

VANCOUVER COMMUNITY COLLEGE
BOARD OF G

Ms. Shortt raised particular concerns with respect to the 157 week time limit being imposed for funding availability; the need to provide a tax assessment in order to access funding; and the very low qualifying income threshold of \$23,000 for financial aid. The following individuals then spoke in support of the Faculty Association's proposed motion and described impacts of the funding and program cuts: Taryn Thompson; Gisele Diraney; John Shayler; Kathy O'Donnell; Sean Welch; Lobsang Gonang; and Lynn Horvat.

Dr. Nunoda advised that the College is asking all students to apply for the ABE grants so that VCC can determine the metrics of the program and the actual levels of eligibility, and can communicate the level of need to the Province.

Mr. Hodgson thanked the speakers for their participation and stated that the Board would cc13(s)2(f)14-0Tc 0 Twfd(ib)

New Academic Schedule

for senior executives at Vancouver Community College in compliance with the requirements of the Public Sector Employer's Council.

Mr. Hodgson and Dr. Nunoda then briefly welcomed Ms. Wilson to the senior team as Acting Director of Communications.

Ms. Young summarized information regarding the proposed revitalization of the Downtown Campus. She noted that a PAC is being formed to consider possible events to coincide with VCC's 50th anniversary and the leadership team is working on building a long term capital plan. Ms. Young then responded to questions from the Board regarding past efforts at revitalization. She noted that in the past some consultations were undertaken with stakeholder groups but the process was put on hold due to significant turnover at the senior leadership level and issues with respect to ESL. They are now refocussing their efforts under the new leadership team, with Mr. Hodgson overseeing the process. The Board requested that the working group prepare measurable KPIs for objectives and milestone dates. Mr. Hodgson requested that Mr. Stokes and Mr. Storie join other community stakeholders on the PAC.

Hospitality Management Degree and Diploma

Ms. Young summarized the decision note contained in the meeting materials with respect to proposed

1. tuition fees of \$137 per credit, equal to tuition of \$8,220 per student, for the Hospitality Management Diploma Program; and
2. a one year tuition waiver for the 2015/16 academic year for all students entering the Hospitality Management Diploma Program during that period that are not eligible for an industry scholarship, to reduce the actual tuition rate for the 2015/16 academic year for such students to \$125 per credit, equal to tuition of \$7,500 per student.

Dental Hygiene Diploma

Ms. Young summarized the decision note contained in the meeting materials with respect to proposed tuition fees for the Dental Hygiene diploma program. She noted that the program has been offered by VCC for many years but is very expensive to deliver. She summarized revisions made to the program a few years ago, as further described in the decision note, which make it possible for VCC to increase the fees by an amount greater than the standard 2% increase. She advised that management recommended that the Board approve tuition fees of \$21,784 (\$272.30 per billing hour), being Option 3 in the applicable decision note.

Mr. McGurk advised that the Finance and Audit Committee carefully considered how much of a subsidy should be given to this program. He noted that the suggested fees would reduce the College's deficit by \$300,000, which can benefit other programs and other students at the College, even though the program will still need to be subsidized. Discussion ensued with respect to whether VCC should be offering programs that are not financially self-sufficient, given its current financial situation.

UPON MOTION duly made, seconded and carried, with Ms. Haggerty and Mr. Stokes opposing, the following resolution was approved and adopted:

RESOLVED THAT, at the recommendation of VCC's Finance and Audit Committee, the Board of Governors approves the implementation of tuition fees of \$21,784 (\$272.30 per billing

the 2% tuition fee cap. She also commented on the proposed new Enrolment Plan, stating that the



- VCC hosted a Career Fair on April 23 with the Immigration Services Society of BC (ISSofBC)

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: Board of Governors

April 29, 2015

: Report from Education Council

The 2015/16 Enrolment Plan was presented by Judith McGillivray, Vice President Academic (pro tem), at Education Council's April meeting. Three points were discussed:

- There is a significant increase in the target for international students – are there appropriate student support services available for these students? President Nunoda responded that the corresponding increase in international student fees would fund any increase needed in services.
- The downward trend in Continuing Studies enrolment over the past few years was discussed. President Nunoda and Interim Dean Michael Yue both spoke of the need for strategic reinvestment in new and revised programs to renew the area.
- Will the planned 89 percent utilization rate potentially impact provincial funding? President Nunoda does not believe there will be a correlation between funding and utilization.

Education Council recommends the Board of Governors approve the 2015/16 Enrolment Plan.

At its April 2015 meeting, Education Council approved the addition of an attendance provision to the Bylaws. Section 9.1 was re-named "Voting Members" instead of "Elected Members", and the following clause was added: "The seat of any voting member who fails to attend three (3) regular meetings of

: Board of Governors

April 29, 2015

: Approval of D.3.6 Admissions Policy and Procedures and New Flexible Admissions Policy and Procedures; and Rescission of D.3.1 Admissions Appeal Policy.

The Admissions Policy (D.3.6) was last revised in 2003 and has been under review by the Education Policy Committee for the last year. As part of that review, and in response to comments from the Province's Degree Quality Assessment Board (DQAB) regarding the Hospitality Management degree, a Flexible Admissions Policy has been developed to formalize the process for accepting students with non-traditional educational backgrounds. Both policies are grounded on the principles of a fair, transparent, and accessible admissions process.

Section 23(1)(m) of the *College & Institute Act* identifies policies on qualifications for admission as an area that Education Coun-3-3((1)8(r83(e)8(sid)13(e)-3(n5.8)2(u)2(a3(i)1)2(in)2)TJ-0.0H)13(o)-7(s)(

Services, and Judith McGillivray, Vice President Academic (pro tem), consulted with the Province's office of risk management and no significant risk to the College was identified.

New Flexible Admissions Policy:

The proposed new Flexible Admissions Policy establishes a clear process for admitting students through flexible admissions, including the requirement to review assessment criteria and the creation of an adjudication committee. It establishes a more transparent process, and will significantly reduce the risk to the College of an applicant being improperly admitted or denied admission.

That the Board approves: (i) the proposed amendments to D.3.6. Admissions Policy and Procedures, (ii) the adoption of the new Flexible Admissions Policy and Procedures, and (iii) the rescission of D.3.1 Admissions Appeal Policy.

:

THAT, on the advice of Education Council, the Board of Governors approve amendments, in the form presented at the meeting, to the D.3.6 Admissions Policy and Procedures.

THAT, on the advice of Education Council, the Board of Governors approve the adoption of the new Flexible Admissions Policy and Procedures, in the form presented at the meeting.

THAT, on the advice of Education Council, the Board of Governors rescind the D.3.1 Admissions Appeal Policy.

: D.3.6 Admissions Policy (*including proposed amendments*)
 D.3.6 Admissions Procedures (*including proposed amendments*)
 Draft of proposed new Flexible Admissions Policy
 Draft of proposed new Flexible Admissions Procedures
 D.3.1 Admissions Appeal Policy (*proposed to be rescinded*)

Todd Rowlett
 Chair, Education Council

April 17, 2015

DRAFT!

7. The College admits students on a first-qualified, first-admitted basis whereby students must satisfy all admissions criteria to establish eligibility and are then offered places by date of eligibility. Exceptions are:
 - a. programs/courses that use selective admissions processes to rank order qualified applicants; and
 - b. returning students who apply to be readmitted (insert students) into a program at an advanced level.

8. To ensure that the College is not rejecting well qualified students because they have a

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Program Content Guide (PCG) The official document that contains the general description of a program of study, including program name, program purpose, a statement of program learning outcomes, admission requirements, grading system, information on the evaluation of student learning, and the credential received upon completion of the program.

Registration Area The following areas of the College are responsible for registering students into specific programs

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PROCEDURES

Policy No.	New
Title	Flexible Admissions
Approving Jurisdiction	Board of Governors
Policy Sponsor	Vice President Academic
Last Revised/Replaces	
Effective Date	***
Signed by	

March 12, 2015

DEFINITIONS

Program Content Guide (PCG) The official document that contains the general description of a program of study, including program name, program purpose, a statement of program learning outcomes, admission requirements, grading system, information on the evaluation of student learning, and the credential received upon completion of the program.

Registration Area The following areas of the College are responsible for registering students in specific programs

- { Registrars' Office (RO)
- { Continuing Studies (CS)
- { International Education (IE)
- { School of Instructor Education (SIE)

PROCEDURES

1. Flexible admissions criteria must be listed in the PCG and approved by Education Council
2. At the time of approval the department

APPLYING FOR FLEXIBLE ADMISSIONS AT VCC

3. Applicants can apply through the College website or in person at a Registration Area.
4. Applicants are required to:
 - a. Submit all required documents as outlined on the College website including, but not limited to, official transcripts, original assessment results, proof of citizenship, or other non-academic requirements;
 - b. Submit a written request for flexible admission;
 - c. Pay an application fee, where required.
5. The Registration Area sends applications to all committee members for evaluation.
6. The Committee meets to review the application(s). After discussion, the committee will make a decision by majority vote. The Associate Registrar/Registration Manager (or delegate) will bring



Title: Admissions Appeal Policy
Effective Date: September 7, 2004
Policy Category: Education Support

Admissions Appeal Policy

Purpose

To inform the College Community of the procedures to appeal an admissions decision.

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4. If the case will not be heard, the appellant may further appeal to the President to have the case heard. The time limit to appeal to the President is 5 working days after the Registrar* or designate advises the appellant that the case will not be heard.

administrator, other than the Registrar*. The administrator will strike an Admissions Appeal Committee that will decide on the appeal.

6. The Admissions Appeal Committee will consist of:
 - a. The Chair, as appointed by the President (non voting except in the case of a tie);
 - b. Department Head of Counselling or designate;

10. If the appellant intends to have legal counsel present at

3.

4.

5.

business days prior to the hearing. In that event, the Committee may obtain the services of legal counsel for its own use.

Appeal Hearing Procedures:

1. If the appellant fails to show at the hearing and fails to provide reasonable evidence of an emergency, the committee will make a decision based on the facts available to them.
2. At the hearing, the Chair will introduce all parties and outline the procedures to be followed. The appellant will identify the issues from her/his perspective, and outline facts relevant to the appeal. The employee concerned will have the same opportunity. The appellant will have an opportunity to respond to the employee's representations.
6. The Committee will determine and interview any other individuals who may have information related to the

1. **Policy Sponsor** Registrar

2. **Approvals:**

President _____ Date: _____

Education Council Chair _____ Date: _____

3. **Amendments**

President _____ Date: _____

Education Council Chair _____ Date: _____

4. **Review Date**

*Throughout this Policy, in the case of Continuing Studies, "Registrar" will be substituted with Director Centre for Professional and Continuing Studies.

DECISION NOTE

PREPARED FOR Board of Governors

DATE: April 29, 2015

ISSUE Proposed Auto Collision and Refinishing Diploma

BACKGROUND:

The Auto Collision and Refinishing Diploma is proposed as a new program at VCC. Education Council approved the curriculum at its March 10, 2015 meeting. As a new diploma, the curriculum was posted on the Post-Secondary Institution Proposal System (PSIPS) from March 13 to April 12, 2015; no comments were received.

DISCUSSION:

This is a 2-year diploma that prepares students for an entry-level job in the automotive collision repair

Proposal for New Program

Name of Proposed Program Automotive Collision Refinishing Diploma

Additional material may also be included as appendices. For information about submitting the completed Proposal for New Program, please contact the Centre for Instructional Development

Curriculum development is a consultative process. Therefore, it is understood that this is a living document which will be refined as it moves through the development process

A. Concept

Department Leader: David Cross

Faculty: John Martinolich

Dean: Dennis Inne 505.4371 Tm [(Fy)10.47.1(g)-2.9(r)-4.4(a)-i 505.4348 0 b Co.72 </MCID 5 >>BDC 08 482.2775 Tm

Proposal for New Program

- x Partnership and Collaboration
 - o This program builds on and enhances existing partnerships with Color Compass, 3M Canada, Concept Finishes and BASF Canada.
- x Building our Brands
 - o VCC Collision Repair and Refinishing Programs are well known in the Lower Mainland and throughout BC. By responding to the requests of the international community, we are ensuring that the VCC Automotive Collision Refinishing Program (and the VCC Brand by extension) remain well known, visible and relevant.

3. Identify how the proposed program supports VCC's mission, core values, and strategic objectives?

This program serves a diverse group of students, and provides accessible and direct entry job training that is well connected with industry. The creation of this program will improve student access and success, and ensure the VCC brand is well known in the international and local community

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

Students who do not have the required level of English can upgrade their English skills in a VCC ESL course in order to enter the program. When students complete this diploma they will have the technical training necessary to enter Level 2 apprenticeship which they can complete at VCC.

Program Need

5. What educational gap, if any, is this program intended to fill?

There is a consistent demand for up-to-date automotive collision, refinishing and glass technicians in Canada. The Automotive Collision Refinishing Diploma Program (International Cohort) will be the only one offered in the Lower Mainland.

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

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Proposal for New Program

Proposal for New Program

A Memo was sent to the Head of Department to alert them to the proposed changes

- x **Assessment Centre: Instructor**
A Memo was sent to the Assessment Centre to alert them to the proposed program. Assessment may be involved in English language testing. This will be worked out and determined on a per application basis
- x **Financial Aid/Financial Aid Supervisor**
A Memo was sent to the Financial Aid Supervisor to alert them to the proposed program
- x **Finance: Director of Financial Services**
- x **Safety and Security: Director of Safety and Security**
A Memo was sent to the Director of Safety and Security to alert them to the

DECISION NOTE

PREPARED FOR: Board of Governors
DATE: April 29, 2015
ISSUE: Automotive Collision and Refinishing Diploma Tuition Fees

BACKGROUND

This two-year diploma program is designed for individuals who wish to obtain employment in the automotive industry as collision repair technicians, refinishing preparation technicians, or auto glass technicians. There is demand for this type of training program internationally and domestically. Upon completion of the Auto Collision and Refinishing Diploma, graduates will have the skills needed to work as apprentices in the automotive industry. Through further training, some graduates could eventually obtain a BC certificate of qualification.

CURRENT SITUATION

At the international level, countries such as China are experiencing growth in the demand for auto collision repair technicians. However, many countries experiencing this growth do not have the facilities needed to train enough technicians to meet the labour market demands. At the domestic level in Canada, there is a consistent demand for automotive collision, refinishing, and glass technicians. The proposed diploma program can therefore expect to attract large numbers of international students, as well as some domestic students.

This new diploma program would represent a unique offering at the moment no other college in the Lower Mainland offers a similar combination of collision repair, language, and communication skills training under a single diploma program. This full-time program would be delivered over four semesters. If approved, the new program would start at VCC in January 2016.

KEYCOMg1steldwer Main

The School of Trades can ~~re~~renew program with existing resources and facilities. In the program's first year, 16 students are expected to enroll in the single cohort initially offered. Starting in the second year of the program, there will be two cohorts running simultaneously ~~per~~ year, with 16 students in each cohort (i.e. a total of 32 students enrolled ~~per~~ year).

OPTIONS:

See attached Appendix - Financial Analysis Automotive Collision and Refinishing Diploma

Scenario A - Tuition at \$420 per credit recovers the expected 38% overhead and contributes an additional 15% to profit ~~Not recommended~~

Scenario B - Tuition at \$438 per credit recovers the expected 38% overhead allocation and contributes 19% to profit. This is the same amount currently being charged per credit in VC ~~is not~~ Service Technology (AST) ~~Tuition at \$420 per credit (includes the program fee of \$125) 115 USD (A) 130 USD (B) 132 USD (A)~~

APPENDIX 1

Financial Analysis Automotive Collision and Refinishing Diploma

Scenarios with 15 international students	Scenario A	Scenario B Same fees as AST International Diploma	Scenario C 'Break-even' tuition fee per credit
Tuition fees per credit	\$419.81	\$438.20	\$356.82
Total tuition fees per student	\$ 25,189	\$ 26,292	\$ 21,409

Income Statement			
Revenue from tuition	\$ 377,829	\$ 394,380	\$ 321,140
Direct instructor cost	\$ 165,535	\$ 165,535	\$ 165,535
Direct non-labour cost	\$ 30,000	\$ 30,000	\$ 30,000
Gross margin	\$ 182,294	\$ 198,845	\$ 125,604
Indirect IRA cost	\$ 15,142	\$ 15,142	\$ 15,142
Indirect support staff cost	\$ 22,033	\$ 22,033	\$ 22,033
Total indirect expenditures	\$ 37,175	\$ 37,175	\$ 37,175
Surplus / (Deficit) (without overhead)	\$ 145,119	\$ 161,670	\$ 88,430
Institutional support (overhead 38%)	\$ 88,430	\$ 88,430	\$ 88,430
Net contribution to VCC overhead / (Deficit)	\$ 56,689	\$ 73,240	\$ -
Net contribution to VCC overhead / (Deficit)	15%	19%	0%

Minimum number of students to cover gross margin	8	8	10
Minimum number of students to cover direct + indirect costs	10	9	11
Minimum number of students to cover all costs	13	13	15





STRATEGY	GOAL	DELIVERABLES 2016	COMPLETE	In-Progress
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STRATEGY	GOAL	DELIVERABLES 2016	COMPLETE	In-Progress
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- x Reconstitute Educational Technology advisory committee to facilitate and enhance learning, to develop and deliver educational programs, and to improve and enhance online learning systems for students and instructors
- x Increase education technology uptake by 30%
- x Introduction of Blended (Hybrid) Learning classes in levels 4, 5, and 6 of ESL LINC program, allowing for online instruction during week and classroom work on the weekend
- x Expand on Hi



STRATEGY

GOAL

STRATEGY	GOAL	DELIVERABLES 2016	COMPLETE	In-Progress
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COMMITMENT: A LEARNING CENTRED COLLEGE, ENHANCING OUR LEARNING AND PROVIDING MULTIPLE, FLEXIBLE PATHWAYS TO ADVANCEMENT

STRATEGY	GOAL	DELIVERABLES 2016	COMPLETE	In-progress
Strategy 1: Develop a concept and implementation plan for a VCC Learning Commons	Working from the VCC Learning Commons vision document, develop a multi phase implementation plan for Broadway Campus	<ul style="list-style-type: none"> x Establish VCC Learning Commons Advisory Committee x Obtain a professional planner to propose floors and costs x Propose a detailed multiphase implementation plan and budget x Develop a multiyear funding strategy (

Strategy 4: Instill and
reflect a deeper

INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: April 29, 2015

ISSUE: ~~μ š]]v o D u}œ v μ u• }(hv œ•š v]vP~~

DISCUSSION

Memorandums of Understanding (MOU) have been concluded with the Registered Massage Therapist's Association of BC, the Justice Institute of BC, the Vancouver Board of Education (School District # 39) and Burnaby School District # 41. The purpose of the partnerships is to enhance educational opportunities for students.

This information was provided to Education Council for information and is submitted to the Board for information. Affiliation agreements will be developed for specific programs outlining capacities, program duration, student tuition, quotas and other important details of the program offerings. In keeping with policy, the affiliation agreements will be presented to Education Council and the Board for approval.

ATTACHMENTS: MOU with Registered Massage Therapist's Association of BC
MOU with Justice Institute of BC
MOU with Vancouver Board of Education (School District # 39)
MOU with Burnaby School District # 41

PREPARED BY Judith McGillivray, Interim Vice President Academic

DATE April 23, 2015



MEMORANDUM OF UNDERSTANDING

BETWEEN VANCOUVER COMMUNITY COLLEGE

AND JUSTICE INSTITUTE OF BRITISH COLUMBIA

Purpose

Vancouver Community College (VCC) and Justice Institute of British Columbia (JIBC) will work in partnership to enhance educational and training opportunities and student success in preparation of learning.

Principles

The partners agree to the following principles:

Partner Partnership

The parties will review student transition and success, and will develop recommendations for enhanced student progress and improved transition.

- The parties agree that cooperative development and delivery of programs, joint delivery of programs, and shared resources will be undertaken where mutual interest is evident.

The parties will explore opportunities to exchange information and share expertise in such areas as:

Joint Initiatives

The parties agree that signing this memorandum does not entail any material financial or other obligation for either of the two institutions. Specific initiatives and activities will be considered by Deans from each partner institution that meet the principles outlined above. Subsidiary agreements are to be signed as required, including an identified lead for each party, and what if any, liability and responsibility.

Signatories

The Vice Presidents Academic at the partner institutions will ensure select letters of agreements meet the requirements of their institutions and, as applicable, receive the approval of the appropriate governing bodies.

Both parties agree to meet regularly, no less than annually, to review and evaluate activities undertaken through this memorandum, such discussions may give rise to new activities.

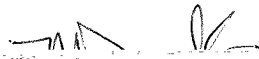
Term of Agreement

VCC and the UBC agree to proceed with this agreement for a term of five years effective March 1, 2015 after which the agreement can be extended by mutual consent. A party may terminate the agreement by written notice with concurrent arrangements to phase out of individual letters of agreements.

Signed and dated:



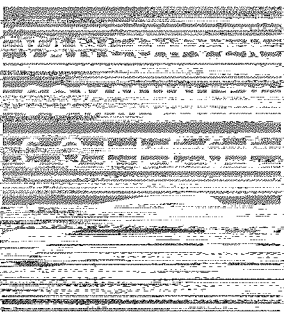
Dr. Peter Almeida
President
Vancouver Community College



Dr. Michel Tardif
President
Justice Institute of British Columbia

Feb 24/15
Date

Mar 21 2015
Date



MEMORANDUM OF UNDERSTANDING

BETWEEN VANCOUVER COMMUNITY COLLEGE

Purpose

Vancouver Community College (VCC) and the Vancouver Board of Education School District #35 (School District) will work in partnership to develop and deliver education programs that provide secondary students with a variety of options for post-secondary education.

Principles

The partners agree to the following principles:

1. Programming:
 - Dual credit programming in select areas will result in students receiving credits at both VCC and secondary school;
 - Dual credit offerings will be promoted at secondary school gatherings and events;
 - Barriers that prevent students from participating in dual credit programming will be reduced.
2. All secondary school students participating in dual credit programming at VCC will be bound by all policies and procedures applied to all other VCC students.
3. Students participating in dual credit programming will be able to continue directly after secondary school into VCC.

Roles and Responsibilities

- Makeup Artistry
- Esthetics
- Hospitality Management
- Biology 1120 & Biology 1220 or Nursing 1602 Anatomy and Physiology (pre-requisites for Licensed Practical Nurse)

- Health Care Assistant

Programs to be considered at a later time include

- Red Seal Construction Craft Worker
- Pre-Health
- Associate of Arts Degree
- Other preparatory courses/programs

The specific responsibilities of Vancouver Community College are

1. To inform the School District of the design and delivery of the above programs and collaboratively explore options for dual credit programming;
2. To provide eligible secondary school students with access to post-secondary credits;
3. To review students who are selected by the School District to ensure the selected students meet VCC's admissions requirements and are suitable candidates for the programs;
4. To arrange for students to take the appropriate entrance examinations as required by the program;
5. To complete the appropriate forms and reports needed by the School District to fulfill funding and reporting requirements as communicated by the School District;
6. To identify and analyse local academic strengths in order to inform the needs of students and inform

School District # 39 (School District)

The role of the School District is to recruit, select, and support suitable students who apply and enroll in the program. The specific responsibilities of the School District are

1. To publicize and promote the program within the District to interested students and their parents and to encourage appropriate students to apply;
2. To screen applicants for suitability to pursue the program and ensure the students meet the VCC as to whether or not students are suitable and qualify for the program;
3. To forward to VCC the names and contact information of suitable students, together with the "Consent for Release of Information" form (attached) signed by each student and their parent/guardian;
4. To provide information to VCC in the event of a student who requires additional support. Documentation should be forwarded to the VCC Disabilities Counsellor at least four months prior to commencement of the program;
5. To pay VCC for student tuition fees;
6. To provide VCC with copies of any forms or reports that the School District requires VCC to complete;
7. To assist VCC to resolve any instances of inappropriate student conduct or unsatisfactory progress by students from the District who are enrolled in the program;

parents aware of student progress and problems

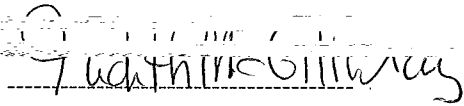
- 2. Parents are to be advised to contact the School District for information of student progress and any other matter.
- 3. The enclosed Consent for the Release of Information form must be signed by a legal guardian.
- 4. Students are responsible to cover all costs, outside of tuition fees, that are required for the program.

Term of Agreement

VCC and Vancouver Board of Education School District # 39 agree to operate within the agreement for a term of three years effective January 2015 after which the agreement may be extended by mutual consent. A party may withdraw from this agreement by December 31 of each year for the following September intake.

In the event of dissolution of the agreement, all students currently enrolled at VCC will have the opportunity to complete the program.

Signed and dated: _____



Judith McGillivray
Vice President Academic pro tem
Vancouver Community College

Feb 16 2015

Date



Feb 24, 2015

Career Programs Coordinator

CONSENT FOR THE RELEASE OF INFORMATION

Name of Student: _____

I agree, by signing this form, to allow my instructor(s) and the Department Head of [enter program name] at Vancouver Community College to discuss and/or release information about my progress and participation in the [enter program name] to the following individual and/or agency:

Name of Contact

School/Agency

Name of Contact

Name of Contact

Signature of Student

Name of Legal Guardian

Today's Date

Signature of Legal Guardian

This form must be signed by a legal guardian if the student is under 19.

This authorization is valid for two years from the date of signing. For further information, please contact:

**MEMORANDUM OF UNDERSTANDING
BETWEEN VANCOUVER COMMUNITY COLLEGE
AND BURNABY SCHOOL DISTRICT No. 41**

Purpose

Vancouver Community College (VCC) and the Burnaby School District No. 41 (School District) will work in partnership to develop and deliver education programs that provide secondary school students with smooth transitions from secondary to post-secondary education.

Principles

The partners agree to the following principles:

1. Programming:
 - Dual credit programming in select areas will result in students receiving credits at both VCC and secondary school.
 - Dual credit offerings will be promoted at secondary school gathering and events;
 - Barriers that prevent students from participating in dual credit programming will be reduced.
 - Affiliation Agreements will be developed for specific programs outside this MOU outlining capacities, program duration, student tuition, quotas and any other important details of the offering. The details of these affiliation agreements will be reviewed annually.
2. All secondary school students participating in dual credit programming at VCC will be bound by all policies and procedures applied to all other VCC students.
3. Student participating in dual credit programming will be able to continue directly from secondary school graduation to subsequent levels of education at VCC.

Roles and Responsibilities

Vancouver Community College (VCC)

The role of Vancouver Community College is to provide access to dual credit programming. Programs

- currently under consideration include:
- Digital Graphic Design
 - Drafting
 - Makeup Artistry
 - Esthetics
 - Hospitality Management
 - Biology 1120 & Biology 1220 or Nursing 1602 Anatomy and Physiology (are requisites for Licensed Practical Nursing)

- Health Care Assistant

Programs to be considered at a later time include

- Red Seal Construction Craft Worker
- Pre-Health
- Associate of Arts Degree
- Other preparatory courses/programs

The specific responsibilities of Vancouver Community College are

1. To provide the School District of the design and delivery of the above programs and collaboratively explore options for dual credit programming;
2. To provide a number secondary school students with access to post-secondary credits.
3. To review students who are selected by the School District to ensure the selected students meet VCC's admissions requirements and are suitable candidates for the program;
4. To arrange for appropriate support services as required by the program;
5. To complete the appropriate forms and reports as required by the School District to fulfill funding and reporting requirements as communicated by the School District;
6. To identify and ensure legal requirements are in place in terms of the care of students and minors.

Burnaby School District No. 41

The role of the School District is to recruit, select, and support suitable students who apply and enrol in the programs. The specific responsibilities of the School District are

1. To publicize and promote the program within the District to interested students and their parents and to encourage appropriate students to apply;
2. To screen applicants for suitability to pursue the program and ensure the students meet the VCC requirements and are qualifiers for entry into the program. VCC makes the final decision as to whether or not students are suitable and qualify for the program;
3. To forward to VCC the names and contact information of suitable students, together with the "Consent for Release of Information" form (attached) signed by each student and their parent/guardian;
4. To provide information to VCC if the student has a disability that requires additional support. Documentation should be forwarded to the VCC Disabilities Counsellor at least four months prior to commencement of the program;
5. To pay VCC for student tuition fees.
6. To provide VCC with copies of any forms or reports that the School District requires VCC to complete;
7. To assist VCC to resolve any instances of inappropriate student conduct or unsatisfactory progress by students from District who are enrolled in the program;
8. To liaise regularly and in a timely manner by email or telephone with VCC instructors and keep parents aware of student progress and problems.

Miscellaneous

1. The VCC refund policy applies should the student discontinue from the program for any reason. The VCC refund policy is available at www.vcc.ca

- 2. Parents are advised to contact the School District for information of student progress and any other matter.
- 3. The enclosed Consent for the Release of Information form must be signed by a legal guardian.
- 4. Students are responsible to cover all costs, outside of tuition fees, that are required for the program.

Term of Agreement

VCC and the Burnaby School District 41 agree to operate within this agreement for a term of three years effective March 1, 2015 after which the agreement may be extended by mutual consent. A party may withdraw from this agreement by December 31 of each year for the following September intake. In the event of dissolution of the agreement, all students currently enrolled at VCC will have the opportunity to complete the program.

Signed and dated:

Judith McGillivray

February 26, 2015

Judith McGillivray
 Vice President Academic pro tem
 Vancouver Community College

Date

Gina Niccoli-Moen

Mar 2 / 15

Gina Niccoli-Moen
 Superintendent of Schools
 Burnaby School District No. 41

Date

CONSENT FOR THE RELEASE OF INFORMATION

Name of Student: _____

I agree, by signing this form, to allow my instructor(s) and the Department Head of [enter program name] and/or the Dean of my School or Area at Vancouver Community College to discuss and/or release information about my progress and participation in the [enter program name] to the following individual _____ and/or agency.

Name of Contact

School/Agency

Name of Contact

Name of Contact

Signature of Student

Name of Legal Guardian

Today's Date

This form must be signed by a legal guardian if the student is under 19 years of age.

This authorization is valid for two years from the date of signing. For further information, please contact the Department Head of [enter program name] at _____.