



Board of Governors Public Meeting Agenda

June 25, 2025, at 5:30 p.m.

VCC Broadway Campus, Building A, Room 5025

GUESTS: MS TEAMS: [CLICK HERE](#) to Join
Meeting ID: 278 874 190 542 7
Passcode: 8G2sD3ud

Board Members

Mahin Rashid (Chair, Board/HRC)
 Jeffrey Yu (Vice Chair/Chair, FAC)
 Chi Lo
 Christie Sparklingeyes
 Dilraj Sandhu
 Harleen Kaur
 Jennifer Cummins
 Joey Hartman
 Libby Davies
 Michele Guerin
 Paul Yeung
 Seung Oh

Senior Team & Staff Resources

David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Kate Dickerson	VP, People Services
Jane Shin	VP, Students & Community Development
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Surinder Aulakh	ED, Safety, Security & Risk Management
Charnelle McClure	ED, Marketing & Communications
Deborah Lucas	EA, Board of Governors
Moira Gookstetter	ED, VCC Foundation
Jessie Williams	Dean, Indigenous Initiatives

Ex-Officio

Ajay Patel	President & CEO
Natasha Mandryk	Chair, Education Council/GC

Guests

Frank Cosco	President, VCCFA
Deanne Bates	Chief Shop Steward, CUPE Local 4627
Melissa Chirino	Organizer - Advocacy and Governance, SUVCC

We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.

	Topic	Action	Speaker	Time	Attach	Page
1.	CALL TO ORDER, LAND ACKNOWLEDGEMENT/ OPENING REMARKS		M. Rashid / J. Hartman / A. Patel	5:30		
2.	APPROVAL OF AGENDA/CONSENT AGENDA	Decision	M. Rashid	5:40		
	2.1 Minutes: May 28, 2025, Public Meeting				✓	3
	2.2 EdCo Chair Report to BoG - EdCo Annual Report 2024				✓	9
	2.3 Course Deactivations				✓	36
	2.4 Concept Paper - Refrigeration and Air Conditioning Mechanic Foundation Program				✓	38
	2.5 2026 Board Meeting Schedule				✓	53
	2.6 Board Correspondence & Activity				✓	58
	2.7 News and Events				✓	59
	2.8 VCCFA Report				✓	63

	Topic	Action	Speaker	Time	Attach	Page
3.	CONSTITUENCY GROUP REPORTS	Info	Constituency Reps	5:42		
	3.1 CUPE Local 4627				--	--
	3.2 SUVCC			5 min	--	--
	3.3 VCCFA			each	✓	63
4.	EDUCATION COUNCIL REPORT			5:57		
	4.1 Affiliation Agreements x 4: Canadian College/ Cornerstone International Community College of Canada/ ILAC Education Group (ILAC International College & Tamwood College)/VanWest College	Decision	N. Mandryk		✓	65
	4.2 REVISED: Computer Systems Technology Diploma	Decision	N. Mandryk		✓	85
	4.3 NEW: Construction Electrician Foundation Certificate	Decision	N. Mandryk		✓	94
5.	FINANCE AND AUDIT COMMITTEE REPORT			6:12		
	5.1 Chair's Report	Info	J. Yu		--	--
	5.2 TUITION: EAL Health Careers Courses	Decision	J. Yu		✓	102
	5.3 TUITION: Computer Systems Technology Diploma	Decision	J. Yu		✓	104
6.	GOVERNANCE COMMITTEE REPORT					
	6.1 Chair's Report	Info	N. Mandryk	6:25	--	--
7.	HUMAN RESOURCES COMMITTEE REPORT					
	7.1 Chair's Report	Info	M. Rashid	6:27	--	--
8.	INDIGENIZATION AT VCC					
		Info	J. Williams	6:30	--	--
9.	VCC FOUNDATION					
		Info	J. Yu	6:40	--	--
10.	NEW BUSINESS					
	10.1 2025/26 Government Mandate Letter	Info	M. Rashid	6:45	✓	107
	10.2 Recognition of Outgoing Board Members	Info	M. Rashid	7:05	--	--
11.	NEXT MEETING & ADJOURNMENT					
	Next regular meeting: September 24, 2025	Info	M. Rashid	7:20	--	--



Board of Governors Public Meeting **DRAFT MINUTES**

May 28, 2025, at 5:45 p.m.
MS Teams

ATTENDANCE

Board Members		Senior Team & Staff Resources	
Mahin Rashid (Chair, Board/HRC)		David Wells	VP, Academic & Applied Research
Jeffrey Yu (Vice Chair/Chair, FAC)		Ian Humphreys	VP, Admin & International Development
Chi Lo		Kate Dickerson	VP, People Services
Christie Sparklingeyes		Jane Shin	VP, Students & Community Development
Dilraj Sandhu		Elmer Wansink	AVP, IT & CIO
Harleen Kaur		Clayton Munro	AVP, Student & Enrolment Services
Jennifer Cummins		Tannis Morgan	AVP, Academic Innovation
Joey Hartman		Jamie Choi	ED, Finance & CFO
Libby Davies		Surinder Aulakh	ED, Safety, Security & Risk Management
Michele Guerin		Charnelle McClure	ED, Marketing & Communications
Paul Yeung		Deborah Lucas	EA, Board of Governors
Seung Oh		Moira Gookstetter	ED, VCC Foundation
		Erin Vickars	Project Coordinator, Indigenous Culinary
		Caralee Maloney	AD, Risk Management & Privacy
Ex-Officio		Guests	
Ajay Patel	President & CEO	Frank Cosco	President, VCCFA
Natasha Mandryk	Chair, Education Council/GC	Deanne Bates	Chief Shop Steward, CUPE Local 4627
		Melissa Chirino	Organizer - Advocacy and Governance, SUVCC

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1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

M. Rashid called the meeting to order at 5:49 p.m. with regrets from D. Sandhu, M. Guerin, and J. Cummins. C. McClure presented the land acknowledgement.

Chair and President's Opening Remarks:

M. Rashid opened by highlighting recent celebrations across the college, including student showcases at the Vancouver International Auto Show and Fashion Week, and community participation in events like Red Dress Day, honoring Missing and Murdered Indigenous Women, Girls, and 2SLGBTQIA+ individuals. She noted VCC's growing visibility in the media, with coverage of student and alumni accomplishments, and congratulated President Ajay Patel on receiving the King Charles III Coronation Medal—a well-deserved honour. The Board appreciates everyone involved for helping bring VCC's values to life.

A. Patel echoed these sentiments and expressed deep appreciation for the sense of community at VCC. He emphasized the importance of coming together not only to address sector challenges, but also to celebrate successes. Among recent highlights, VCC students earned 27 medals at the Skills Canada BC provincial competition, with 11 gold medalists now advancing to nationals in Regina. Creativity and diversity were

prominently showcased through students' work at Vancouver Fashion Week. He also shared news of a recent alumni event at the French Consulate, which recognized graduates of VCC's French+ Program

M. Rashid spoke to the broader sectoral issues, acknowledging the federal government's decision to reduce international study permits and the influence of political developments in the U.S. on the post-secondary sector. She indicated these issues may be discussed at the upcoming BC college board chairs' meeting, with a view to collective advocacy. She thanked the VCCFA for its presentation to the Board and for highlighting the financial pressures affecting faculty and program sustainability. She also noted that new board appointments are expected soon and encouraged attendees to join the next meeting in person to honour departing members J. Hartman, L. Davies, and S. Oh.

A. Patel concluded extending his thanks to Jessie Williams, Dean of Indigenous Initiatives, and the team at Seḥákw (Squamish Nation Towers) for hosting a tour of their transformative urban development. The project, located at the south end of the Burrard Street Bridge, comprises 11 residential towers and serves as a model of Indigenous-led economic and cultural revitalization. He noted that the group was particularly inspired by how Indigenous values are being meaningfully integrated into the infrastructure and planning process.

2. APPROVAL OF AGENDA & CONSENT AGENDA

MOTION: THAT the VCC Board of Governors approve the May 28, 2025, public meeting agenda; and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1 Minutes: Mar 26, 2025, Public Meeting
- 2.2 Academic Year: 2025/2026, 2026/2027, 2027/2028
- 2.3 Course Deactivations
- 2.4 Program Name Change: Automotive Logistics & Service Operations – Zero Emission Diploma (formerly Automotive Parts and Service Management Diploma)
- 2.5 Board Correspondence & Activity
- 2.6 News and Events
- 2.7 VCCFA Report

Moved, Seconded & CARRIED

M. Rashid informed the Board that moving certain Education Council matters in the Consent Agenda is to help streamline the overall agenda—especially now that the new Program Development and Approval Policy has returned certain decision-making authority to the Board. All items in the Consent Agenda remain under the Board's jurisdiction and still require full consideration before approval. Should discussion be required, the matter will be pulled out of the Consent Agenda and added as an item to the agenda.

3. CONSTITUENCY REPORTS

3.1 CUPE Local 4627 – Presented by D. Bates, Chief Shop Steward

D. Bates indicated that there was no formal report to present at this time. She noted that an update would be provided at the upcoming June meeting.

3.2 Student Union of Vancouver Community College (SUVCC) – Presented by M. Chirino, SUVCC Organizer - Advocacy and Governance

M. Chirino, on behalf of the Student Union of Vancouver Community College (SUVCC), reported on recent participation in a student leadership training conference. She highlighted ongoing concerns regarding student access to adequate resources, particularly in relation to housing and academic support. She emphasized that SUVCC is working closely with partners to develop a strategic approach that addresses these issues and ensures students and staff are supported moving forward. The Board expressed appreciation for SUVCC's continued advocacy.

3.3 Vancouver Community College Faculty Association (VCCFA) – Presented by F. Cosco, President

F. Cosco highlighted ongoing structural and financial challenges at VCC, particularly in sustaining small, high-cost programs under the current funding model. He noted faculty attrition and long-standing funding inequities that limit innovation and threaten program sustainability.

In response, M. Rashid and other board members acknowledged the seriousness of the issue and expressed strong support for continued advocacy. She noted that the provincial planning model disadvantages colleges like VCC, especially those without major university transfer pathways. Members agreed that international enrolment affects domestic access and planning and emphasized the need for systemic funding reform.

4. EDUCATION COUNCIL (EDCO) REPORT – Presented by N. Mandryk, EdCo Chair

4.1 Chair's Report

Concept Paper: As per Policy 409, the Board received a Concept Paper for a proposed Construction Electrician Foundation Certificate program. N. Mandryk highlighted that curriculum development is underway and will likely progress to the next stages of approval by EdCo in June.

Education Service Renewals: N. Mandryk acknowledged the considerable time and thoughtful effort contributed by staff in completing the Education Service Renewals. These self-studies and external reviews were conducted without formal release time or institutional support, making the quality of analysis and recommendations particularly commendable.

- **Disability Services** was recognized for its effective prioritization of action items and consistent responsiveness to student needs, with several improvements already underway.
- **Library Services** was recognized for identifying less visible barriers, such as printing costs and evolving space use, and for affirming the need to appoint a Library Director—a recommendation supported in principle by the institution, with acknowledgment of current financial constraints. The discussion emphasized the library's growing role as a “third space” for students—a place to study, socialize, and connect—highlighting the need to provide additional spaces that support both quiet study and collaborative learning.
- The **Student Conduct & Judicial Affairs Office**, despite being a single-person unit, completed a strong self-study that emphasized student engagement and education on conduct policies. Reviewers recommended clearer support structures and broader community awareness to manage the office's scope and impact.

New courses: Under Policy 409, EdCo may approve new courses that do not impact program delivery costs. At its Apr 8 meeting, EdCo approved 17 new courses for the High Performance and Custom Engine Technician Diploma and three for the Automotive Logistics and Service Operations – Zero Emission Diploma, with no anticipated cost implications.

5. FINANCE AND AUDIT COMMITTEE (FAC) REPORT - Presented by J. Yu, FAC Chair

5.1 Chair's Report

The Chair of the Finance and Audit Committee provided a brief overview of the Committee's meeting held on May 20, 2025. Key items included the approval of procurement matters related to the Culinary Arts Renovation Project. Specifically, the Committee endorsed the award of a construction management contract, enabling early involvement in the design phase and continuity through to completion. This approach is intended to ensure flexibility and cost control while supporting the college's leadership in the culinary education space.

The Committee also approved a purchase agreement for Microsoft's education licensing suite, taking advantage of provincial volume discounts available to post-secondary institutions. This agreement supports essential technology infrastructure while ensuring cost efficiency.

5.2 Actuals to Budget (2024–25 Year-End)

The year-end financials showed a positive variance of approximately \$192,000, resulting in a modest surplus. While not a significant amount, the positive outcome positions the college to avoid more severe adjustments in the future and preserves internal decision-making authority.

Contributing factors to the variance included fluctuations in government grants, staffing cost adjustments, and responsible allocation of operational resources. The Committee reiterated the importance of remaining fiscally balanced, especially as peer institutions facing deficits have experienced increased government oversight. The Board expressed strong support for maintaining local autonomy, protecting programs, and aligning expenditures with strategic goals.

5.3 2024–25 Audited Financial Statements

The Board reviewed and approved the 2024–25 Audited Financial Statements. The external audit resulted in an unqualified (clean) opinion, confirming that the financial statements are accurate, compliant with public sector accounting standards, and appropriately reflect the college's financial position. ☐ The audit was clean and comprehensive, with no significant control or financial misstatements.

The audit process included a comprehensive in-camera session between the auditors and the Committee, offering an additional layer of assurance. Broader discussions included sector-wide risks such as revenue uncertainty, cybersecurity, and the operational impacts of AI. The Committee and Board commended staff for a strong audit outcome and for upholding rigorous financial and governance standards.

MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2024-25 Audited Financial Statements

Moved, Seconded and CARRIED

6. GOVERNANCE COMMITTEE (GC) REPORT - Presented by N. Mandryk, GC Chair

6.1 Chair's Report

2025 Board Evaluation: The Governance Committee met on May 8 and reviewed the results of the 2025 Board Evaluation Survey. A summary report was provided to the Board along with recommendations aimed at strengthening engagement and supporting effective governance.

Recommendations included enhancing orientation for new members, particularly in relation to legislative frameworks, internal policies, and the Strategic Innovation Plan, to help all members stay connected to VCC's direction. Additionally, the committee proposed exploring bylaw updates to clarify how board members can propose agenda topics outside the annual evaluation cycle and to ensure the Board receives regular updates on key governance documents such as the SIP and Risk Register. Efficiencies in the board agenda will be explored to allow more time for strategic matters. The committee also affirmed the value of verbal and written reports from constituency groups and supported maintaining this transparent practice.

Review of G.2.0 Board Governance Bylaw: The review of the G.2.0 Board Governance Bylaw is underway. Revisions aim to strengthen the Board's commitment to transparency by clarifying that matters should be addressed in public sessions whenever possible. The Appendix outlining discussion topics will be updated, and the review will also explore ways to integrate decolonization practices into Board processes. A revised bylaw will be presented to the Board for approval.

7. HUMAN RESOURCES COMMITTEE (HRC) REPORT - Presented by M. Rashid, HRC Chair

7.1 Chair's Report

The Human Resources Committee will next meet on May 30, 2025, to consider the annual Executive Compensation Disclosure Statement, for submission to government. The statement discloses all compensation accrued and paid to the President & CEO and the next 4 highest ranking/paid executives with an annualized base salary of \$125,000 or greater during the fiscal year. The disclosure statement will be publicly available on the Public Sector Employers' Council's website and VCC.ca, by the end of September.

8. INDIGENIZATION AT VCC

E. Vickars, Project Coordinator for Indigenous Culinary at VCC, presented a comprehensive report on the college's innovative approach to advancing Indigenization through remote education initiatives with Indigenous communities across British Columbia. Since 2019, VCC has responded to invitations from some of the most isolated regions—including the Central Coast and Arctic Circle—to provide culturally responsive, skills-based training. These programs, developed collaboratively with each Nation, focus on trust, collaboration, and cultural responsiveness, offering a range of courses from culinary basics to technical skills. The initiative has seen remarkable success, with 100% student attendance and program completion, exclusively involving Indigenous women, and has contributed to enhanced local employment and economic opportunities.

The model challenges traditional colonial educational frameworks by prioritizing listening, co-creation, and mutual respect, emphasizing that reconciliation means allowing Indigenous communities to define their own educational goals. VCC's efforts have led to important institutional changes, including new policies protecting Indigenous knowledge and affirming Indigenous-led curriculum design. Erin highlighted the importance of adapting teaching styles to respect Indigenous food traditions and fostering relational learning over transactional instruction. The Board expressed deep appreciation for this work, recognizing it as a leading example of reconciliation in action and commending the cross-departmental collaboration that has made it possible. This initiative not only enriches learners but also drives meaningful institutional transformation toward decolonization and Indigenization at VCC.

9. VCC FOUNDATION – Presented by J. Yu, Board Representative, VCC Foundation Board of Directors

J. Yu provided a brief update on VCC Foundation Board governance and other related activities. A full report was included in the advance materials.

A governance subcommittee of the Foundation Board has been established to strengthen policy and operational oversight, including the development of a risk registry. Preparations for the annual audit are underway.

The Foundation is advancing plans for the June 26th Outstanding Alumni Awards, which will recognize achievements across several categories. Additionally, the upcoming Spring Student Awards on June 6th will highlight a major new contribution from the Barrett Family Foundation, supporting 46 new awards as part of a larger pledge to VCC's Centre for Clean Energy & Automotive Innovation.

10. NEW BUSINESS

10.1 Annual Sexual Violence & Misconduct Report

The Board received the 2024–2025 Annual Sexual Violence and Misconduct Report, presented publicly for the first time by C. Maloney, VCC's Risk and Privacy Officer. The report, prepared under the Safe Disclosure Policy, outlined 14 combined disclosures and reports, down from 22 the previous year. Most disclosures involved verbal sexual harassment; no cases of sexual assault or incidents requiring police involvement were reported. Notably, no formal investigations were conducted under the Sexual Violence and Misconduct Policy this year, as many cases were addressed through other college channels such as the Safety & Security Department or Student Conduct Office, reflecting a preference for quicker resolutions in some cases.

VCC has implemented several proactive measures to enhance support and awareness around sexual violence and misconduct. These included launching an anonymous online chat feature to lower barriers to disclosure, increasing visibility of support services during student Welcome Days, and developing mandatory trauma-informed training for faculty in partnership with People Services. Additionally, targeted social media campaigns were introduced to raise awareness about available resources and reporting options.

Disclosures were nearly evenly split between domestic and international students, countering assumptions of reporting hesitancy among international populations. The report noted a concentration of disclosures occurred in one department at the Broadway campus. While the specific department or location was not publicly named (to protect privacy), it was emphasized that this cluster contributed to a higher number of

reports from Broadway compared to the Downtown campus. The Board acknowledged that while underreporting remains an issue, increasing disclosures can reflect growing trust in the College's processes and support systems.

11. NEXT MEETING & ADJOURNMENT

M. Rashid thanked everyone for their participation.

The next regular public board meeting is scheduled for Jun 25, 2025. The meeting adjourned at 7:22 p.m.



INFORMATION NOTE

PREPARED FOR: Board of Governors
DATE: June 25, 2025
ISSUE: Education Council Chair Report to Board of Governors

EDUCATION COUNCIL PLANNING DAY

Education Council held its bi-annual Planning Day retreat on June 17. Presenting to EdCo, Jane Shin, Vice President, Students and Community Development, situated VCC's history, mandate, priorities, and programs in the context of the public post-secondary landscape in BC. A focus on institutional funding realities served as an opportunity for discussion of institutional priorities around new or renewed programs and their implementation. The presentation was followed by discussion of VCC's Strategic Innovation Plan (SIP).

Tannis Morgan, Associate Vice President, Academic Innovation, led a session discussing the academic priorities and focus within her portfolio. She highlighted educational technology initiatives that improve student experience and discussed the impetus for different approaches to curriculum development, such as co-design of programs with industry and community partners.

We thank Jane Shin and Tannis Morgan for facilitating these sessions and providing a broader context for EdCo's work.

ACADEMIC GOVERNANCE COUNCIL

The Academic Governance Council (AGC) consists of representatives from Education Councils and Program Councils at publicly funded institutions in BC. The AGC met on May 30, 2025 to discuss ongoing and emerging issues of interest. A major theme of discussion was the ways in which institutions' governance processes and structures are being affected by current or anticipated low enrolments. Institutional responses and challenges are varied, but common challenges included managing program changes, effective oversight of program suspensions, and the workload of councils and their curriculum committees.

PROGRAM CONSIDERATIONS

VCC is the only institution in BC (and possibly Canada) whose published program information includes a description of recommended personal characteristics. While the intent is to provide prospective students with information to prepare for the program, the reality is that recommended characteristics are often conflated with skills and knowledge to be developed in the program. They also have the potential to reflect bias, particularly against students with disabilities.

A working group was formed within the college to identify better ways to convey information that helps students consider whether a program is a good fit for them. This group recommended replacing the “Recommended Characteristics of Students” section of the Program Content Guide (PCG) with a section called “Program Considerations”, and developed a style guide to support curriculum developers.

Program Considerations focus on key program tasks or elements of the learning environment, rather than on abilities that successful students are presumed to require. There are five broad categories: physical demands, sensory and environmental exposures, scheduling and travel requirements, emotional and cognitive considerations, and other considerations. This information will empower prospective students to make informed decisions about programs and, where applicable, to contact Disability Services to explore accommodations.

On the recommendation of its Curriculum Committee, EdCo resolved at its June 10 meeting to replace the approved Recommended Characteristics section with Program Considerations, and to recommend the use of the associated style guide.

PREPARED BY: Natasha Mandryk, Chair, Education Council

ATTACHMENTS: APPENDIX A – 2024 Education Council Annual Report

DATE: June 18, 2025



VANCOUVER COMMUNITY COLLEGE

Education Council Annual Report 2024

Prepared by: Natasha Mandryk, Chair Education Council

June 3, 2025

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Message from the Chair

This past year has been marked by rapid and unpredictable change, particularly in international education. A major challenge has been recent policy changes by Immigration, Refugees and Citizenship Canada (IRCC), which introduced restrictions on study permits and on Post-Graduate Work Permits (PGWP). PGWP eligibility for college graduates is now tied to programs aligned with national labour market needs, as defined by Classification of Instructional Program (CIP) codes. These changes have led to a sector-wide decline in international enrolment, including at VCC.

In response, there have been tremendous efforts across the entire College to ensure VCC continues to provide sustainable quality educational opportunities for both international and domestic students. Initiatives included aligning existing programs with eligible CIPs, developing new offerings, and creating accelerated curriculum and program development and approval processes to enable us to respond nimbly to changes in policies as well as in student and labour market demand.

Education Council (EdCo) has been a crucial part of this work and remains committed to collaboration in our collective efforts focused on adaptability, innovation, sustainability and student-centered planning. As a governance body made up of College employees and students, EdCo draws from members' understanding and experience of working or studying at VCC to be effective in its oversight.

I extend my sincere thanks to all Education Council and committee members, and the College community at large for their dedication and resilience during this transformative time.

Strategic Initiatives

The past year has seen EdCo and its standing committees engage with several key College initiatives:

International Education: VCC's International Education Strategic Plan (IESP) 2024 – 2029 plan informs and guides VCC's local and global engagement in our internationalization efforts.

Rapid program development and accelerated program approval: In response to changes in IRCC regulations, VCC prioritized the creation of a rapid development process for new programs. EdCo endorsed revised and new policies – Curriculum Development and Approval (410) and Program Development and Approval (Policy 409) – to streamline program approval processes while maintaining rigorous oversight and quality assurance.

Generative AI (GenAI): VCC has developed Guidelines for Generative AI in Teaching and Learning in response to rapidly evolving AI technology. GenAI's profound impact on education will continue to be a focus of discussion. We thank Dr. Barry Magrill, Educational Developer in Capilano University's Centre for Teaching Excellence, for facilitating a session on GenAI at the June 2024 EdCo planning day.

Indigenization by Decolonization and Reconciliation: EdCo, with support from President & CEO Ajay Patel, added a dedicated seat for an Indigenous educational administrator on the council in December 2023. In January 2024, EdCo welcomed David Kirk, Dean of Curriculum and Pedagogy, as the newly appointed member.

Relationship building is, and will continue to be, crucial in our work towards expanding the opportunities for Indigenous members of the VCC community to be integral, influential members of our academic governing body.

The remainder of this report is dedicated to sharing EdCo's direct involvement with, and tangible work outcomes in, curriculum, policy, and educational quality.

My gratitude goes out to all members of EdCo, its standing committees and working groups, for contributing their time, expertise, and collegial support to this work.

Sincerely,

Natasha Mandryk

VCC Education Council Chair

2024 Year at a Glance

68 Members of the VCC community served on Education Council or a Standing Committee in 2024.

Curriculum – Programs & Courses

4 Concept Papers

8 New Programs

5 Significantly Revised Programs

246 New Courses

Policies

4 Policies Approved

2 Policies Under Review

Education Quality

4 Program Renewals Completed

1 Education Service Renewal Completed

24 Curriculum Development Projects & Program Renewals Funded

Program & Curriculum Highlights

Summary of educational matters presented to Education Council and/or the Board of Governors for approval or information:

Concept Papers for New or Significantly Revised Programs:

- Digital Communication, Social Media and Multimedia Post-Degree Diploma
- IT Project Management Post-Degree Diploma
- Paralegal Diploma
- Professional Baking & Pastry Arts Diploma

New Programs:

- Clean Energy Technology Diploma
- Customer Relationship Management Technology Short Certificate (pending Board approval)
- Digital Marketing Technology Certificate (pending Board approval)
- Global Supply Chain Management Post-Degree Diploma
- Health & Wellness Professional – Cosmetology Diploma (Board approval Feb 5, 2025)
- IT Project Management Post-Degree Diploma (Board approval Feb 5, 2025)
- Professional Baking & Pastry Arts Diploma
- Retail and Service Careers Certificate (pending Board approval)

New Specializations in Associate Degrees (Board approval March 26, 2025)

- Associate of Arts (Psychology) Degree
- Associate of Science (Environmental Science) Degree
- Associate of Science (Data Science) Degree
- Associate of Science (Computer Science) Degree

Significantly Revised Programs:

- Asian Culinary Arts Certificate
- American Sign Language and Deaf Studies Certificate (pending Board approval)
- Dental Hygiene Diploma (pending Board approval)
- Medical Laboratory Assistant Certificate (pending Board approval)
- Paralegal Diploma (Board approval March 26, 2025)

Renamed Programs:

- Automotive Repair and Refinishing Technician Diploma (formerly Automotive Collision and Refinishing Diploma)
- Automotive Parts and Service Management Diploma (formerly Automotive Parts and Service Technology Diploma)
- Bachelor of Hospitality and Food Service Systems Management (formerly Bachelor of Hospitality Management; name change reversed on March 26, 2025)

- Culinary Arts and Food Service Management Diploma (formerly Culinary Arts Diploma)
- Digital Marketing Technology Diploma (formerly Marketing Technology Diploma)
- High Performance and Custom Engine Technician Diploma (formerly Automotive Service Technology Diploma)
- Hospitality and Food Service Systems Management Diploma (formerly Hospitality Management Diploma)
- Hospitality and Food Service Systems Management Post-Degree Diploma (formerly Hospitality Management Post-Degree Diploma; name change reversed on Feb 5, 2025)
- Project Management Post-Degree Diploma (formerly Business and Project Management Post-Degree Diploma)

Program Renewals:

- Business Management
- Fashion Design & Production
- Retail & Hospitality Careers
- Visually Impaired

Education Services Renewal:

- Library

Discontinued Program:

- Teaching Online Certificate

Educational Affiliations:

- Articulation Agreement with NSCAD University in Nova Scotia
- Cooperation Agreement with the Sustainable Hospitality Alliance
- Memorandum of Understanding with Athabasca University

Other Approvals by Education Council and/or the Board of Governors:

- 2024–2025 Enrolment Plan
- Academic Year 2024/25, 2025/26, 2026/27
- Science equivalencies table for admission requirements; delegated approval of minor changes and updates to the Registrar

Standing Committees

Curriculum Committee

Chair: Todd Rowlatt

Curriculum Committee ensures that College curriculum development and revisions are consistent with approved processes and are undertaken in compliance with educational policies. The committee provides quality assurance to help ensure College curricula reflect sound pedagogical practices. This committee is the first stage in the curriculum approval governance process, as its recommendations are formally considered by EdCo for approval or for advice to the Board of Governors.

Curriculum Proposals: The committee reviewed and approved 36 proposals for new and revised curriculum and recommended 42 proposals to EdCo for further consideration. For a detailed account of these proposals, please refer to Appendix A.

Recommended Characteristics of Students

A working group was formed to review the “Recommended Characteristics of Students Section” in program content guides from an accessibility and Universal Design for Learning (UDL) lens. The group developed recommendations to rework this section and focus on describing the learning environment and common educational tasks, rather than personal characteristics, enabling students to make informed decisions and seek support and accommodations as needed.

Provisional Approval of New Programs Committees

The provisional approval process supports new or significantly revised programs, allowing for minor curriculum adjustments during their initial implementation.

The Optician Diploma program successfully completed the provisional period and received final approval from Education Council.

New Provisionally Approved Programs:

- Clean Energy Technology Diploma
- Global Supply Chain Management Post-Degree Diploma

Education Policy Committee

Chair: Sarah Kay (to August 2024); Louise Dannhauer from September 2024

Education Policy Committee is responsible for checking that all educational policies and procedures are thoroughly reviewed during the policy development and approval process. The committee reviews existing policies on a five-year cycle and supports the creation of new policies. Education Policy Committee acts in an advisory role to EdCo on all policy review-related matters.

Policy Review: The committee reviewed six policies and recommended four policies to EdCo for approval. The committee also reviewed editorial edits to the Academic Integrity policy (325).

Policies approved by Education Council and/or the Board of Governors:

- Accommodation for Students with Disabilities (327)
- Curriculum Development and Approval (410)
- Education Services Renewal (405)
- Program Development and Approval (409) (new)

Policies under Review:

- Appeal to Education Council on Educational Matters (321)
- Awards (315)

Education Quality Committee

Chair: Todd Rowlett

Education Quality Committee guides fundamental aspects of educational quality at VCC, such as program review, program renewal, and curriculum development (CD) fund allocation. Members of the committee ensure these processes are clearly defined, and are dedicated to continuous improvement and innovation in educational quality at VCC.

Annual Program Review: The committee reports annually to EdCo on key themes identified in program reviews. Main themes this year included data collection/student feedback; Indigenization and decolonization; student and employee mental health and well-being; micro-credentials; prior learning assessment and recognition (PLAR); and the emergence of GenAI.

College Initiatives: The committee engaged with various College initiatives, including around GenAI, program-level standardization in Moodle, the syllabus project, and the review of the Education Services Renewal policy (405).

Mental Health and Well-being Working Group: This group includes broad membership across the College and aims to integrate mental health and well-being into curriculum design and delivery.

Feasibility Working Group: This working group was established to create a feasibility report for the Executive Assistant and Medical Transcriptionist Certificate programs, which were proposed for suspension.

Curriculum Development Fund 2024/2025

VCC sets aside an annual budget of \$400,000 to fund curriculum development (CD) projects. This funding aims to support new ideas and foster creativity and innovation. Education Quality Committee provides advice to the Vice President, Academic & Applied Research, in allocating the funds.

A total of about \$630,000 in funding was requested. As a result, the committee gave priority to: 1) projects currently in progress needing additional funds for completion; 2) projects arising from program reviews or renewals; and 3) projects needed for program accreditation. In addition, scheduled program renewals received automatic seed funding of at least \$5,000.

In 2024/25, 20 curriculum development projects and 4 program renewals received CD funding.

CD Funded Projects:

- Business Management Post-Degree Diploma – Program Renewal
- Business Technology New Course Development
- CACE Basic Computers 1, 2 & Capstone – Curriculum Development & Term Alignment
- CAD & BIM Micro-credentials
- Design & Marketing Certificate and Diploma
- Design Your Life Courses (ACED Department)
- Development of PMP/CAPM Test Prep Course
- EAL Renewal Action Plan
- Educational Pathways for Licensed Practical Nurses
- Fashion Design & Production
- Fundamental English Curriculum Renewal
- Fundamentals of Marketing Course Development
- Global Supply Chain Management Course Development
- Indigenization of School of Health Sciences Curriculum
- International Automotive Service Tech. Diploma Program – Automotive Service Excellence (ASE) & Year 2 Updates
- Paralegal Redesign Year 2
- Resume & Cover Letter Course Refresh
- Retail Hospitality Careers Post-Renewal Curriculum Development
- Squamish Nation Cohort Provincial Instructor Diploma Program (PIDP)
- Visually Impaired Post-Renewal Program & Course Development

Automatically Funded Program Renewals:

- Auto Collision & Refinishing
- Culinary Arts
- Fashion Merchandising
- Music Diploma & Degree

Appendix A – Approved Curriculum Proposals

Minor Program & Course Changes

Revised Programs:

Access to Practical Nursing Diploma
 Applied Leadership and Business Management Certificate
 Architectural Technician Certificate
 Bachelor of Science in Nursing (Advanced Entry)
 Bachelor of Science in Nursing (First Year Entry)
 Career Awareness Certificate
 Civil/Structural Technician Certificate
 Computer Aided Draft (CAD) and Building Information Modelling (BIM)
 Technician Diploma
 Dental Hygiene Diploma
 Executive Assistant Certificate
 Fashion Design & Production Certificate
 Fashion Design & Production Diploma
 Food Service Careers Certificate
 Graphic Design Diploma
 Heavy Mechanical Technology Diploma
 Mechanical Drafting Technician Certificate
 Network Security Advanced Certificate
 Network Technology Administration and Security Post-Degree Diploma
 Practical Nursing Diploma
 Provincial Instructor Diploma
 Retail and Hospitality Careers Certificate
 Steel Construction Modelling Technician Certificate
 Transportation Trades Sampler Short Certificate

Revised Courses:

ACED 0700 Career Planning 12	ECCE 2335 Toddler Practicum
BIOL 1120 Human Anatomy & Physiology 1	ENGL 0750 English 10 Part 1
BIOL 1220 Human Anatomy and Physiology 2	ENGL 0752 English 10 Part 2
COMP 0981 Computer Science 12	ENGL 0861 English 11 Part 1
CULI 1505 Butchery and Meat Cutting	ENGL 0871 English 11 Part 2
CULI 2512 Food Service Industry Experience	ENGL 0981 English 12 Part 1
CULI 2513 Restaurant Kitchen	ENGL 0991 English 12 Part 2
ECCE 2230 Special Needs Practicum 1	ENGL 0992 Technical and Professional English 12
ECCE 2235 Infant Practicum	ENGL 0994 English 12 Essential
ECCE 2305 Practicum 1	ENGL 2100 Canadian Literature
ECCE 2306 Practicum 2	ENSK 0826 Writing Skills 11
ECCE 2307 Practicum 3	ENSK 0902 University Prep Writing Sk 12
ECCE 2330 Special Needs Practicum 2	HMTD 1100 Occupational Skills
	HMTD 1120 Shop Tooling and Equipment

HMTD 1125 Lubricants, Bearings and Equipment Operation	ITOP 1107 Linux Server Fundamentals
HMTD 1130 Machine Structure	ITOP 1108 Windows Desktop Support
HMTD 1135 Truck Structure	ITOP 1109 PowerShell
HMTD 1200 Mobile Hydraulic Systems	ITOP 2201 Professional Development
HMTD 1220 Batteries and Electricity Fundamentals	ITOP 2414 Encryption, Public Key Infrastructure Architecture and Administration
HMTD 1230 Machine Electrical	ITOP 2415 Network Exploits, Vulnerabilities and Penetration Testing
HMTD 1240 Heavy Mechanical Steering Systems	MATH 0861 Math 11 Part 1
HMTD 2120 Heavy Mechanical Hydraulic Brake Systems	MKTG 2005 Marketing Automation
HMTD 2125 Heavy Mechanical Air Brake Systems	MKTG 2009 Marketing Communication for the Web
HMTD 2130 Heating and Air Conditioning	MKTG 2068 Managing Digital Projects
HMTD 2140 Trailers and Engine Support	MKTG 2099 Digital Marketing Technology Capstone
HMTD 2145 Powertrain	NURS 1002 Professional Practice 1
HMTD 2200 Powertrain Diagnostics, Service & Repair	NURS 1006 Integrated Nursing Practice 1
HMTD 2220 Electrical Systems and Components	NURS 1006 Integrated Nursing Practice 1
HMTD 2225 Electronics and Electronic Components	NURS 1007 Consolidated Practice 1
HMTD 2230 Light Duty Vehicle	NURS 2002 Professional Practice 2
HOSP 1311 Introduction to Business Communications	NURS 2006 Integrated Nursing Practice 2
HOSP 1312 Essentials of Business Communication	NURS 2006 Integrated Nursing Practice 2
HOSP 1360 Food and Beverage Operations	NURS 2007 Consolidated Practice 2
HOSP 2102 Catering, Meetings and Event Management	NURS 2102 Professional Practice A
HOSP 2114 Management Accounting and Cost Control	NURS 2106 Integrated Nursing Practice A
HOSP 2240 Hospitality & Food Services Systems Work Experience Co-Op	NURS 2106 Integrated Nursing Practice A
HOSP 2240 Hospitality Work Experience Co-Op	NURS 2107 Consolidated Practice Experience A
HOSP 2505 Hospitality Marketing Strategies	NURS 3002 Professional Practice 3
HOSP 2620 Tourism and Hospitality Marketing	NURS 3005 Integrated Nursing Practice 3
ITOP 1101 A+ Hardware	NURS 3006 Consolidated Practice Experience 3
ITOP 1102 Networking Fundamentals	NURS 4005 Integrated Nursing Practice 4
ITOP 1103 Windows Server Fundamentals	NURS 4005 Integrated Nursing Practice 4
ITOP 1104 Active Directory	NURS 4006 Consolidated Practice 4
ITOP 1105 Security Fundamentals	NURS 4008 Preceptorship
ITOP 1106 Service Manager	NURS 4163 Community Health
	NURS 4166 Canadian Health Care System
	NURS 4261 Nursing Leadership
	NURS 4264 Focused Preceptorship
	OADM 1401 Introduction to Accounting
	OADM 1405 Administrative Technology
	OPTC 1110 Anatomy & Physiology of the Eye
	OPTC 1130 Foundations of Optics
	OPTC 1140 Eyeglasses Theory

OPTC 1220 Eyeglasses Fabrication & Design	TTSP 0103 Automotive Refinishing
OPTC 1240 Low Vision Conditions & Devices	TTSP 0104 Project Car
OPTC 2320 Contact Lens Theory	TTSP 0105 Heavy Equipment Operation
SCIE 0751 Science 10	TTSP 0106 Forklift Operation
SIGN 3000 Intermediate ASL 3	TTSP 0107 Automotive Engines
TTSP 0100 Workplace Safety	TTSP 0108 Automotive Maintenance
TTSP 0101 Basic Welding Procedures	TTSP 0109 Introduction to Apprenticeship
TTSP 0102 Basic Sheet Metal Repair	VCDP 2500 Graphic Design Work Experience
	WRSK 1076 Writing Skills

New Programs and Major Program & Course Changes

New Programs:

Clean Energy Technology Diploma
 Customer Relationship Management Technology Short Certificate
 Digital Marketing Technology Certificate
 Global Supply Chain Management Post-Degree Diploma
 Health & Wellness Professional – Cosmetology Diploma
 IT Project Management Post-Degree Diploma
 Professional Baking & Pastry Arts Diploma
 Retail and Service Careers Certificate

New Specializations:

Associate of Arts (Psychology) Degree
 Associate of Science (Computer Science) Degree
 Associate of Science (Data Science) Degree
 Associate of Science (Environmental Science) Degree

Significantly Revised Programs:

American Sign Language and Deaf Studies Certificate
 Asian Culinary Arts Certificate
 Dental Hygiene Diploma
 Medical Laboratory Assistant Certificate
 Paralegal Diploma

Revised Programs:

Access to Practical Nursing Diploma
 Associate of Arts Degree
 Associate of Science Degree
 Certified Dental Assisting Certificate (Online)
 Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma
 Computer Systems Technology Diploma
 Culinary Arts and Food Service Management Diploma
 Culinary Arts Diploma
 Dental Hygiene Diploma
 Digital Marketing Technology Diploma
 Early Childhood Care and Education Certificate

Early Childhood Care and Education Diploma
 Early Childhood Care and Education Diploma (International Cohort)
 Esthetics & Spa Therapy Certificate
 Graphic Design Diploma
 Hairstylist Certificate
 High Performance and Custom Engine Technician Diploma
 Hospitality and Food Service Systems Management Diploma
 Hospitality Management Diploma
 Medical Device Reprocessing Technician Certificate
 Medical Office Assistant Certificate
 Occupational/Physical Therapist Assistant Diploma
 Optician Diploma
 Pharmacy Technician Certificate
 Professional Cook 1 Certificate (STBC Youth Cohort)
 Professional Cook 1 Plus Certificate
 Professional Cook 2 Advanced Certificate
 Project Management Post-Degree Diploma
 Provincial Instructor Diploma
 Renal Dialysis Technician Short Certificate
 Sign Language Interpretation Diploma

New Course Content Guides:

Auto Body and Collision Technician Apprenticeship
 Automotive Glass Technician Apprenticeship
 Automotive Refinishing Technician Apprenticeship
 Automotive Service Technician Apprenticeship
 Baker Apprenticeship
 Cook Apprenticeship
 Hairstylist Apprenticeship
 Open Studies

Revised Courses:

AUTO 1130 Workplace Safety	COMP 0981 Computer Science 12
AUTO 1131 Employability Skills	CSTP 1204 Software Analysis and Design
AUTO 1132 Tools and Equipment	CSTP 1303 Introduction to Client-Server Computing
AUTO 1133 General Automotive Maintenance	CSTP 1305 Algorithms Analysis and Data Structures
AUTO 1134 General Automotive Practice	CSTP 2108 Mathematics for Programmers
AUTO 1235 Brake Systems	CSTP 2204 IT Development Project
AUTO 1236 Steering Systems	CSTP 2300 Emerging AI Technologies
AUTO 1237 Suspension Systems	CULI 1501 Kitchen Orientation
AUTO 1238 Electrical-Electronic Systems	CULI 1502 Culinary Techniques
AUTO 1239 Drive-line Systems	CULI 1503 Garde Manger & Breakfast
AUTO 1240 Body Components, Accessories and Trim	CULI 1504 Baking Techniques

CULI 1505 Butchery	LINC 0602H LINC 2 Half Time
CULI 1506 Production Kitchen	LINC 0603H LINC 3 Half Time
CULI 1509 Catering	LINC 0604H LINC 4 Half Time
CULI 1510 Short Order and Cafe Service	LINC 0605H LINC 5 Half Time
CULI 1526 Cook Chill Production Kitchen 2	LINC 0606H LINC 6 Half Time
CULI 1528 Short Order Cafe 2	LINC 0607H LINC 7 Half Time
CULI 2500 Kitchen Management and Cost Controls	LINC 0608H LINC 8 Half Time
CULI 2503 Restaurant Customer Service	MEDC 1141 Medical Terminology for Medical Office Assistant 1
CULI 2505 Advanced Cookery	MEDC 1142 Medical Terminology for Medical Office Assistant 2
CULI 2507 Advanced Baking	MEDC 1151 Medical Speed & Accuracy for Medical Office Assistant 1
CULI 2512 Culinary Practicum	OPTA 1234 Lifespan Development
DAST 1402 Microbiology and Infection Control	OPTA 1236 Professional Practice 1
DAST 1403 Basic Dental Assisting	OPTA 2434 Professional Practice 3
DAST 1404 Patient Assessment	OPTA 2534 OPTA Practicum 3
DAST 1405 Dental Office Emergencies	
DAST 1406 Preventive Dentistry	
DAST 1407 Restorative Dental Assisting	
DAST 1408 Clinical Dental Assisting Practice 1	
DAST 1510 Laboratory Procedures	
DAST 1511 Dental Specialties	
DAST 1512 Community Dental Health	
DAST 1513 Dental Reception	
DAST 1514 Patient Care Procedures	
DAST 1515 Dental Radiography	
DHYG 2114 Dental Hygiene Care 1	
DHYG 2124 Clinical Foundations	
DHYG 2134 Professional Practice 1	
DHYG 2144 Oral Health Sciences 1	
DHYG 2214 Dental Hygiene Care 2	
DHYG 2224 Clinical Practice 1	
DHYG 3244 Oral Health Sciences 2	
DHYG 3254 Health Sciences	
DHYG 3314 Dental Hygiene Care 3	
DHYG 3324 Clinical Practice 2	
DHYG 3364 Community Foundations	
DHYG 3424 Clinical Practice 3	
DHYG 3434 Professional Practice 2	
DHYG 4344 Oral Health Sciences 3	
DHYG 4414 Dental Hygiene Care 4	
DHYG 4464 Community Practice	
HOSP 2360 Restaurant Operations	
LINC 0601H LINC 1 Half Time	

New Courses

ACED 0760 Designing Your Life
 ACUL 1100 Asian Kitchen Orientation
 ACUL 1105 Fundamentals of Asian Cooking
 ACUL 1110 Basic Asian Cooking Techniques 1
 ACUL 1115 Basic Asian Cooking Techniques 2
 ACUL 1220 Intermediate Asian Cooking Techniques 1
 ACUL 1225 Intermediate Asian Cooking Techniques 2
 ACUL 1230 Asian Production Kitchen
 ACUL 1240 Asian Culinary Work Experience
 ASLD 1100 American Sign Language Levels 3-4
 ASLD 1105 Introduction To Linguistics of ASL 1
 ASLD 1110 American Sign Language Lab Levels 3-4
 ASLD 1120 Introduction to Deaf Culture and Community
 ASLD 1130 Social Justice Perspective of Societal Systems and the Deaf
 ASLD 1200 American Sign Language Levels 5-7
 ASLD 1205 Introduction to Linguistics of ASL 2
 ASLD 1210 American Sign Language Lab Levels 5-7
 ASLD 1220 Deafhood: Journey of the Deaf
 ASLD 1230 Allyship and Accountable Collaboration
 BAKG 1040 Basic Cakes & Cookies
 BAKG 1060 Basic Pastries & Desserts
 BAKG 1070 Basic Yeast Breads
 BAKG 1080 Cultural Traditions in Baking
 BAKG 1240 Specialty Cakes & Cookies
 BAKG 1260 Specialty Pastries & Desserts
 BAKG 1270 Specialty Yeast Breads
 BAKG 1280 Baking for Dietary Needs
 BAKG 2140 Advanced Cakes & Cookies
 BAKG 2160 Advanced Pastries
 BAKG 2165 Advanced Desserts

BAKG 2170 Advanced Yeast Breads
 BAKG 2240 Advanced Viennoiserie
 BAKG 2260 Chocolate & Sugar Confections
 BAKG 2270 Advanced Decorating
 BAKG 2280 Baking & Pastry Arts Work Experience
 CLEN 1101 Ethical Communication and Workplace Correspondence
 CLEN 1102 Introduction to Electrical Fundamentals
 CLEN 1103 Electrical Circuits and Components
 CLEN 1104 Advanced Electrical Systems and Controls
 CLEN 1105 Renewable Energy Technologies
 CLEN 1201 Energy Management and Project Planning
 CLEN 1202 Clean Energy Systems Integration
 CLEN 1203 Advanced Energy Technologies
 CLEN 1204 Project Management for Clean Energy
 CLEN 1205 Understanding Indigenous Connection to the Land in Canada
 CLEN 2101 Advanced Energy Management and Design
 CLEN 2102 Electrical Systems Design and Implementation
 CLEN 2103 Sustainable Energy Solutions
 CLEN 2104 Renewable Energy System Installation and Maintenance
 CLEN 2105 Energy Economics and Policy
 CLEN 2201 Sustainable Building Design and Energy Efficiency
 CLEN 2202 Sustainable Energy Policy and Management
 CLEN 2203 Advanced Renewable Energy Technologies
 CLEN 2204 Energy Project Implementation and Evaluation
 CLEN 2205 Clean Energy Technologies and Innovation
 COMP 0970 Computer Applications 12

CSIH 1000 Cultural Safety and Indigenous Holistic Health Equity	ECED 2304 Integrated Program Planning
CSIH 1010 Introduction to Cultural Safety and Indigenous Holistic Health Equity	ECED 2305 Early Childhood Care and Education Practicum 1
CSIH 1015 Enhancing Cultural Safety and Indigenous Health Equity	ECED 2306 Early Childhood Care and Education Practicum 2
CSTP 2300 Emerging AI Technologies	ECED 2307 Early Childhood Care and Education Practicum 3
CULI 2514 Molecular Cuisine	ECED 2308 Language and Literature
CULI 2515 Chefs Table Gastronomy	ECED 2309 Ecology of Family
CULI 2521 Global Cuisine, Nutrition and Dietary Alternatives	ECED 2313 Advanced Child Growth and Development IT/SN
DAST 1400 Professionalism in Dental Assisting	ECED 2314 Advanced Field Study IT/SN
DAST 1517 Dental Radiography in Clinical Practice	ECED 2315 Advanced Health, Safety and Nutrition IT/SN
DAST 1518 Clinical Dental Assisting	ECED 2316 Role of the Caregiver IT
DRFT 2286 Statics 1	ECED 2317 Role of the Caregiver SN
DRFT 2287 Statics 2	ECED 2320 Professional Perspectives
ECED 1011 Introduction to Early Childhood Care and Education Studies	ECED 2330 Special Needs Practicum 2
ECED 1104 Child Growth 2	ECED 2335 Toddler Practicum
ECED 1107 Guiding And Caring	ENGL 0600 Editing for Grammar
ECED 1301 Foundations in ECCE	ESTH 1010 Esthetics & Spa Therapy 1
ECED 1302 Early Childhood Care and Education Field Study 1	ESTH 1020 Esthetics & Spa Therapy 2
ECED 1303 Communications	ESTH 1030 Esthetics & Spa Therapy 3
ECED 1304 Observing and Recording	HAIR 1010 Hairstyling Foundation 1
ECED 1305 Child Growth 1	HAIR 1020 Hairstyling Foundation 2
ECED 1306 Early Childhood Care and Education Field Study 2	HAIR 1030 Hairstyling Foundation 3
ECED 1307 The Learning Child	HOSP 1365 Principles of Food Production
ECED 1308 Early Childhood Care and Education Field Study 3	HOSP 1470 Human Resources Management in Hospitality
ECED 2102 Music and Movement	IAST 1245 High Performance Hydraulic & Mechanical Brakes
ECED 2106 Early Childhood Care and Education Field Study 5	IAST 2145 High Performance Automotive Steering
ECED 2115 Health, Safety & Nutrition	IAST 2245 High Performance Engine Tuning and Dynamometers
ECED 2200 Enhancing Family Relationships	LEGL 1601 Legal Process in Canada
ECED 2230 Special Needs Practicum 1	LEGL 1602 Torts Law 1
ECED 2235 Infant Practicum	LEGL 1603 Legal Communications and Ethics
ECED 2300 Childcare Administration	LEGL 1604 Legal Research and Writing
ECED 2301 Creative Art	LEGL 1605 Contract Law
ECED 2302 Exploring Learning Environments	LEGL 1606 Agency and Business Organization
ECED 2303 Early Childhood Care and Education Field Study 4	LEGL 1611 Civil Litigation 1
	LEGL 1612 Civil Litigation 2

LEGL 1621 Residential Property Law	MLAB 1150 Electrocardiography 1
LEGL 1622 Personal Property Security	MLAB 1160 Human Relations and Communication
LEGL 1631 Corporate Law 1	MLAB 1170 Computer Applications for Medical Lab
LEGL 1632 Corporate Law 2	MLAB 1220 Professional Practice
LEGL 1641 Family Law Procedures 1	MLAB 1230 Medical Lab Procedures
LEGL 1642 Estate Planning	MLAB 1240 Specimen Collection and Processing 2
LEGL 1651 Rules of Evidence	MLAB 1250 Electrocardiography 2
LEGL 1652 Intellectual Property Law	MLAB 1260 Medical Lab Assistant Practicum
LEGL 1653 Foreclosure and Bankruptcy	OPMT 1110 Fundamentals of Supply Chain and Logistics Management
LEGL 1654 Criminal Law and Procedure	OPMT 1120 Knowledge Management & Optimization
LEGL 1700 Paralegal Practicum 1	OPMT 1130 Transportation Management
LEGL 2611 Creditor Rights and Remedies	OPMT 1210 Supply Chain Operations Management
LEGL 2612 Personal Injury Practice and Procedures	OPMT 1220 Inventory Control and Materials Management
LEGL 2621 Residential Property Conveyance	OPMT 1230 Warehousing and Distribution Centres
LEGL 2622 Commercial Property Law	OPMT 1240 Procurement, Contracts & Supply Management
LEGL 2631 Corporate Law 3	OPMT 2110 Global Supply Chain and International Trade
LEGL 2632 Corporate Law 4	OPMT 2120 Process Improvement and Operational Excellence
LEGL 2641 Family Law Procedures 2	OPMT 2130 Marketing Strategies & Channel Management
LEGL 2642 Estate Administration Procedures	OPMT 2140 Supplier Management & Supply Chain Risk Management
LEGL 2651 Securities Law 1	OPMT 2210 Supply Chain Technology & Database Design
LEGL 2652 Securities Law 2	OPMT 2220 Sustainability & Green Supply Chain
LEGL 2653 Torts Law 2	OPMT 2230 Integrated Supply Chain Leadership Capstone
LEGL 2654 Court of Appeal Procedures	OPMT 2240 Supply Chain Finance and Cost Accounting
LEGL 2700 Paralegal Practicum 2	OPTA 1241 Musculoskeletal Conditions
LINC 0601 LINC 1	OPTA 1242 MSK Principles and Practice – PTA
LINC 0602 LINC 2	OPTA 1243 MSK Principles and Practice – OTA
LINC 0603 LINC 3	
LINC 0604 LINC 4	
LINC 0605 LINC 5	
LINC 0606 LINC 6	
LINC 0607 LINC 7	
LINC 0608 LINC 8	
LINC 0613 LINC 3-5 Employment Skills	
LINC 0616 LINC 6-8 Employment Skills	
LINC 0623 LINC 3 Employment Skills	
LINC 0624 LINC 4 Employment Skills	
LINC 0625 LINC 5 Employment Skills	
LINC 0626 LINC 6 Employment Skills	
LINC 0627 LINC 7 Employment Skills	
LINC 0628 LINC 8 Employment Skills	
MLAB 1120 Infection Control and Safety	
MLAB 1130 Medical Lab Fundamentals	
MLAB 1140 Specimen Collection and Processing 1	

OPTA 1244 Cardio-Respiratory Conditions	SIGN 1020 Beginner American Sign Language (ASL) 2
OPTA 1245 Acute Care Principles and Practice – PTA	SIGN 2010 Intermediate American Sign Language (ASL) 1
OPTA 1246 Acute Care Principles and Practice – OTA	SIGN 2020 Intermediate American Sign Language (ASL) 2
OPTA 1351 Group Principles and Practice – PTA	VOVI 0300 Uncontracted Unified English Braille (UEB)
OPTA 1352 Group Principles and Practice – OTA	VOVI 0301 Contracted Unified English Braille 1
OPTA 1353 Professional Practice 2 – Practicum Preparation	VOVI 0302 Contracted Unified English Braille 2
OPTA 1354 OPTA Practicum 1	VOVI 0311 Uncontracted Unified English Braille (UEB) Reading and Writing
OPTA 2461 Neurological and Mental Health Conditions	VOVI 0312 Contracted Unified English Braille Reading and Writing
OPTA 2462 Neuro Principles and Practice – PTA	VOVI 0700 Keyboarding with Screen Reader
OPTA 2463 Neuro/Mental Health Principles and Practice – OTA	VOVI 0705 Editing with Screen Reader
OPTA 2464 OPTA Practicum 2	VOVI 0740 Windows 1 with JAWS
OPTA 2571 Paediatric and Complex Conditions	VOVI 0741 Windows 1 with NVDA
PGMT 1100 PMP/CAPM Test Prep	VOVI 0742 Windows 2 with Screen Reader
PIDP 3360 Challenges and Trends in Online Learning	VOVI 0751 iOS 1 with VoiceOver
PIDP 3370 Inclusive Online Instruction: Theory to Practice	VOVI 0752 iOS 2 with VoiceOver
RSCR 0610 Skills for Student Success	VOVI 0761 Browser 1 With Screen Reader
RSCR 0611 Work Health and Safety	VOVI 0762 Browser 2 with Screen Reader
RSCR 0612 Exploring Employment 1	VOVI 0811 Outlook 1 with Screen Reader
RSCR 0613 Workplace Communication 1	VOVI 0812 Outlook 2 with Screen Reader
RSCR 0614 Skills for Workplace Success 1	VOVI 0821 Word 1 with Screen Reader
RSCR 0622 Exploring Employment 2	VOVI 0822 Word 2 with Screen Reader
RSCR 0623 Workplace Communication 2	VOVI 0831 Excel 1 with Screen Reader
RSCR 0624 Skills for Workplace Success 2	VOVI 0832 Excel 2 with Screen Reader
RSCR 0625 Retail and Service Work Experience 1	VOVI 0841 PowerPoint 1 with Screen Reader
RSCR 0626 Retail and Service Work Experience 2	VOVI 0842 PowerPoint 2 with Screen Reader
RSCR 0630 Bridging to Employment	
SCIE 0710 Welcome to Math and Science	
SCIE 0715 Foundations for Success in Math and Science	
SIGN 1010 Beginner American Sign Language (ASL) 1	

Course Deactivations

ACRD 2235 Automotive Glass	HMTD 1114 Tires, Wheels & Hubs
CULI 1184 Culinary Arts ESL Practicum 1	HMTD 1115 Workplace Skills 1
CULI 1185 Culinary Arts ESL Practicum 2	HMTD 1201 Hydraulic Systems 1
DENT 1120 Dental Laboratory Sciences 1	HMTD 1202 Hydraulic Systems 2
DENT 1220 Dental Laboratory Sciences 2	HMTD 1203 Hydraulic Systems 3
DENT 2320 Dental Laboratory Sciences 3	HMTD 1204 Hydraulic Systems 4
DREC 1110 Dental Theory 1	HMTD 1205 Electrical Systems 1
DREC 1131 Dental Administration 1	HMTD 1206 Electrical Systems 2
DREC 1132 Dental Communication 1	HMTD 1207 Electrical Systems 3
DREC 1231 Dental Administration 2	HMTD 1208 Electrical Systems 4
DREC 1232 Dental Communication 2	HMTD 1209 Electrical Systems 5
DREC 1236 Dental Theory 2	HMTD 1210 Electrical Systems 6
DREC 1242 Dental Radiography	HMTD 1211 Electrical Systems 7
EASL 0501 Literacy 1	HMTD 1212 Shop Simulation 1
EASL 0502 Literacy 2	HMTD 1213 Steering Systems 1
EASL 0503 Literacy 3	HMTD 1214 Steering Systems 2
EASL 0504 Bridge Literacy	HMTD 1215 Workplace Skills 2
EASL 0505 Literacy Low Beginner	HMTD 2101 Cab & Protective Structures
EDUC 4250 Foundations of Online Teaching and Learning	HMTD 2102 Hydraulic Brake Systems 1
EDUC 4251 Developing and Designing Online Learning	HMTD 2103 Hydraulic Brake Systems 2
EDUC 4252 Facilitation of Online Learning	HMTD 2104 Hydraulic Brake Systems 3
HDEP 4002 Heavy Duty Equipment Tech. 4	HMTD 2105 Air Brake Systems 1
HMAP 1002 Heavy Mechanics Appr Lvl 1	HMTD 2106 Air Brake Systems 2
HMAP 2002 Heavy Mechanics Appr Lvl 2	HMTD 2107 Air Brake Systems 3
HMAP 3002 Heavy Mechanics Appr Lvl 3	HMTD 2108 Cab Heating, Ventilation & Air Conditioning Systems
HMTD 1101 Workplace Safety & Preparatory Skills	HMTD 2109 Refrigeration Unit Heating, Ventilation & Air Conditioning Systems
HMTD 1102 Oxy-Acetylene Welding & Cutting	HMTD 2110 Trailers 1
HMTD 1103 Electric Welding & Cutting	HMTD 2111 Trailers 2
HMTD 1104 HMT Tools & Equipment 1	HMTD 2112 Powertrain 1
HMTD 1105 HMT Tools & Equipment 2	HMTD 2113 Powertrain 2
HMTD 1106 Fittings & Fasteners	HMTD 2114 Powertrain 3
HMTD 1107 Truck & Machine Operation 1	HMTD 2115 Powertrain 4
HMTD 1108 Truck & Machine Operation 2	HMTD 2201 Powertrain 5
HMTD 1109 Lubricants & Bearings	HMTD 2202 Powertrain 6
HMTD 1110 Math, Physics & Worksafe Requirements for HMT	HMTD 2203 Powertrain 7
HMTD 1111 Final Drives & Undercarriage 1	HMTD 2204 Powertrain 8
HMTD 1112 Final Drives & Undercarriage 2	HMTD 2205 Electrical Systems 8
HMTD 1113 Frames & Suspension	HMTD 2206 Electrical Systems 9
	HMTD 2207 Electrical Systems 10
	HMTD 2208 Electronic Systems 1
	HMTD 2209 Electronic Systems 2

HMTD 2210 Electronic Systems 3	Guitar
HMTD 2211 Gasoline Fueled (Automotive) Engine Management Systems 1	MUSC 1187 Applied Music Percussion
HMTD 2212 Gasoline Fueled (Automotive) Engine Management Systems 2	MUSC 1189 Minor Instrument Contemporary
HMTD 2213 Shop Simulation 2	MUSC 1201 Kodaly Solfege
HMTD 2214 Shop Simulation 3	MUSC 1205 History and Literature
HMTD 2215 Employment Skills	MUSC 1206 Jazz History
MATH 0611 Fundamentals of Mathematics 1	MUSC 1240 Applied Music Fretted Instrument
MATH 0621 Fundamentals of Mathematics 2	MUSC 1270 Applied Music Violin/Viola
MATH 0631 Fundamentals of Mathematics 3	MUSC 1272 Applied Music Cello/Bass
MATH 0641 Fundamentals of Mathematics 4	MUSC 1287 Applied Music Percussion
MATH 0651 Fundamentals of Mathematics 5	MUSC 2140 Applied Music Fretted Instrument
MATH 0661 Fundamentals of Mathematics 6	MUSC 2160 Applied Music Contemporary Keyboard
MGMT 2021 Project Management Fundamentals	MUSC 2170 Applied Music Violin/Viola
MGMT 2022 Project Leadership	MUSC 2240 Applied Music Fretted Instrument
MGMT 2023 Scope Management	MUSC 2260 Applied Music Contemporary Keyboard
MGMT 2024 Risk and Procurement Management	MUSC 2270 Applied Music Violin/Viola
MGMT 2025 Project Scheduling and Cost Management	MUSC 2302 Electronic Music
MGMT 2027 Integration Management	PHAR 1115 Pharmacy Practice 1
MGMT 2028 Quality and Resource Management	PHAR 1125 Pharmacy Products 1
MGMT 2029 Communication and Stakeholder Management	PHAR 1135 Pharmacy Calculations 1
MGMT 2030 Capstone	PHAR 1145 Pharmacy Communications 1
MUSC 1001 Kodaly Solfege	PHAR 1155 Community Pharmacy
MUSC 1003 Basic Theory	PHAR 1185 Pharmacy Management 1
MUSC 1053 Class Piano	PHAR 1215 Pharmacy Practice 2
MUSC 1102 Electronic Music	PHAR 1225 Pharmacy Products 2
MUSC 1109 Composition Minor Study	PHAR 1235 Pharmacy Calculations 2
MUSC 1110 Applied Music Composition	PHAR 1245 Pharmacy Communications 2
MUSC 1139 Classical Voice Minor Study	PHAR 1255 Hospital Pharmacy
MUSC 1153 Class Piano	PHAR 1275 Sterile Products
MUSC 1159 Classical Keyboard Minor Study	PHAR 1285 Pharmacy Management 2
MUSC 1169 Contemporary Keyboard Minor Study	PHAR 1395 Practicum
MUSC 1179 Minor Instrument Orchestral	PHAR 1397 Practicum
MUSC 1185 Applied Music Contemporary	RRSK 1076 Reading and Study Skills
	TTMP 4002 Transport Tech Trades Apprentice 4
	VOVI 0830 English 1

Appendix B – Elections & Memberships 2024

Education Council Elections

Education Council held its chair elections for this year at its December 2023 meeting. All elections were by acclamation. The following members were elected for the period of January–December 2024:

- Chair of Education Council: Natasha Mandryk
- Vice-Chair of Education Council: Sarah Kay
- EdCo Executive Members: Louise Dannhauer and Todd Rowlatt
- Chair of Curriculum Committee: Todd Rowlatt
- Chair of Education Policy Committee: Sarah Kay
- Chair of Education Quality Committee: Todd Rowlatt

Sarah Kay stepped down as EdCo Vice-Chair in April 2024. Louise Dannhauer was elected Vice-Chair for the remainder of the year, and Emily Simpson replaced Louise Dannhauer on the EdCo Executive Committee.

Sarah Kay stepped down as Education Policy Committee Chair in August 2024. Louise Dannhauer was elected interim chair (September 2024–December 2024).

Education Council Membership

Chair: Natasha Mandryk

Vice-Chair: Sarah Kay (to March 2024), Louise Dannhauer (from April 2024)

Executive: Todd Rowlatt, Louise Dannhauer (to March 2024), Emily Simpson (from April 2024)

Ajay Patel, President & CEO	Ex officio
Andy Sellwood, Faculty, Hospitality, Food Studies & Applied Business	Nov 2024–Oct 2026
Anik Joy Varghese, Student, College-at-Large.....	Nov 2024–Oct 2025
Belinda Kaplan, Faculty, Hospitality, Food Studies & Applied Business.....	Nov 2022–Oct 2024
Brianna Higgins, Faculty, Student Success	Nov 2023–Oct 2024
	Nov 2024–Oct 2026
Dana Valeria Rodriguez Arellano, Student, College-at-Large	Nov 2023–Oct 2024
Dave McMullen, Registrar	Jan 2023–Dec 2024
David Kirk, Dean, Curriculum & Pedagogy.....	Jan 2024–Dec 2025
David Wells, Vice President, Academic & Applied Research.....	Jan 2023–Dec 2024
Dennis Innes, Dean, School of Hosp., Food Studies & Appl. Business.....	Jan 2023–Dec 2024
Derek Sproston, Faculty, College-at-Large.....	Nov 2022–Oct 2024
Emily Logan, Faculty, Arts & Sciences	Nov 2024–Oct 2026
Emily Simpson, Faculty, CTLR/ School of Instructor Education.....	Nov 2023–Oct 2025
Heidi Parisotto, Faculty, Health Sciences	Nov 2022–Oct 2024
Jessica Ligeralde, Student, College-at-Large.....	Nov 2023–Apr 2024

Kseniia Osipova, Support Staff, College-at-Large	Nov 2023–Oct 2025
Lisa Beveridge, Faculty, Health Sciences	Nov 2023–Oct 2025
Louise Dannhauer, Faculty, Trades, Technology & Design	Nov 2023–Oct 2025
Marcus Ng, Student, College-at-Large	Nov 2023–Oct 2024
Nafiseh Tohidi, Faculty, College-at-Large	Nov 2024–Oct 2026
Natasha Mandryk, Faculty, Arts and Sciences	Nov 2023–Oct 2025
Poorna Karthikeya Balachandar, Student, College-at-Large	Nov 2024–Oct 2025
Rahul Ranwa, Student, College-at-Large	Nov 2024–Oct 2025
Sarah Kay, Faculty, Arts and Sciences	Nov 2022–Oct 2024
Shirley Lew, Dean, School of Arts and Sciences	Jan 2023–Dec 2024
Simranjot Kaur, Student, College-at-Large	Nov 2023–Oct 2024
Stephanie Callaghan, Faculty, Health Sciences	Nov 2024–Oct 2026
Todd Rowlatt, Faculty, Library & Learning Centre	Nov 2023–Oct 2025
Vivian Munroe, Support Staff, College-at-Large	Nov 2023–Oct 2025

Curriculum Committee Membership

Alison Rudko, Associate Registrar, International Education
 Andrea Korens, Program Coordinator, Continuing Studies (from September 2024)
 Anik Joy Varghese, Student Representative (December 2024)
 Louise Dannhauer, Faculty, Music, Dance & Design
 Bruce McGarvie, Faculty, Trades & Technology
 David Wells, Vice President, Academic & Applied Research
 Dawn Cunningham Hall, Assistant Registrar
 Francesco Barillaro, Faculty, Centre for Teaching, Learning & Research
 James Fournie, Faculty, Library & Learning Centre
 Jennifer Kelly, Faculty, Arts & Sciences (to July 2024)
 Jessica Ligeralde, Student Representative (to April 2024)
 Jessie Williams, Dean, Indigenous Initiatives
 Julie Gilbert, Faculty, Centre for Teaching, Learning & Research/Instructor Education
 Ken McMorris, Faculty, Language Studies
 Kseniia Osipova, Support Staff
 Marcus Ng, Student Representative (May–October 2024)
 Michael Weber, Faculty, Arts & Sciences (from August 2024)
 Natasha Mandryk, Chair, Education Council (ex officio)
 Nigel Scott, Student Success
 Radhika Kumar, Faculty, Health Sciences
 Rebecca Bennett, Program Coordinator, Continuing Studies (to August 2024)
 Robbie Ruddell, Faculty, Student Success
 Tannis Morgan, Associate Vice President, Academic Innovation
 Todd Rowlatt, Faculty, Library & Learning Centre
 Ysabel Sukic, Faculty, Hospitality, Food Studies & Applied Business

Education Policy Committee Membership

Celine Huang, Manager, International Education (from June 2024)
 Chelsea Hunter, Operations Manager, Centre for Continuing Studies
 Clay Little, Associate Director, Indigenous Education & Community Engagement
 David Wells, Vice President, Academic & Applied Research
 Doug Mauger, Faculty, Instructor Education
 Emily Logan, Faculty, Music, Dance & Design
 Fionna Chong, Faculty, Centre for Teaching, Learning & Research
 Hannah Kim, Manager, International Education (to May 2024)
 Harleen Kaur, Student Representative (to October 2024)
 Janita Schappert, Faculty, Health Sciences
 Kristina Oldenburg, Faculty, Library & Learning Centre
 Louise Dannhauer, Faculty, Trades, Technology & Design (from September 2024)
 Lucy Griffith, Dean, Trades, Technology & Design
 Margaret Buxton, Faculty, Arts & Sciences
 Marnie Findlater, Assistant Registrar
 Michael Coard, Faculty, Trades
 Natasha Mandryk, Chair, Education Council (ex officio)
 Nicole Degagne, Coordinator, Curriculum, Policy & Contracts (to October 2024)
 Reba Noel, Student Success
 Robyn Wood, Support Staff
 Sara Yuen, Faculty, Language Studies
 Sarah Kay, Faculty, Arts & Sciences (to August 2024)
 Sheri Wiwchar, Faculty, Student Success
 Tanny Marks, Arbiter of Student Issues (ex officio)

Education Quality Committee Membership

Claire Sauvé, Associate Director, Continuing Studies
 Clay Little, Associate Director, Indigenous Education & Community Engagement
 Dana Valeria Rodriguez Arellano, Student Representative (to October 2024)
 David Wells, Vice President, Academic & Applied Research
 Heidi Parisotto, Faculty, Health Sciences
 Jo-Ellen Zakoor, Dean, Health Sciences
 Julie Gilbert, Faculty, Centre for Teaching, Learning & Research
 Louise Dannhauer, Faculty, School of Trades, Technology & Design
 Natasha Mandryk, Chair, Education Council (ex officio)
 Patris Aghakian, Associate Director, Institutional Research
 Pervin Fahim, Associate Director, School of Health Sciences
 Tannis Morgan, Associate Vice President, Academic Innovation
 Todd Rowlett, Faculty, Library & Learning Centre
 Vivian Munroe, Support Staff

Appendix C – 2024 Meeting Dates

Education Council

EdCo met on the second Tuesday of each month, except for July and August. There were three special meetings. A planning session was held on June 6.

January 16	January 24	February 13	March 12
March 18	April 9	May 14	June 6 (Planning Day)
June 11	September 10	October 8	November 12
November 29	December 10		

Curriculum Committee

Curriculum Committee met on the third Tuesday of each month, except in July. There was a special meeting in August.

January 23	February 20	March 19	April 16
May 21	June 18	August 20	August 22
September 17	October 15	November 19	December 17

Education Policy Committee

Education Policy Committee met on the first or second Wednesday of the month, as required.

January 10	February 7	March 6	April 3
May 8	June 5	September 4	October 2
November 6	December 4		

Education Quality Committee

Education Quality Committee generally met on the fourth Tuesday of the month, as required.

January 24	February 28	March 4 (CD Fund)	April 24
June 19	September 18	October 23	



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 25, 2025

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Course Deactivations

BACKGROUND:

The American Sign Language & Deaf Studies department split the existing American Sign Language Level 1 and American Sign Language Level 2 into two courses each to support transferability and align with standard college term length. SIGN 1000 was replaced by SIGN 1010 and 1020; SIGN 2000 was replaced by SIGN 2010 and 2020.

The proposal is to deactivate the two courses that are no longer taught:

- SIGN 1000 American Sign Language Level 1
- SIGN 2000 American Sign Language Level 2

DISCUSSION:

In 2020, Education Council delegated authority to approve course and program deactivations to Curriculum Committee, except for those programs and courses that are within the process of suspension or discontinuance as governed by the Suspension and/or Discontinuance of Programs policy (414).

Revisions to the [Curriculum Development and Approval policy](#) (410) and creation of the [Program Development and Approval policy](#) (409), approved on December 17, 2024, return approval authority for course deactivations to the Board of Governors. There is an exception in policy procedures that delegates power to Education Council to approve course deactivations if the decision is requested by the VP, Academic and Research due to being considered either urgent or minor in impact.

Generally, recommendations about course deactivations will be brought to the Board with advice from Education Council.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approves the deactivation of SIGN 1000 American Sign Language Level 1 and SIGN 2000 American Sign Language Level 2.

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: June 18, 2025



FOR INFORMATION

TO: Board of Governors

PREPARED BY: Education Council

New Concept Paper Proposal

Refrigeration and Air Conditioning Mechanic Foundation Program

Name of Program:

Refrigeration and Air Conditioning Mechanic Foundation Program

School/Centre:

Trades, Technology & Design

Credential Level:

Certificate

Anticipated Start Date:

September 2025

If this is a joint educational offering, name of other institution (refer to Educational Affiliations policy 407):

PART 1: CONCEPT

Purpose and Context

1. Describe in detail the program's goals and objectives, including a list of the occupations or roles that graduates will be prepared for.

The Refrigeration and Air Conditioning Mechanic Foundation Program is designed to provide students with the fundamental skills, knowledge, and competencies required to enter the refrigeration and air conditioning industry. The program aims to provide comprehensive theoretical knowledge and hands-on practical training that aligns with the Refrigeration and Air Conditioning Mechanic Harmonized Program Outline approved by SkilledTradesBC (formerly Industry Training Authority).

Program Goals and Objectives:

- Provide students with a solid foundation in refrigeration and air conditioning theory, principles, and applications
- Develop practical skills in installing, maintaining, and servicing refrigeration and air conditioning systems
- Introduce students to relevant codes, regulations, and safety practices within the industry
- Prepare students for entry-level positions in the refrigeration and air conditioning field
- Facilitate the transition to apprenticeship, enabling students to earn credit towards Level 1 technical training

Graduates will be prepared for roles including:

- Refrigeration and Air Conditioning Mechanic Apprentice
- HVAC Service Technician Apprentice
- HVAC Installation Technician Assistant
- Refrigeration System Installer Assistant
- Heating, Refrigeration and Air Conditioning Mechanic Helper

According to the SkilledTradesBC Program Outline, graduates completing the foundation program are eligible for 425 hours of work-based training credit toward the Refrigeration and Air Conditioning Mechanic apprenticeship.

2. Explain how this program aligns to the principles and priorities as indicated in the College's integrated, departmental, or ministerial planning documents. Identify how the program supports VCC's mission and core values.

The Refrigeration and Air Conditioning Mechanic Foundation Program directly aligns with VCC's Strategic Innovation Plan 2022-25, which has five key priorities:

1. **Academic Innovation:** The program delivers sustainable programming that is accessible and responsive to diverse and changing learner, community, and employer needs. Refrigeration and Air Conditioning Mechanics was identified in the BC Labour Market Outlook 2024 as a high-demand field, with 3,410 positions projected and 1,460 job openings expected between 2024-2034.
2. **Campuses of the Future:** The program will utilize modern lab facilities and current industry equipment, optimizing learning spaces for student success and wellbeing. The program will leverage technology infrastructure that supports both on-campus and virtual education delivery.
3. **Empowered People and Inclusive Culture:** The program will strive to create an inclusive learning environment that provides equitable opportunities for participation and success, especially focusing on increasing representation in this traditionally male-dominated trade.
4. **Engaged Communities:** The program will foster meaningful relationships with industry partners, manufacturers, and employers to ensure students have access to current technology and job opportunities. This includes establishing a Program Advisory Committee with industry representatives.
5. **Operational Excellence:** The program will incorporate digital tools for learning and assessment, advancing system integration and promoting operational efficiency.

The program supports VCC's mission of providing high-quality, accessible education and training that prepares learners for ongoing education, direct entry to employment, career advancement, and active participation in society. The program also aligns with VCC's core values of accessibility, quality, innovation, and collaboration

3. How does this program relate to and/or support other programs at VCC?

The Refrigeration and Air Conditioning Mechanic Foundation Program will complement and enhance VCC's existing trades programs, creating natural synergies with:

- **Electrical Foundations:** HVAC systems have significant electrical components. Students from Electrical programs may find this as a natural specialization pathway.
- **Building Service Manager:** This program would provide another career advancement pathway for graduates looking to move into building management roles.
- **Drafting Programs:** Students from drafting programs who specialize in mechanical systems could benefit from deeper understanding of HVAC systems.
- **Automotive Service Technician:** There are transferable skills in refrigeration systems used in automotive applications.

Additionally, the program will require and support basic academic courses and services including:

- Math and science support services
- English/communications courses
- Employment preparation services

The program could also serve as a foundation for future specialized training or micro-credentials in areas such as heat pump technology, building automation systems, and energy efficiency in HVAC systems.

Needs Assessment

4. What educational need is this program intended to meet?

The Refrigeration and Air Conditioning Mechanic Foundation Program is designed to meet several critical educational needs:

1. **Industry Demand for Skilled Workers:** According to the BC Labour Market Outlook 2024-2034, there is a significant demand for Heating, Refrigeration and Air Conditioning Mechanics, with 1,460 job openings projected over the next decade. The foundation program will help create a pipeline of qualified workers to meet this demand.
2. **Technical Knowledge Gap:** Modern HVAC systems are becoming increasingly complex, incorporating advanced electronics, digital controls, and energy efficiency technologies. The program will equip students with the fundamental knowledge required to work with these sophisticated systems.
3. **Specialized Training Requirements:** The industry requires technicians who understand specific codes, regulations, and safety practices related to refrigerants, electrical systems, and gas systems. The program will provide comprehensive instruction in these specialized areas.

4. **Entry Point to Apprenticeship:** The program serves as a structured entry point to the apprenticeship system, helping students transition from general education to skilled trades training with recognized credentials.
5. **Environmental and Sustainability Knowledge:** With increasing focus on energy efficiency, carbon reduction, and sustainable building practices, there is a growing need for technicians who understand environmentally sound practices in HVAC installation and maintenance.
6. **Regional Training Access:** Currently, there are limited options for refrigeration and air conditioning foundation training in the Lower Mainland, creating a geographical gap in accessible training that VCC is well-positioned to fill.

5. What evidence is there of labour market, professional or community demand for graduates?

Strong evidence supports the labour market demand for graduates of the Refrigeration and Air Conditioning Mechanic Foundation Program:

1. **BC Labour Market Outlook (2024-2034):**
 - 3,410 Heating, Refrigeration and Air Conditioning Mechanics are projected to be employed in BC by 2024
 - 1,460 job openings are anticipated between 2024-2034
 - Annual employment growth rate of 2.1% (higher than the provincial average of 1.4%)
 - Listed as a High Opportunity Occupation with TEER Category 2 (requiring substantial training)
2. **Construction Industry Growth:**
 - The construction industry in BC is forecasted to have 99,600 job openings (2024-2034)
 - Annual employment growth rate of 1.6%
 - HVAC mechanics are essential in both residential and commercial construction projects
3. **Environmental Regulations and Energy Efficiency Requirements:**
 - Stricter environmental regulations regarding refrigerants and energy efficiency
 - BC's CleanBC plan mandates significant reductions in building emissions
 - Retrofit requirements for existing buildings create additional demand for skilled technicians
4. **Emerging Technologies:**
 - Growing demand for heat pump installations as part of electrification initiatives
 - Increasing building automation systems require technicians with specialized knowledge
 - Transition to low-GWP refrigerants requires retraining of existing workforce

6. What evidence is there of student demand for the program?

There is substantial evidence indicating strong student demand for a Refrigeration and Air Conditioning Mechanic Foundation Program:

1. **Waitlists at Existing Programs:**
 - Other institutions offering similar programs consistently report waitlists for admission
 - Current program capacities are insufficient to meet student interest
2. **Growing Interest in Trades Education:**
 - Overall enrollment in trades programs has been increasing as students seek career-focused education
 - Trades programs with clear employment outcomes are attracting more interest in the current economic climate
3. **Transferable Skills Appeal:**
 - Students are attracted to the program's combination of mechanical, electrical, and emerging technological skills
 - The diverse skill set offered by HVAC training provides career flexibility and resilience
4. **Earnings Potential:**
 - Student awareness of the strong earning potential in the field drives interest
 - According to Statistics Canada, the estimated average lifetime earnings for those with apprenticeship or trades certificates/diplomas is \$2.99 million, significantly higher than those with only high school diplomas (\$2.42 million)
5. **Interest in Green Technologies:**
 - Growing student interest in careers that contribute to environmental sustainability
 - HVAC's role in energy efficiency and building decarbonization appeals to environmentally conscious students

Competitive Analysis

7. Which related programs are available in the Lower Mainland and/or on-line: how do they compare in terms of focus, intended outcomes, length, cost and size?

BCIT offers a Refrigeration Mechanic Foundation program featuring comprehensive training with strong industry connections. The program runs for 25 weeks at a cost of approximately \$5,800, with 16 students per intake.

UFV provides an HVAC/R Technician Certificate program that balances residential and commercial applications. The program is 10 months long with an approximate cost of \$6,200 and accepts 18 students per year.

Camosun College runs a Refrigeration & Air Conditioning Mechanic Foundation program with comprehensive foundation and emphasis on environmental protocols. This 25-week program costs about \$5,600 and takes 16 students per year.

The proposed VCC program would differentiate itself by:

- Greater emphasis on urban commercial applications relevant to Vancouver's dense built environment
- Integration of sustainable technologies and low-GWP refrigerants
- Strong focus on building automation and digital controls
- Flexible scheduling options to accommodate working students
- Centrally located campus with excellent transit access
- Potential for cross-disciplinary projects with other VCC trades programs

8. Is there an existing articulation committee for the program? Is this committee recognized by the British Columbia Council on Admissions & Transfer (BCCAT)?

Yes, there is an existing articulation committee for Refrigeration and Air Conditioning Mechanic programs in British Columbia. The committee is part of the Trades Articulation Committee structure recognized by the British Columbia Council on Admissions & Transfer (BCCAT).

The SkilledTradesBC (formerly Industry Training Authority) Refrigeration and Air Conditioning Mechanic Harmonized Program Outline forms the basis for articulation between institutions. This harmonized curriculum ensures consistency across training providers and facilitates student mobility between institutions.

The harmonized approach means that students completing the Foundation program at VCC would receive:

- A Certificate upon successful completion
- Credit for Level 1 technical training of the apprenticeship
- 425 hours of work-based training credit toward the apprenticeship requirement

VCC would participate in the provincial articulation meetings to ensure ongoing alignment with provincial standards and to contribute to the evolution of the curriculum as industry needs change.

Student Profile

9. Who are your target students (age, gender, educational background, work experience)? Where do they come from (recent high school graduates, mature students, transfers from other institutions)? Are there other characteristics applicants should have that you identify as important?

The target student population for the Refrigeration and Air Conditioning Mechanic Foundation Program is diverse:

Demographics:

- **Age Range:** Primarily 18-40, with openness to mature students making career changes
- **Gender:** Efforts will be made to attract a diverse student body to this traditionally male-dominated field
- **Educational Background:** High school graduation or equivalent, with foundational math and science knowledge (Math 10 and Science 10 minimum)
- **Work Experience:** Ranges from no experience to those with related work history in construction, facilities maintenance, or other technical fields

Primary Student Sources:

- Recent high school graduates with interest in technical/hands-on careers
- Career changers seeking stable employment with growth potential
- Individuals with some construction or mechanical experience seeking formal credentials
- Underemployed workers looking to develop marketable technical skills
- Newcomers to Canada with technical backgrounds seeking Canadian credentials

Important Characteristics:

- Mechanical aptitude and interest in understanding how systems work
- Comfort with basic mathematics and physics concepts
- Problem-solving abilities and analytical thinking
- Manual dexterity and physical capacity to perform trade tasks
- Comfort working in varied environments (heights, confined spaces, temperature extremes)
- Interest in continuous learning (as technology and regulations evolve)
- Communication skills for customer interaction and team collaboration

10. How do you plan to recruit or attract these students?

The recruitment strategy for the Refrigeration and Air Conditioning Mechanic Foundation Program will use multiple channels to reach diverse potential students:

High School Outreach:

- Presentations at high school career days and trades showcases
- Collaboration with high school career counsellors and trades samplers
- Youth Train in Trades/ACE-IT program partnerships
- Hands-on demonstrations and facility tours for high school classes

Digital Marketing:

- Targeted social media campaigns highlighting career opportunities and program features

- Search engine optimization focusing on HVAC careers and training
- Virtual information sessions and online program showcases
- Video testimonials from industry professionals and program graduates

Industry Partnerships:

- Collaboration with HVAC contractors and suppliers for referrals
- Participation in industry job fairs and trade shows
- Engagement with industry associations (HRAI, ASHRAE, etc.)
- Information distribution through wholesale supply houses

Community Outreach:

- Information sessions at community centres in diverse neighbourhoods
- Partnerships with community organizations serving newcomers to Canada
- Presentations at employment centres and WorkBC locations
- Engagement with Indigenous communities and support organizations

Internal VCC Channels:

- Promotion to students in related programs (Electrical, Automotive, etc.)
- Information through VCC career services and student advising
- Cross-promotion at VCC events and student orientations
- Program features in VCC publications and website

Specific Diversity Initiatives:

- Targeted outreach to women's organizations and events (Women in Trades)
- Recruitment materials featuring diverse representation in the field
- Dedicated information sessions for underrepresented groups
- Collaboration with organizations supporting equity in the trades

11. Is this type of program traditionally or historically underrepresented in specific cohort groups (e.g., gender and/or age imbalance, Indigenous)? How will the program address any equity issues or systemic barriers?

Yes, the refrigeration and air conditioning trade has historically been underrepresented in several cohort groups, particularly women, Indigenous peoples, and other equity-deserving groups. The program will implement the following strategies to address equity issues and systemic barriers:

Gender Equity Initiatives:

- Targeted recruitment campaigns featuring women working in the HVAC industry
- Women-specific information sessions and campus tours
- Partnership with organizations like Women in Trades Training (WITT)
- Female mentorship opportunities with industry professionals

- Gender-inclusive facilities and safety equipment
- Zero tolerance policies for harassment or discrimination

Indigenous Participation:

- Dedicated Indigenous student services support
- Collaboration with Indigenous communities and organizations
- Integration of Indigenous perspectives in curriculum where appropriate
- Cultural awareness training for faculty and staff
- Priority enrollment options in alignment with VCC's policies
- Supports for Indigenous students including dedicated spaces and Elder access

Newcomers to Canada:

- Recognition of international credentials and prior learning
- Language supports and trade-specific terminology resources
- Curriculum materials available in multiple formats to support different learning styles
- Partnerships with immigrant-serving organizations
- Cultural orientation to Canadian workplace expectations

General Equity Measures:

- Financial aid information sessions and application support
- Flexible scheduling options where possible (evening/weekend components)
- Childcare information and referral services
- Accessibility accommodations for students with disabilities
- Learning support services for students requiring additional assistance
- Digital access supports (equipment loans, wifi access) for distance components

Curriculum and Instruction:

- Use of inclusive language and diverse examples in teaching materials
- Regular review of curriculum to identify and address potential biases
- Universal design principles in instruction to support varied learning styles
- Faculty professional development on inclusive teaching practices
- Student feedback mechanisms to identify and address emerging barriers

Quality

12. List all accreditations, affiliations or articulations for this program. Are you exploring any block transfer agreements?

The Refrigeration and Air Conditioning Mechanic Foundation Program will have the following accreditations, affiliations, and articulations:

Primary Accreditation:

- SkilledTradesBC (formerly Industry Training Authority) approved curriculum following the Harmonized Program Outline for Refrigeration and Air Conditioning Mechanic

Recognition and Credits:

- Upon successful completion, students will receive 425 hours of work-based training credit toward their apprenticeship
- Completion will provide credit for Level 1 technical training of the apprenticeship program

Industry Affiliations:

- Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- Refrigeration Service Engineers Society (RSES)
- BC Refrigeration Contractors Association

Additional Certifications Included:

- CFC/HCFC/HFC Control Training Program (required by Environment Canada)
- WHMIS (Workplace Hazardous Materials Information System) certification
- Fall Protection awareness training
- Confined Space awareness training

13. Explain how current faculty are qualified to deliver the program. If they are not qualified, how will this issue be addressed?

Current faculty are not qualified, faculty will be recruited using existing mechanisms.

14. Describe how the program incorporates work experience, practicum, clinical practice, etc. (if applicable).

There is not currently a Program Advisory Committee (PAC) specifically for the Refrigeration and Air Conditioning Mechanic program at VCC, as this is a new program proposal. However, VCC has established PACs for other trades programs that will provide a model for creating a dedicated HVAC PAC.

Admission, Delivery, and Design**15. What is the expected length of the program (in months/years)? How many intakes are you expecting per year? How many students per intake?**

Program Length:

- 25 weeks (approximately 6 months) full-time
- 750 hours total instruction (following SkilledTradesBC guidelines for foundation programs)

Intake Structure:

- 2 intakes per year (September and January)
- 24 students per intake
- Total annual capacity of 48 students

Program Structure:

- 30% theory
- 70% practical application
- Monday to Friday, 7:30 AM to 2:30 PM (typical schedule, may be blended)
- Delivered over 3 terms of 10 weeks each

This structure aligns with SkilledTradesBC requirements for Refrigeration and Air Conditioning Mechanic Foundation programs and is comparable to similar programs at other institutions. The intake size of 16 students is determined by shop capacity, equipment availability, and optimal instructor-to-student ratio for hands-on training.

The twice-yearly intake model provides flexible entry points for students and helps meet ongoing industry demand for trained personnel throughout the year.

16. Identify pathways for students to and from your program. This could include potential courses or programs that will prepare students for your program, or programs your student will be able to apply for after completion.

Pathways Into the Program:**Preparatory Education:**

- VCC Adult Basic Education (Math and Science upgrading)
- VCC English Language courses for ESL students
- VCC Trades Sampler Program

Related VCC Programs:

- Students from VCC Electrical Foundations seeking additional specialization

External Pathways:

- High school graduates with trades/technical courses
- Transfer students from other post-secondary institutions

- Workers with related experience seeking formal training
- Internationally trained individuals seeking Canadian credentials

Pathways After Completion:

Primary Pathway:

- Direct entry to employment as an apprentice Refrigeration and Air Conditioning Mechanic
- Credited with Level 1 technical training
- Awarded 425 hours toward the required work-based training hours

Continued Education at VCC:

- Additional trades training
- Building Service Manager program
- Business courses for eventual self-employment

Industry Advancement:

- Progression through apprenticeship levels (2-4) to Red Seal certification
- Technical Sales positions with equipment manufacturers/suppliers
- Specialization in emerging areas (heat pumps, building automation)

The foundation program creates clear pathways both from preparatory education and into employment or further training, providing students with multiple options for career advancement.

17. Will the structure of the program allow for full-time, part-time, evening, weekend, on-line, mixed-mode delivery methods, or a combination of any of these? (Identify each as appropriate).

The initial launch of the Refrigeration and Air Conditioning Mechanic Foundation Program will be primarily full-time, blended delivery, with plans to explore more flexible options as the program matures:

Initial Program Structure:

- **Full-time, daytime delivery:** Monday to Friday, approximately 7:30 AM to 2:30 PM
- **In-person instruction:** Primarily on-campus for both theoretical and practical components
- **Blended learning elements:** Some theoretical content delivered through online learning management system
- **Traditional academic schedule:** Two intakes per year (September and January)

18. Will the structure of the program allow for multiple entry and exit points? If there are multiple entry points, please specify requirements for each.

The Refrigeration and Air Conditioning Mechanic Foundation Program will initially have limited but clearly defined entry and exit points, with potential for expansion as the program matures:

Operational Needs

19. Are there any large costs expected as part of the delivery or development of this program? Have you started discussing potential needs with the appropriate area? Consider the following areas in particular: Facilities: new classrooms/labs/computer labs, significant renovations, space for instructors/staff, weekend delivery, etc.; IT: new hardware (e.g. computer lab), software or licenses, etc.; People Services: need for new instructor or program support staff, etc.; Library: research intensive program that requires significant library resources (databases, journals, etc.); Marketing: information about planned program and anticipated implementation date so the new program becomes part of their workplan.

Facilities Requirements:

- Dedicated HVAC/R lab space (approximately 2,000 square feet)
- Refrigeration equipment installation area with proper ventilation
- Electrical training area with appropriate power supply
- Soldering/brazing area with ventilation and safety equipment
- Tool crib and material storage area
- Standard classroom space for theory instruction (capacity 24)

Equipment Needs:

- Refrigeration training units (minimum 12 stations)
- Air conditioning training systems
- Heat pump demonstration units
- Electrical troubleshooting boards
- Refrigerant recovery/recycling equipment
- Vacuum pumps, gauges, and service tools
- Soldering/brazing equipment
- Safety equipment and PPE

IT Requirements:

- Computer lab access for students (existing labs may be sufficient)
- Specialized HVAC/R design and troubleshooting software
- Building automation simulation software
- Digital pressure/temperature logging equipment
- Electronic test instruments
- Smart device integration technology

Human Resources:

- 2 full-time faculty positions
- Part-time specialty instructors
- Lab assistant/technician (part-time)
- Administrative support (shared)

Library Resources:

- Industry codes and standards (digital and print)
- Technical reference materials
- Online database subscriptions
- Trade journals and publications

Marketing:

- Program promotion materials
- Industry outreach
- Website development
- Open house events
- Recruitment activities

20. What resources are needed to develop the program and its curriculum (curriculum development funds, release time, project manager, etc.)?

Existing faculty from the Clean Energy Technology department can be leveraged to develop this program.

21. What would be the impact (program quality, ability to market program, development time) on program implementation or development if the money isn't available for these large scale needs?

If the required funding for the Refrigeration and Air Conditioning Mechanic Foundation Program is not fully available, the following impacts would be expected:

Program Quality Impacts:

- Reduced equipment availability, resulting in higher student-to-equipment ratios
- Limited variety of training systems, narrowing exposure to different technologies
- Older/used equipment instead of current industry-standard technology
- Scaled-back lab space limiting practical training opportunities
- Fewer specialized tools for advanced troubleshooting training
- Inability to fully simulate modern digital control systems
- Less comprehensive training materials and resources

Marketing Challenges:

- Difficulty differentiating from established programs at other institutions
- Limited ability to highlight cutting-edge facilities as a program feature
- Reduced industry partnership opportunities due to perceived resource limitations
- Challenges attracting top candidates who may choose better-equipped programs
- Limited capacity to showcase emerging technologies like heat pumps and building automation

Development Timeline Impacts:

- Extended development timeline to accommodate phased resource acquisition
- Potential delay in program launch by 12-24 months
- Incremental implementation approach versus comprehensive launch
- Initial offering with reduced capacity (smaller cohort size)
- Sequential development of curriculum components rather than parallel development

Phase In/Phase Out Plan

22. For existing programs that are being substantially changed (and are therefore treated as 'new programs' in development), describe in detail the phase in/phase out of new/old versions of the program (teach outs):

This section is not applicable as the Refrigeration and Air Conditioning Mechanic Foundation Program is a new program, not a substantial change to an existing program.



Board of Governors Public Meeting June 25, 2025

BOARD OF GOVERNORS CORRESPONDENCE

DATE	TO	FROM	DETAIL
May 7, 2025	Board Chair	Hon. Anne Kang, Minister PSFS, and Sunita Dhir, Parliamentary Secretary for International Credentials.	Reaffirming BC Government's commitment to ensuring PSIs are safe, inclusive and respectful environments.
May 21, 2025: VCC Board Chair	responded.		May 21, 2025: VCC Board Chair responded. Jun 12, 2025: Dorothy Rogers, Acting Executive Director responded, on behalf of Jamie Edwardson, Acting Executive Director, Strategic Policy and Initiatives Branch, Ministry of Post-Secondary Education and Future Skills APPENDIX A: All correspondence
Jun 2, 2025	Board	Elenore Arend Associate Deputy Minister, Crown Agencies Secretariat	For info: 2024 Board Diversity Report
Jun 18, 2025	Board	Elenore Arend Associate Deputy Minister, Crown Agencies Secretariat	Appointed members: Education opportunity: Governing in the Public Interest – New modules

BOARD OF GOVERNORS ACTIVITY

DATE	EVENT
Jun 6, 2025	Spring Student Awards Attended by: Harleen Kaur, Michele Guerin, Paul Yeung, Natasha Mandryk



May 7, 2025
Our Ref. 144477

Dear British Columbia Public Post-Secondary Institution Board Chairs:

As your new Minister of Post-Secondary Education and Future Skills and new Parliamentary Secretary for International Credentials, we are writing to reaffirm our Government's unwavering commitment to ensuring that post-secondary institutions remain safe, inclusive and respectful environments for everyone. Our Government has been very clear that racism, hate and discrimination, including antisemitism, have no place on post-secondary campuses or anywhere else in British Columbia.

Further to the letter sent to you in September 2024, we expect that every public post-secondary institution has developed, implemented and now firmly enforces policies and procedures that address racism, hate and discrimination, including antisemitism. Institutions should ensure these policies are well-communicated and consistently applied. We remain committed to working with all public post-secondary institutions to strengthen awareness of existing policies and procedures.

Institutional policies and procedures should be clear that they apply to students, faculty, staff, contractors and visitors. They should outline reporting mechanisms, investigative processes, enforcement measures and the potential consequences for violations. As leaders of our public post-secondary institutions, it is your responsibility to ensure these policies and procedures are effectively and actively communicated to your community. Public post-secondary institutions are encouraged to work with their communities to ensure their policies and procedures align with best practices to keep students, faculty, staff, contractors, and visitors safe from violence and discrimination in all forms.

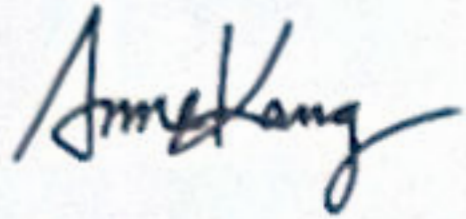
To promote awareness of existing policies and procedures that support safe public post-secondary environments, we ask that you provide Ministry staff with website links to all relevant student and workplace policies and procedures that address racism, hate and discrimination, including antisemitism. Ministry staff will publish links to these policies and procedures on our website, similar to how we link to policies related to [sexualized violence](#). Please send this information to Chad Doerksen, Director of Post-Secondary Policy, at Chad.Doerksen@gov.bc.ca, by June 30, 2025.

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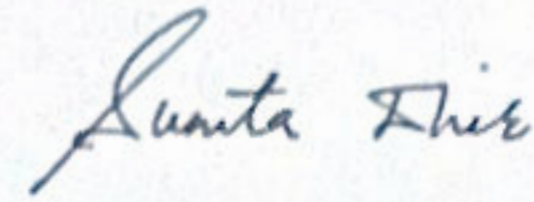
-2-

Thank you for your continued leadership in the public post-secondary system. Our Ministry remains committed to supporting you in providing world-class public post-secondary education to all students in a safe, inclusive and supportive environment.

Sincerely,



Honourable Anne Kang
Minister of Post-Secondary
Education and Future Skills



Sunita Dhir
Parliamentary Secretary for
International Credentials

pc: All Public Post-Secondary Institution Presidents

From: Mahin Rashid, VCC Board Chair

Date: May 21, 2025

To: Anne.Kang.MLA@leg.bc.ca; Sunita Dhir.MLA <sunita.dhir.mla@leg.bc.ca>

Subject: Our Ref. 144477 - Letter to Public Post-Secondary Institution Board Chairs

Dear Minister Kang and Minister Dhir,

Thank you for your letter reaffirming the Government of British Columbia's strong commitment to fostering safe, inclusive, and respectful environments at public post-secondary institutions. Vancouver Community College (VCC) fully supports this commitment.

VCC continues to prioritize equity, diversity, and inclusion (EDI) in all aspects of our institution. We are proud of our work to build a safe, inclusive environment through both governance and operational practices.

In the context of current global and local tensions, we want to emphasize guiding principles - that I am sure your government and VCC share - that shape our approach to combating hate and discrimination on campus.

1. Recognition of all racism, hate, and discrimination

We acknowledge the concerning rise in antisemitism, Islamophobia and anti-Palestinian racism across Canada and around the world. For institutional policies to be truly inclusive, they must affirm that all forms of hate and discrimination are equally unacceptable. We are committed to ensuring that our policies and actions reflect equity in this way.

2. Upholding constitutional rights of free speech while ensuring safety

As a public post-secondary institution, VCC has a responsibility to ensure the physical and psychological safety of our community while upholding the foundational values of academic freedom, critical thinking, and free speech. These values are essential to the learning environment and must be preserved.

We must draw a clear distinction between political opinions and expressions of hate. For example, criticism of a government's policies or actions must not be conflated with hate toward a religious or ethnic group. Our policies and educational programming are designed to help our community understand and navigate these distinctions in a respectful, informed, and inclusive manner.

In practice, VCC has taken the following actions in recent months:

- Hosted a multi-faith panel during VCC Day (our annual staff event) in the fall of 2023 featuring a rabbi, an imam, and other community leaders, to promote understanding, inclusion, and the societal benefits of diversity.
- Monitored protests, encampments, and related developments at other institutions and in the broader community, to ensure we were prepared in our response, while knowing that peaceful, lawful activities that do not disrupt operations or campus safety are consistent with our values and permitted on campus.
- Continued to provide wrap-around student supports and responsive systems for early identification of concerns, ensuring that our learning environment remains safe and inclusive for all.

VCC's executive team will send over relevant policies and procedures that support these efforts. These policies have been, and will be, communicated to all members of our college community and we will work to continuously review them and make changes as needed through dialogue, collaboration, and reflection. We welcome the Ministry's effort to publicly share these resources as part of a province-wide initiative to strengthen inclusion and safety across all public post-secondary institutions.

Thank you again for your leadership and support.

Mahin Rashid
VCC Board Chair

June 12, 2025
Our Ref. 146383
X-Ref. 144477

Mahin Rashid
Board Chair
Vancouver Community College
Email Address: [REDACTED]

Dear Mahin Rashid:

Thank you for your email of May 21, 2025, sent to the Honourable Anne Kang, Minister of Post-Secondary Education and Future Skills, and Sunita Dhir, Parliamentary Secretary for International Credentials in response to their letter of May 7, 2025. I am responding on behalf of Minister Kang and Parliamentary Secretary Dhir.

Thank you for detailing some of the steps Vancouver Community College is taking to ensure a safe, inclusive and respectful environment for all students, faculty and staff on campus. The Ministry of Post-Secondary Education and Future Skills looks forward to receiving the relevant policies and procedures that support these efforts.

Thank you again for your commitment on these important issues.

Sincerely,

Dorothy Rogers
Acting Executive Director

On behalf of

Jamie Edwardson
Acting Executive Director
Strategic Policy and Initiatives Branch
Ministry of Post-Secondary Education and Future Skills

pc: Honourable Anne Kang PSFS.Minister@gov.bc.ca
Minister of Post-Secondary Education and Future Skills

Sunita Dhir, MLA Sunita.Dhir.MLA@leg.bc.ca
Parliamentary Secretary for International Credentials

Ajay Patel, President ajpatel@vcc.ca
Vancouver Community College



Board of Governors Meetings 2026

DATE	MEETING	TIME
Thu, Jan 15 & Fri, Jan 16	Board Retreat (Board & Senior Team Only)	Starts 12:00 PM Ends 12:00 PM
Wed, Feb 4	Closed/In Camera (Board & Senior Team Only))	4:30 PM – 5:30 PM
	Public	5:30 PM – 7:30 PM
Wed, Mar 4	Special Topic Virtual Meetup (Board Only)	12:15 PM – 1:15 PM
Wed, Mar 25	Closed/In Camera (Board & Senior Team Only)	4:30 PM – 5:30 PM
	Public	5:30 PM – 7:30 PM
Wed, May 6	Special Topic Virtual Meetup (Board Only)	12:15 PM – 1:15 PM
Wed, May 27	Closed/In Camera (Board & Senior Team Only)	4:30 PM – 5:30 PM
	Public	5:30 PM – 7:30 PM
Wed, Jun 24	Closed/In Camera (Board & Senior Team Only)	4:30 PM – 5:30 PM
	Public	5:30 PM – 7:30 PM
July and August - No Scheduled Meetings		
Tue, Sep 29	Closed/In Camera (Board & Senior Team Only)	4:30 PM – 5:30 PM
	Public	5:30 PM – 7:30 PM
Wed, Oct 14	Special Topic Virtual Meetup (Board Only)	12:15 PM – 1:15 PM
Wed, Dec 2	Closed/In Camera (Board & Senior Team Only)	4:30 PM – 5:30 PM
	Public	5:30 PM – 7:30 PM

Public Agenda & Meeting Access:

The agenda includes a link to access the meeting online and is made available in advance of each meeting on the **Board of Governors** page at [VCC.ca](https://vcc.ca). This page also provides additional information, including board member details, meeting minutes, resolutions, and contact information for any questions.



VCC's News & Events Round-Up

May – June 2025

Prepared for: VCC Board

Prepared by: VCC Marketing & Communications

VCC EVENTS

May

3 Sisters Garden – May 26

VCC's annual 3 Sisters Garden event planting ceremony took place at Broadway Campus, offering the VCC community a chance to learn more about the Indigenous Medicine Garden growing at VCC. The event brings the community together to connect to the earth and hear knowledge shared by Elders on campus.



Skills National – May 29 & 30

Vancouver Community College is proud to celebrate the achievements of this year's Skills Canada National Competition student winners, which took place in Regina, Saskatchewan, on May 29 and 30. 11 VCC competitors took on the challenge and showcased their skills, competing against participants from across Canada. VCC received seven medals in autobody repair, car painting, baking, graphic design, and hairstyling.





VCC's News & Events Round-Up

May – June 2025

Jewellery Art & Design Student Exhibition – May 30-June 11

VCC's Jewellery Art & Design Student Exhibition showcased globally inspired design from nearly 30 returning and graduating students. The event brought together industry professionals, fellow students and the wider community. Each display showcased a unique artistic vision and reflected the hands-on learning and real-world experience that VCC's Jewellery Art & Design program is known for. All pieces were for sale.



June

VCC student awards – June 6

In June, VCC held its bi-annual student awards ceremony to honour student success and to present scholarships and awards to exceptional students. Our students were recognized for academic excellence and leadership in the classroom and the community. We extend our thanks to the entire VCC community for helping empower our students to achieve their goals.



Fair in the Square – June 9

This year, VCC co-hosted the 17th annual Fair in the Square with [Central City Foundation](#) at Victory Square Park.

The event was all about celebrating the vibrancy of the Downtown Eastside and connecting with our friends, neighbours and peers. It was also an opportunity to recognize and thank the many non-profit agencies doing critical work in the community. Eventgoers were offered free food, entertainment, arts & crafts, an artisan market and more. Many volunteers from across VCC attended to help bring the fair to life.



VCC's News & Events Round-Up

May – June 2025

Culinary school event – June 16

VCC's Culinary Arts and Food Service Management students hosted a brunch event at VCC's JJ's Restaurant to show appreciation for the local restaurant and hotel community. The students showcased their emerging culinary skills and offered samples to a room full of potential employers, supporters and others from the VCC community.

From duck confit and lobster terrine all the way to strawberry shortcake, the event was a feast for the senses. In addition to the food and beverages, VCC instructors demonstrated how they use virtual reality in the classroom to help students hone their skills without food waste or excessive restocking costs, to bring the future to the classroom.



GOVERNMENT RELATIONS

June

Minister Anne Kang visits the CCEAI building – June 3

Vancouver Community College was honoured to welcome Anne Kang, Minister of Post-Secondary Education and Future Skills, to our Broadway campus to see the progress on our Centre for Clean Energy and Automotive Innovation (CCEAI). We are grateful to the B.C. Government for its previous investment in this transformative project that will serve our students, communities, and industries for generations to come.

We look forward to continuing to work to deliver this state-of-the-art facility, which will have a wide-reaching impact on students, educators, and the clean energy and automotive innovation industries.





VCC's News & Events Round-Up

May – June 2025

VCC IN THE NEWS (HIGHLIGHTS)

Innovation

- **VITA Daily** – [Wok This Way: 50 Years Of Asian Culinary Excellence @ VCC](#): Celebrates VCC's legacy in Asian culinary education and innovation.
- **CBC News** – [Vancouver Community College's annual 'Tooth Trolley' brings free dental treatment for kids](#): Spotlights VCC's annual dental outreach event for children, including a quote from Ajay Patel.
- **Global Newswire** – [Canada Induction Cooktop Market Valuation To Reach US\\$ 3,168.17 Million By 2033 | Astute Analytica](#): Mentions that VCC's Indigenous Culinary Program reinforces cultural respect for clean-air practices.

Student & alumni success

- **Castanet** – [Enderby student wins gold at national autobody competition](#): Spotlights Sy Korf, a Grade 11 student who won gold at the National Skills Canada Autobody Competition after completing a dual credit course through VCC.
- **Education News Canada** – [VCC students provide free preventative dental care for children across Vancouver](#): Highlights VCC's "Tooth Trolley" initiative offering free dental care to elementary students.

Other

- **All Events** – [VCC English as an additional language Info session](#): Promotes an info session for prospective students interested in VCC's EAL programs.
- **Brock University** – [Community support drives Math and Science Spirit of Brock recipients to give back](#): Celebrates a student's story, including their time at VCC studying an Associate of Science.
- **Education News Canada** – [VCC Board member receives prestigious award from Canadian Counselling and Psychology Association](#): Recognizes a VCC board member's national achievement.
- **Vancouver Sun** – [This Day in History: Vancouverites object to building city hall at 12th and Cambie](#): Spotlights the history of Vancouver's Central School site, which later became VCC.

UPCOMING EVENTS

- **June 19 – National Indigenous Peoples Day**: From June 19, 11:30 am-2:00 pm, the Indigenous Education and Community Engagement team will host a series of events and share resources that honour the rich heritage, diverse cultures, and significant contributions of Indigenous peoples. We invite you to join us in honouring the rich history, culture, and perspectives of Indigenous communities through meaningful performances from Coastal Wolf Pack and Intertribal Dance Collective. The event is taking place at the Broadway campus, building B, level 1.

Please visit the [events page](#) for more details on upcoming events.

June 25, 2025

College Board Meeting VCCFA Report

Appreciation

Appreciation and thanks to our departing Board Members. It is exemplary when people of such accomplishments agree to continue to serve the public. Hope their experience of the various trials, tribulations and triumphs of VCC will stay with them.

Campaigning

Taryn and Ajay almost crossed paths in Ottawa last week as they both continued their efforts to have the government adjust/rationalize/review their actions on the International student questions. Taryn made some good connections, and we will continue our advocacy work.

Reflection

This is a bit of a related reflection, at least time-wise, to the one last month about the arbitrary and unplanned nature of the Langara separation from VCC and how 30 years later, that event continues to reverberate and affect the college today.

This is on the Board's own operation. It was a tremendous breakthrough in the 1990s when workers and students in BC post-secondary were recognized for their contributions and potential by being legislatively empowered to be part of what became known as joint governance. Having elected members of EdCo and Boards made a huge difference in the operation of the College. They were kept below the level of empowerment that was reflected in the senates and boards of old-line research universities, but it was one of the first recognitions of statutory empowerment at the community college level in North America.

Over the years, VCC is to be commended for taking a generally cooperative view of this change. (Some other institutions have been extremely obstructionist.) A couple of the most significant changes to joint governance over the last three decades, and it seemingly hasn't been legislated, is the disempowerment of elected board members as well as the reduction in accessibility to board operations.

Elected board members used to serve on any of the board's committees, including finance and human resources. Of course sometimes parts of the meetings had to go in camera but the elected members were considered equal members and stayed through. Occasionally they had to declare a conflict of interest real or perceived and when appropriate recuse themselves. Conflicts were defined as narrowly as possible.

Committee meetings were as open as possible to whomever wished to attend.

Personally, with my obvious biases, I don't see why it's better to be closed off and I don't see how elected board members can be denied access to board committee meetings.

Doing so speaks to maintaining a hierarchy of board members. That wasn't the intent 30 years ago.

Frank Cosco

VCCFA



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 25, 2025

ISSUE: **RECOMMENDATION FOR APPROVAL:**
4 Affiliation Agreements related to VCC's Bachelor of Hospitality Management Program

BACKGROUND:

Affiliation agreements are proposed between VCC and four other post-secondary institutions to establish educational pathways for international students who would like to pursue a degree in Hospitality Management at VCC:

- Canadian College
- Cornerstone International Community College of Canada (CICCC)
- ILAC Education Group (ILAC International College and Tamwood College)
- VanWest College

These agreements provide pathways for graduates from select diploma programs in business, hospitality management, marketing, and accounting to enter the third year of VCC's Bachelor of Hospitality Management program.

Development of these agreements involved a strong focus on risk management and evaluation of partner schools' program quality. VCC and the partner institutions plan to continue to monitor student performance and outcomes to ensure the pathway remains effective and aligned with academic standards. Willy Aroca Aguirre, Associate Director of the School of Hospitality, Food Studies & Applied Business, will meet regularly with the department leader for the program to review the agreements to ensure they reflect current curriculum standards and student needs. A staff member from International Education oversees ongoing monitoring, including site visits and progress reviews. Feedback will be shared with partner schools to support continuous improvement.

The documents were reviewed by the sending institutions in communication with VCC's International Education department. David Wells reviewed the enclosed documents and approved of the agreements. They were also reviewed by Caralee Maloney, VCC's Associate Director, Risk Management and Privacy, and the Risk Management Branch of the BC government.

The agreements must be jointly approved by Education Council and the Board of Governors, as set out in VCC's [Educational Affiliations Policy](#) (407) and section 25(1) of the BC [College and Institute Act](#).

DISCUSSION:

The affiliation agreements were presented by Willy Aroca Aguirre at the June 10, 2025 Education Council meeting. The four agreements follow a common template. Differences between them are highlighted in the table below.

Partner School	Admissions	Diploma Programs	Program Length	Additional Statements	Other Variations
Canadian College	"C" GPA	Hospitality management or business	18 months to 2 years		
Cornerstone	"C" GPA	Hospitality management or marketing	2 years		
ILAC	70% GPA	Various business-related	2 to 2.5 years	Non-disclosure and non-solicitation clauses	Additional detail in Termination & Renewals. 1(b)
VanWest	"C+" GPA plus additional requirements (TBC)	Commerce and marketing	2 years		

In discussion at EdCo, it was noted that some of the diploma programs at sending institutions are not in hospitality management but in business, marketing or accounting. These programs include co-op components, which have been found to support student success. The department has reviewed the curriculum to ensure it aligns with the Hospitality Management degree in a way to support student success.

VCC has seen strong student outcomes from students coming from these partner organizations. VCC's Hospitality Management degree program has accepted relatively few graduates of VanWest College, compared with the other colleges. As a result, to support student success, VCC plans to incorporate additional admission requirements to the agreement with VanWest College, including a higher GPA (2.33 or "C+"), an English

language proficiency requirement, completion of co-op, and relevant industry experience. These changes were outlined in a briefing note to EdCo from W. Aroca Aguirre, but have not yet been incorporated into the agreement.

The agreements outline reciprocal notification of the institutions if curriculum changes. There will be monthly meetings, including on-site visits by an International Education department representative to ensure guidelines are met and to discuss any planned curriculum changes.

The agreement with ILAC Education Group (ILAC International College and Tamwood College) has an additional clause in case of agreement termination:

Students enrolled in the ILAC and Tamwood programs outlined above, intending to pursue academic transfer opportunities at VCC, will be assured the ability to complete their program at VCC (if the program is still offered).

This clause was requested by the partner institution and has been reviewed and vetted by VCC. While not explicitly stated, it is implied that this clause applies to “eligible students.”

Education Council unanimously voted to approve the four agreements and present them to the Board of Governors for joint approval.

RECOMMENDATION:

THAT the Board of Governors approve:

- Affiliation Agreement between VCC and Canadian College
- Affiliation Agreement between VCC and Cornerstone International Community College of Canada (CICCC)
- Affiliation Agreement between VCC and ILAC Education Group (ILAC International College and Tamwood College)
- Affiliation Agreement between VCC and VanWest College

PREPARED BY: Natasha Mandryk, Chair, Education Council

ATTACHMENT: APPENDIX A – Affiliation Agreement between VCC and Canadian College

APPENDIX B – Affiliation Agreement between VCC and Cornerstone International Community College of Canada (CICCC)

APPENDIX C – Affiliation Agreement between VCC and ILAC Education Group (ILAC International College and Tamwood College)

APPENDIX D – Affiliation Agreement between VCC and VanWest College

DATE: June 18, 2025



APPENDIX A

AFFILIATION AGREEMENT

between Vancouver Community College (VCC)
 Vancouver, BC
 and
 Canadian College
 Vancouver, BC
 (each a "Party" and collectively, the "Parties")

Objective of the Agreement

This agreement supports the articulation pathway for students from Canadian College into VCC's Bachelor of Hospitality Management.

Applicants from the following eligible programs from Canadian College who meet the requirements outlined below will be eligible to apply for admission for VCC's Bachelor of Hospitality Management, provided the program admission requirements are met and space remains available in the program. VCC retains the right to limit the number of students admitted under this agreement.

- i. Successful completion from one of the eligible programs listed below
- ii. Minimum GPA of "C" (2.0 / 4.33)

Eligible Programs	Program Duration
Business Management & Co-Op Diploma	18 months
Hospitality Management & Co-Op Diploma	2 years

Responsibilities of the Agreement

As a party to this agreement, Canadian College agrees:

- to provide information about the VCC Bachelor of Hospitality Management program and articulation agreement available to students.
- to provide opportunity for representatives of VCC to visit appropriate forums Canadian College to disseminate information about the VCC Bachelor of Hospitality Management program.
- to notify VCC with a minimum of 30 days of any curriculum changes to the eligible programs outlined above.

As a party to the agreement, VCC agrees:

- to provide students of eligible programs from Canadian College acceptance into the third year of VCC's Bachelor of Hospitality Management as per the conditions indicated herein, provided that space remains available in the program, on a first-qualified, first-admitted basis
- to notify Canadian College with a minimum of 30 days of any curriculum changes to the Bachelor of Hospitality Management, anticipated or approved.

Liaison

Implementation of this agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective programs.

Promotion and Marketing

- Canadian College will be responsible at its own risk and expense for the promotion and marketing of Canadian College programs using Courses/Curriculum offered and conducted by Canadian College) at their facilities.
- Canadian College shall NOT use any trademark, trade name, nor logo of VCC without the express prior written consent of VCC's Marketing Department and for the sole purpose of promotion as it pertains explicitly to this agreement.

Indemnification & Insurance

- a) Except to the extent caused or contributed to by the negligence of VCC, Canadian College shall indemnify and save harmless VCC from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions or other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by, or arising out of any act or omission, error, deed or other matter on the part of Canadian College arising out of this Agreement.
- b) Except to the extent caused or contributed to by the negligence of Canadian College, VCC shall indemnify and save Canadian College harmless from and against all claims, demands, losses,

damages, judgements, costs, liability, expenses, actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of VCC arising out of this Agreement.

- c) Both VCC and Canadian College shall maintain Commercial General Liability insurance in the minimum amount of \$5,000,000 per occurrence throughout the term of this Agreement, with coverage including a cross liability clause, the other Party added as an additional interest, and evidence of coverage provided upon request. VCC is covered for general liability under the provisions of the Province of British Columbia's *University, College and Institute Protection Program* ("UCIPP"), and throughout the term of the Agreement, VCC will maintain its UCIPP coverage.

Termination & Renewal

1. Termination

- a. Subject to the provisions for early termination hereinafter appearing, the term of this Agreement (the "Term") shall be five (5) years commencing on the date of signing indicated on this Agreement.
- b. Either Party may terminate this Agreement with at least 8 months written notice to the other Party.

Dispute Resolution

- Both parties will make good faith efforts to resolve any dispute related to this Agreement by amicable negotiations. All claims, disputes, or issues in dispute between the Parties that are not resolved by negotiation will, with the agreement of the Parties, be decided by mediation or arbitration, or failing agreement, in a Court of competent jurisdiction within the province of British Columbia.

2. Renewal

- a. If either Party wishes to negotiate a renewal of this Agreement, it must give written notice to the other Party at least 4 months prior to the expiration of the Term of this Agreement indicating the desire to enter into renewal negotiations. Any renewal arrangement that the Parties may agree to will be in writing on terms to be negotiated and will be subject to any applicable Orders of the Minister of Education, as may be amended from time to time.
- b. Both Parties agree to convene prior to the end of the third (3rd) calendar year of this agreement to review terms and implementation of the agreement.
- c. Final approval of the agreement will remain with Education Council and Board of Governors at VCC.

On behalf of Canadian College

Date

Name TBC

Position Title TBC

On behalf of Vancouver Community College:



[David Wells]

May 22, 2025

Date

[Vice President, Academic & Applied Research]

with approval of Education Council and Board of Governors

APPENDIX B**AFFILIATION AGREEMENT**

between Vancouver Community College (VCC)

Vancouver, BC

and

Cornerstone International Community College of Canada (CICCC)

Vancouver, BC

(each a "Party" and collectively, the "Parties")

Objective of the Agreement

This agreement supports the articulation pathway for students from Cornerstone International Community College of Canada (CICCC) into VCC's Bachelor of Hospitality Management.

Applicants from the following eligible programs from CICCC who meet the requirements outlined below will be eligible to apply for admission for VCC's Bachelor of Hospitality Management, provided the program admission requirements are met and space remains available in the program. VCC retains the right to limit the number of students admitted under this agreement.

- i. Successful completion from one of the eligible programs listed below
- ii. Minimum GPA of "C" (2.0 / 4.33)

Eligible Programs	Program Duration
Hospitality Management Co-Op Diploma	24 months: - 12 months of academic education + 12 months of Co-op
Strategic Digital Marketing Co-op Diploma	24 months: - Digital Marketing Co-op Diploma (12 months) (6 months of academic education + 6 months of Co-op) - Strategic Digital Marketing Co-op Diploma (12 months) (6 months of academic education + 6 months of Co-op)

Responsibilities of the Agreement

As a party to this agreement, CCCCC agrees:

- to provide information about the VCC Bachelor of Hospitality Management program and articulation agreement available to students.
- to provide opportunity for representatives of VCC to visit appropriate forums CCCCC to disseminate information about the VCC Bachelor of Hospitality Management program.
- to notify VCC with a minimum of 30 days of any curriculum changes to the eligible programs outlined above.

As a party to the agreement, VCC agrees:

- to provide students of eligible programs from CCCCC acceptance into the third year of VCC's Bachelor of Hospitality Management as per the conditions indicated herein, provided that space remains available in the program, on a first-qualified, first-admitted basis
- to notify CCCCC with a minimum of 30 days of any curriculum changes to the Bachelor of Hospitality Management, anticipated or approved.

Liaison

Implementation of this agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective programs.

Promotion and Marketing

- CCCCC will be responsible at its own risk and expense for the promotion and marketing of CCCCC Education Group programs using Courses/Curriculum offered and conducted by CCCCC at their facilities.
- CCCCC shall NOT use any trademark, trade name, nor logo of VCC without the express prior written consent of VCC's Marketing Department and for the sole purpose of promotion as it pertains explicitly to this agreement.

Indemnification & Insurance

- a) Except to the extent caused or contributed to by the negligence of VCC, CCCCC shall indemnify and save harmless VCC from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions or other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by, or arising out of any act or omission, error, deed or other matter on the part of CCCCC arising out of this Agreement.
- b) Except to the extent caused or contributed to by the negligence of CCCCC, VCC shall indemnify and save CCCCC harmless from and against all claims, demands, losses, damages, judgments, costs, liability, expenses, actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or

arising out of any act or omission, error, deed or other matter on the part of VCC arising out of this Agreement.

- c) Both VCC and CCCCC shall maintain Commercial General Liability insurance in the minimum amount of \$5,000,000 per occurrence throughout the term of this Agreement, with coverage including a cross liability clause, the other Party added as an additional interest, and evidence of coverage provided upon request. VCC is covered for general liability under the provisions of the Province of British Columbia's *University, College and Institute Protection Program* ("UCIPP"), and throughout the term of the Agreement, VCC will maintain its UCIPP coverage.

Termination & Renewal

1. Termination

- a. Subject to the provisions for early termination hereinafter appearing, the term of this Agreement (the "Term") shall be five (5) years commencing on the date of signing indicated on this Agreement.
- b. Either Party may terminate this Agreement with at least 8 months written notice to the other Party..

Dispute Resolution

- Both parties will make good faith efforts to resolve any dispute related to this Agreement by amicable negotiations. All claims, disputes, or issues in dispute between the Parties that are not resolved by negotiation will, with the agreement of the Parties, be decided by mediation or arbitration, or failing agreement, in a Court of competent jurisdiction within the province of British Columbia.

2. Renewal

- a. If either Party wishes to negotiate a renewal of this Agreement, it must give written notice to the other Party at least 4 months prior to the expiration of the Term of this Agreement indicating the desire to enter into renewal negotiations. Any renewal arrangement that the Parties may agree to will be in writing on terms to be negotiated and will be subject to any applicable Orders of the Minister of Education, as may be amended from time to time.
- b. Both Parties agree to convene prior to the end of the third (3rd) calendar year of this agreement to review terms and implementation of the agreement.
- c. Final approval of the agreement will remain with Education Council and Board of Governors at VCC.

On behalf of Cornerstone International Community College of Canada (CICCC)

Date

Name TBC

Position Title TBC

On behalf of Vancouver Community College (VCC):



May 13, 2025

[David Wells]

Date

[Vice President, Academic & Applied Research]

with approval of Education Council and Board of Governors

APPENDIX C**AFFILIATION AGREEMENT**

between Vancouver Community College (VCC)
 Vancouver, BC
 and
 ILAC Education Group
 Vancouver, BC
 (each a “Party” and collectively, the “Parties”)

Objective of the Agreement

This agreement supports the articulation pathway for students from ILAC Education Group (ILAC International College and Tamwood College) into VCC’s Bachelor of Hospitality Management.

Applicants from the following eligible programs from ILAC International College and Tamwood College who meet the requirements outlined below will be eligible to apply for admission for VCC’s Bachelor of Hospitality Management, provided all other entrance criteria are met (per the program admission requirements on the VCC website) and space remains available in the program, on a first-qualified, first-admitted basis.

- i. Successful completion from one of the eligible programs listed below
- ii. Minimum passing grade of 70%

Eligible Programs	Institution
<u>Business Administration (2-year Diploma with Co-op)</u>	ILAC International College
<u>Business Administration & Canadian Accounting Dual Programs (2.5-year Diploma with Co-op)</u>	ILAC International College
<u>Canadian Accounting Fundamentals 2-year Diploma with Co-op</u>	ILAC International College
<u>Sales & Marketing (2-year Diploma with Co-op)</u>	ILAC International College
<u>International Business & Management (2-year Diploma with Co-Op)</u>	Tamwood College

Responsibilities of the Agreement

As a party to this agreement, ILAC Education Group agrees:

- to provide information about the VCC Bachelor of Hospitality Management program and articulation agreement available to students.
- to provide opportunity for representatives of VCC to visit appropriate forums at ILAC International College and Tamwood College to disseminate information about the VCC Bachelor of Hospitality Management program.
- to notify VCC with a minimum of 30 days of any curriculum changes to the eligible programs outlined above.

As a party to the agreement, VCC agrees:

- to provide students of eligible programs from ILAC Education Group (ILAC International College and Tamwood College) acceptance into the third year of VCC's Bachelor of Hospitality Management as per the conditions indicated herein, provided that space remains available in the program, on a first-qualified, first-admitted basis
- to notify ILAC Education Group with a minimum of 30 days of any curriculum changes to the Bachelor of Hospitality Management, anticipated or approved.

Liaison

Implementation of this agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective programs.

Promotion and Marketing

- ILAC International College will be responsible at its own risk and expense for the promotion and marketing of ILAC Education Group programs using Courses/Curriculum offered and conducted by ILAC International College and Tamwood College at their facilities.
- ILAC Education Group shall NOT use any trademark, trade name, nor logo of VCC without the express prior written consent of VCC's Marketing Department and for the sole purpose of promotion as it pertains explicitly to this agreement.

Non-Disclosure Statement

Both parties agree to maintain confidentiality of all academic, financial, or operational information shared during the term of this agreement. This obligation will remain in effect until this agreement ends.

Non-Solicitation Condition

Both parties agree not to engage in the solicitation of the staff from the other institution for employment opportunities during the term of this agreement.

Indemnification & Insurance

- a) Except to the extent caused or contributed to by the negligence of VCC, ILAC Education Group shall indemnify and save harmless VCC from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions or other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by, or arising out of any act or omission, error, deed or other matter on the part of ILAC Education Group arising out of this Agreement.
- b) Except to the extent caused or contributed to by the negligence of ILAC Education Group, VCC shall indemnify and save ILAC Education Group harmless from and against all claims, demands, losses, damages, judgements, costs, liability, expenses, actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of VCC arising out of this Agreement.
- c) Both VCC and ILAC Education Group shall each maintain Commercial General Liability insurance in the minimum amount of \$5,000,000 per occurrence throughout the term of this Agreements, with coverage including a cross liability clause, the other Party added as an additional interest, and evidence of coverage provided upon request. VCC is covered for general liability under the provisions of the Province of British Columbia's *University, College and Institute Protection Program* ("UCIPP"), and throughout the term of the Agreement, VCC will maintain its UCIPP coverage.

Termination & Renewal

1. Termination

- a. Subject to the provisions for early termination hereinafter appearing, the term of this Agreement (the "Term") shall be five (5) years commencing on the date of signing indicated on this Agreement.
- b. Either Party may terminate this Agreement with at least 8 months written notice to the other Party. Students enrolled in the ILAC and Tamwood programs outlined above, intending to pursue academic transfer opportunities at VCC, will be assured the ability to complete their program at VCC (if the program is still offered).

Dispute Resolution

- Both parties will make good faith efforts to resolve any dispute related to this Agreement by amicable negotiations. All claims, disputes, or issues in dispute between the Parties that are not resolved by negotiation will, with the agreement of the Parties, be decided by mediation or arbitration, or failing agreement, in a Court of competent jurisdiction within the province of British Columbia.

2. Renewal

- a. If either Party wishes to negotiate a renewal of this Agreement, it must give written notice to the other Party at least 4 months prior to the expiration of the Term of this Agreement indicating the desire to enter into renewal negotiations. Any renewal arrangement that the Parties may agree to will be in writing on terms to be negotiated and will be subject to any applicable Orders of the Minister of Education, as may be amended from time to time.
- b. Both Parties agree to convene prior to the end of the third (3rd) calendar year of this agreement to review terms and implementation of the agreement.
- c. Final approval of the agreement will remain with Education Council and Board of Governors at VCC.

On behalf of ILAC Education Group

Date

Magdalena Link

Sr. VP Partnership Development

On behalf of Vancouver Community College:

May 13, 2025

[David Wells]

Date

[Vice President, Academic & Applied Research]

with approval of Education Council and Board of Governors



APPENDIX D

AFFILIATION AGREEMENT

between Vancouver Community College (VCC)
 Vancouver, BC
 and
 VanWest College
 Vancouver, BC
 (each a "Party" and collectively, the "Parties")

Objective of the Agreement

This agreement supports the articulation pathway for students from VanWest College into VCC's Bachelor of Hospitality Management.

Applicants from the following eligible programs from VanWest College who meet the requirements outlined below will be eligible to apply for admission for VCC's Bachelor of Hospitality Management, provided the program admission requirements are met and space remains available in the program. VCC retains the right to limit the number of students admitted under this agreement.

- i. Successful completion from one of the eligible programs listed below
- ii. Minimum GPA of "C" (2.0 / 4.33)

Eligible Program	Program Duration
Commerce and Marketing Co-Op Diploma	2 years

Responsibilities of the Agreement

As a party to this agreement, VanWest College agrees:

- to provide information about the VCC Bachelor of Hospitality Management program and articulation agreement available to students.
- to provide opportunity for representatives of VCC to visit appropriate forums VanWest College to disseminate information about the VCC Bachelor of Hospitality Management program.
- to notify VCC with a minimum of 30 days of any curriculum changes to the eligible programs outlined above.

As a party to the agreement, VCC agrees:

- to provide students of eligible programs from VanWest College acceptance into the third year of VCC's Bachelor of Hospitality Management as per the conditions indicated herein, provided that space remains available in the program, on a first-qualified, first-admitted basis
- to notify VanWest College with a minimum of 30 days of any curriculum changes to the Bachelor of Hospitality Management, anticipated or approved.

Liaison

Implementation of this agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective programs.

Promotion and Marketing

- VanWest College will be responsible at its own risk and expense for the promotion and marketing of VanWest College programs using Courses/Curriculum offered and conducted by VanWest College) at their facilities.
- VanWest College shall NOT use any trademark, trade name, nor logo of VCC without the express prior written consent of VCC's Marketing Department and for the sole purpose of promotion as it pertains explicitly to this agreement.

Indemnification & Insurance

- a) Except to the extent caused or contributed to by the negligence of VCC, VanWest College shall indemnify and save harmless VCC from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions or other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by, or arising out of any act or omission, error, deed or other matter on the part of VanWest College arising out of this Agreement.
- b) Except to the extent caused or contributed to by the negligence of VanWest College, VCC shall indemnify and save VanWest College harmless from and against all claims, demands, losses,

damages, judgements, costs, liability, expenses, actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of VCC arising out of this Agreement.

- c) Both VCC and VanWest College shall maintain Commercial General Liability insurance in the minimum amount of \$5,000,000 per occurrence throughout the term of this Agreement, with coverage including a cross liability clause, the other Party added as an additional interest, and evidence of coverage provided upon request. VCC is covered for general liability under the provisions of the Province of British Columbia's *University, College and Institute Protection Program* ("UCIPP"), and throughout the term of the Agreement, VCC will maintain its UCIPP coverage.

Termination & Renewal

1. Termination

- a. Subject to the provisions for early termination hereinafter appearing, the term of this Agreement (the "Term") shall be five (5) years commencing on the date of signing indicated on this Agreement.
- b. Either Party may terminate this Agreement with at least 8 months written notice to the other Party.

Dispute Resolution

- Both parties will make good faith efforts to resolve any dispute related to this Agreement by amicable negotiations. All claims, disputes, or issues in dispute between the Parties that are not resolved by negotiation will, with the agreement of the Parties, be decided by mediation or arbitration, or failing agreement, in a Court of competent jurisdiction within the province of British Columbia.

2. Renewal

- a. If either Party wishes to negotiate a renewal of this Agreement, it must give written notice to the other Party at least 4 months prior to the expiration of the Term of this Agreement indicating the desire to enter into renewal negotiations. Any renewal arrangement that the Parties may agree to will be in writing on terms to be negotiated and will be subject to any applicable Orders of the Minister of Education, as may be amended from time to time.
- b. Both Parties agree to convene prior to the end of the third (3rd) calendar year of this agreement to review terms and implementation of the agreement.
- c. Final approval of the agreement will remain with Education Council and Board of Governors at VCC.

On behalf of VanWest College

Date

Name TBC

Position Title TBC

On behalf of Vancouver Community College:



May 27, 2025

[David Wells]

Date

[Vice President, Academic & Applied Research]

with approval of Education Council and Board of Governors



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: JUNE 25, 2025

ISSUE: **RECOMMENDATION FOR APPROVAL:**

Program Credit Change: Computer Systems Technology Diploma

BACKGROUND:

The School of Trades, Technology and Design is proposing revisions to the Computer Systems Technology Diploma, refocusing the program on web and mobile application development and addressing trends in software development.

The number of courses and credits was also reduced to align the program length with offerings at other institutions. The program structure is changing from 24 courses/76 credits over 5 terms to 20 courses/60 credits over 4 terms.

Courses have been re-structured and re-organized while maintaining the core content of the program. Extensive changes have been made to the curriculum, including simplifying the program learning outcomes and updating the program purpose. Prior learning assessment and recognition (PLAR) options were embedded to make the program more appealing to professionals with industry experience.

Computer Systems Technology Diploma graduates will be able to meet the following program learning outcomes:

- Install and configure computer hardware and software
- Develop software applications for PC, mobile and embedded devices
- Create computer software using multiple programming languages
- Develop intelligent web and mobile applications
- Integrate cloud-based services and solutions in software apps
- Apply version control and project management skills in software development

- Collaborate and communicate effectively in team-based development environment
- Evaluate and implement new technologies in software development

DISCUSSION:

Curriculum Committee reviewed the proposal in April 2025. There was a discussion about the structural changes and expected student workload with the shortened program.

The reduction in credits was achieved by consolidating and standardizing courses to 3 credits each. The only topic that was removed was iOS development; this content is challenging to deliver due to the required technology/equipment. Other topics were retained, but courses were lightened by removing more specialized training, since this program aims to provide introductory-level training to prepare graduates for junior software developer roles.

The Committee had no major concerns. A number of smaller edits were requested and completed.

Education Council unanimously approved the revised curriculum at its May 13, 2025 meeting.

Additional Note: Articulation Agreement with the Canadian College of Technology and Business (CCTB)

In 2023, VCC entered an articulation agreement with the Canadian College of Technology and Business (CCTB), enabling transfer of students from CCTB's Information Systems Technology Diploma into VCC's Computer Systems Technology Diploma program.

This agreement outlines course equivalencies between CCTB and VCC. Due to the changes to VCC's CST program and courses, this articulation agreement will need to be updated.

VCC's Program Development and Approval procedures (14) require that

Any affiliation agreements required as part of the curriculum proposal must be approved per [Policy 407 Educational Affiliations](#) prior to final approval of the curriculum proposal.

To avoid delaying the implementation of program updates, Education Council agreed to make an exception to these procedures and approve the program change proposal before the revised agreement has been finalized.

The School is aware that the agreement will need to be brought into alignment with the program changes.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve the change in credits for the Computer Systems Technology Diploma program to 60 credits, and the creation of 14 new courses as identified in the program content guide.

PREPARED BY: Natasha Mandryk, Chair, Education Council

ATTACHMENT: APPENDIX A – Program Content Guide (PCG) for the Computer
Systems Technology Diploma

DATE: May 21, 2025

APPENDIX A



Computer Systems Technology Diploma

Program Content Guide

Effective Date: September 2026

Purpose

The Computer Systems Technology (CST) Diploma prepares students for careers in software development, specializing in intelligent web, Windows, and mobile applications using modern development tools, including AI-assisted technologies. Graduates can work as junior software developers in various industries, including business, government, healthcare, education, and law enforcement.

The CST Diploma program is designed to provide extensive hands-on learning experiences similar to a real-world industrial software development setting. The focus is on empowering students with a problem-solving mindset and skills in which theory and practice are blended in individual and team projects. Students gain experience in software design, development, testing, and deployment using popular platforms and AI-powered Integrated Development Environments (IDEs). Students learn to research, investigate, analyze, design, implement, test and optimize their solutions. A capstone project course at the end of the program provides students with the opportunity to work on an industry level project. In this course, students learn the systematic methodologies used in software development, ranging from requirements collection, software design and implementation, test and deployment, to project management, documentation and presentation.

The first year builds a strong foundation in computing systems and software design, while the second year covers advanced topics like web and mobile development, UI/UX design, cloud computing, cybersecurity, and AI. CST instructors bring real-world industry experience and strong connections to the local IT sector, helping students prepare for the workforce.

Admission Requirements

- Grade 12 graduation or equivalent
- English Studies 12 with a minimum 'C' grade, or equivalent
- Foundation of Mathematics 11 with a minimum 'C+' grade, or equivalent

Prior Learning Assessment & Recognition (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for the following courses:

- CSTP 1101 Communication and Workplace Behaviour
- CSTP 1106 Website Development
- CSTP 1120 Introduction to Computer Systems
- CSTP 1130 Python Programming
- CSTP 1150 Applied Mathematics for Programmers

Students may complete up to 50% of the total credits of the program through PLAR and transfer credit. Please see individual course outlines for PLAR details. Tuition and fees apply to PLAR. Methods for assessing prior learning may include exams, portfolios, interviews, and other evaluations.

If PLAR is successful, transcripts will reflect an 'S' grade (satisfactorily completed), which is not included in grade point average (GPA) calculations.

International Students should contact VCC International Education Advising to learn how PLAR can impact immigration status, prior to proceeding with the PLAR request.

See Prior Learning Assessment and Recognition policy for more information.

Program Duration & Maximum Time for Completion

This program is 2 years of full-time study. A term break is typically scheduled between year 1 and year 2. The maximum time to complete the program is 5 years.

Program Learning Outcomes

Upon successful completion of this program, graduates will be able to:

- Install and configure computer hardware and software
- Develop software applications for PC, mobile and embedded devices
- Create computer software using multiple programming languages
- Develop intelligent web and mobile applications
- Integrate cloud-based services and solutions in software apps
- Apply version control and project management skills in software development
- Collaborate and communicate effectively in team-based development environment
- Evaluate and implement new technologies in software development

Instructional Strategies, Design, and Delivery Mode

The main mode of delivery for the CST program is face-to-face in a lab setting. Instructional strategies include classroom lectures, demonstrations, group discussions, computer labs and hands-on practical work, and online sessions.

Students have access to state-of-the-art modern computer labs with software and tools such as Visual Studio, Azure Microsoft suite of applications and Operating Systems, web and mobile app development tools, and private department servers.

Evaluation of Student Learning

Students are evaluated through assignments, projects, quizzes and exams (both written and performance-based). Most assignments and projects include the process of initial concept stage, work in progress, and final submissions, which can include reflections and client feedback. Professional skills which includes collaboration and teamwork, time management, communication and participation will also affect the final grade.

Students must have a minimum grade point average of 'C' (2.00) to successfully complete each course, a minimum program term grade point average of 2.00 to progress into subsequent courses/terms in the program, and a minimum cumulative grade point average of 2.00 upon completion of all courses to successfully graduate.

Program Considerations

- Extended periods (4+ hours) of computer work requiring sustained visual attention to screens. Tasks require frequent keyboarding and mouse use.
- Students are expected to have access to a modern laptop capable of running Microsoft Windows with full privileges. Required hardware consists of at least a quad-core processor and

16GB of RAM and 256GB storage, in order to do their assignments or connect to the lab computers remotely.

- Audio/video hardware including webcam/speakers/microphone for participating in classes that have an online delivery mode.

Courses

This full-time program can be completed over four (4) terms by successfully completing the following: 15 credits (term 1), 15 credits (term 2), 14 credits (term 3), 16 credits (term 4).

Year 1 (Foundation Courses)		
Course #	Course Name	Credits
CSTP 1101	Communication and Workplace Behaviour	3.0
CSTP 1106	Website Development	3.0
CSTP 1120	Introduction to Computer Systems*	3.0
CSTP 1130	Python Programming*	3.0
CSTP 1150	Applied Mathematics for Programmers*	3.0
CSTP 1202	Data Communication and Networking	3.0
CSTP 1204	Software Analysis and Design	3.0
CSTP 1206	Internet Programming and Web Applications	3.0
CSTP 1210	Database Systems*	3.0
CSTP 1230	C++ Programming*	3.0
Year 2		
CSTP 2104	Windows Interactive Application Programming	3.0
CSTP 2120	Client-Server Computing*	3.0
CSTP 2130	AI Technologies*	3.0
CSTP 2140	Algorithms and Data Structures*	3.0
CSTP 2150	UI/UX Development*	2.0
CSTP 2210	Cloud Computing*	3.0
CSTP 2220	Computer Security*	3.0
CSTP 2230	Advanced Web Application Development*	3.0
CSTP 2240	Capstone Software Development Project*	4.0
CSTP 2250	Android Mobile Application Development*	3.0
Total Program Credits:		60.0

* New Courses

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

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65	Minimum Progression	2.00
C-	56-60		1.67
D	50-55		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
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. 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.
3. 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.

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them. The policies are located on the VCC website at: <http://www.vcc.ca/about/governance--policies/policies/>



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: JUNE 25, 2025

ISSUE: **RECOMMENDATION FOR APPROVAL:**
New Program: Construction Electrician Foundation Certificate

BACKGROUND:

The School of Trades, Technology and Design is proposing a new program: the Construction Electrician Foundation Certificate. The program is primarily aimed at domestic students and responds to strong labour market demand for electricians to support construction projects.

The program prepares students with the fundamental technical knowledge, practical skills, and problem-solving abilities required to enter the electrical trade with a focus on construction electrical work. The program covers electrical theory, electrical code requirements, wiring methods, and safety practices essential for beginning a career as a construction electrician apprentice.

The certificate is based on SkilledTradesBC (STBC) curriculum and modelled on the program taught at BCIT. VCC's offering will be distinct by focusing on construction electrical applications, being accessible without prior post-secondary education, and by offering a direct pathway to apprenticeships during the construction of the Centre for Clean Energy and Automotive Innovation.

Construction Electrician Foundation Certificate graduates will be able to meet the following program learning outcomes:

- Apply electrical theories and principles to workplace applications
- Install electrical systems and equipment according to Canadian Electrical Code specifications

- Interpret and apply appropriate sections of the Canadian Electrical Code to electrical installations
- Utilize proper safety procedures and personal protective equipment
- Maintain and troubleshoot basic electrical systems and components
- Use electrical test equipment to analyze circuit performance
- Interpret electrical drawings, diagrams, and specifications
- Apply basic concepts of mechanics, magnetism, and electronics to electrical work
- Demonstrate professional communication and job search skills

DISCUSSION:

Curriculum Committee reviewed the proposal in May 2025.

The committee requested minor wording changes to some course and program learning outcomes, but had no significant concerns. The Committee requested more details in the course descriptions, but agreed to wait until instructors are hired and the courses have been taught before seeing those types of alterations. As the curriculum is well-established and articulated, the Committee agreed to limited minor adjustments to maintain the consistency of the program.

Lucy Griffith, Dean of the School of Trades, Technology & Design presented the program proposal at the June 10, 2025 Education Council meeting. There was a discussion about the program learning outcome related to professional communication and computer skills, and how these skills are embedded throughout the program.

Members inquired about the level of math required for the program, and whether Foundations of Math and Pre-Calculus 10 (or department assessment of mechanical reasoning) is sufficient to prepare students for the math and physics content in the program. It was noted that open educational resources for math in trades, for example from BCcampus, are available for students to refresh their math skills if needed.

There were questions about demand for and sustainability of this program, noting that the tuition level proposed in the concept paper/ business case is significantly higher than that of comparable programs. L. Griffith noted that there is very high demand for this programming, with four-year waitlists at other institutions. Based on high labour market demand and VCC's strong industry connections, the School is confident that industry partners will be prepared to sponsor students to support their recruitment of apprentices and trained electricians.

Education Council unanimously approved the new curriculum at its June 10, 2025 meeting. After the meeting, Brett Griffiths, Dean of the School of Trades, Technology & Design, and Todd Rowlatt, Curriculum Committee chair, initiated a plan for a Provisional Approval Committee. This ad hoc committee supports minor program changes flexibly while

providing additional guidance and support to program leads. This process has been received positively by new departments and programs.

The established practice is for EdCo to bring program approval advice to the board in parallel with an associated tuition recommendation from Finance and Audit Committee (FAC). In this case, the school is targeting an accelerated program launch in January 2026. Although a tuition proposal is not yet in place, B. Griffiths indicated that completing the program approval separately now would support the fast launch operationally. After consultation with the board chair and FAC chair, I am bringing the program approval advice forward to the June 25 board meeting, in advance of any tuition proposal from FAC.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve the new Construction Electrician Foundation Certificate credential, creation of ten courses as named in the program content guide, and program implementation.

PREPARED BY: Natasha Mandryk, Chair, Education Council

ATTACHMENT: APPENDIX A – Program Content Guide (PCG) for the Construction Electrician Foundation Certificate

DATE: June 18, 2025



Construction Electrician Foundation Certificate

Program Content Guide

Effective Date: January 2026

Purpose

The Construction Electrician Foundation program prepares students for entry-level positions in the electrical industry. Students will develop the fundamental knowledge and practical skills needed to install, maintain, troubleshoot, and repair electrical systems in residential and commercial settings according to Canadian Electrical Code standards. Graduates will be prepared to begin apprenticeships in the electrician trade.

Admission Requirements

- Composition 11 (English 11) with a minimum 'C-' grade, [or equivalent](#)
- Foundations of Math and Pre-Calculus 10 with a minimum 'C-' grade, [or equivalent](#)

OR

Department assessment of mechanical reasoning

Prior Learning Assessment & Recognition (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses. PLAR is available for all courses.

Students may complete up to 65% of the total credits of the program through PLAR and/or transfer credit. Please see individual course outlines for PLAR details. Tuition and fees apply to PLAR. Methods for assessing prior learning may include portfolios and interviews.

If PLAR is successful, transcripts will reflect an 'S' grade (satisfactorily completed), which is not included in grade point average (GPA) calculations.

International Students should contact VCC International Education Advising to learn how PLAR can impact immigration status, prior to proceeding with the PLAR request. See [Prior Learning Assessment and Recognition](#) policy for more information.

Program Duration & Maximum Time for Completion

The program is 24 weeks in length. Students have a maximum of three (3) years to complete the program.

Program Learning Outcomes

- Apply electrical theories and principles to workplace applications
- Install electrical systems and equipment according to Canadian Electrical Code specifications
- Interpret and apply appropriate sections of the Canadian Electrical Code to electrical installations
- Utilize proper safety procedures and personal protective equipment
- Maintain and troubleshoot basic electrical systems and components
- Use electrical test equipment to analyze circuit performance
- Interpret electrical drawings, diagrams, and specifications

- Apply basic concepts of mechanics, magnetism, and electronics to electrical work
- Demonstrate professional communication and job search skills

Instructional Strategies, Design, and Delivery Mode

Lecture, group work, case studies, discussions, presentations, guest speakers, online activities.

Evaluation of Student Learning

Students are evaluated by both theory and practical evaluations for a combined mark to be assigned for each course.

Theory is evaluated by: Course work and competency tests and final examinations.

Practical is assessed by: rubrics to evaluate the students' performance of their competency, work habits, safety, participation, teamwork, and the ability to follow instructions.

Students must receive a minimum grade of 70% ('B-') to successfully complete each course, and a minimum cumulative average of 70% ('B-') to graduate.

Program Considerations

Tasks involve precise hand-eye coordination and frequent use of hand and power tools.

Courses

Course #	Course Name	Credits
ELCO 1100	Applied Mechanics	4.0
ELCO 1110	Fundamentals of Electricity	6.0
ELCO 1120	Principles of Magnetism	3.0
ELCO 1130	Wiring Methods 1	4.0
ELCO 1135	Wiring Methods 2	4.0
ELCO 1200	Electrical Code, Plans and Specifications	6.5
ELCO 1210	AC Circuit Analysis	2.0
ELCO 1220	Electronic Devices	2.0
ELCO 1230	Basic Motor Control	3.0
ELCO 1240	Computer Skills and Job Preparation	3.0

Total Program Credits: 37.5

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

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Progression Grade	2.67
F	0-69	Failing Grade – unable to proceed to next Term	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
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. 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.
3. 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.

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them. The policies are located on the VCC website at: <http://www.vcc.ca/about/governance--policies/policies/>



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 25, 2025

ISSUE: **RECOMMENDATION FOR APPROVAL:**
 TUITION: New English as an Additional Language (EAL) for Health Careers courses: ELSK 0580 and 0780.

BACKGROUND:

Two new English as an Additional Language (EAL) for Health Careers courses (ELSK 0580 and 0780) are being developed as part of the Ministry-funded EAL Readiness for High-Priority Careers project. Many EAL students' career goals focus on Health Sciences programs, especially Health Care Assistant, Licensed Practical Nurse, Health Unit Coordinator and Dental Hygiene at VCC. Learning the vocabulary specific to these health care professions can be a significant barrier to EAL students in their career programs; these new zero-credit, 40-hour courses aim to remove that barrier to support student success in these career programs.

The EAL for Health Careers courses can be taken concurrently with EAL Pathways courses. EAL courses run at 95-100% capacity, and we anticipate similar interest in the EAL for Health Careers courses. PSFS funding will cover \$64,462 of instructor salaries for delivery of these courses four times each (8 sections total) between Fall 2025 and Summer 2026.

TUITION:

EAL courses fall under Developmental Education with the Ministry and are tuition-free. Establishing a tuition rate of \$286.83 per billing hour for these new courses allows for their inclusion in future enrollment planning.

These courses will have a net cost of \$8,376 per intake of two sections. PSFS funding will cover instructor salaries for Fall 2025 to Summer 2026. Thereafter, these courses will not bring in additional funding and will be offered tuition-free within the EAL enrollment plan.

RECOMMENDATION:

THAT, on the recommendation of the Finance and Audit Committee, for the English as an Additional Language Health Careers courses, ELSK 0580 and ELSK 0780, the Board of Governors approve tuition of \$381.48 per course, effective September 1, 2025.

ATTACHMENTS: APPENDIX A - Financial Analysis

PREPARED BY: Jennifer Kelly, Associate Director, School of Arts and Sciences
 Shirley Lew, Dean, School of Arts & Sciences

Program Name: EAL for Health Careers Courses

APPENDIX A

Effective Date September 1, 2025

Scenarios	EAL for Health Careers (Int)	EAL for health careers (Adv)
	\$286.83	\$286.83
	\$381.48	\$381.48
No. of Intakes	1	1
No. of students per intake - Domestic (projected)	23	23
No. of students per intake - International (proj)	0	0
Total students (with X FTE attrition) - Domestic	23	23
Total students (with X FTE attrition) - International	0	0
Duration - instructor months	1	1
Program Duration (months)	2	2
Duration - instructional programming days	10	10
Other days	0	0
Department head release days	0	0
Duty days per year	180	180
Instructor FTE required per intake	0.06	0.06
Number of credits	1.33	1.33
Support Staff FTE	0.00	0.00
Operational costs	0	0

Revenue

Projected Tuition revenue -Domestic	\$ 8,774	\$ 8,774
Projected Tuition revenue -Other Fees	\$ 266	\$ 266
Total revenue (projected)	\$ 9,040	\$ 9,040

Instructor

Salary (step 1)	\$ 6,459	\$ 6,459
Benefits (28%)	\$ 1,808	\$ 1,808
Total instructor costs	\$ 8,267	\$ 8,267

Support Staff

Total support staff costs	\$ -	\$ -
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Total labour cost	\$ 8,267	\$ 8,267
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Operational costs

Total operational costs	\$ -	\$ -
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Indirect student support

Indirect student support	\$ 4,960	\$ 4,960
Total indirect student support	\$ 4,960	\$ 4,960

Total expenditures	\$ 13,228	\$ 13,228
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Net contribution to VCC overhead / (Deficit)	\$ (4,188)	\$ (4,188)
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Gross margin breakeven tuition per student

\$360

360

Assumption: EAL courses are under the tuition-free Developmental category based on the existing tuition replacement funding model (\$286.83 per credit or billing hour). The courses are 0 credits, 1.33 billing hours.



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 25, 2025

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revised Computer Systems Technology Diploma Program- Tuition Impact

BACKGROUND:

As part of an unscheduled program review the Computer Systems Technology (CST) Department has proposed a revised version of their CST diploma program that reduces the total credits from 79 to 60 credits, to address issues of student attraction and retention. The new program has been updated to meet current demands in both domestic and international markets.

The revised program consists of 2 years with 30 credits per year. It prepares students for careers in software development, specializing in intelligent web, Windows, and mobile applications using modern development tools, including AI-assisted technologies.

The first year builds a strong foundation in computing systems and software design, while the second year covers advanced topics like web and mobile development, UI/UX design, cloud computing, cybersecurity, and AI. CST instructors bring real-world industry experience and strong connections to the local IT sector, helping students prepare for the workforce.

This proposed tuition change received Senior Team support on May 29, 2025.

DISCUSSION:

The revised CST program reduces the total required credits from 79 to 60 by removing a small number of courses, resulting in a lower overall program cost for students. However, the remaining courses are largely unchanged, and the program revisions do not constitute a major change that would justify a tuition review at the Ministry level. Additionally, the reduction in delivery costs—due to fewer courses—corresponds with the decrease in tuition revenue, maintaining the program's financial sustainability. As such, it is recommended to maintain the current per-credit tuition rate.

RECOMMENDATION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the following tuition for the Computer Systems Technology Diploma, effective September 2026:

- **Domestic tuition:** \$168.08 per credit for 60 credits = **\$10,084.80 total**
- **International tuition:** \$620.10 per credit for 60 credits = **\$37,206.00 total**

Attachments: Appendix A – Financial Analysis

PREPARED BY: Lucy Griffith, Dean, School of Trades, Technology and Design

APPENDIX A

Vancouver Community College		
Program Name Computer System Technology		
Effective Date 09/2026	Current	Proposal 1
Scenarios	Current Program	Reduction in Credits
Tuition per credit per student - International	\$620.10	\$620.10
Tuition per student - International	\$48,987.90	\$37,206.00
Tuition per credit per student - Domestic	\$168.08	\$168.08
Tuition per student - Domestic	\$13,278.32	\$10,084.80
No. of Intakes	1	1
No. of students per intake - Domestic (projected)	20	20
No. of students per intake - International (proj)	4	4
Total students (with X FTE attrition) - Domestic	20	20
Total students (with X FTE attrition) - International	4	4
Duration - instructor months	16	12
Program Duration (months)	20	16
Duration - instructional programming days	316	240
Other days	0	0
Department head release days	90	90
Duty days per year	180	180
Instructor FTE required per intake	2.26	1.83
Number of credits	79	60
Support Staff FTE	1.00	1.00
Operational costs	5,000	5,000
Block fund per student FTE	\$ 20,000	\$ 20,000

Revenue

Projected Tuition revenue -Domestic	\$	265,566	\$	201,696
Projected Tuition revenue - International	\$	195,952	\$	148,824
Projected Tuition revenue -Other Fees	\$	9,645	\$	12,180
Block/Other funding	\$	400,000	\$	400,000
Total revenue (projected)	\$	871,163	\$	762,700

Instructor

Salary (step 1)	\$	262,227	\$	213,140
Benefits (28%)	\$	73,423	\$	59,679
Total instructor costs	\$	335,650	\$	272,819

Support Staff

Salary (Step 5)	\$	62,645	\$	62,645
Benefits (30.5%)	\$	19,107	\$	19,107
Total support staff costs	\$	81,751	\$	81,751

Total labour cost

\$	417,401	\$	354,570
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Operational costs

Operational Expenses	\$	5,000	\$	5,000
Curriculum Renewal	\$	97,967	\$	74,405
Intl Student Agency Fees	\$	29,393	\$	22,324
Total operational costs	\$	132,360	\$	101,729

Indirect student support

Indirect student support	\$	329,857	\$	273,779
Total indirect student support	\$	329,857	\$	273,779

Total expenditures	\$	879,617	\$	730,078
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Net contribution to VCC overhead / (Deficit)	\$	(8,455)	\$	32,622
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<i>Gross margin breakeven tuition per student</i>	<i>18,825.00</i>	<i>15913</i>
<i>Minimum number of students (intl) to cover gross margin</i>	<i>8.56</i>	<i>10</i>
<i>Minimum number of students (intl) to cover direct + indirect (no Dom)</i>	<i>11.22</i>	<i>12</i>
<i>Minimum number of students (intl) to cover all costs (no Dom)</i>	<i>17.96</i>	<i>20</i>

<i>Minimum number of students (dom) to cover gross margin</i>	<i>32</i>	<i>38</i>
<i>Minimum number of students (dom) to cover direct + indirect (no Intl)</i>	<i>41</i>	<i>45</i>
<i>Minimum number of students (dom) to cover all costs (no Intl)</i>	<i>66</i>	<i>72</i>



June 10, 2025
Our Ref. 146202

Mahin Rashid
Board Chair
Vancouver Community College
1155 East Broadway
Vancouver, BC V5T 4V5

Email Address:



Dear Mahin Rashid:

On behalf of Premier Eby and Executive Council, I would like to extend my thanks to you and your board members for your organization's leadership, dedication, and expertise in which you serve the people of British Columbia.

Public sector organizations—including Crown corporations, Health Authorities and Post-Secondary Institutions—support British Columbians by delivering vital public services and are accountable to the public through their Minister responsible. Your continued leadership in advancing and preserving the public interest strengthens trust in public institutions.

This mandate letter, which I am sending in my capacity as Minister responsible for post-secondary education, communicates our government's priorities for the entire public sector and provides specific direction and expectations of your organization for the duration of Government's term.

Government's priority is to make a tangible difference in people's lives through growing the economy, creating good paying jobs, strengthening health care and making our communities and neighbourhoods safer for British Columbians. British Columbians expect public sector organizations to deliver responsible, quality services equitably in all regions across the province. This includes strategic stewardship in planning, operations, financial, risk, and human resource management including information security and privacy protection. Providing equitable service requires due consideration of the diverse needs of local communities with specific attention to the unique needs of rural, remote and First Nation communities.

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In the current economic and fiscal context including the threat of U.S. tariffs and other global economic challenges affecting British Columbian families, your organization is to work with ministry staff to review all existing programs and initiatives to ensure programs remain relevant, efficient, sustainable, grow the economy, and help keep costs low for British Columbians. Public sector organizations are expected to adhere to the principles of: cost consciousness, accountability, appropriate compensation, service, and integrity. This includes following the spirit and intent of core government fiscal management practices to make all efforts to achieve administrative and operating efficiencies while delivering core programs and services.

Strategic stewardship requires public sector organizations keep up-to-date systems and implement effective cybersecurity practices, including maintaining information management and cybersecurity policies, guidelines, and standards; assessing enterprise risk for high-value information and services, including confidential and sensitive data; and continuously evaluating and updating security practices to align with industry standards. The [Office of the Chief Information Officer](#) within the Ministry of Citizens Services is available to support and offer guidance to your organization in any of these areas including communication protocols with core government.

As required by the *Climate Change Accountability Act*, you must ensure your organization implements plans and strategies for minimizing greenhouse gas emissions and managing climate risk. Your organization is expected to work with my ministry to report out on these plans and activities as required by legislation. Public sector organizations will continue to take action on climate change, a commitment that remains foundational and key to a healthy and prosperous BC for future generations.

Underlying all this work is our partnership with Indigenous peoples and our commitment to advancing reconciliation. I expect your organization to comply with the *Declaration on the Rights of Indigenous Peoples Act*, including implementing existing commitments made under it. I expect your organization to work in partnership with First Nations rights-holders.

Public sector organizations must also adhere to government direction provided through the [Public Sector Employers' Council Secretariat](#) (PSEC) with respect to public sector compensation and bargaining mandates. Your organization's compensation decisions must be consistent with policy direction provided through PSEC. Please coordinate closely with PSEC before finalizing compensation decisions for existing CEOs or Presidents and Vice Presidents and in the recruitment of new CEOs or Presidents. PSEC consultation is also encouraged prior to hiring for Vice President positions.

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The Crown Agencies Secretariat (CAS) in the Ministry of Finance supports public sector organizations to operate effectively, in the public interest, and aligned with government's strategic direction and priorities. Within CAS, the [Crown Agencies and Board Resourcing Office](#) will continue to support your board on recruitment, appointments and professional development by ensuring board composition and governance reflects the diversity of our province.

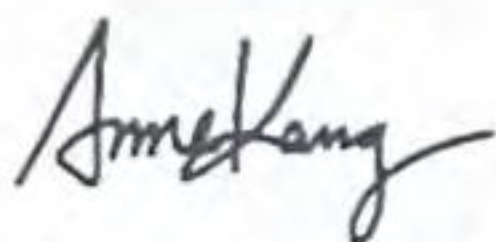
I expect you to ensure the important priorities and areas of focus listed in this letter are incorporated into the practices of your organization and as you develop plans to address the following priorities:

- Work with the Ministry to explore and implement strategies that support efficiency and service optimization, reduce expenses, generate revenues and help ensure long-term financial sustainability of the sector while enhancing access to high quality learning opportunities.
- The post-secondary education system is critical to supporting a prosperous, diverse and growing economy and a strong, secure British Columbia. I expect that your institution's policies and programs ensure that post-secondary education and training in British Columbia remains relevant and accessible.
- I expect your institution to develop and implement strategies that ensure safety, protection, and fair treatment on campuses for all students, staff, and faculty.
- Underlying our work is a continued commitment to lasting and meaningful Reconciliation with Indigenous partners by supporting opportunities for First Nations self-determination in the post-secondary sector leading to greater access to relevant programs for Indigenous learners.

As Board Chair you are required, upon resolution of your board, to sign this letter to acknowledge this direction from government to your institution. The signed letter is to be posted publicly on your institution's website by June 23, 2025.

I look forward to continuing to work with you and your board colleagues to ensure the sustainable delivery of the services the public relies on.

Sincerely,



Honourable Anne Kang
Minister of Post-Secondary Education and Future Skills

Distribution list to follow

- 4 -

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