

**Okanagan College Education Council  
Minutes of Thursday, April 6, 2017 4:00 pm  
Room S103B Student Services Boardroom – Kelowna Campus**

**Approved**

**Present:** N deMelo, F Greenslade, A Hay, R Huxtable, F Kelly, D Marques, G Morgan, J Muskens, C Newitt, C Sahlmark, J Sigalet, D Silvestrone, L Skulmoski, R Tyner, D Warren, P Wetterstrand

**Regrets:** J Hamilton, N Noble-Hearle, A Pope, S Rossouw

**Absent:**

**Guests:** R Marte, Y Moritz, M Nicholson, J Rouse

**Recorder:** D Crommer

1. **Determination of Quorum and Call to Order**  
D Silvestrone called the meeting to order at 4:00 pm
2. **Adoption of the Agenda**  
**Motion:** R Tyner/L Skulmoski  
“That Education Council approves the agenda as amended.”
  - Item 5.7 will be discussed following Item 5.1.**Carried as revised**
3. **Approval of the Minutes**
  - 3.1 **Approval of the minutes of the March 9, 2017 Education Council meeting as presented.**  
**Motion:** P Wetterstrand/J Sigalet  
“That Education Council approves the minutes of the March 9, 2017 Education Council meeting as presented.”
    - **G Morgan**'s name added as attending the March 9, 2017 meeting**Carried as revised**
4. **Business Arising**
5. **New Business**
  - 5.1 **Curriculum recommended by the CPRC – BUS**
    - a. Program revision – Legal Administrative Assistant - Litigation  
**Motion:** D Marques/C Sahlmark  
“That Education Council approves the program revision: Legal Administrative Assistant – Litigation as recommended by the CPRC – BUS.”
      - The purpose of the revision is to update the admission requirement to provide clarity for students.**Carried**
    - b. Course revisions – BUAD 128 Computer Applications and BUAD 262 Organizational Behaviour  
**Motion:** R Tyner/P Wetterstrand  
“That Education Council approves the course revisions: Computer Applications and BUAD 262 Organizational Behaviour as recommended by the CPRC – BUS.”

- M Nicholson advised the next set of three motions are all related to the merger of the CGA, CMA and CA bodies to become the CPA. The department needed to review all courses to ensure the CPA reference is included and remove any references to the CMA, CGA and CA.
- These two courses do not receive transfer credit and this is to be noted as part of the course description.

**Carried**

c. Course revisions – BUAD 111 Financial Accounting I, BUAD 113 Canadian Business, BUAD 121, Financial Accounting II, BUAD 195 Financial Management, BUAD 209 Business Law, BUAD 263 Intermediate Accounting, BUAD 264 Management Accounting, BUAD 273 Intermediate Accounting II, BUAD 283 Management Information Systems and BUAD 296 Long-term Capital Management.

**Motion:** N deMelo/C Sahlmark

“That Education Council approves the course revisions: BUAD 111 Financial Accounting I, BUAD 113 Canadian Business, BUAD 121, Financial Accounting II, BUAD 195 Financial Management, BUAD 209 Business Law, BUAD 263 Intermediate Accounting, BUAD 264 Management Accounting, BUAD 273 Intermediate Accounting II, BUAD 283 Management Information Systems and BUAD 296 Long-term Capital Management as recommended by the CPRC – BUS:

- M Nicholson advised the list is being amended by removing CA, CGA and CMA and replacing them with CPA. The revision will also show when two courses must be taken in combination to receive CPA transfer credit.

**Carried**

d. Course revisions – BUAD 208 Canadian Income Tax I, BUAD 340 Strategic Management I, BUAD 363 Audit Planning, BUAD 365 Cost Accounting, BUAD 369 Canadian Income Tax II, BUAD 462 Advanced Financial Accounting, BUAD 463 Internal Control & Auditing and BUAD 466 Advanced Managerial Accounting

**Motion:** N deMelo/F Greenslade

“That Education Council approves the course revisions: BUAD 208 Canadian Income Tax I, BUAD 340 Strategic Management I, BUAD 363 Audit Planning, BUAD 365 Cost Accounting, BUAD 369 Canadian Income Tax II, BUAD 462 Advanced Financial Accounting, BUAD 463 Internal Control & Auditing and BUAD 466 Advanced Managerial as recommended by the CPRC – BUS.”

- All courses on the above list were missing the notation that CPA transfer available. Most of these courses require two courses for the CPA transfer credit.

**Carried**

e. Course revision – BUAD 176 Professional Selling

**Motion:** D Warren/N deMelo

“That Education Council approves the course revision: BUAD 176 Professional Selling as recommended by the CPRC – BUS.”

- This revision includes a course name change to Professional Sales. The Marketing department has ongoing quality assurance committees and they have done a thorough review and determined that a name change is necessary to stay current.

**Carried**

f. Course revision – BUAD 264 Management Accounting

**Motion:** D Marques/C Sahlmark

“That Education Council approves the course revision: Management Accounting as recommended by the CPRC – BUS.”

- The prerequisite change to provide better student success. The department found that students would, when possible, take this course out of order and this effected success. This particularly was the case for part time students.

- Correct the proposed prerequisites to read as BUAD 128 and not BUAD 114.

**Carried**

- g. Course revision – BUAD 266 Advertising and Sales Promotion

**Motion:** C Sahlmark/R Huxtable

“That Education Council approves the course revision: BUAD 266 Advertising and Sales Promotion as recommended by the CPRC – BUS.”

- This revision is a part of the marketing revisions. There is an update to the course title and course description.

**Carried**

- h. Course revision – BUAD 333 Internet Marketing

**Motion:** R Tyner/P Wetterstrand

“That Education Council approves the course revision: BUAD 333 Internet Marketing as recommended by the CPRC – BUS.”

- The course is being renamed to reflect changes as the internet is used more for search related marketing. The course description and prerequisites are also being updated.
- It was noted that the ‘third-year’ standing does not have to be third-year standing in Business.

**Carried**

- i. Course revision – BUAD 335 Electronic Commerce

**Motion:** L Skulmoski/F Greenslade

“That Education Council approves the new course: BUAD 335 Electronic Commerce as recommended by the CPRC – BUS.”

- The prerequisite change is to ensure students have some form of background in digital marketing.

**Carried**

- j. Course revision – BUAD 336 Services Marketing

**Motion:** C Sahlmark/R Tyner

“That Education Council approves the course revision: BUAD 336 Services Marketing as recommended by the CPRC – BUS.”

- This is a prerequisite change as faculty found second year students were struggling with the rigor required for this course. The change will clarify this is a third-year course with third year level of work.

**Carried**

- k. Program revision – Business Administration Diploma - Marketing

**Motion:** N deMelo/C Newitt

“That Education Council approves the program revision: Business Administration Diploma - Marketing as recommended by the CPRC – BUS.”

- The change is that BUAD 336 has been removed from list of ‘two of’ as it is now a third year course.

**Carried**

- l. Program revision – Bachelor of Business Administration - Marketing

**Motion:** D Warren/C Sahlmark

“That Education Council approves the program revision: Bachelor of Business Administration - Marketing as recommended by the CPRC – BUS.”

- The department has done a bit of work on the program outline. BUAD 200 is now a required course and BUAD 344 is moved to the list of electives.

**Carried**

- m. Program revision – Bachelor of Business Administration – Human Resources Management

**Motion:** C Newitt/F Greenslade

“That Education Council approves the program revision: Bachelor of Business Administration – Human Resources Management as recommended by the CPRC – BUS.”

- M Nicholson advised that once again the specialty area has done review and realignment for the HR specialty. The program specialty has gone through an accreditation review and BUAD 201 no longer required and ‘plus two of’ is now ‘plus three of’ for the electives.

**Carried**

## 5.2 Curriculum recommended by the CPRC - AFP

- a. New course – CMNS 101 Communication Fundamentals

**Motion:** N deMelo/R Huxtable

“That Education Council approves the new course: CMNS 101 Communication Fundamentals as recommended by the CPRC – AFP.”

- R Huxtable advised this course has been developed for new Animation Diploma. Some content in this course will be specific to animation.
- He added this course has a broader implication for students down the road. It will be a regular course in terms of tuition.
- A member asked what if a student has already taken an English or Communication course. R Huxtable advised the student would apply to the program dean for a waiver.

**Carried**

- b. New course – CMNS 201 Career Communication & Strategy

**Motion:** R Huxtable/R Tyner

“That Education Council approves the new course: CMNS 201 Career Communication & Strategy as recommended by the CPRC – AFP.”

- This course was also developed for the Animation Diploma program.
- R Huxtable expressed concern with the Jan 2019 implementation adding the course will not appear in the calendar until it’s ready to be implemented. He suggested the implementation date should be Sept 2017.
- Y Moritz confirmed the program revision has a 2017 implementation date.
- J Muskens added that they should be able to include the course in the calendar with a future implementation date.

**Carried**

## 5.3 Curriculum recommended by the CPRC - STH

- a. Program revision – Animation Diploma

**Motion:** A Hay/C Sahlmark

“That Education Council approves the program revision: Animation Diploma as recommended by the CPRC – STH.”

- Y Moritz explained that when the program was developed they picked the best fit and later determined that the students would benefit from more specific Communications courses.

**Carried**

- b. New course – COSC 436 Data Warehousing

**Motion:** N deMelo/D Marques

“That Education Council approves the new course: COSC 436 Data Warehousing as recommended by the CPRC – STH.”

- This course will form part of the BUAD Post Baccalaureate. These courses will feed into the program which has not yet come forward.
- Correct first sentence of the course description to read as: **'...and emphasized a hands on approach...'**

**Carried**

- c. New course – COSC 437 Data Mining

**Motion:** L Skulmoski/N deMelo

"That Education Council approves the new course: COSC 436 Data Mining as recommended by the CPRC – STH."

- This course was also developed for the BUAD Post Baccalaureate.

**Carried**

- d. Course revision – STAT 121 Elementary Statistics

**Motion:** C Newitt/C Sahlmark

"That Education Council approves the course revision: STAT 121 Elementary Statistics as recommended by the CPRC – STH."

- Y Moritz advised that the Statistics course revisions are from the Business department and the change is to indicate CPA transfer credit.

**Carried**

- e. Course revision – STAT 124 Business Statistics

**Motion:** L Skulmoski/N deMelo

"That Education Council approves the course revision: STAT 124 Business Statistics as recommended by the CPRC – STH."

- As above

**Carried**

- f. Course revision – MECH 131 Drafting I

**Motion:** D Warren/P Wetterstrand

"That Education Council approves the course revision: MECH 131 Drafting I as recommended by the CPRC – STH."

- R Marte advised the five course changes are a result of industry changes to drafting or engineering graphics software. Previously AutoCAD was used in the first two courses and last two used solid modeling. Industry has changed from 2D to 3D and the 3D is now more commonly used. The department previously offered the courses as 2 and 2 and now will be using 1 CAD course and 3 solid modeling courses. They found that first year students were losing out on summer jobs as we were teaching solid modeling in second year and employers were hiring students with the solid modeling knowledge.
- This is first year AutoCAD course. Some content is moving from MECH 142 to MECH 131
- Amend last sentence of course description to read as: **'...assembly drawings, and drawing call-outs.'**

**Carried**

- g. Course revision – MECH 142 Drafting II

**Motion:** D Warren/C Sahlmark

"That Education Council approves the course revision: MECH 142 Drafting II as recommended by the CPRC – STH."

- R Marte advised this is the second of four courses being renamed.
- This revision includes the biggest change and students are introduced to software in second term of first year. The theory component is still there, and new software is included in this course.

**Carried**

- h. Course revision – MECH 237 Computer Applications I  
**Motion:** R Tyner/F Greenslade  
 “That Education Council approves the course revision: MECH 237 Computer Applications I as recommended by the CPRC – STH.”  
 - This revision includes a name change in addition to some content from other courses being moved to this course.  
**Carried**
- i. Course revision – MECH 247 Computer Applications II  
**Motion:** A Hay/L Skulmoski  
 “That Education Council approves the course revision: MECH 247 Computer Applications II as recommended by the CPRC – STH.”  
 - This revision is for a name change. There is no longer a Computer Applications I so the Computer Apps II course name was changed.  
**Carried**
- j. Course revision – MECH 257 Solid Modelling  
**Motion:** D Warren/P Wetterstrand  
 “That Education Council approves the course revision: MECH 257 Solid Modelling as recommended by the CPRC –STH.”  
 - This revision is a name change for the fourth engineering course.  
**Carried**

#### 5.4 Curriculum recommended by the CPRC - AFP

- a. Course revision – SOST 070 Social Studies 070  
**Motion:** R Huxtable/L Skulmoski  
 “That Education Council approves the course revision: SOST 070 Social Studies 070 as recommended by the CPRC – AFP.”  
 - D Chetner advised there were no prerequisites for this course and the department determined that a prerequisite was required to assist with student success.  
 - A member asked grade would this course be equivalent to. It would be approximately grade 10. The member asked how this would work if someone was a couple of years out of secondary school and had some grade 10 course. J Muskens advised that logic could be applied to almost any course. She added we list OC courses and do not include secondary school courses in the list of prerequisites. R Huxtable added that the term ‘or equivalent’ could be included. He will take this feedback to the department.  
**Carried**
- b. Course revision – SOST 011 Social Studies 011  
**Motion:** C Sahlmark/D Warren  
 “That Education Council approves the new course: SOST 011 Social Studies 011 as recommended by the CPRC – AFP.”  
 - This revision is similar and includes the addition of prerequisites.  
**Carried**
- c. Course revision – ESLE 020 ESL Listening and Speaking Level 2, ESLW 021 Writing Improvement and ESLR 022 Reading Improvement  
**Motion:** Rob/Nancy  
 “That Education Council approves the course revisions: ESLE 020 ESL Listening and Speaking Level 2, ESLW 021 Writing Improvement and ESLR 022 as recommended by the CPRC – AFP.”

- When previous revisions were done, these courses were missed. Correcting a procedural error.

**Carried**

- d. Course revision – ESLD 020 Directed Studies

**Motion:** L Skulmoski/R Huxtable

“That Education Council approves the course revision: ESLD 020 Directed Studies as recommended by the CPRC – AFP.”

- R Huxtable advised that students are not always able to complete the 80 hours and are charged full tuition. The revision is to change the hours to be ‘up to 80 hours’ for those students who are here for a shorter time and tuition would be adjusted accordingly.
- A member asked if there are any changes to the learning outcomes. R Huxtable noted that the outcomes will be identified and then matched to directed studies course. The nature of studies can be matched to student needs and the outcomes determined.
- A member asked how the length is determined. R Huxtable added this would be assessed through OCELA the length of stay and student needs. He added it would work similar to a continuous intake. Students will know the length of intake and expected outcomes.

**Carried**

- e. New course – MODL 295 Special Topics I

**Motion:** R Huxtable/C Sahlmark

“That Education Council approves the new course: MODL 295 Special Topics I as recommended by the CPRC – AFP.”

- R Huxtable advised the two new courses are a variation from normal and quite exciting. He added this course will give students a contextual understanding of different languages.

**Carried**

- f. New course – MODL 296 Language for Specific Topics

**Motion:** R Huxtable/F Greenslade

“That Education Council approves the new course: MODL 296 Language for Specific Topics as recommended by the CPRC – AFP.”

- R Huxtable explained this course comes from an ESL model. The department has determined to offer courses in a language other than English and will offer a course that is more linguistics based.

**Carried**

Motion: N deMelo/L Skulmoski

That Education Council breaks for dinner from 5:25 – 5:45.

Carried

**5.5 Registrar’s motion – motion withdrawn at the table**

Motion:

“That Education Council approves the deletion of the inactive courses and programs as presented.”

**5.6 Policy Approval – Academic Notice, Probation and Suspension Policy**

**Motion:** A Hay/L Skulmoski

“That Education Council approves the Academic Notice, Probation and Suspension Policy as presented.”

- J Muskens advised the Policy has been worked on for about a year by a committee of deans. The old policy was out of date and quite punitive. If a

student had one bad semester, they were placed on Academic Probation one and a second bad semester resulted in Academic Probation two. This would require a student to go to the dean's office and re-enrol with conditions and with permission of the dean or be forced to take off a semester. A student placed on Academic Probation for the third time was not allowed to enrol in OC classes for one year.

- Most institutions don't have such a punitive policy. Most other institutions allow students one bad semester without indicating notice on transcripts. A notation is included on the transcript after two bad concurrent semesters. If a student has three bad terms, they have to sit out a term and require approval from the subject Dean and Registrar in order to re-enrol.
- J Muskens explained that we do not include summer session adding there was a discussion about whether or not to include summer session. She added they are different and not the same playing field as summer session is offered as two short semesters. It may not be fair to students due to different level of studies required in the short time frame.
- A member noted that summer is not a semester and students don't really have the option to take more than one or two courses per term.
- J Muskens explained that students require a minimum GGA of 60%. Students with marks below 60% will receive a letter from the Registrar's office advising them they are below 60% and require 60% to graduate.
- Requests to remove notice of probation from transcripts will be considered in the future if a student's grades improve following a rocky first semester.
- A member referred to challenges dealing with a student on probation. J Muskens explained the procedure and that reinstatement normally comes with conditions.
- A member referred to the discussion at the ARP meeting noting much of the talk was about International students and the requirement they take three courses per semester. The member also asked if there would be any student loan implications for students taking only two courses during the summer. The member noted that students are admitted to summer session and International students or students with loans must take three courses per semester (two summer sessions equal a semester). J Muskens confirmed that student don't receive probation noticed during the summer session and would get a first notice in fall semester.
- A member added that after two semesters, students still need to meet with the Dean. He requested clarification that it is two consecutive semesters and summer session doesn't count.
- A member noted it seems there were different suggestions from ARP and asked if ARP is a discussion group.
- D Silvestrone advised as he reads the CIA (sec 24), he is trying to understand the trajectory of this policy and trying to understand where it sits with this committee.
- A member advised that a proposal can be submitted by anyone and the process of consultation doesn't require that the proposal be change. He added that a subcommittee cannot reject submissions they can only suggest changes through commentary that the chair of the subcommittee can bring forward to Education Council.
- A member asked for clarification on the role of ARP. A Hay advised that ARP makes recommendations and Education Council should debate the recommendations.
- J Muskens has made recommendations and identified each one of the three of concern raised at the ARP meeting.
- A member referred to the last sentence under Suspension and suggested that the timing being a Friday of first week of classes is problematic as the student might have already missed two or three classes. J Muskens noted



this requires a conversation between the Registrar and Program Dean and would include a review of the student's record.

- D Silvestrone asked about the process for recommendations coming from the committee. A Hay advised that normal process would have the chair of committee bring forward concerns of the standing committee.
- A member noted that Education Council needs to give consideration to the language in motions.
- D Silvestrone suggested that where we go on matters regarding the business of Education Council and how EdCo operates be discussed at a retreat. He added that we take the suggestions from R Huxtable forward.
- J Muskens concluded she thinks this is a positive change and is much less punitive for students.

**Carried with one abstention**

### **5.7 MOU – Okanagan College and University of Applied Science – Worms**

Motion: L Skulmoski/C Sahlmark

"That Education Council **recommends** the Memorandum of Understanding between Okanagan College and the University of Applied Sciences – Worms (UASW) as presented."

- Recommendation of this document fall under part of Section 23 of the CIA. This partnership was initiated by D Cook and it is more common in Europe to have dual degrees. D Cook looked at the opportunity and this is the result of approximately three years' worth of work. In our degree, students would spend semesters 5 and 6 in Germany and German students would spend year two here. They offer a three year degree
- A member asked about the implementation date. There will be no change to the implementation date.
- A member noted that most double degrees require a thesis and asked if we will do this. We offer as an honors course which includes a project and are we able to manage this. J Rouse added this would have been worked out that our honors project would be equivalent or recognized for their thesis.
- A member referred to the section under teaching and research and asked about the mechanism for this. J Rouse advised the intent was to build that into the agreement and move it forward. Details on research grants can be worked out and professors can be mutually engaged
- On page one of the agreement, point two, fifth bullet; change 'language' to be **'languages'**.
- A member referred to the thesis and asked what language it would be written in. J Rouse believes German students would do their thesis in German and Canadian students would do theirs in English.

**Carried**

### **5.8 Education Council retreat**

- D Silvestrone opened discussion on the possibility of Education Council holding a retreat potentially in August before Ed Council gets into business in the fall. He suggested one topic would be dealing with other priorities or issues that cause difficulty as to how council is proceeding.
- J Muskens added there are new members on an annual basis and believes a day or half day would be a good idea to ensure that members have an understanding of the College and Institute Act (CIA). This could include how it is interpreted and how that information guides us. Another suggestions would be on how to avoid discussions that are not under the purview of Education Council.
- A member reminded the committee that student members are elected in the fall and suggested having the retreat following that election.

- J Muskens advised she would be willing to meet with students if the retreat was held prior to the student's first meeting.
- A member added he thinks it is important to understand the spirit of the CIA along with knowing the spirit of what we are trying to do and why are we doing it. He added it is important but why are we doing it.
- A member added agreement noting he thinks we should have meetings throughout year. He suggested we could enhance relationships with the Board and Education Council standing committees.
- A member advised she would not be attending.
- R Huxtable advised that the creation of Education Councils in the province came from faculty and their importance is paramount. Ed Council is not an arm of administration not is it a function of administration and it is a function of administration, faculty and students.
- A member noted she received an orientation and that seemed adequate. The member added that at times she felt the need to say certain things and wasn't sure it was appropriate. The member noted that things are not always cut and dry with regard to who decides what duties or responsibilities belong where.
- D Silvestrone added this is a forum for dialogue and debate at points where that is privileged. This is a body within the institution that has a very important role in the institution.
- A Hay advised that excluding the orientation elements, Education Council approves new degrees but we have no criteria of what that would be. When we get proposals we should have standards for certificates, diplomas, degrees, post baccalaureate degrees or certificates.
- A member added support for having a session outside of a regular meeting adding members need to be able to talk about these things outside of the meeting. The member suggested the committee needs to talk about the spirit of what we are doing and having a separate venue to discuss would be more productive.
- D Silvestrone summarized there is a sense of purpose of what is needed. He would like to strike a working group to sketch out a plan of what this would look like and present at June meeting. He will look for a working group and will facilitate discussion and get together over the next month.

## **5.9 Standing Committee nominations**

### **5.10 Standing Committee Reports**

#### **a. Operations Committee**

- Did not meet

#### **b. ARP Committee**

- No report

#### **c. CCC Committee**

- Did not meet

#### **d. Tributes Committee**

- J Hamilton confirmed with D Crommer that all three Honorary Fellow nominees were approved by the Board. He has spoken with each of the nominees and each has accepted. The information is still confidential and details will be released by Public Affairs.

## **5.11 Second and Third call for Chair and vice chair of Education Council**

- J Muskens reminded members there were two nominations – one for each position. Each nominee had requested time to consider the role and at this meeting each accepted the nomination.
- J Muskens did a second call for the position of Chair of Education Council. No nominations were received
- J Muskens did a second call for the position of vice chair of Education Council. No nominations were received.
- J Muskens did a third call for the position of chair of Education Council and no additional nominations were received. Chris Newitt was acclaimed Chair of Education Council effective July 1, 2017 to June 30, 2018.
- J Muskens did a third call for the position of vice chair of Education Council for the period July 1, 2017 to June 30, 2017. No additional nominations were received and Danny Marques was acclaimed vice chair of Education Council.

#### **5.12 In camera session**

**Motion:** R Tyner/L Skulmoski

“That Education Council move in camera.”

**Carried**

#### **Accounting/Bookkeeping Certificate (Out of Sequence - Graduation Date February 9, 2017)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Accounting/Bookkeeping Certificate and, therefore, recommends this candidate to Education Council for approval of the Accounting/Bookkeeping Certificate.

**Carried**

#### **Associate of Arts Degree (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/A Hay

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Associate of Arts Degree and, therefore, recommends these candidates to Education Council for approval of the Associate of Arts Degree.

**Carried**

#### **Bachelor of Business Administration Degree (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/J Sigalet

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Bachelor of Business Administration Degree and, therefore, recommends these candidates to Education Council for approval of the Bachelor of Business Administration Degree.

**Carried**

#### **British Columbia Adult Graduation Diploma (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/D Warren

The Registrar has verified that the candidates listed herein have satisfied all requirements for the British Columbia Adult Graduation Diploma and, therefore, recommends these candidates to Education Council for approval of the British Columbia Adult Graduation Diploma.

**Carried**

#### **British Columbia Adult Graduation Diploma (Out of Sequence – Graduation Date October 26, 2016)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidate listed herein has satisfied all requirements for the British Columbia Adult Graduation Diploma and, therefore, recommends this candidate to Education Council for approval of the British Columbia Adult Graduation Diploma.

**Carried**

**Business Administration Certificate (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/F Kelly

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Administration Certificate.

**Carried**

**Business Administration Certificate (Out of Sequence – Graduation Date January 12, 2013)**

**Motion:** J Muskens/C Sahlmark

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Administration Certificate.

**Carried**

**Business Administration Diploma (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/F Greenslade

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Business Administration Diploma and, therefore, recommends these candidates to Education Council for approval of the Business Administration Diploma.

**Carried**

**Business Administration Diploma (Out of Sequence – Graduation Date January 17, 2015)**

**Motion:** J Muskens/N deMelo

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Diploma and, therefore, recommends this candidate to Education Council for approval of the Business Administration Diploma.

**Carried**

**Business Studies Certificate (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/R Tyner

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Business Studies Certificate and, therefore, recommends these candidates to Education Council for approval of the Business Studies Certificate.

**Carried**

**Civil Engineering Technology Diploma (Out of Sequence)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Civil Engineering Technology Diploma and, therefore,

recommends this candidate to Education Council for approval of the Civil Engineering Technology Diploma.

**Carried**

**Culinary Arts Certificate (Out of Sequence – Graduation Date February 3, 2017)**

**Motion:** J Muskens/R Huxtable

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Culinary Arts Certificate and, therefore, recommends this candidate to Education Council for approval of the Culinary Arts Certificate.

**Carried**

**Culinary Management Diploma (Out of Sequence – Graduation Date April 6, 2017)**

**Motion:** J Muskens/L Skulmoski

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Culinary Management Diploma and, therefore, recommends this candidate to Education Council for approval of the Culinary Management Diploma.

**Carried**

**Electrician Pre-Apprenticeship Certificate (Out of Sequence – Graduation Date August 22, 2014)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Electrician Pre-Apprenticeship Certificate and, therefore, recommends this candidate to Education Council for approval of the Electrician Pre-Apprenticeship Certificate.

**Carried**

**Electrician Pre-Apprenticeship Certificate (September 12, 2016 to February 24, 2017 - Kelowna)**

**Motion:** J Muskens/A Hay

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Electrician Pre-Apprenticeship Certificate and, therefore, recommends these candidates to Education Council for approval of the Electrician Pre-Apprenticeship Certificate.

**Carried**

**Health Care Assistant Certificate (Out of Sequence – Graduation Date March 15, 2016 to Feb 2017 Cohort)**

**Motion:** J Muskens/J Sigalet

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Health Care Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Health Care Assistant Certificate.

**Carried**

**Health Care Assistant Certificate (September 12, 2016 to March 16, 2017 – Princeton)**

**Motion:** J Muskens/D Warren

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Health Care Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Health Care Assistant Certificate.

**Carried**

**Heavy Mechanical Foundation Certificate (June 13, 2016 to March 10, 2017 – Kelowna)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Heavy Mechanical Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Heavy Mechanical Foundation Certificate.

**Carried**

**Journalism Studies Diploma (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/F Kelly

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Journalism Studies Diploma and, therefore, recommends this candidate to Education Council for approval of the Journalism Studies Diploma.

**Carried**

**Legal Administrative Assistant-Corporate/Conveyancing (Out of Sequence – Graduation Date Feb 6, 2017)**

**Motion:** J Muskens/C Sahlmark

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Legal Administrative Assistant-Corporate/Conveyancing Certificate and, therefore, recommends this candidate to Education Council for approval of the Legal Administrative Assistant-Corporate/Conveyancing Certificate.

**Carried**

**Recreation Vehicle Service Technician Certificate (September 6, 2016 to March 24, 2017 – Kelowna)**

**Motion:** J Muskens/F Greenslade

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Recreation Vehicle Service Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the Recreation Vehicle Service Technician Certificate.

**Carried**

**Therapist Assistant Diploma (Out of Sequence – Graduation Date January 16, 2016)**

**Motion:** J Muskens/N deMelo

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Therapist Assistant Diploma and, therefore, recommends this candidate to Education Council for approval of the Therapist Assistant Diploma.

**Carried**

**Welder Foundation Certificate (Out of Sequence – September 6, 2016 to March 24, 2017 - Kelowna)**

**Motion:** J Muskens/R Tyner

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Welder Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Welder Foundation Certificate.

**Carried**

**Motion:** N deMelo/L Skulmoski

“That Education Council move out of in camera.”

**Carried**

## **6. Reports**

### **6.1 Council Chair's Report –**

- D Silvestrone advised he will be attending Education Council Provincial Chairs meeting at College of New Caledonia in Prince George in later April.
- A member suggested he ask for a copy of the CoEdCo chairs orientation document.
- D Silvestrone referred to the Special Ed Council Budget meeting adding he raised the carried forward or items of concern at the Board meeting. He added that it has been brought to this attention whether or not the information shared was wholesome. He asked about past practice and the detail or nature of information provided to Ed Council. He also noted that it would have been nice to have quorum for the budget meeting.

### **6.2 President & Vice-President Education Report – A Hay**

- A Hay referred to the report circulated and clarified that in the PSIPS repost, CPC is Capilano College. PSIPS stands for Post-Secondary Information Posting System.

### **6.3 Registrar's Report –**

- J Muskens advised staff are working hard on the time table and it sounds like it will be on target. They hope to have a time table published by June 12st for fall 2017 and winter 2018

### **6.4 Board of Governor's Report –**

- G Morgan reported that the Board met in March and approved the budget. The APP and ITA plans were also approved. She added there will be a new Trades building in Vernon.

**7. Date, Time of Next Regular Meeting – Thursday, May 11<sup>th</sup>**

**8. Deadline for Agenda Items – Wednesday, April 26, 2017**

**9. Adjournment at 7:07 pm**