

**Okanagan College Education Council
Minutes of Thursday, October 5, 2017 4:00 pm
Room S103B Student Services Boardroom – Kelowna Campus**

Approved

Present: G Bede, N deMelo, F Kelly, D Marques, J Muskens, C Newitt, N Noble-Hearle by phone - exited at 4:57, A Pope, S Rossouw at 4:49, R Sawatzky, D Silvestrone, R Tyner, D Warren at 4:06, P Wetterstrand

Regrets: J Hamilton, A Hay, R Huxtable, G Morgan, T Walters

Absent:

Guests: J Euloth, B Gillett, N Deagon, J Hecko, L Kraft

Recorder: D Crommer

1. Determination of Quorum and Call to Order

C Newitt called the meeting to order at 4:02 pm

2. Adoption of the Agenda

Motion: R Tyner/N deMelo

“That Education Council approves the agenda as presented.”

- Revised information for the Collision Repair and Refinishing Diploma program was distributed at the table. The revision was to replace CMNS 201 with CRRD 260.

Carried as revised

3. Approval of the Minutes

3.1 Approval of the minutes of the June 1, 2017 Education Council meeting as presented.

Motion: A Pope/N deMelo

“That Education Council approves the minutes of the June 1, 2017 Education Council meeting as presented.”

Carried

3.2 Approval of the minutes of the June 26, 2017 Operations Committee meeting as presented.

Motion: A Pope/D Marques

“That Education Council approves the actions of the June 26, 2017 Operations Committee meeting as presented.”

Carried

3.3 Approval of the minutes of the September 15, 2017, 2017 Operations Committee meeting as presented.

Motion: D Marques/A Pope

“That Education Council approves the actions of the September 15, 2017 Operations Committee meeting as presented.”

Carried

4. Business Arising

5. New Business

5.1 Curriculum recommended by the CPRC - STH

- a. Course revision – MATH 127 Math for Network and Telecommunications Engineering Technology I

Motion: D Warren/D Silvestrone

“That Education Council approves the course revision: MATH 127 – Math for Network and Telecommunications Engineering Technology I as recommended by the CPRC - STH.”

- L Kraft advised this is a minor name change. There is no longer a Math II so there's no need for a Math I. The course description language is being updated.

Carried

- b. Program revision – Network and Telecommunications Engineering Technology Diploma

Motion: D Warren/P Wetterstrand

“That Education Council approves the program revision: Network and Telecommunications Engineering Technology Diploma as recommended by the CPRC - STH.”

- L Kraft advised the revision is to update to the program description and to include the MATH 127 name change.

Carried

- c. New Course – HSW 100 Professional Skills for Human Service Work

Motion: N deMelo/R Tyner

“That Education Council approves the new course: HSW 100 Professional Skills for Human Service Work as recommended by the CPRC - STH.”

- J Hecko advised that historically there were two courses with similar content (HSW 123 or SOCW 200A) and students could take either one for credit. Students in the more academic stream were taking 200A and those not as academically inclined would take HSW 123. In the last couple of years, the department determined that more students were taking the SOCW 200A course. They also determined a need for a course with more specific content related to the program. One of the needs was for objective report writing. This course will cover all concepts that may have been lost in the deletion of HSW 123 and will also include any challenges identified by students in the program.

Carried

- d. Course revision – HSW 106 Practicum Preparation I

Motion: D Silvestrone/N deMelo

“That Education Council approves the course revision: Practicum Preparation I as recommended by the CPRC - STH.”

- L Kraft advised this is clarifying the prerequisites as HSW 123 or HSW 200A are listed as prerequisites and HSW 123 will no longer be offered.
- She confirmed there is no need to include permission of the department in the list as it is redundant.

Carried

- e. Program revision – Human Service Work Diploma

Motion: P Wetterstrand/N deMelo

“That Education Council approves the program revision: Human Service Work Diploma as recommended by the CPRC - STH.”

- The rationale is to explain removal of HSW 123 and inclusion of HSW 100 in the program outline.
- A member requested confirmation that this change reduces the number of UT transfer courses by one course. This is correct.
- L Kraft advised these changes are a result of the Tier III review. The reviewers advised the program really needed an identity and it was determined the program is

more of a job preparation program. There was a bridge piece students can take if they wish to pursue the academic side.

- C Newitt read email from the AFP portfolio outlining concerns regarding consultation. Consultation was not documented in the elimination of HSW 123 and creating a reliance on SOCW 200A. Consultation is an important part of the process as it does impact other areas and any consultation that did occur was never documented. L Kraft advised that they made an effort and did not get a response. C Newitt clarified that with the elimination of HSW 123, AFP will be impacted as extra sections of SOCW 200A will be required.
- A member noted that Tier III reviews usually have a list of points and involves the PAC. The member asked if the report was circulated to all affected departments such as the Library as an example. There was no response.
- L Kraft advised that when the proposal was discussed at Deans Forum, she got name of person that should have been the contact for consultation and did contact her. Potential student success is impacted as this is an academic course that is being mandatory. L Kraft did some checking on student success for SOCW 200A and determined that students were doing well so there should not be any impact.

Carried

5.2 Curriculum recommended by the CPRC – T/A

a. New Diploma program – Collision Repair and Refinishing Diploma

Motion: D Silvestrone/D Marques

“That Education Council approves the new diploma program: Collision Repair and Refinishing Diploma as recommended by the CPRC – T/A.”

- J Euloth advised the trade is specific to repairing the automobile. The industry is beginning to hit a critical mass as most employees in industry are hitting retirement age and not as many students are enrolling in this program. He reviewed the two most common ways for students to enter the industry noting it is not sustainable for apprentices to move up to journeyman status. He added that smaller businesses are looking at other ways to remain in business
- Today’s automobile is much more complex and requires different knowledge and skills. Students are coming from outside our borders to take this type of training. The intent of the program is to provide the training and at an even higher level.
- This will be a first for OC to take a traditional trades program and introduce it as a two-year diploma. The PAC is in favour of the change. Similar programming is being offered in the lower mainland and has shown to be successful.
- Current curriculum has been included and modified to incorporate new information into the diploma program.
- A member noted that in her field students want jobs.
- A member noted there is a course on shop management and questioned why this is not a BUAD course. J Euloth advised this is based on industry specifics with much of the focus on estimating and shop management.
- J Muskens added that in order to attract international students, the program is offered as a diploma.
- A member advised he is looking at the program from perspective for domestic students and asked how this will work. J Euloth advised the first year will give students the opportunity to determine if they like the industry and exit with a first year apprenticeship. J Euloth advised there are actually offering three different first year apprenticeships offered in the program – glass repair, automotive refinishing and automotive repair. He confirmed students do not exit as a journeyman adding the diploma is higher than Level I apprenticeship. Students are eligible to write the appropriate exams and continue on the journeyman or Red Seal track.

Carried

5.3 Standing Committee Nominations

Motion: D Marques/D Warren

"That Education Council approves the nominee for the Curriculum Proposal Review Committee – Arts and Foundational programs (CPRC – AFP) as recommended by the Operations Standing Committee."

One (1) faculty member from inside the portfolio

Nominee: Shelly Ikebuchi for the period October 6, 2017 to July 31, 2020

Carried

Motion: P Wetterstrand/R Sawatzky

"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: Brenda Ridgeley-Ketchell for the period October 6, 2017 to July 31, 2020

Carried

Motion: D Marques/A Pope

"That Education Council approves the nominee for the Curriculum Proposal Review Committee – Science Technology and Health programs (CPRC – STH) as recommended by the Operations Standing Committee."

One (1) AACP faculty member to serve on the committee

Nominee: Bob Vinek for the period October 6, 2017 to July 31, 2020

Carried

Motion: R Tyner/G Bede

"That Education Council approves the nominee for the Calendar Criteria and Curriculum Committee – (CCC) as recommended by the Operations Standing Committee."

One (1) faculty member to serve on the committee to ensure diverse knowledge

Nominee: Matt Kavanagh for the period October 6, 2017 to July 31, 2020

Carried

5.4 Standing Committee Reports

a. Operations Committee

- C Newitt advised that the committee met twice face-to-face to approve candidates for graduation and met once electronically to approve nominees to standing committee.
- He advised that grads will be included at regular meetings if agenda is small and referred to Operations if the Education Council meeting is longer.
- He noted this committee needs a new member from faculty. He added it is preferred the committee member be based in Kelowna as meeting are usually short in duration and the committee will normally meet on a Friday following the Education Council meeting.

b. ARP Committee

- J Muskens advised the Academic Integrity Policy is close to being finished and she is hoping to include it on the agenda for either the December or January meeting.

c. CCC Committee

- C Newitt advised the committee is to be reactivated and have meetings scheduled on a regular basis.

- d. Tributes Committee
- C Newitt advised that nominees are accepted until October 24th and will be included on the agenda for the November 2nd Education Council meeting.

5.5 Education Council Bylaws Review

- This is covered under the Registrar's report.

5.6 In camera session

Motion: R Tyner/D Marques

"That Education Council move in camera."

Carried

Accounting Assistant Certificate (Out of Sequence – End Date July 23, 2017 – BC Campus)

Motion: J Muskens/F Kelly

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

Carried

Business Administration Diploma (Out of Sequence – End Date August 15, 2017)

Motion: J Muskens/S Rossouw

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 – End Date August 8, 2017 - Distance)

Motion: J Muskens/A Pope

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

Carried

Business Studies Certificate (Out of Sequence – End Date August 15, 2017)

Motion: J Muskens/D Silvestrone

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

Carried

Carpenter and Joiner Foundation Certificate (February 6, 2017 to September 1, 2017)

Motion: J Muskens/G Bede

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

Carried

Culinary Arts Certificate (Out of Sequence – February 9, 2016 to February 3, 2017)

Motion: J Muskens/D Marques

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

English for Academic Purposes Certificate (Out of Sequence – End Date December 23, 2015)

Motion: J Muskens/P Wetterstrand

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

Carried

English for Academic Purposes Certificate (Out of Sequence – End Date December 21, 2016)

Motion: J Muskens/D Warren

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

Carried

Motion: D Silvestrone/N deMelo

“That Education Council move out of in camera.”

Carried

6. Reports

6.1 Council Chair’s Report –

- C Newitt thanked outgoing student member, S Rossouw for his time on Education Council. He congratulated N deMelo on being re-elected for another term. There will be two new students joining Education Council for the November meeting. Nathan Nesbitt is representing the North Okanagan and Relan Johanson is representing the Shuswap Revelstoke region. A by-election will be held to fill the vacant student seat and the two vacant faculty seats.
- C Newitt advised he will be attending the Academic Governance Council (AGC) meeting on Oct 23rd in lower mainland.
- There was good feedback received on the orientation/retreat. He advised he is still in the process of synthesising information that came out of session. The morning session was mostly a review. Some very interesting issues were brought forward in afternoon session. The following areas were identified as key tasks for the upcoming year as follows:
 - o Review of the bylaws
 - o Creating a flow chart of process from idea concept to how it arrives at Education Council. Hopefully this will help clarify roles and responsibilities.
 - o Review roles and responsibilities of Ed Council to clarify it is not just a body that rubber stamps curriculum proposals. This comes into play with the Quality Assurance review. Not everyone believes that Education Council has a role in the quality assurance review. There has been no consultation to this point and this topic will be raised at AGC meetings.
 - o Access to information
 - o indigenization of the institution
 - o K – 12 changes
- A member asked for clarification of the Quality Assurance process and how it compared to a Tier III Review. The Quality Assurance review is a step above a Tier III review in that they review the review process. R Tyner added this would allow us to offer degrees without having to go through DQAB. This exempt status is available to most institutions that have offered degrees for at least five years.
- J Muskens added there is still a lot of discussion at the Registrar’s level regarding the K – 12 changes. Students will or may be required to prepare a portfolio which can be reviewed by post-secondary institutions. Not all institutions are interested in this and no one is yet sure how this will look. They are rolling out grade 10’s next year.

6.2 President & Vice-President Education Report – A Hay

- A Hay provided a written report for distribution at the table.

6.3 Registrar's Report –

- J Muskens advised it was determined that Bylaws need to be reviewed and/or updated. She asked for volunteers - preferably one from each employee group and students.
- She advised she also wants to have a Final Exam Policy committee.
- Asking for volunteers for two committees, the following people offered to serve:
- Final exam Policy committee
 - o D Warren, A Pope, N DeMelo, R Sawatzky
- Bylaws committee
 - o D Silvestrone, P Wetterstrand,
- J Muskens added the government is moving quickly on a common application process. She advised it looks like this will be implemented next year or the year after.

6.4 Board of Governor's Report –

- No report

7. Date, Time of Next Regular Meeting – Thursday, November 2, 2017

8. Deadline for Agenda Items – Wednesday, October 18, 2017

9. Adjournment at 5:33 pm