



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Kirk	Poorna Karthikeya
Louise Dannhauer (Vice-Chair)	David Wells	Rahul Ranwa
Andy Sellwood	Dennis Innes	Shirley Lew
Anik Joy Varghese	Emily Logan	Stephanie Callaghan
Balachandar	Emily Simpson	Todd Rowlatt
Brianna Higgins	Lisa Beveridge	Vivian Munroe
Dave McMullen	Nafiseh Tohidi	

Regrets

Kseniia Osipova

Guests

Alison Woods	Fionna Chong	Mike Coard
Belinda Kaplan	Herbie Atwal	Reza Nezami
Bobbi Mand	Jennifer Gossen	Tannis Morgan
Brynn Joyce	Jo-Ellen Zakoor	Tanveer Singh
Chantal Jones	John Demeulemeester	Tanya O’Neill
Charles Chen	Julie Gilbert	Ysabel Sukic
Dawn Cunningham Hall	Lucy Griffith	
Feras Ghesen	Melanie Burke	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College’s location on the traditional unceded territories of the x̣ʷm̄əθḳʷəỵ əm (Musqueam), Sḳẉx̣ wú7mesh (Squamish), and sə́ilẉ ətaʔṭ (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 December 10, 2024 agenda as amended. Item 7ax) New Program: Data Analytics Post-Degree Diploma was removed.

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

4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approves the November 12 as presented, and the November 29, 2024 minutes as amended (motion under item 7b revised to “...wireframe (outline) program content guides for the new Associate of Arts Degree in Psychology, Associate of Science Degree in Data Science, and Associate of Science Degree in Environmental Science...”.

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

## 5. ENQUIRIES & CORRESPONDENCE

- There were none.

## 6. BUSINESS ARISING

### a) Concept Paper: Digital Communication, Social Media and Multimedia Post-Degree Diploma

- F. Ghese presented the concept paper for this new 40-credit program, which is designed for students with a bachelor's degree. The program will be open to both domestic and international students and aligns with a Classification of Instructional Programs (CIP) code eligible for a post-graduation work permit (PGWP).
- There was a discussion about the impacts of AI on the field and demand for this program. Members inquired about student access to computers and lab space. It was noted that there is sufficient space available to run the program.

### b) Concept Paper: IT Project Management Post-Degree Diploma

- D. Innes and A. Sellwood presented the concept paper for this new program, which is based on the existing Project Management Post-Degree Diploma (PDD) and includes additional competencies specific to IT projects. The program addresses national and BC labour market needs and aligns with a CIP code eligible for a PGWP.
- There was a discussion about partnerships with the Project Management Institute (PMI) and ISACA (formerly Information Systems Audit and Control Association). Graduates can choose to pursue further training and certification with these organizations and focus on either project management or IT.
- The wireframe (outline) program content guide was presented at the same meeting (item 7ax).

## 7. COMMITTEE REPORTS

### a) Curriculum Committee

#### i) Extension of Access to Practical Nursing (APN) Home Health Pilot

**MOTION:** THAT Education Council extend the admission requirement change for the September 2025 Access to Practical Nursing (APN) intake based on participation in the pilot.

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

- T. Rowlatt presented the proposal. VCC's APN program participated in the ministry APN Home Health pilot, to include home support as part of the 600 hours of work experience admission requirements for its September 2024 intake. Since the ministry extended the pilot, the proposal is to adjust the admission requirements for the September 2025 intake as well. This change will reduce barriers, for example for health care assistants working in home health care who are looking to upgrade their skills.

#### ii) New Course & Course Update: COMP 0970 & 0981

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course COMP 0970 Computer Applications 12 and correction to the hours for COMP 0981 Computer Science 12.

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

- A. Woods presented the proposal for new course COMP 0970, which consolidates five separate courses into one outline. This course includes five topics, from which students need to choose two. This change will simplify processes for both students. The only change to COMP 0981 was to correct the hours.

### iii) Program Update: Graphic Design Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program admission requirements for the Graphic Design Diploma.

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

- T. Rowlatt presented proposed changes to provide more flexibility to admit students who do not meet all admission requirements. Based on Curriculum Committee feedback, language was revised to refer to the Flexible Admissions policy and enable the selection committee (rather than the department head) to waive admission criteria.

### iv) Course Update: CSTP 2108 & New Course CSTP 2300

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to CSTP 2108 Mathematics for Programmers; and new course CSTP 2300 Emerging AI Technologies, replacing CSTP 2301 in the Computer Systems Technology Diploma program content guide.

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

- T. Rowlatt presented the final changes related to the proposal presented at the last EdCo meeting. CSTP 2108 was updated, including changes to learning outcomes. The Emerging Technologies course was revised to focus on AI, which required a new course name and number. The Computer Systems Technology Diploma program content guide was updated with the new course number.

### v) New Courses: CSIH 1000, 1010, 1015

**MOTION:** THAT Education Council approve, in the form presented at this meeting, three new courses: CSIH 1000 Cultural Safety and Indigenous Holistic Health Equity, CSIH 1010 Introduction to Cultural Safety and Indigenous Holistic Health Equity, and CSIH 1020 Enhancing Cultural Safety and Indigenous Holistic Health Equity.

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

- J. Gilbert and T. O'Neill presented the proposal for three new courses on Cultural Safety and Indigenous Holistic Health Equity, which are intended for students in all of VCC's health sciences programs. OPTA 0025 is a 30-hour course for diploma and degree program students. OPTA 0026 and 0027 cover the same content, split into two courses, with certificate students taking the first course, and completing the second course if they return for a higher-level health sciences program. The courses are not for credit and will be taught alongside existing curriculum.
- Curriculum Committee discussed the language used for course learning outcomes, shifting from Bloom's Taxonomy and three learning domains to include a fourth, spiritual domain, based on the four quadrants of the [Medicine Wheel](#).
- The developers emphasized the importance of this course being delivered face-to-face by Indigenous faculty, rather than asynchronously online. A pilot will run in May 2025.

### vi) Program Update: High Performance and Custom Engine Technician Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the renamed High Performance and Custom Engine Technician Diploma and three new courses: IAST 1245, IAST 2145 and IAST 2245.

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

- M. Coard presented the proposal. The program was recently renamed, and some courses revised to include learning outcomes related to high performance and custom engines, aligning the program with a PGWP-eligible CIP code. New course numbers were created for these courses in consultation with the Registrar's Office.

## **vii) Program Updates: Hospitality and Food Service Systems Management Diploma and Bachelor of Hospitality and Food Service Systems Management**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, admission requirements and revised purpose in the program content guides for the renamed Hospitality and Food Service Systems Management Diploma and Bachelor of Hospitality and Food Service Systems Management.

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

- D. Innes presented proposed edits to two programs, which were recently renamed to align with a PGWP-eligible CIP code. The diploma prepares students for entry-level positions in various hospitality sectors, including hotels, restaurants, and senior living centers. The curriculum covers menu planning, nutrition, and guest services. By comparison, the degree program is more focused on management.
- There was a longer discussion about alignment with the CIP code, the extent of content related to nutrition and menu planning in various courses, as well as career pathways for graduates. While diploma graduates may start working in entry-level roles, their training will enable them to move into higher-level positions.
- EdCo requested adjustments to strengthen program learning outcomes around nutrition and food service systems, which will be presented to EdCo at the next meeting. The admission requirements and program purpose statements were approved at this meeting.
- It was clarified that separate conversations are in progress with health authorities about training for their employees in hospitality skills.

## **viii) New Program: Health & Wellness Professional –Cosmetology Diploma**

**MOTION:** THAT Education Council approves, in the form presented at this meeting, the wireframe (outline) program content guide for the new Health & Wellness Professional – Cosmetology Diploma; and recommends the Board of Governors approve the new credential and program implementation.

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

- L. Griffith presented the proposal for the new Health and Wellness Professional Cosmetology Diploma. This program builds on existing cosmetology programming that covers areas such as skin, hair, body, and nails. Recent changes to the program highlight its depth and the variety of specialized treatments offered, without altering the core curriculum. The holistic approach of the program was emphasized, recognizing the important role personal care professionals play in clients' overall health.
- There have been conversations about alignment of the program with PGWP-eligible CIP codes, and additional adjustments to meet both CIP and SkilledTradesBC requirements. This work, including on courses, will continue in the new year. At this time, EdCo approved the wireframe (outline) program content guide.

## **ix) Program Update: Culinary Arts and Food Service Management Diploma**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the renamed Culinary Arts and Food Service Management Diploma.

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

- Y. Sukic and D. Innes presented edits to the recently renamed program, which aligns with the same CIP code as Hospitality and Food Service Systems Management. It was clarified that both domestic and international students take the same initial courses, with international students completing a two-year diploma and domestic students earning Professional Cook 1 and Professional Cook 2 Certificates. The curriculum is dictated by SkilledTradesBC, so no further curricular changes are planned. No impact on domestic students is expected.

- The program prepares graduates to work in various contexts, such as hotels, senior living, and hospitals. Some adjustments have been made to the program to focus on food services, menu design, and dietary needs.
- There were questions about the inclusion of food service systems, purchasing, personnel management, and related business practices in the courses. These elements are embedded in the curriculum, particularly in later terms. The program is currently undergoing renewal, and there are discussions about enhancing course content to better serve the healthcare industry.

**x) New Program: IT Project Management Post-Degree Diploma**

**MOTION:** THAT Education Council approves, in the form presented at this meeting, the wireframe (outline) program content guide for the new IT Project Management Post-Degree Diploma; and recommends the Board of Governors approve the new credential and program implementation.

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

- Following discussion of the concept paper (item 6b), A. Sellwood presented the wireframe (outline) program content guide as the first step in this rapid development project. Courses will be fully developed as the next step.

**xi) New Program: Data Analytics Post-Degree Diploma**

- Item deferred.

**xii) New Course Content Guide: Open Studies**

**MOTION:** THAT Education Council approves, in the form presented at this meeting, the new Open Studies Course Content Guide (CCG).

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

- D. Cunningham Hall and N. Mandryk presented the Open Studies course content guide. Open Studies enable students to take individual (often transferrable) courses, up to 30 credits, without applying to a specific program. Open Studies admission is outlined in VCC's Flexible Admissions (302) procedures, and the new course content guide will allow for this information to be posted more accessibly on the website. As a first step, only courses with no pre-requisites were included.

**xiii) 2025 Curriculum Approval Timeframe**

- The document was included in the meeting package for information.

**b) Policy Committee**

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

**ii) Program Development and Approval Policy & Procedures (409)**

**MOTION:** THAT Education Council recommends the Board of Governors approve changing the approval authority for the Curriculum Development and Approval (410) policy and procedures from the Board of Governors with Education Council advice to sole approval by Education Council; and

THAT Education Council approves the Curriculum Development and Approval (410) policy and procedures, in the form presented at this meeting, pending Board agreement to the changed approval authority; and

THAT Education recommends the Board of Governors approve, in the form presented at this meeting, the Program Development and Approval (409) policy and procedures.

**Moved by L. Dannhauer Seconded & CARRIED (Unanimously)**

- L. Dannhauer presented the revised Curriculum Development and Approval (CDA) policy and procedures, as well as the new Program Development and Approval (PDA) policy and procedures. Initially, the CDA policy guided both curriculum and program development. During the scheduled policy review, it was decided to split some content off into the new PDA policy.
- The revised CDA policy now focuses solely on processes and standards for creating and approving curriculum. The proposal is to change the approval authority for this policy to sole EdCo approval. The new PDA policy addresses the steps for planning, developing, and approving new programs or major changes to existing ones. This policy is approved by the Board of Governors with EdCo advice.
- The policies were posted for College feedback; no responses were received. Minor edits were made following discussion at the December 4 Education Policy Committee meeting.
- N. Mandryk will discuss the question of managing course implementation approvals with the Board's Governance Committee, since the proposed policies and procedures return this authority (previously delegated to Education Council) to the Board of Governors. Minor editorial adjustments will be finalized with D. Wells after the meeting.

### **c) Education Quality Committee**

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

- T. Rowlatt requested an extension to the deadline of December 18, 2024 for the feasibility report. The goal is to present the report in February 2025. EdCo had no concerns.

## **8. ELECTIONS**

- D. McMullen conducted the elections and thanked all chairs for their contributions.

### **a) Education Council Chair**

- V. Munroe nominated N. Mandryk. Nomination accepted.  
Second and third call for nominations: There were none.

By acclamation, N. Mandryk was announced Chair of Education Council.

### **b) Education Council Vice-Chair**

- E. Simpson nominated L. Dannhauer. Nomination accepted.  
Second and third call for nominations: There were none.

By acclamation, L. Dannhauer was announced Vice-Chair of Education Council.

### **c) Two Executive Committee Members**

- L. Dannhauer nominated E. Simpson. Nomination accepted.  
L. Dannhauer nominated A. Sellwood. Nomination accepted.  
Second and third call for nominations: There were none.

By acclamation, E. Simpson and A. Sellwood were announced Executive Committee Members of Education Council.

### **d) Curriculum Committee Chair**

- L. Beveridge and E. Logan nominated T. Rowlatt. Nomination accepted.  
Second and third call for nominations: There were none.

By acclamation, T. Rowlatt was announced Chair of Curriculum Committee.

### **e) Education Policy Committee**

- B. Higgins nominated L. Dannhauer. Nomination accepted.  
Second and third call for nominations: There were none.

By acclamation, L. Dannhauer was announced Chair of Education Policy Committee.

**f) Education Quality Committee**

- T. Rowlatt nominated L. Dannhauer. Nomination accepted.  
Second and third call for nominations: There were none.

By acclamation, L. Dannhauer was announced Chair of Education Quality Committee.

**9. CHAIR REPORT**

**a) Education Council Planning Calendar**

- The planning calendar was provided for information.

**10. STUDENT REPORT**

- No report.

**11. NEXT MEETING AND ADJOURNMENT**

- The next Education Council meeting will be held on January 14, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:29 p.m.

**APPROVED AT THE JANUARY 14, 2025 EDUCATION COUNCIL MEETING**

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