

**Okanagan College Education Council  
Minutes of Thursday, January 11, 2018 4:00 pm  
Room S 103B Student Services Boardroom – Kelowna Campus**

**Approved**

**Present:** N deMelo, W Gillett, J Hamilton, A Hay, R Johanson, F Kelly, D Marques, J Muskens, N Nesbitt by phone, C Newitt, N Noble Hearle by phone, R Sawatzky, R Tyner, D Warren, P Wetterstrand

**Regrets:** A Pope, D Silvestrone, T Walters

**Absent:** G Morgan

**Guests:** C Bransfield, R Huxtable, S Jarvis, J Lister, S Moores

**Recorder:** D Crommer

**1. Determination of Quorum and Call to Order**

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

- C Newitt expressed a thank you to G Bede for his time on Education Council and on the CPRC – AFP. G Bede has resigned from Education Council for health reasons.
- C Newitt welcomed N Davis to Education Council as the South Okanagan/Similkameen Faculty representative.
- It was clarified that the new student from the S Okanagan, J Rothe, will not be able to fulfil the role on Education Council.

**2. Adoption of the Agenda**

**Motion:** N deMelo/R Johanson

“That Education Council approves the agenda as presented.”

- Add item 3.2 Approval of the January 4, 2018 Operations Committee Minutes
- Add item 4.1 In camera Tributes session
- Correction to motion on page 20 – courses should be Academic ‘Reading’ Skills
- Correction to motion on page 21 – courses should be Academic “Writing’ Skills

**Carried as revised**

**3. Approval of the Minutes**

**3.1 Approval of the minutes of the December 7, 2017 Education Council meeting as presented.**

**Motion:** R Tyner/P Wetterstrand

“That Education Council approves the minutes of the December 7, 2017 Education Council meeting as presented.”

**Carried**

**3.2 Approval of the minutes of the January 5, 2018 Operations Committee meeting as presented.**

**Motion:** P Wetterstrand/C Newitt

“That Education Council approves the actions of the January 5, 2018 Operations Committee meeting as presented.”

**Carried**

**4. Business Arising**

**Motion:** D Marques/P Wetterstrand

“That Education Council move in camera.”

**Carried**

#### Tributes

- C Newitt introduced Tributes Chair J Lister advising she is here to speak to the outstanding issues on the Honorary Fellow nominee.
- J Lister advised she did some additional verification of information and that Tributes committee met to review all the information. She advised that Tributes committee members look at three main areas being community involvement, achievements or recognitions received and what if any is the connection to OC. J Lister advised that Tributes reviewed each area including comments from the nomination form. Based on the criteria provided it was determined nominee is suitable to receive the Honorary Fellow designation. After weighing the achievements of the individual, Tributes is bringing the nomination back to Ed Council.
- Additional details and the motion are included in the confidential Tributes minutes associated with this meeting.

**Motion:** A Hay/N deMelo

That Education Council move out of camera.”

**Carried**

## 5. New Business

### 5.1 Curriculum recommended by the CPRC – T/A

#### a. New program – Automotive Service Technician Foundation

**Motion:** D Warren/N deMelo

“That Education Council approves the new program: Automotive Service Technician Foundation as recommended by the CPRC – T/A.”

- C Bransfield advised that the ITA has undergone harmonization which includes the revamping of Levels 1 – 4. He advised the Foundation program needed to be updated and the decision was to create a new program to separate the old program from the new. Included in the new program is a work term which will have students working in a real automotive shop and it is like a working interview. The revisions are to line up with the ITA level 1 program.
- He advised it is not really a repackaging and that is why a new program is being proposed instead of a revision. There are no courses as students cannot apply and take an individual sections and they can only enrol in the complete program. This is offered as a program and there are no course proposals.
- There is an increase in hours from 900 to 990 and this will result in a tuition increase.

**Carried**

#### b. New program – Welding Foundation

**Motion:** A Hay/W Gillett

“That Education Council approves the new program: Welding Foundation as recommended by the CPRC – T/A.”

- S Jarvis advised this proposal is similar to the AST program just reviewed. They are rebranding the program to keep old and new programs separate. There is some content from the old second level now included in the foundation program. Level C Welding no longer exists and has become Welder Foundation.
- S Moores added this is one of about 12 programs going through harmonization. He noted that some programs are being harmonized with name changes, sequences or program length to name a few changes. Some changes will be simple and others will be more complex and the changes impact both the apprenticeship and foundation levels.

**Carried**

## 5.2 Curriculum recommended by the CPRC – AFP

- a. Course revisions – HIST 122 Canada Since 1867 and HIST 206 Aboriginal-Settler Relations in Canada  
**Motion:** W Gillett/D Warren  
“That Education Council approves the following course revisions: HIST 122 Canada Since 1867 and HIST 206 Aboriginal-Settler Relations in Canada as recommended by the CPRC – AFP:  
- R Huxtable advised that the changes are topical and are to align with the terminology used across the country.  
**Carried**
- b. New course – CMNS 103 Digital Media for Trades Educators  
**Motion:** N deMelo/P Wetterstrand  
That Education Council approves the new course: CMNS 103 Digital Media for Trades Educators as recommended by the CPRC – AFP:  
- R Huxtable noted that Education Council members may remember the program was approved with a placeholder course until a new course could be developed. This is the new course specifically developed for the program.  
**Carried**
- c. New course – ENGL 299 Special Topics: (Identified topic)  
**Motion:** D Marques/N deMelo  
That Education Council approves the new course: ENGL 299 Special Topics: as recommended by the CPRC – AFP:  
- R Huxtable advised this course is designed to allow the department to try out different courses. He confirmed the department does not want the statement about with different topics, this course can be taken more than once.  
**Carried**
- d. Course revisions – ESLE 010, ESLE 020, ESLW 011, ESLW 021, ESLR 012, ESLR 022  
**Motion:** N deMelo/D Warren  
“That Education Council approves the following course revisions as recommended by the CPRC – AFP:  
- ESLE 010 ESL Listening and Speaking Level I  
- ESLE 020 ESL Listening and Speaking Level 2  
- ESLW 011 Introduction to Writing  
- ESLW 021 Writing Improvement  
- ESLR 012 Introduction to Reading – Academic  
- ESLR 022 Reading Improvement  
- R Huxtable advised he will be speaking to the whole package of ESL revisions.  
- Prior to change, courses were levels 1 to 5 and there was no exam period. They have taken the exam segment out and put into a defined exam period. Courses are expensive to international students and the department is trying to better reflect in the calendar what is actually happening in classes. The hours per week stay the same and the number of weeks are reduced. There is no change to the cost as the cost is per course and will include an exam period.  
- R Huxtable referred to the OCELA prerequisites adding this is used as a placement device by assessing their English Language skills. The OCELA test better describes what is required for students to be placed appropriately.  
**Carried**
- e. Course revisions – EAPD 010, EAPD 020, EAPD 030, EAPD 040  
**Motion:** N deMelo/D Warren

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

- EAPD 010 - Academic Discussion Skills I
- EAPD 020 – Academic Discussion Skills II
- EAPD 030 – Academic Discussion Skills 3
- EAPD 040 – Academic Discussion Skills 4
- This is the same as above and applies to the Academic Discussion courses.

**Carried**

- f. Course revisions – EAPR 010, EAPR20, EAPR 030, EAPR 040

**Motion:** R Johanson/P Wetterstrand

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

- EAPR 010 - Academic Reading Skills I
- EAPR 020 – Academic Reading Skills II
- EAPR 030 – Academic Reading Skills 3
- EAPD 040 – Academic Reading Skills 4
- This is the same as above with the contact hours and prerequisites changing for the Academic Reading Skills courses.

**Carried**

- g. Course revisions – EAPW 010, EAPW0, EAPW 030, EAPW 040

**Motion:** R Tyner/N deMelo

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

- EAPR 010 - Academic Writing Skills I
- EAPR 020 – Academic Writing Skills II
- EAPR 030 – Academic Writing Skills 3
- EAPD 040 – Academic Writing Skills 4
- This is the same as above with the contact hours and prerequisites changing for the Academic Writing Skills courses.

**Carried**

- h. Program revision – ESL Certificate

**Motion:** R Sawatzky/N deMelo

"That Education Council approves the program revision: ESL Certificate as recommended by the CPRC – AFP:

- R Huxtable advised that previously the program was amended and graduation requirements were missed so students unable to receive a credential. This will provide an opportunity for students to receive that credential.
- In some countries, a credential is very important and this shows that a student completed a program.

**Carried**

### 5.3 2018 – 2019 Academic Schedules

- a. English as a Second Language

**Motion:** R Johanson/N deMelo

"That Education Council approves the 2018 – 2019 English as a Second Language Schedule as presented."

- J Muskens advised this reflects a final exam period and the changes just approved.

**Carried**

### 5.4 Academic Integrity Policy recommended by the Academic Regulations and Policy Committee

a. Academic Integrity Policy

**Motion:** R Johanson/R Sawatzky

That Education Council approves the Academic Integrity Policy as recommended by the Academic and Regulations Policy Committee.

- J Muskens advised a committee has been working on this policy for close to two years. The draft has been reviewed at Deans Forum and three issues arose from ARP committee. The policy provides information on what to do if a student has not violated academic integrity but has done something as a result of not understanding of what is failure of scholarship. She added the committee believes they covered what academic integrity isn't and that is helpful.
- The Policy was created as the previous policy is quite old and not fully understood by all faculty. Some parts don't fit with OC. There have been challenges with plagiarism and cheating and the use of technology are included in this policy.
- The old policy was vague on what to do if a student had violated cheating or plagiarism. The new policy includes steps for what should be done in specific situations.
- The new policy will help keep records on whether or not this may be a first, second or third offence and that determines what the penalty should be. It helps determine if a situation is a learning moment where the student didn't really understand what plagiarism is. Included is an outline for the appeal process and what a student can appeal.
- A member asked if the situations should be run through the Dean's office or if instructors determine this on their own.
- The policy is to ensure students are treated the same and help instructors know when something needs to be done and what action should take place.
- J Hamilton added that any clarity brought to process will help. He noted it is unusual to include what is not a violation before what is a violation and suggested that it start with what is a violation. He asked if D Olson has seen this to ensure is appropriate for the process of natural justice.
- J Muskens confirmed that D Olson has been involved in the process and has been working on policy for some time. It was at her suggestion the statement on natural justice was removed from the policy.
- A member asked what if anything is included on a transcript. J Muskens advised that OC does not include any notation on the transcript. A notation is made in Banner but not on the transcript. She added that some institutions do include a notation on the transcript usually by use of a special code.
- It was clarified that learning experiences are not documented. This raised the concern that a student could be given multiple warnings in different classes.
- If an offense has occurred it could be up to Dean's office to determine if a record should be kept. A suggestion might be to have students sign a statement upon arrival which indicates they understand what plagiarism is.
- A member suggested a mandatory orientation for all new students to review the difference between academic fraud and plagiarism. A member added support for the idea of mandatory orientations and expressed concern that a problem would arise if students don't attend.
- A member pointed out that most professors/instructors will mention this on the first day of classes and it is mentioned in the course outline.
- A student member added that in one of her courses, they review it and do a quick online quiz.
- J Muskens advised this will be translated into other languages and included in the calendar.
- J Hamilton urged caution that if is translated to other languages advising that unusual things can happen if it is translated back into English.
- A suggestion was made for the policy to be specific about the use of aids (electronics) during an evaluation period. Another suggest was to be generic in the

use of terms describing devices so as not to have to update policy every time a new device becomes common place.

**Carried**

### **5.5 Nominees to Standing Committees**

**Motion:** R Tyner/N deMelo

“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 outside the portfolio

Nominee: Roën Janyk the period January 12, 2018 to July 31, 2020

**Carried**

**Motion:** N deMelo/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 outside the portfolio

Nominee: Alan Rice for the period January 12, 2018 to July 31, 2020

**Carried**

**Motion:** R Johanson/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) AACCP faculty member to serve on the committee

Nominee: Chantale Hutchinson for the period January 12, 2018 to July 31, 2020

**Carried**

### **5.6 Standing Committee Reports**

- a. Operations Committee
  - C Newitt advised that committee met January 5/18 to approve the majority of candidates for winter convocation and the rest of the Graduands will be approved during in camera session to follow.
- b. ARP Committee
  - Nothing to add as the policy was approved earlier.
- c. CCC Committee
  - C Newitt advised committee not met yet.
- d. Tributes Committee
  - C Newitt advised the committee met and a report was provided at the beginning of the meeting

### **5.7 In camera session**

**Motion:** D Marques/P Wetterstrand

“That Education Council move in camera.”

**Carried**

### **Associate of Arts Degree**

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**

Motion: J Muskens/B Gillett

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

**Carried**

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

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 Administration Diploma**

Motion: J Muskens/F Kelly

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**

**Culinary Arts Certificate (January 3, 2017 to December 22, 2017 – Kelowna)**

Motion: J Muskens/D Warren

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

**Carried**

**English for Academic Purposes Certificate (Kelowna)**

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**

**Office Assistant Certificate (Out of Sequence - Penticton)**

Motion: J Muskens/D Marques

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 (April 10, 2017 – Practicum End Dates Vary - Kelowna)**

Motion: J Muskens/R Johanson

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

**Carried**

**Water Engineering Technology Diploma (September 9, 2015 to December 5, 2017 – Kelowna)**

Motion: J Muskens/R Tyner

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

**Carried**

**Motion:** N deMelo/R Tyner

“That Education Council move out of in camera.”

**Carried**

**6 Reports**

**6.1 Council Chair’s Report –**

- C Newitt advised that the annual elections for new members will be held in the spring. These will be held for the six portfolio positions and the two support staff positions on Education Council.

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

- J Hamilton noted the written report was provided at the meeting. He advised there are issues with parking on campus and this is a good problem to have.
- A Hay reviewed the K-12 changes ensuring members are aware the changes will be implemented for grade 10 this year (2018) and grade 11 in September 2019.

**6.3 Registrar’s Report –**

- J Muskens advised members that the summer session schedule will be published on January 20<sup>th</sup>.
- She advised Education Council that D Crommer will be retiring in the spring.

**6.4 Board of Governor’s Report – no report**

**7 Date, Time of Next Regular Meeting – Thursday, February 1, 2018**

**8 Deadline for Agenda Items – Wednesday, January 17, 2018**

**9. Adjournment at 5:35 pm**