



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Dennis Innes	Poorna Karthikeya
Louise Dannhauer (Vice-Chair)	Emily Logan	Balachandar
Andy Sellwood	Emily Simpson	Shirley Lew
Brianna Higgins	Kseniia Osipova	Todd Rowlatt
Dave McMullen	Lisa Beveridge	
David Kirk	Marcus Ng	
David Wells	Nafiseh Tohid	

Regrets

Anik Joy Varghese	Stephanie Callaghan	Vivian Munroe
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Guests

Brynn Joyce	Jennifer Gossen	McKenzie Young
Carmen Kimoto	Jennifer Kelly	Michael Yue
Charles Chen	John Demeulemeester	Willy Aroca Aguirre
Clay Little	Katherine Griffiths	
Dawn Cunningham Hall	Lucy Griffith	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:32 p.m.

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College’s location on the traditional unceded territories of the x̱məθḵəy̱ əm (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and səliw̱ ətaʔṯ (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 June 10, 2025 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the May 13, 2025 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a. Annual Contract Training Update

- M. Yue presented the Partnership Development Office's (PDO) annual update on contract training. A summary of 2024/25 contracts was included in the meeting package. 34 new contracts started within that timeframe, classified as FTE or non-FTE, depending on whether they contribute to VCC's student FTE (full-time equivalent). One non-FTE project VCC has received significant funding for is the health sciences simulation strategy. The key source of funding last year was the government, although some funding was received from educational, non-profit and charitable organizations. There is a trend towards diversification of funding sources.
- Highlights included culinary arts training in partnership with the Haítzaqv/Heiltsuk Nation (BC), the Inuvialuit Regional Corporation (NW Territories), and Métis Nation (BC).

b. Affiliation Agreements

- W. Aroca Aguirre, Associate Director of the School of Hospitality, Food Studies & Applied Business, presented proposed affiliation agreements between VCC and four other post-secondary institutions: Canadian College, Cornerstone International Community College of Canada (CICCC), ILAC Education Group (ILAC International College and Tamwood College), and VanWest College.
- These agreements provide pathways for graduates from select diploma programs in business, hospitality management, marketing, and accounting to enter 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 will continue to monitor student performance and outcomes to ensure the pathway remains effective and aligned with academic standards. The documents were reviewed by the sending institutions, VCC's IE department, VP Academic & Applied Research, Associate Director of Risk Management and Privacy, and the Risk Management Branch of the BC government.
- EdCo members noted that some 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 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 planned changes were outlined in the briefing note to EdCo but not yet reflected in 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 understood that this clause applies to "eligible students."

i) Affiliation Agreement with Canadian College

MOTION: THAT Education Council approve, and forward to the Board of Governors for joint approval, the affiliation agreement between VCC and Canadian College Vancouver (CCV).

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

- A minor comment was to ensure consistent naming of the partner institution in the agreement.

ii) Affiliation Agreement with Cornerstone International Community College of Canada (CICCC)

MOTION: THAT Education Council approve, and forward to the Board of Governors for joint approval, the affiliation agreement between VCC and Cornerstone International Community College of Canada (CICCC).

Moved by S. Lew, Seconded & CARRIED (Unanimously)

iii) Affiliation Agreement with ILAC Education Group (ILAC International College and Tamwood College)

MOTION: THAT Education Council approve, and forward to the Board of Governors for joint approval, the affiliation agreement between VCC and ILAC Education Group (ILAC International College and Tamwood College).

Moved by D. Kirk, Seconded & CARRIED (Unanimously)

iv) Affiliation Agreement with VanWest College

MOTION: THAT Education Council approve, and forward to the Board of Governors for joint approval, the affiliation agreement between VCC and VanWest College.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

c. Open Educational Resources (OER) Discussion

- In January, EdCo received a report from member A. Joy Varghese expressing student concerns about the high cost of textbooks and lack of transparency around these costs. The report included suggestions to address these issues, including displaying textbook costs on the website and advocating for the use of Open Educational Resources (OER).
- Following a suggestion from the January discussion, M. Young, Coordinator of Open Educational Resources, presented on initiatives around OER at VCC. Overall, OER are part of efforts to improve affordability and accessibility of education.
- Funding is crucial to develop or adapt OER. Some funds are available internally, through the Service Innovation and Enhancement (SIEF) Fund, and externally, e.g., through BCcampus. Other barriers to OER adoption are a lack of awareness and concerns about reliability of the content.
- Some emerging developments in the OER space include the use of generative AI to adapt and create content more quickly, as well as publishers combining free OER with paid supplementary materials.

d. Concept Paper: Refrigeration and Air Conditioning Mechanic Foundation Certificate Program

- L. Griffith presented the concept paper for the new Refrigeration and Air Conditioning Mechanic Foundation Certificate, set to launch in September 2026. This program will be part of the new Clean Energy department and prepare students for entry-level jobs and apprenticeships in the HVAC and refrigeration fields. The program covers system installation, maintenance, safety, and emerging clean energy technologies, and includes 425 hours of work-based training credit. The target student audiences include high school graduates, career changers, and newcomers.
- The Clean Energy department will require about 2,000 sq. ft. of HVAC lab space in the Centre for Clean Energy and Automotive Innovation (CCEAI) currently under construction. Some training can take place in smaller labs using digital diagnostic tools and smaller training aids. VCC also aims to offer apprenticeships as part of the construction of the CCEAI.

- The proposed tuition level is significantly higher than that of comparable programs at other institutions. L. Griffith noted that there is very high demand for this programming, with long 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 professionals.

e. EdCo Planning Day

- N. Mandryk announced that EdCo Planning Day will be held on June 17 from 9:00 a.m. to 12 p.m. J. Shin and T. Morgan will provide an update on the Strategic Innovation Plan and academic innovation initiatives.

7. COMMITTEE REPORTS

a. Curriculum Committee

i) New Courses: ELSK 0580 & ELSK 0780 EAL for Health Care Advanced

MOTION: THAT Education Council approve, in the form presented at this meeting, course outlines for ELSK 0580 EAL for Health Care Intermediate and ELSK 0780 EAL for Health Care Advanced.

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

- T. Rowlatt presented the proposal for two new English as an Additional Language (EAL) courses on behalf of K. McMorris. These courses focus on healthcare-specific language at the intermediate and advanced levels to prepare students for healthcare programs. As part of this province-funded project, students will also be paired with a peer mentor in a healthcare program.
- While students can take both courses, most are likely to take only one course at the appropriate level in parallel to the EAL Pathways program, in order to enroll in a healthcare program later on. There was a discussion about the structure of the mentorship component and potential for recognition of peer mentors.

ii) Program Update: Provincial Instructor Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, additions to the list of elective courses in the Provincial Instructor Diploma program content guide.

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

- T. Rowlatt presented the proposal to add new elective courses to the Provincial Instructor Diploma program. These five courses were recently approved as part of the new Digital Learning for Innovative Teaching Short Certificate.

iii) Program Update: First-year University Transfer Engineering Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the First-year University Transfer Engineering Certificate.

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

- N. Tohidi presented the proposal. The First-year University Transfer Engineering Certificate was revised to align with the recently renewed agreement with SFU for students transferring into SFU's Engineering degree program. The renewed agreement required some updates to the course list. Additional edits were made in consultation with the Registrar's Office to standardize admission requirements language.
- There was a discussion about the different pathways into SFU. The agreement creates an assured pathway for students with a minimum overall GPA of 2.75 on the required courses (3.0 for international students) who complete their credits within 16 months. Students who take longer to complete their credits can apply under the competitive admission pathway. It was suggested to consider options for students requiring accommodations who may need a longer time to complete. The department will take this back for discussion with SFU.

iv) Program Update: Health Unit Coordinator Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revised admission requirements for the Health Unit Coordinator Certificate program.

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

- C. Kimoto and K. Griffiths presented proposed updates to the Health Unit Coordinator Certificate admission requirements. The proposal was brought straight to Education Council for approval, without going through Curriculum Committee. The Curriculum Committee and EdCo Chairs agreed to this approach due to the short timeline until the next admission cycle, with applications opening in June 2025.
- The department proposed reintroducing the keyboarding requirement (proctored assessment of 25 words per minute with 98% accuracy). This requirement was previously removed to reduce barriers for students, since the Assessment Centre can conduct only in-person assessments. However, over the last three cohorts, grades in the typing course have declined, and some students failed the course and were therefore unable to continue in the program. Keyboarding skills are also part of the hiring criteria for employment in hospitals.
- The department will accept both the in-person proctored test from VCC's Assessment Centre and the online proctored assessment from TRU. The possibility of offering proctored online assessments at VCC is being explored.

v) Program Update: IT Project Management Post-Degree Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for IT Project Management Post-Degree Diploma and 14 new courses.

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

- T. Rowlatt and A. Sellwood presented the proposal to reclassify courses in the recently approved IT Project Management Post-Degree Diploma from first- and second-year to third- and fourth-year level courses. This aligns VCC's program with project management offerings at other institutions, which have comparable learning outcomes, and better reflects the level of students' learning. New course outlines were created for these renumbered and renamed courses. Curriculum Committee accepted the rationale and had no concerns.
- There was a discussion about leveling up courses in other post-degree diplomas. This will depend on the specifics of each individual PDD program.

vi) Program Update: Graphic Design Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Graphic Design Diploma and 11 revised course outlines, and recommend the Board of Governors approve the reduction in credits for the diploma.

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

- T. Rowlatt presented the proposal on behalf of S. Albert. The Graphic Design Diploma was revised to reduce the program credits from 111.5 to 61.5 credits, conforming with the standard length of most diploma programs. To accomplish this, all courses related to user interface and user experience (UI/UX) and web coding/design were removed. This program focuses on graphic design in print and digital media. A separate UI/UX Design Diploma has been developed (see item 7avii).
- Curriculum Committee requested embedding AI more explicitly into the course outcomes and topics. AI is critical in this field, as design tools are constantly evolving. Language around AI was added to the program purpose section and to topics in several courses. The advanced entry (year 2) admission requirements were also simplified by removing the resumé, letter of intent and interview requirements. Students will still need to submit a portfolio.

- There was a discussion about AI tools used in the program, and ensuring the privacy and security implications of these tools are considered. L. Griffith will follow up with the department to clarify which AI tools will be utilized both in the Graphic Design and the UI/UX Design Diploma programs.
- This program may require ministry review regarding tuition due to the credit change.

vii) New Program: UI/UX Design Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the new UI/UX Design Diploma, ten new and eight revised course outlines, and recommend the Board of Governors approve the new credential, creation of ten courses, and program implementation.

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

- T. Rowlatt presented the proposal on behalf of S. Albert. The new UI/UX Design Diploma program offers students a specialization in the growing field of user interface and user experience (UI/UX) design. UI/UX has become an established design discipline over the last 20 years, and there is growing labour market demand. With the revised Graphic Design Diploma, focused on print and digital media, and the new UI/UX Design Diploma, students will have the choice between two distinct pathways, depending on their preferred area of focus.
- Curriculum Committee requested embedding AI more explicitly into the course outcomes and topics. AI is critical in this field, as design tools are constantly evolving. Language around AI was added to the program purpose section and to topics in several courses. The advanced entry (year 2) admission requirements were also simplified by removing the resumé, letter of intent and interview requirements. Students will still need to submit a portfolio.
- There was a discussion about the cohort size of this program and exploration of different delivery methods to increase flexibility and reach more students.

viii) New Program: Construction Electrician Foundation Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Construction Electrician Foundation Certificate and ten new course outlines, and recommend the Board of Governors approves the new credential, creation of ten courses, and program implementation.

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

- L. Griffith and T. Rowlatt presented the proposal for the new Construction Electrician Foundation Certificate program, based on SkilledTradesBC (STBC) curriculum and modelled on the program taught at BCIT. The program is primarily aimed at domestic students. There is strong labour market demand for electricians to support construction projects. Graduates will mostly continue to apprenticeships, and VCC plans to offer apprenticeship training on site during the construction of the Centre for Clean Energy and Automotive Innovation.
- Curriculum Committee requested minor wording changes to some course and program learning outcomes and more details in the course descriptions. As the curriculum is well-established and articulated, and the program has not been taught yet, the committee agreed to limited minor adjustments.
- EdCo members discussed 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 at other institutions. 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.

ix) Changing Recommended Characteristics to Program Considerations in Program Content Guides (PCGs)

MOTION: THAT Education Council approves replacing the "Recommended Characteristics of Students" section of the Program Content Guide with a "Program Considerations" section and supports the Style Guide for Program Considerations.

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

- T. Rowlett presented the proposal, developed by a working group, to replace the "Recommended Characteristics of Students" section of the Program Content Guide (PCG) with a section called "Program Considerations." This section focuses on the learning environment and tasks in the program, rather than personal characteristics. The goal is to empower prospective students to make informed decisions about programs and, where applicable, to contact Disability Services to explore accommodations.
- The working group developed a Style Guide for Program Considerations to support curriculum developers, organized in five broad categories: physical demands, sensory and environmental exposures, scheduling and travel requirements, emotional and cognitive considerations, and other considerations. There was strong support for the proposal, and it was suggested to post this document publicly to make it available to other institutions.

x) Course Deactivations

MOTION: THAT Education Council recommends the Board of Governors approve the deactivation of SIGN 1000 American Sign Language Level 1 and SIGN 2000 American Sign Language Level 2.

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

- T. Rowlett presented the proposal to deactivate these two courses, which have been replaced by new courses.

xi) Minor Curriculum Changes

- An information note outlining minor curriculum changes approved by Curriculum Committee from January–May 2025 was included in the meeting package.

b. Policy Committee

i) Academic Year (402) – Posted for College Feedback

- L. Dannhauer reported that the policy was last reviewed in 2020. Slight revisions are proposed to clarify that the policy applies to academic programming/delivery, not to overall College operations. Changes also provide more flexibility around exam periods. The policy is posted for College feedback until July 11, 2025.

ii) Lending and Borrowing College Equipment (416)

- L. Dannhauer reported that this policy is undergoing a full review. The policy and procedures outline the process for departments lending out equipment. A new equipment borrower agreement template was also developed. Education Policy Committee reviewed the policy at its June meeting and discussed fines, accessibility, and how this policy relates to the Use of Library Resources policy (512). Feedback will be incorporated before the policy moves forward to the Administrative Policy Committee. EdCo received the policy for information only.

c. Education Quality Committee

i) Program Renewal Reports & Action Plans: Auto Collision & Refinishing and Culinary Arts

- L. Dannhauer reported on the recent program renewals in Auto Collision & Refinishing and in Culinary Arts.

8. CHAIR REPORT

- N. Mandryk reported that the effective date of the new Digital Communication, Social Media and Multimedia Post-Degree Diploma was changed from September 2025 to May 2026.
- All proposals presented by Education Council at the last Board of Governors meeting were approved.

a) EdCo Annual Report 2024

- The annual report was included in the meeting package and will be provided to the Board of Governors for information.

9. STUDENT REPORT

- M. Ng conveyed concerns from students about smoking and vaping in College facilities. N. Mandryk noted that these issues have been flagged by operational areas of the College.

10. NEXT MEETING AND ADJOURNMENT

- EdCo Planning Day will take place on June 17, 2025, 9:00 a.m.–12 p.m.
- The next Education Council meeting will be held on September 9, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:39 p.m.

APPROVED AT THE SEPTEMBER 9, 2025 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council