



ATTENDANCE

Education Council Members

Table with 3 columns of names: Natasha Mandryk (Chair), Dennis Innes, Poorna Karthikeya, Andy Sellwood, Emily Logan, Balachandar, Anik Joy Varghese, Emily Simpson, Rahul Ranwa, Brianna Higgins, Kseniia Osipova, Shirley Lew, Dave McMullen, Lisa Beveridge, Todd Rowlett, David Kirk, Nafiseh Tohidi, Vivian Munroe, David Wells

Regrets

Table with 2 columns: Louise Dannhauer (Vice-Chair), Stephanie Callaghan

Guests

Table with 3 columns of names: Brett Griffiths, Julie Gilbert, Stefan Nielsen, Jennifer Gossen, Lucy Griffith, Tannis Morgan, Jeremy White, Pervin Fahim, Tanya O’Neill, Jo-Ellen Zakoor, Sky Yu, Taryn Thomson

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- D. Innes acknowledged the College’s location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̱ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 12, 2024 agenda as presented. Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the October 8, 2024 minutes as presented. Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk welcomed newly elected EdCo members A. Joy Varghese, A. Sellwood, E. Logan, N. Tohidi, P. Karthikeya Balachandar, R. Ranwa and, and S. Callaghan. B. Higgins was re-elected. A by-election will be held next year for the vacant student seat.
- The Academic Governance Council will meet on November 18. The council is made up of EdCo chairs and vice-chairs from institutions across B.C.

## 6. BUSINESS ARISING

### a) International Enrolment Update

- J. Gossen provided an update on policy changes made by Immigration Refugee and Citizenship Canada (IRCC) since January, aimed at reducing the number of temporary residents in Canada. One recent change was to link post-graduate work permit (PGWP) eligibility to College programs that align with national labour market shortages using [Classification of Instructional Program](#) (CIP) codes.
- These changes have led to a reduction in international enrolment across the sector and at VCC. The College revised its enrolment forecasts for 2024 spring/summer and fall terms, and the College exceeded this adjusted enrolment capacity. While demand remains high for some programs for Winter 2025, the number of applications has decreased for the majority of offerings. There is uncertainty about new international enrolment for the 2025/26 fiscal year.
- VCC's strategy to mitigate these impacts include working with the provincial government to lobby IRCC to add more programs to the CIP list for PGWP-eligibility based on regional labour market needs, such as early childhood educators and technicians. VCC is also aligning existing programs to PGWP-eligible CIPs (see agenda item 6b) and rapidly developing CIP-aligned programs. Other efforts include promoting Canada, and BC specifically, as a study destination, and enhancing student recruitment and retention.
- The new rules have a more drastic impact on colleges compared to universities. University graduates do not need to study in a specific area to be eligible for a PGWP, unlike graduates with a college degree. VCC is exploring all options and paying attention to different markets, including students from the Middle East and China, who may have different goals and may not be seeking PGWPs. The rules in BC are the same for public and private institutions, and 2024 provincial attestation letters (PALs) were allocated virtually equally to public and private institutions.
- Members inquired how much of a profession covered by a CIP code needs to be included in a credential for the CIP classification to be considered appropriate. The general approach taken is to consider whether a program graduate would be eligible to work in a position within the CIP classification. In BC, institutions are responsible for determining the CIP code for their programs, while in other provinces it is a ministerial decision. The alignment process is program-specific, not course-specific, and therefore program names, descriptions, and learning outcomes are considered for these changes.
- There was a question about exclusions listed in many CIP descriptions. CIP classifications can be broad, and programs within a CIP can have a specific, focused concentration. For the purposes of PGWP-eligibility, a program within an eligible CIP should not specialize in an area of exclusion.

### b) Program Name Changes

**MOTION:** THAT Education Council recommends the Board of Governors approve name changes for seven programs, with the understanding that significant curriculum changes will be required for five of these programs:

#### **Program name changes:**

- Rename Automotive Collision and Refinishing Diploma to Automotive Mechanic and Refinishing Diploma
- Rename Marketing Technology Diploma to Digital Marketing Technology Diploma

#### **Program name changes with significant curriculum changes required:**

- Rename Automotive Service Technology Diploma to High Performance and Custom Engine Technician Diploma
- Rename Culinary Arts Diploma to Culinary Arts and Food Service Management Diploma

- Rename Bachelor of Hospitality Management to Bachelor of Hospitality and Food Service Systems Management
- Rename Hospitality Management Diploma to Hospitality and Food Service Systems Management Diploma
- Rename Hospitality Management Post-Degree Diploma to Hospitality and Food Service Systems Management Post-Degree Diploma

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

- Related to the previous discussion, D. Wells presented the proposal to adjust the names of several existing programs to align with PGWP-eligible CIP codes.
- Members inquired about the impact on domestic students and recruitment. In many cases, domestic students would not be impacted by a CIP reclassification. Some programs are exclusive to international students. For trades programs where a specific CIP is necessary for SkilledTradesBC alignment, domestic students can be identified with a different CIP from international students. Regarding recruitment and the impact of changing the program name, it was noted that International Education educates prospective students about the nature and content of programs. Industry partners are supportive of the proposed steps VCC is taking in the areas of automotive and transportation trades and skin and body therapy. Proposed name changes would not affect SkilledTradesBC apprenticeship credit eligibility.
- Education Council discussed individual programs in more detail. Four programs in Culinary Arts and Hospitality Management are being renamed and aligned with CIP code 19.0505 Foodservice systems administration/management. D. Innes emphasized that skills learned in the Hospitality Management and Culinary Arts programs are transferable and enable graduates to work in various institutions such as hospitals and senior living facilities, rather than just hotels. It was acknowledged that some curriculum changes will be required to incorporate more nutrition and food safety content in the programs. There are discussions about seeking accreditation with the Canadian Society for Nutrition Management for the revised programs.
- Overall, varying levels of curriculum changes are planned for renamed programs. Because realignment with different CIP codes is dependent on curriculum, EdCo included a mention of curriculum in its motion and advice to the Board of Governors. The phrase “significant curriculum changes” was discussed, and it was clarified that the scope of change could include new courses or changes to the program content guide (PCG), and that revised curriculum would be approved by EdCo.
- Summary of planned curriculum changes:
  - Marketing Technology Diploma: minor changes required (item 7a ii)
  - Culinary Arts Diploma: Discussions are ongoing regarding planned curriculum changes. Delivery of this diploma is aligned with the domestic Professional Cook 1 and Professional Cook 2 certificate programs, which will remain unchanged. The school is considering making changes in Term 4 of the international diploma to incorporate content on nutrition and business practices.
  - The Hospitality Management Diploma and Bachelor of Hospitality Management are a broad introduction to hospitality management, rather than focused explicitly on tourism or hotel management. Few changes are planned.
  - The Hospitality Management Post-Degree Diploma will require more changes. Currently, there are no program learning outcomes relating to food service systems; while there is one course on hospitality, food, and beverage services, the overall program focus is on tourism and hospitality. A shift toward courses that are related to food and include an institutional focus will be required.
  - Automotive Service Technician Diploma: Curriculum changes will include one new course and changes to program and course learning outcomes. In discussion about the proposed change and refocus to high performance, B. Griffiths explained that while there aren’t specific jobs advertised

for “High Performance Technicians,” students will have the skills and knowledge to build on and work in the industry.

- Automotive Collision and Refinishing Diploma: no curriculum changes planned.

### c) EdCo Elections & New Member Welcome

- N. Mandryk welcomed newly elected EdCo members.

### d) Notice of Chair Elections – EdCo and Standing Committees

- Elections for the EdCo Chair, Vice-Chair, Executive Committee, and Standing Committee Chair positions for 2025 will be held at the December 10, 2024 Education Council meeting.

### e) EdCo Planning Day

- N. Mandryk reported that EdCo Planning Day on November 29 may be replaced by a special Education Council meeting to address time-sensitive approval items.

## 7. COMMITTEE REPORTS

### a) Curriculum Committee

#### i) Program Update: Computer Systems Technology Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Systems Technology Diploma program content guide, including to program learning outcomes and admission requirements, and four revised course outlines.

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

- T. Rowlatt presented updates to the Computer Systems Technology Diploma to reflect changes in computer applications due to major advancements in Artificial Intelligence (AI) in the last few years. The role of junior software developers is particularly affected by AI-assisted and guided tools that are increasingly available. Curriculum changes include adjustments to program learning outcomes and the program purpose to include AI-assisted and machine learning applications and skills, and updates to several courses. Two courses requiring further edits will return to Curriculum Committee.

#### ii) Program Update: Digital Marketing Technology Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the re-named Digital Marketing Technology Diploma.

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

- J. White and T. Rowlatt presented minor adjustments to the program content guide. The program already teaches digital marketing technology, and the proposed edits more explicitly demonstrate alignment with the relevant CIP code. Changes are also expected to attract more domestic students.

#### iii) New Programs: Digital Marketing Technology Certificate and Customer Relationship Management Technology Short Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, two new program content guides for the Digital Marketing Technology Certificate and the Customer Relationship Management Technology Short Certificate, and recommend the Board of Governors approve the credentials and implementation of the new programs.

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

- J. White presented the proposal for two new credentials. The 30-credit Marketing Technology Certificate is aimed at domestic high school graduates and those looking to change careers. The program ladders into the existing Marketing Technology Diploma. The 15-credit Customer Relationship Management Technology Short Certificate is aimed at professionals in the industry looking to upgrade their skills. This program ladders into the certificate. Both programs can be taken full-time or part-

time. Industry partners support the introduction of these programs, particularly the unique CRM Short Certificate as a professional development option for current employees.

- Curriculum Committee requested a few adjustments, including adding an English language admission requirement for the certificate and clarifying which courses are eligible for prior learning assessment and recognition (PLAR).

## **b) Policy Committee**

### **i) Curriculum Development and Approval Policy & Procedures (410)**

### **ii) Program Development and Approval Policy & Procedures (4XX)**

- N. Mandryk reported on behalf of L. Dannhauer. Education Policy Committee recommended the Curriculum Development and Approval (CDA) policy to EdCo for joint approval with the Board of Governors at the October 2, 2024 committee meeting. Ultimately, following further discussion and changes, the policy was not presented to EdCo in October.
- The CDA policy was split and some content moved into the new Program Development and Approval (PDA) Policy (4XX), in order to separate the approval authorities of Education Council and the Board of Governors as set out in the College & Institute Act. The proposal is for the CDA policy to be approved solely by Education Council, and the new PDA policy to be approved by the Board with EdCo advice. The policies will work in tandem during curriculum/program development.
- A new accelerated program approval process was created and embedded in the PDA Policy. This process allows for credential approval to happen earlier, prior to curriculum development, and enables the College to nimbly adjust programming in response to changing needs. The process involves Education Council approving a “wireframe” of core curriculum elements, including admissions criteria, program learning outcomes, and program descriptions, around the same time as it provides advice to the Board on program implementation and credential approval.
- Another change is to return approval authority for individual course implementation and cancellation decisions to the Board of Governors, in line with the College & Institute Act. In 2013, the Board had delegated this authority to Education Council via resolution. Course implementation changes currently approved by Education Council, which would be affected by this policy revision, include the creation or deactivation of courses, as well as changes to contact hours.
- Both policies are open for College feedback from November 7–28, 2024.

## **c) Education Quality Committee**

### **i) Library - Education Services Renewal Report, Action Plan & Institutional Response**

- The Library Education Services Renewal Report and Action Plan were included in the meeting package. This is the first report completed since the policy was revised. D. Wells provided the institutional response (included in the package).

### **ii) Annual Program Review 2024**

- T. Rowlatt reported that the call-out for Annual Program Reviews (APR) was sent out. Departments will complete the APR form and department plans and submit them to the dean by December 20, 2024. EQC will review submissions to identify themes and trends, which are then discussed with the deans and reported to EdCo. Last year’s APR included a question around collection of student feedback. This year, a question around the impact of AI on programs and professions was included.

### **iii) Program Feasibility Working Group: Executive Assistant & Medical Transcriptionist**

- T. Rowlatt reported on the Feasibility Working Group, which was struck for the Executive Assistant and Medical Transcriptionist Certificate programs as per policy [Suspension and/or Discontinuance of Programs](#) (414), since the department did not agree with the dean’s suspension proposal. The working

group may request an extension to the deadline for the final report submission, due to the College's current focus on impacts of IRCC rule changes.

## 8. RESEARCH UPDATE

- N. Mandryk provided the research update on behalf of A. Copp. VCC's Teaching, Learning and Research Symposium will be held on March 3–4, 2025. The theme is "[Teaching and Learning with Heads, Hands, and Hearts.](#)" Proposals are accepted until November 29, 2024, including for the [student showcase](#).
- Research supports: one more license of the NVivo software for researcher is available through the Library.
- Research data management: VCC has re-joined COPPUL and is in the process of setting up access to [Borealis](#), the Canadian Dataverse Repository, which should be available to researchers by January. The REB participated in a workshop around data management. UBC provides a wealth of resources and training around [data management strategies](#).

## 9. CHAIR REPORT

- N. Mandryk reported on activities around rapid curriculum development and accelerated approval pathways in response to changed IRCC rules. Some approvals were expedited in consultation with the EdCo and Curriculum Committee Chairs by exceptionally bypassing Curriculum Committee review, when deemed appropriate.
- Revisions are underway to the Curriculum Development and Approval Policy (410), and the new Program Development and Approval Policy (4XX) will create a formal accelerated program change pathway.

## 10. STUDENT REPORT

- No report.

## 11. NEXT MEETING AND ADJOURNMENT

- EdCo Planning Day will be held on November 29, 2024, followed by lunch for EdCo and Standing Committee members.
- The next regular meeting will be held on December 10, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:24 p.m.

## APPROVED AT THE DECEMBER 10, 2024 EDUCATION COUNCIL MEETING

**Natasha Mandryk**  
**Chair, VCC Education Council**