

**Okanagan College Education Council
Minutes of Thursday, December 2, 2017 4:00 pm
Room E 303 Center for Learning Building – Kelowna Campus**

Approved

Present: W Gillett, A Hay, F Kelly, D Marques, G Morgan, J Muskens, N Nesbitt by phone, C Newitt, A Pope, R Sawatzky, D Silvestrone, R Tyner, D Warren, T Walters, P Wetterstrand

Regrets: G Bede, N deMelo, J Hamilton, R Johanson, N Noble Hearle

Absent:

Guests: R Huxtable, M Kline by phone, N Kennett by phone, Y Moritz, V Simpson, A Vaillancourt by phone

Recorder: D Crommer

1. Determination of Quorum and Call to Order

C Newitt called the meeting to order at 4:06 pm

2. Adoption of the Agenda

Motion: D Silvestrone/D Marques

“That Education Council approves the agenda as presented.”

- Remove agenda item 5.6 c the 2018 – 2019 ESL schedule from the agenda at the request of the Dean’s office
- Agenda item 5.3 to be discussed before agenda item 5.2.

Carried as revised

3. Approval of the Minutes

3.1 Approval of the minutes of the November 2, 2017 Education Council meeting as presented.

Motion: A Pope/R Sawatzky

“That Education Council approves the minutes of the November 2, 2017 Education Council meeting as presented.”

Carried

3.2 Approval of the minutes of the November 8, 2017 Operations Committee meeting as presented.

Motion: D Marques/P Wetterstrand

“That Education Council approves the actions of the November 8, 2017 Operations Committee meeting as presented.”

Carried

4. Business Arising

4.1 Program revision – Animation Diploma

Motion: A Hay/A Pope

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

- Y Moritz advised that the program revision was presented last month and was missing information. The additional information, a program table, is included in this agenda.

Carried

5. New Business

5.1 Curriculum recommended by the CPRC - AFP

- a. Course revisions – CMNS 200, CMNS 230, CMNS 240, CMNS 250, CMNS 260, CMNS 270, CMNS 280, CMNS 290

Motion: T Walters/R Tyner

“That Education Council approves the following course revisions as recommended by the CPRC – AFP”:

- CMNS 200 Communications in the Everyday
 - CMNS 230 Communication and Culture
 - CMNS 240 The Culture of Television
 - CMNS 250 Cultural Industries in Canada
 - CMNS 260 Topics in Communication
 - CMNS 270 New Media
 - CMNS 280 Applied Communication
 - CMNS 290 Introduction to Video Games Studies
- R Huxtable advised the rationale is clear. He added there are a number of first year courses that all serve the purpose of meeting the prerequisites for the second year courses.
- A member asked if the list of acceptable first year courses includes the more practical Communications courses such as CMNS 112. R Huxtable advised it is his understanding that these courses meet the criteria for acceptable prerequisites. He added he is deferring to the experience of the department and they assured him these are appropriate prerequisites.

Carried

5.2 Curriculum recommended by the CPRC – STH

- a. Course revisions – SCMT 114, SCMT 120, SCMT 124

Motion: A Hay/D Warren

“That Education Council approves the following course revisions as recommended by the CPRC – STH:

- SCMT 114 Sustainability and Ethics in Construction
 - SCMT 120 Procurement Process
 - SCMT 124 Sustainability and the Built Environment
- Y Moritz advised that for these groups of courses there were errors in the calendar description. The errors varied and included spelling, punctuation or grammar errors in addition to removing the ‘also offered by DE’
- A member noted that he believed the ‘also offered by Distance Education is not usually part of description. Y Moritz advised they had a discussion about this and left this in as while it is normally not part of the description, this is a blended learning model and a bit different.
- A member asked if the course would never be offered in a face-to-face setting. Y Moritz advised the courses are offered face-to-face using a blended learning model.
- A member noted that if consider mode of delivery, are we establishing a precedent for future courses.
- C Newitt clarified the discussion should be more about inclusion in calendar rather than about the mode of delivery.
- A member asked if it is cleaner if we leave delivery format out.
- A member noted if it’s an issue of issue of face-to-face, blended or online delivery; some students would have a reaction positive or negative. He added this needs to be clear to students.
- A member advised this is new and different and he’s not sure what it means for any other courses.
- C Newitt confirmed this is new and that the mode of delivery is more of a Board issue.

- Y Moritz advised she is fine with removing the statement from the description if that solves the problem as the information is included in the graduation requirements.
- A member noted the online calendar shows delivery methods for many other programs or courses, adding he had looked up the OADM programs.
- A member asked about going forward if faculty teaching the same course taught it using different delivery modes. One would teach face-to-face and the other would teach using a blended mode of delivery. J Muskens advised that information should show in 'classfinder' adding the blended model is a new category.
- A member noted that blended includes a lot of degrees of blending.
- A member asked what it would mean if we get to a point when the face-to-face is one hour per week and the other hour is blended. J Muskens advised that type of information needs to be expanded in classfinder.
- Y Moritz advised that in this case, students will all come together for a few days and will know in advance how the program is offered.
- C Newitt asked for a decision as to leave the method of delivery in or out of the course description.
- A Hay advised he is hearing a preference to remove method of delivery from course description.
- Remove last sentence regarding the method of delivery from course description for all SCMT courses.

Carried

- b. Course revisions – SCMT 132, SCMT 134, SCMT 144

Motion: D Warren/D Marques

That Education Council approves the following course revisions as recommended by the CPRC – STH:

- SCMT 132 Introduction to Sustainability Assessment
- SCMT 134 Green Building Principles
- SCMT 144 Sustainable Methods and Technologies
- Same as the previous motion.

Carried

- c. Course revisions – SCMT 223, SCMT 224, SCMT 226

Motion: D Silvestrone/P Wetterstrand

That Education Council approves the following course revisions as recommended by the CPRC – STH:

- SCMT 223 Introduction to Sustainability Assessment
- SCMT 224 Greening existing Infrastructure
- SCMT 226 Renewable Energy Technologies
- Remove last sentence referring to method of delivery from proposed course description.

Carried

- d. Course revisions – SCMT 234, SCMT 238, SCMT 244

Motion: T Walters/D Warren

That Education Council approves the following course revisions as recommended by the CPRC – STH:

- SCMT 234 Sustainable Design and Development
- SCMT 238 Sustainable Business Case
- SCMT 244 Regenerative Design
- Same as the previous motion.

Carried

- e. New Certificate Program – Sustainability Studies Post-Diploma Certificate

Motion: D Warren/R Tyner

“That Education Council approves the new certificate program: Sustainability Studies Post-Diploma Certificate as recommended by the CPRC – STH.”

- Y Moritz advised the Sustainability Studies is a two year diploma program and feedback is that many people have the experience and would be interested in the sustainability courses in a certificate. Students would be taking a subset of courses from the diploma program.

Using a carpenter as the example, a member asked if tradesperson could take this program. The member noted tradespeople are not included on the list provided.

- Y Moritz advised there had been a lot of discussion about this and this is a post diploma certificate and the focus is on students that would have stronger background. A Vaillancourt added the way it is being proposed is best for now. She added that people with a TQ would benefit by taking the diploma but not the post diploma certificate.

Carried

5.3 Curriculum recommended by the CPRC – BUS

- a. New course – VITT 200 – Viticulture Technician Co-op

Motion: D Silvestrone/D Warren

That Education Council approves the new course: Viticulture 200 as recommended by the CPRC – BUS:

- J Rouse advised that the intent was always to include the co-op component in the program and thought it was included. It was determined this was missing when students went to register.
- Amend the wording in course description to read as ‘ as well as provide **current and relevant indicators of industry...**’
- A member asked if the co-op component is expected by students. J Rouse confirmed it is expected and included in the calendar.

Carried

NOTE – while correcting the Education Council master documents, it was noted that the course description in the electronic and paper copies did not match. Following a meeting with J Rouse, it was determined that the course description was updated on the paper copy and a revised electronic copy was not submitted. The wording on the paper copy will be used for the course description. There is no change to the wording.

- b. Program revision – Viticulture Technician Diploma

Motion: R Tyner/P Wetterstrand

That Education Council approves the program revision: Viticulture Technician Diploma as recommended by the CPRC – BUS:

- J Rouse advised the program revision is to include the co-op course.

Carried

5.4 Curriculum recommended by Continuing Studies

- a. Program revision – Education Assistant Certificate

Motion: D Silvestrone/D Warren

That Education Council approves the program revision: Education Assistant Certificate as recommended by the CPRC – STH:

- M Kline introduced Nora Kennett who is with School District 83 in Salmon Arm. N Kennett consulted with OC on the program revision.
- The Education Assistant certificate has been a successful certificate for 10 years and one of only two that can be offered at any campus.
- The certificate relies on relationships with the various school districts and it is important the program maintain currency. The EA program was last revised in 2012.
- N Kennett advised the revision is a result of ad hoc advisory committee which looked at the current title, course descriptions and current practices throughout the school districts in the valley

- A member referred to EA 114, noting that the change included the removal of actual disorders and now includes a focus on behaviours. N Kennett advised the discussion was that EA's are not part of the diagnostics process and they are there to support students and deal with specific behaviours.
- In EA 114 the first sentence was to have been removed as per CPRC meeting. Delete 'All behaviour is communication'.
- A member asked if the academic rigour change with these revisions. M Kline advised it does not change. N Kennett advised what has been added is a reflection and learning journal in the workshop course.
- A member noted the revision to the learning outcomes are much better written.

Carried

5.5 New Certificate program – PeriAnesthesia Nursing Certificate

Motion: D Silvestrone/P Wetterstrand

That Education Council approves the new certificate program: Perianesthesia Nursing Certificate as recommended by the CPRC –STH:

- V Simpson advised this new program is a result of collaboration between OC and IHA. There is both a local and provincial need for this type of program. There is a need to start educating RN's to write the specialty exam to be PeriAnesthesia nurses. The PeriAnesthesia program has specific competencies approved by the governing nursing body. The program is only for RN's and they must meet a minimum number of hours.
- The program has been presented to Ministry of Advanced Education & Training to move forward and OC did receive a letter of support. The theory portion of the program will be offered online and the practical portion can be done in a hospital setting anywhere in Canada.
- A member referred to the admission requirements, specifically the Criminal Records check and noted if the program is open to practicing nurses they should already had the CRC done. V Simpson confirmed that if the criminal records check has already been done and can be verified, it doesn't have to be done again.
- J Muskens advised she is not certain if the same conditions apply to the vaccinations
- Y Moritz advised if the student is a practicing nurse, they will have had a criminal records check completed. She added they will also have CPR if currently employed and this will have to be monitored as it is not done by the licencing body.
- A business process will need to be developed to help track immunizations as each province has a different immunization schedule. There are some differences depending on the health Authority or the province of origin. Some difference depending on Health Authority or province they come from. She noted this should be a program requirement and will be a bit of a business process. Students not meeting this requirement will not be excluded from the program but they may be challenged to get a practicum placement.
- It was noted that most students from within BC will be sponsored by a health authority. A member asked if the students will be allowed to be paid while on the practicum. Y Moritz advised that will be up to the individual health authorities.
- A member asked if this program is designed to ladder into any other program. Y Moritz advised this is a terminal program and will not ladder into any other program

Carried

5.5 2018 – 2019 Academic Schedules

a. Health and Social Development schedule

Motion: B Gillett/D Warren

"That Education Council approves the following Health and Social Development 2018 – 2019 Schedules: Practical nursing, Human Service Work Diploma, Early Childhood Education Diploma as presented for recommendation to the Board."

Carried

- b. Adult Academic and Career Preparation
Motion: R Sawatzky/D Marques
“That Education Council approves the Adult Academic and Career Preparation for 2018 – 2019 Schedule as presented for recommendation to the Board.”
Carried
- c. English as a Second Language – **Removed from agenda**
“That Education Council approves the English as a Second Language 2018 – 2019 schedule as presented for recommendation to the Board.”

5.6 Nominees to Standing Committees

Motion: A Hay/D Marques

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

One (1) faculty member from inside the portfolio

Nominee: Mark Zeibarth for the period December 8, 2017 to July 31, 2020

Carried

Motion: R Tyner/A Hay

“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) AACCP faculty member to serve on the committee

Nominee: Arthur Bakx for the period December 8, 2017 to July 31, 2020

Carried

5.7 Standing Committee Reports

- a. Operations Committee
 - C Newitt advised that committee has not met since the last Education Council meeting.
- b. ARP Committee
 - J Muskens advised that the ARP committee will meet next week to review the Academic Integrity Policy
- c. CCC Committee
 - C Newitt advised committee not met yet.
- d. Tributes Committee
 - C Newitt advised met once and will be meeting again in January and will have a response for Education Council at the January meeting

5.8 In camera session

Motion: A Hay/T Walters

“That Education Council move in camera.”

Carried

Bachelor of Business Administration (Out of Sequence – End Date August 8, 2015 - Kelowna)

Motion: J Muskens/R Tyner

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

Carried

Business Administration Certificate (Out of Sequence – End Date April 12, 2016 – Distance)

Motion: J Muskens/R Sawatzky

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 – End Date August 15, 2017 – Kelowna)

Motion: J Muskens/D Warren

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 – End Date December 6, 2016 – Kelowna)

Motion: J Muskens/D Warren

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

Motion: J Muskens/Ro Sawatzky

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

Commercial Aviation Diploma (Out of Sequence – End Date April 12, 2016 – Kelowna)

Motion: J Muskens/P Wetterstrand

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 Journalism Studies (Out of Sequence – End Date April 30, 2017 – Kelowna)

Motion: J Muskens/D marques

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

Carried

English for Academic Purposes Certificate (Out of Sequence – End Date August 15, 2017)

Motion: J Muskens/T Walters

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

Office Assistant Certificate (BC Campus)

Motion: J Muskens/D Warren

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

Carried

Pharmacy Technician Certificate (Kelowna)

Motion: J Muskens/R Tyner

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

Carried

Welder Foundation Certificate (May 15, 2017 to November 24, 2017 - Kelowna)

Motion: J Muskens/D Silvestrone

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: J Muskens/D Silvestrone

“That Education Council move out of in camera.”

Carried

6 Reports

6.1 Council Chair’s Report –

- C Newitt advised have people expressed interest in discussing CPRC structure. He will be sending an email to determine a meeting time that works for all those interested

6.2 President & Vice-President Education Report – A Hay

- The hard copy of the President’s & Vice President Education’s report was distributed at the table. A Hay added that the Collision Repair & Refinishing Diploma posting time on PSIPS is completed and there were no issues.
- A Hay advised a draft of the Quality Assurance report came back to OC and is being reviewed for factual errors. This is currently being dealt with and the institution has four weeks from time the report was received to do the review and return the report.

6.3 Registrar’s Report –

- J Muskens attend a sector wide meeting regarding new K – 12 curriculum. Things are moving forward and more information is expected in the new year. English 12 and Math 12 will still be required. She advised the institution needs to make sure the calendar is correct for students and parents.
- C Newitt asked if there has been discussion about what modules of English 12 will be accepted and will each institution be making the decision on what is accepted or will it be a sector wide decision. J Muskens advised it appears as though it will be up to each institution to make that decision.
- C Newitt asked if the information have to go the English or Math departments for review. J Muskens advised that some standards will be set as guidelines.

6.4 Board of Governor's Report – No report

7 Date, Time of Next Regular Meeting – Thursday, January 11, 2018

8 Deadline for Agenda Items – Wednesday, December 13, 2017

9. Adjournment at 5:33 pm