

**Okanagan College Education Council  
Minutes of Thursday, May 11, 2017 4:00 pm  
Room S103B Student Services Boardroom – Kelowna Campus**

**Approved**

**Present:** F Greenslade, A Hay, R Huxtable, F Kelly, D Marques, J Muskens, C Newitt, S Rossouw, J Sigalet, D Silvestrone, L Skulmoski, R Tyner, D Warren at 4:05, P Wetterstrand

**Regrets:** N deMelo, G Morgan, N Noble-Hearle, J Hamilton

**Absent:** C Sahlmark

**Guests:** F Arjomandi, L Kraft, Y Moritz, B Ridgeley, 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:** P Wetterstrand/L Skulmoski

“That Education Council approves the agenda as amended.”

- Defer agenda item 5.2 to the June meeting at the request of the department.

**Carried as revised**

**3. Approval of the Minutes**

**3.1 Approval of the minutes of the April 6, 2017 Education Council meeting as presented.**

**Motion:** C Newitt/R Tyner

“That Education Council approves the minutes of the April 6, 2017 Education Council meeting as presented.”

**Carried**

**4. Business Arising**

**5. New Business**

**5.1 Curriculum recommended by the CPRC – STH**

a. Program revision – Animation Diploma

**Motion:** A Pope/S Rossouw

“That Education Council approves the program revision: Animation Diploma as presented.”

- Y Moritz advised the revision is to the English requirements. This needs to include a minimum grade for entry and will read as: English 12 **with a minimum grade of 60%**

**Carried**

b. Course revisions – CHEM 121 Principles of Chemistry II

**Motion:** L Skulmoski/F Greenslade

“That Education Council approves the course revision: Principles of Chemistry II as recommended by the CPRC – STH.”

- Y Moritz advised the revision is being made to ensure the course would be articulated with other Chemistry courses in BC.

**Carried**

c. Course revisions – PHRM 104 Pharmacy Computer Applications, PHRM 107 Drug Distribution and PHRM 100 Product Preparation II

**Motion:** D Marques/S Rossouw

“That Education Council approves the course revisions: PHRM 104 Pharmacy Computer Applications, PHRM 107 Drug Distribution and PHRM 110 Product Preparation II as recommended by the CPRC – STH:

- L Kraft advised that when the costing was determined, the hours for PHRM 107 should be 102.5 and not 104.5. She added that the changes are due to an accreditation review.
- For PHRM 110, the revision is to the **Corequisites** and not to the course description.

**Carried**

d. Course revisions – PHRM 106, PHRM 109

**Motion:** L Skulmoski/A Hay

“That Education Council approves the course revisions: PHRM 106 Pharmacology I and PHRM 109 Product Preparation I as recommended by the CPRC –STH.”

**Carried**

e. Course revisions – PHRM 111, PHRM 112

**Motion:** S Rossouw/D Warren

“That Education Council approves the course revisions: PHRM 111 Hospital Practicum and PHRM 112 community Practicum as recommended by the CPRC – STH.”

- In current prerequisites, not all courses were identified. All courses which may not be a prerequisite to another course need to be included in the list of prerequisites for the practicums. (ie – PHRM 101 is a prereq for PHRM 106 and PHRM 101 does not need to be included on the list.)

**Carried**

f. Program revision – Pharmacy Technician Certificate

**Motion:** R Tyner/D Warren

“That Education Council approves the program revision: Pharmacy Technician Certificate as recommended by the CPRC –STH.”

- The program outline is updated to include new hours, prerequisites and corequisites. Amend the hours for PHRM 107 **to read as 102.5 hours.**

**Carried**

## **5.2 Curriculum recommended by the CPRC – STH and Continuing Studies**

a. New program – Drupal Web Development Certificate

**Motion:** Withdrawn from agenda prior to meeting.

“That Education Council approves the new certificate program: Drupal Web Development Certificate as recommended by the CPRC – STH.”

**The curriculum proposal was withdrawn from the agenda prior to the meeting.**

## **5.3 Curriculum recommended by the CPRC – BUS**

a. Course revisions – OADM 128 Word Processing I, OADM 129 Word Processing II, OADM 143 Accounting I, OADM 167 Computer Essentials & Internet and OADM 171 Desktop Publishing

**Motion:** L Skulmoski/A Pope

“That Education Council approves the course revisions: OADM 128 Word Processing I, OADM 129 Word Processing II, OADM 143 Accounting I, OADM 167 Computer Essentials & Internet and OADM 171 Desktop Publishing as recommended by the CPRC – BUS.”

- B Ridgeley advised three years ago inadvertently removed an accounting course from the program. Over the last five years, there has been approximately 60 students transfer into the Business Administration program. In order to help ensure student success, the department has determined the Accounting course is beneficial for students in both the Accounting/Bookkeeping Certificate and the Office Administration programs. In order to add the course, hours needed to be adjusted in other courses. Students are entering the programs with a different or higher level of computer skills and this allows the department to adjust the hours in other courses.
- A member asked about the additional costs to students. B Ridgeley confirmed there would be an additional cost and that she did not have the final amount, had been advised it should be less than 250.00 for the extra week. Following the meeting, it was determined the additional costs would be approximately \$120.00 for tuition and related student fees.
- On hand written page 30, correct the hours for OADM to read as follows: **Current – 60 hours and Proposed – 45 hours.**
- Correct the typing error in the table on handwritten page 31 as follows: OADM 142 should be **OADM 143.**

**Carried**

b. Program revision – Accounting/Bookkeeping Certificate

**Motion:** R Tyner/D Warren

“That Education Council approves the program revision: Accounting/Bookkeeping Certificate as recommended by the CPRC – BUS.”

**Carried**

c. New courses – BUAD 222 Selected Topics: Accounting; BUAD 223 Selected Topics: Financial Services; BUAD 224 Selected Topics: Human Resources; BUAD 225 Selected Topics: Management; BUAD 226 Selected Topics: Marketing; BUAD 227 Selected Topics: Tourism and Hospitality

**Motion:** R Sawatzky/P Wetterstrand

“That Education Council approves the new courses: BUAD 222 Selected Topics: Accounting; BUAD 223 Selected Topics: Financial Services; BUAD 224 Selected Topics: Human Resources; BUAD 225 Selected Topics: Management; BUAD 226 Selected Topics: Marketing; BUAD 227 Selected Topics: Tourism and Hospitality as recommended by the CPRC – BUS.”

- J Rouse advised that historically there are 300-level courses codes used for short lived, field schools or to try a new course. The department decided to have selected topics course at each level to have them available to students at the appropriate level for students.
- R Tyner expressed concern that none of the proposals were sent to the Library for consultation. J Rouse apologised and confirmed this is being done. He added the rationale at time was that as the content of each specific topic was undetermined, making it difficult for the department to requests costs without knowing the specific topics.
- R Tyner reiterated his concern about the process.
- A member added that there department offers a special topics course and topics are determined when there is demand for the course adding that topics often change from year to year. D Silvestrone reminded members that the motion is for the 200-level not the 400-level courses at this time.
- R Tyner advised that the principal is the same and the Library determines the costs not departments. He added the Library has the resources and expertise to determine required resources and should have the right to say they don't know if that is the case.
- A member asked if the courses are able to proceed with sufficient support.

- J Rouse noted that at the 200-level there are sufficient resources adding he is not certain about the 400-level courses.
- R Tyner advised he is comfortable with being able to support the courses at the 200-level.
- A member noted that the course description do not state that the course be taken more than once with different topics. The member asked where do these courses fit within the program for graduation purposes and how many special topics courses is a student able to take. J Rouse added that the department chair and dean determine that after reviewing a proposal from faculty to determine whether or not a special topics course will proceed.
- The member suggested that the following statement be added to the course outline for each of the 200-level Selected Topics courses: 'This course can be taken more than once with different topics'
- A member asked about transferability for the selected Topics courses. J Rouse advised that we currently offer other selected topics course and they are transferable. He added this is giving the department the option of offering a selected topics course within each discipline at the different levels.
- A member asked for confirmation that these courses would transfer as unassigned credits. That is correct.
- A member asked for clarification on second-year standing. J Muskens confirmed it is 24 credits.

**Carried**

d. New courses – BUAD 432 Selected Topics: Tourism and Hospitality; BUAD 438 Selected Topics: Marketing; BUAD 439 Selected Topics: Management; BUAD 468 Selected Topics: Financial Services; BUAD 469 Selected Topics: Advanced Accounting BUAD 479 Selected Topics: Human Resources

**Motion:** S Rossouw/R Tyner

"That Education Council approves the new courses: BUAD 432 Selected Topics: Tourism and Hospitality; BUAD 438 Selected Topics: Marketing; BUAD 439 Selected Topics: Management; BUAD 468 Selected Topics: Financial Services; BUAD 469 Selected Topics: Advanced Accounting BUAD 479 Selected Topics: Human Resources as recommended by the CPRC – BUS."

- R Tyner noted he has concerns about the Library's ability to support these courses.
- A member added that at the 400-level, it can be very difficult for students to get access to some information for courses.
- A member asked what would happen if the Library doesn't have the necessary resources.
- J Rouse suggested that the implementation dates be changed to September 2018 to allow for resources to be confirmed.
- A member noted that without knowing costs, he would be uncomfortable approving the course. The information has to be included.
- A member suggested the motion be withdrawn and included on the June agenda.

**Motion:** S Rossouw/R Tyner

That Education Council table this motion and include the curriculum on the agenda for the June 1, 2017 meeting.

**Carried**

e. Course revisions – BUAD 332 Selected Topics: Hospitality and Tourism Management and BUAD 361 Selected topics: Financial Services

**Motion:** L Skulmoski/R Sawatzky

"That Education Council approves the course revisions: BUAD 332 Selected Topics: Hospitality and Tourism Management and BUAD 361 Selected topics: Financial Services as recommended by the CPRC – BUS."

- The revisions are title changes to the two courses. It was noticed at the CPRC meeting that these course had been missed. The proposals were submitted later that afternoon and distributed for an electronic vote. The vote was successful.

**Carried**

f. Program revisions – Business Administration Diplomas (all options)

**Motion:** L Skulmoski/F Greenslade

“That Education Council approves the program revisions: Business Administration Diplomas (all options) as recommended by the CPRC –BUS.”

- The revision is to update the tables in the program outline. There is an error in the table for Tourism and Hospitality. BUAD 269 should appear in the section of required courses (page 37).

**Carried**

g. Program revisions – Bachelor of Business Administration (all specialties)

**Motion:** Defer to next meeting

“That Education Council approves the course revisions: Bachelor of Business Administration (all specialties) as recommended by the CPRC – BUS.”

**5.4 Curriculum recommended by the CPRC – BUS (Commercial Aviation)**

a. New course – AVIA 104 Introduction to Aviation

**Motion:** A Pope/D Warren

“That Education Council approves the new course: AVIA 104 Introduction to Aviation as recommended by the CPRC – BUS.”

- J Rouse advised that students must have a private pilot's licence and we have included those courses in the program to allow students to get the PPL as part of the program. For domestic students, this qualifies for Financial Aid and for International students it ensures that all licensing and documentation is in place prior to starting the program.
- A member asked who grants the private pilot's licence. J Rouse confirmed that Transport Canada issues the licenses.
- A member noted that common wording for OC included something similar to we prepare students to write the exam. J Rouse suggested the wording included indicates that successful completion of exams is required
- A member advised that passing a course is or can be different than passing an exam.
- J Muskens added that at times, what we do for one program does not always make sense for another program. Knowing that a student passed the course means they passed the exam.
- J Rouse advised this course is taught by our third party partner.
- A member asked if we are not responsible for accommodating a student on an exam. This training is offered by a third party partner and not our responsibility.
- A member inquired about students requiring a medical to take the program. Another member confirmed that a pilot's licence is on file in order to take other exams.
- J Rouse added these courses provide students with opportunities to get a pilot's licence if they do not already have one.
- There was a discussion regarding the admission requirements, licencing and writing exams. J Muskens added this course is about passing the exams.
- A Hay added there is no reason why this course would not have its own exam. He is not seeing the need for an exam being embedded in this course. He added that he doesn't recall this going through deans' forum and these concerns should have been caught at Deans forum.

- A Hay advised he believes this should go back for additional work and can return to Education Council. There is no need to go back to the CPRC.
- A member suggested that the requirements for a Private Pilot's Licence be reviewed as he understands this requires 35 hours of flying time.

**Motion:** A Pope/F Kelly

That Education Council table this proposal and refer back all proposals related to the Commercial Aviation Diploma for additional work and include the information on the agenda for the June meeting.

**Carried**

- b. New course – AVIA 105            Aviation Language Proficiency
- c. New course – AVIA 106            Pilot Skills Lab 1
- d. New course – AVIA 107            Pilot Skills Lab 2
- e. Course revisions – AVIA 112 Navigation and Air Regulations I; AVIA 113, Meteorology I; AVIA 114 Flight and Aircraft Systems I; AVIA 115 Flight Lab I
- f. Course revisions – AVIA 122 Navigation and Air Regulations II; AVIA 123, Meteorology II; AVIA 124 Flight and Aircraft Systems II; AVIA 125 Flight Lab II
- g. Course revisions – AVIA 212 Advanced Flight Operations I; AVIA 213 Instrument Procedures; AVIA 214 Advanced Avionics; AVIA 215 Flight Lab III
- h. Course revisions – AVIA 222 Advanced Flight Operations II; AVIA 225 Flight Lab IV; AVIA 226 Human Factors; AVIA 227 Aviation Skills
- i. Program revision – Commercial Aviation Diploma

A Hay left the meeting at 5:35

### **5.5 Curriculum recommended by the CPRC - AFP**

- a. Course revisions - ANTH 103 Introduction to Archaeology; ANTH 111 Introduction to Biological Anthropology; ANTH 121 Introduction to Cultural Anthropology; ANTH 170 Introduction to Linguistic Anthropology

**Motion:** R Huxtable/P Wetterstrand

“That Education Council approves the course revisions: ANTH 103 Introduction to Archaeology; ANTH 111 Introduction to Biological Anthropology; ANTH 121 Introduction to Cultural Anthropology; ANTH 170 Introduction to Linguistic Anthropology as recommended by the CPRC – AFP.”

- R Huxtable advised the revisions speak for themselves.
- A member noted an error in the proposed course description for ANTH 103. The last sentence should read as: **'...different stakeholders' viewpoints...'**
- A member noted an error in the proposed course description for ANTH 103. The last sentence should read as: **'...greater understanding of cultural backgrounds...'**
- A member noted an error in the proposed course description for ANTH 103. The last sentence should read as: **'...study languages will be examined with the critical analysis of what happens...'**

**Carried**

- b. Course revisions - ANTH 211 Native People: North America; ANTH 212 Native People: BC Coast

**Motion:** L Skulmoski/A Pope

"That Education Council approves the course revisions: ANTH 211 Native People: North America; ANTH 212 Native People: BC Coast as recommended by the CPRC – AFP."

- The revision is to change the name from Native People to 'Indigenous Peoples'.

**Carried**

c. Course revision – ANTH 222 Native People of the BC Interior

**Motion:** S Rossouw/L Skulmoski

"That Education Council approves the course revisions: ANTH 222 Native People of the BC Interior as recommended by the CPRC – AFP."

- The revision is to update the course title and prerequisites.

**Carried**

d. Course revision – ANTH 227 Cultural, Health and Illness

**Motion:** P Wetterstrand/D Warren

"That Education Council approves the course revisions: ANTH 227 Cultural, Health and Illness as recommended by the CPRC – AFP."

- The revision is to the prerequisite.

**Carried**

e. Course revisions – ANTH 231 Archaeology Field School I; ANTH 232 Archaeology Field School II

**Motion:** D Marques/D Warren

"That Education Council approves the course revisions: ANTH 231 Archaeology Field School I; ANTH 232 Archaeology Field School II as recommended by the CPRC – AFP."

- R Huxtable advised the department is not able to offer the courses the way they are described. The revision is to ensure the department is being more descriptive of the courses and that they are offered sequentially.
- A member noted that artefact should be spelled as 'artifact' in each course description.
- A member suggested that for ANTH 231, the first two sentences be combined and read as: 'This summer course on archaeological field techniques uses practical application...'
- A member suggested that for ANTH 232, the first two sentences be combined and read as: 'This summer course on archaeological field techniques uses practical application...'

**Carried**

## 5.6 Education Council Retreat/Orientation

- D Silvestrone talked about the possibility of a retreat sometime later this year. He noted that the working group has not yet met and will come forward with a report for the June meeting. He added that Education Council members will determine if they wish to have a retreat.

## 5.7 Standing Committee nominations

**Motion:** L Skulmoski/F Kelly

"That Education Council approves the nominee for the Curriculum Proposal Review Committee – Business and commercial Aviation programs (CPRC – BUS) as recommended by the Operations Standing Committee."

One (1) faculty member from inside the portfolio

Nominee: Laura Thurnheer for the period May 12, 2017 to July 31, 2019

**Carried**

## **5.8 Standing Committee Reports**

### **a. Operations Committee**

- Did not meet

### **b. ARP Committee**

- No report

### **c. CCC Committee**

- Did not meet

### **d. Tributes Committee**

- No report

## **5.9 In camera session**

**Motion:** S Rossouw/R Tyner

"That Education Council move in camera."

**Carried**

### **Associate of Arts Degree (Out of Sequence – Graduation Date June 6, 2015)**

**Motion:** J Muskens/C Newitt

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

**Carried**

### **Automotive Service Technician Certificate (September 6, 2016 to April 7, 2017 - Kelowna)**

**Motion:** J Muskens/A Pope

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

**Carried**

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

**Motion:** J Muskens/R Tyner

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**

### **Carpentry/Joinery Certificate (September 6, 2016 to April 7, 2017 - Kelowna)**

**Motion:** J Muskens/D Warren

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

**J Muskens**

### **Commercial Aviation Diploma (Out of Sequence – Graduation Date January 13, 2013)**

**Motion:** J Muskens/S Rossouw



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

**Carried**

**Diploma in Criminal & Social Justice (Out of Sequence – Graduation Date January 11, 2014)**

**Motion:** J Muskens/F Kelly

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Diploma in Criminal & Social Justice and, therefore, recommends this candidate to Education Council for approval of the Diploma in Criminal & Social Justice.

**Carried**

**Health Care Assistant Certificate (October 24, 2016 to April 26, 2017 – Vernon)**

**Motion:** J Muskens/F Greenslade

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**

**Health Care Assistant Certificate (Out of Sequence – Graduation Date February 22, 2017)**

**Motion:** J Muskens/Sawatzky

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 (October 24, 2016 to April 26, 2017 – Penticton)**

**Motion:** J Muskens/R Huxtable

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**

**Practical Nursing Diploma (January 4, 2016 to April 27, 2017 – Kelowna)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Practical Nursing Diploma and, therefore, recommends these candidates to Education Council for approval of the Practical Nursing Diploma. Add with one with distinction

**Carried**

**Practical Nursing Diploma (January 4, 2016 to April 27, 2017 – Penticton)**

**Motion:** J Muskens/L Skulmoski

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

**Carried**

**Welder Foundation Certificate (Out of Sequence – Graduation Date March 24, 2017)**

**Motion:** J Muskens/D Marques

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

**Carried**

**Change graduation date to program completion date.**

**Motion:** C Newitt/L Skulmoski

“That Education Council move out of in camera.”

**Carried**

## **6. Reports**

### **6.1 Council Chair’s Report –**

- D Silvestrone advised he attended ACG meeting in late April. Education Councils at other institutions have been talking about policy and procedures to ensure currency.
- Another issue will be the change of Secondary School graduation requirements effective 2018. Most of the information will be handled by the Register’s Office and will involve Education Council.

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

- No report

### **6.3 Registrar’s Report –**

- J Muskens advised that scheduling and the timetable for 2017 – 2018 is going well. A few courses are proving challenging the to find spots for and these are usually courses with labs.

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

- No report

**7. Date, Time of Next Regular Meeting – Thursday, June 1, 2017**

**8. Deadline for Agenda Items – Wednesday, May 17, 2017**

**9. Adjournment at 5:58 pm**