

**Okanagan College Education Council
Minutes of Thursday, April 5, 2018 4:00 pm
Room S 103B Student Services Boardroom – Kelowna Campus**

Approved

Present: N Davis, N deMelo, W Gillett, A Hay, R Johanson, F Kelly, A Lang, D Marques, J Muskens, N Nesbitt, C Newitt, A Pope, R Tyner, T Walters D Warren, P Wetterstrand

Regrets: N Bowman, J Hamilton, N Nesbit, R Sawatzky, D Silvestrone

Absent:

Guests: M Barillaro, D Capadouca, R Huxtable, B Dietz

Recorder: D Crommer and M Welsh

1. Determination of Quorum and Call to Order

C Newitt called the meeting to order at 4:05 pm

2. Adoption of the Agenda

Motion: R Johanson/N deMelo

“Council approves the agenda as presented.”

- The motion on top of page 31 is correct but be shown on page 24.

3. Approval of the Minutes

Motion: T Walters/N deMelo

“That Education Council approves the minutes of the March 1, 2018 Education Council meeting as presented.”

- Two typing errors were identified.
- On handwritten page three, under 5.2 a., second bullet, the third sentence should read as: ‘One of the courses was...’
- The last bullet on handwritten page four should read as: ‘...the proposal goes forward to the Ministry.’

Carried

4. Business Arising

5. New Business

5.1 Curriculum recommended by the CPRC – BUS

- a. Program revision – Pastry Arts Certificate

Motion: D Marques/N deMelo

That Education Council approves the program revision: Pastry Arts Certificate as recommended by the CPRC – BUS:

- D Capadouca advised there are two parts to the program revision. The main focus is that the ITA has updated their requirements for the certificate and the second part is the addition of the co-op component. The placement of the co-op will work well for students. The reason for the renumbering was to reduce confusion for students. Previously courses started with 1XX, 2XX or 3XX and some students thought this included courses for three level of the apprenticeship. Having all course numbers start with 1XX, should eliminate the confusion.

Carried

- b. Course deletions - BAKP 102 - Basic Techniques, BAKP 108 – Hot Desserts, BAKP 201 – Pastries, BAKP 202 – Cakes and Tortes, BAKP 203 – Frozen Desserts, BAKP 204 – Plated Desserts, BAKP 205 – Viennoiserie, BAKP 206 – Regional Breads, BAKP 207 – Center pieces, BAKP 208 – Buffet Design, BAKP 209 – Practical Exam, BAKP 210 – Theoretical Exam, BAKP 301 – Organic/Healthy Food, BAKP 302 – Farm to Table, BAKP 303 – Beverage Pairing, BAKP 304 – Friandise, BAKP 305 – Celebration Cakes, BAKP 306 – Center Pieces, BAKP 307 – Artisan Breads, BAKP 308 – Buffet Design, BAKP 309 – Practical Design and BAKP 310 – Theoretical Exam.

Motion: N deMelo/W Gillett

That Education Council approves the following course deletions as recommended by the CPRC – BUS:

- BAKP 102 - Basic Techniques, BAKP 108 – Hot Desserts, BAKP 201 – Pastries, BAKP 202 – Cakes and Tortes, BAKP 203 – Frozen Desserts, BAKP 204 – Plated Desserts, BAKP 205 – Viennoiserie, BAKP 206 – Regional Breads, BAKP 207 – Center pieces, BAKP 208 – Buffet Design, BAKP 209 – Practical Exam, BAKP 210 – Theoretical Exam, BAKP 301 – Organic/Healthy Food, BAKP 302 – Farm to Table, BAKP 303 – Beverage Pairing, BAKP 304 – Friandise, BAKP 305 – Celebration Cakes, BAKP 306 – Center Pieces, BAKP 307 – Artisan Breads, BAKP 308 – Buffet Design, BAKP 309 – Practical Design and BAKP 310 – Theoretical Exam.

Carried

5.2 Curriculum recommended by the CPRC – AFP

- a. New course – PSYC 320 Applied Developmental Psychology

Motion: N deMelo/D Warren

That Education Council approves the new course: PSYC 320 Applied Developmental Psychology as recommended by the CPRC – AFP:

- R Huxtable advised the course speaks for itself. He added this is a new course in the department and the course is compatible with the Applied degree. The department expects a strong student demand for the course which will have third year credit.
- C Newitt advised there is no articulation asked for at this time. The plan is that this course will be included in the degree.
- R Huxtable added that 300 and 400 level Arts courses are one on one transfer credit. There is no provincial mandate for articulation.

Carried

- b. New course – GSWS 201 Gender, Justice, Resistance

Motion: R Johanson/N deMelo

That Education Council approves the new course: GSWS 201 Gender, Justice, Resistance as recommended by the CPRC – AFP:

- R Huxtable advised he is not aware of any conflict with the program offered in Salmon Arm. This course reflects faculty interest and student demand.

Carried

- c. **Course revision – EESE 121 Natural History of the Earth**

Motion: D Warren/P Wetterstrand

That Education Council approves the course revision: EESE 121 Natural History of the Earth as recommended by the CPRC – AFP:

- This is a change the prerequisites as the department determined the existing prerequisites are not necessary.

Carried

d. **Program revision – Associate of Arts**

Motion: R Tyner/A Lang

That Education Council approves the program revision: Associate of Arts as recommended by the CPRC – AFP:

- R Huxtable advised he would need to refer to the program revision as he would like to make a change to what is presented. The proposal is to add GEOG 270 as the STAT equivalent for all emphases in the Associate of Arts. He added that central to this is that the Geography department sees GEOG 270 as equivalent to the Statistics course currently included in the program.
- The department of Mathematics and Statistics see this quite differently. Other areas within the Arts portfolio have expressed uncertainty as to equivalency of the GEOG 270 course. R Huxtable advised he would like to amend the motion to indicate that GEOG 270 would be accepted to meet the Statistics course equivalency for the Geography and Environmental Studies Emphasis and not for the general Associate of Arts Degree.

Motion: T Walters/R Johanson

That Education Council amend the program revision to have GEOG 270 meet the equivalency for the Statistics requirement for the Geography and Environment Studies Emphasis only.

- R Huxtable advised that this course is deemed by the Math department as not being equivalent to STAT 121. He added he would argue that the department is not asking that GEOG 270 be equivalent of STAT 121. The Math department advised that GEOG 270 will not transfer as the equivalent of STAT 121. He added the lurking issues is who makes the determination and he believes it should be Education Council and not the department chairs or deans.
- C Newitt advised that the Math department does not believe the content included in GEOG 270 covers the full range of content included in STAT 121 and this will effect transferability. The amended proposal will meet the needs of the Geography department and will block transfer to UNBC.
- A member asked if GEOG 270 will be accepted for transfer credit for Arts students. R Huxtable advised this needs to be determined.
- A member noted that most students will need a math course. She advised she had a student take a computer science course to avoid taking a math course. She added she finds that some Arts students will look for options to avoid a Lab Science course but most students will still need a math course.
- Concern was expressed that students would mistakenly take this course and later learn that it does not meet the requirements for transfer credit. R Huxtable advised the amendment to the motion narrows the possibility and is the purpose of the amendment.
- R Huxtable clarified that the original intent was for GEOG 270 to apply to the Environmental Studies emphasis and the Geography emphasis but the paperwork submitted indicated the Associate of Arts in general.

Amendment to motion Carried

- R Huxtable advised that some students see parts of STAT 121 as being relevant to their discipline and others don't. The Geography department has a closed approach and they identified a statistics course that serves their needs. This course will allow students to hone in on the techniques and information that are relevant to Geography
- C Newitt advised he believes the math department doesn't see it the same way.
- A member expressed concern about putting a higher level of required math knowledge on students adding this will create more problems.
- Two additional members provided examples of concerns with this. One used the term math phobia.
- R Huxtable noted he doesn't like that generalizations are being made about Arts students and is concerned about this.

- C Newitt explained that many Science students take PSYC 270 looking for easy credits and this is not the case.
- A member added that math literacy is a bigger issue generally. R Huxtable advised people can take the math literacy test online.

Carried

Note: Subsequent to the meeting the rationale was changed to reflect that the program revision applied only to the AA Environmental Studies Emphasis and the AA Geography Emphasis.

5.3 Dual Credit Agreement

Motion: D Marques/A Pope

That Education Council approves the Dual Credit Agreement between Okanagan College and School District No 74 for Practical Nursing 113 as presented.

- A Hay advised this is a standard dual credit agreement. This is an online course that students can take in preparation for the LPN program. With this agreement, students can take the course in grade 12. The course is required by many institutions for specific programs.
- Dual credit agreements come through Ed Council as a matter of process.

Carried

5.4 Quality Assurance Review Presentation

- A Hay advised this process audit is in the second year of the pilot process in the province. OC volunteered to be part of the test process. It will take about 11 years to process all colleges through. Being so early in the process there are some bugs to be worked out. The process is set up to identify exemplarily areas and areas for improvement.
- B Dietz advised she will be talking about the program review and renewal process used at OC. The purpose of the review is to ensure continuous improvements. Process is three phases, Tier 1, Tier II and Tier III.
- Tier I includes students success and interest, program quality and program success.
- Tier II includes looking at enrolment number, graduation rates, costings and faculty/student ratio. Considerations include why there are changes in some numbers from year to year. .
- Tier III includes an overall analysis, environmental scan, and internal and external stakeholder's performance measures. Tier III also involves a self study including an external panel. The process is transparent and robust and is a collaborative process form a provincial perspective. It adds value to continuous improvement.
- The committee chose the programs they would review. OC had the opportunity to respond to the report particularly where there were inaccuracies. This is now the final report and will become a public document. Response include that we will continue to have PACs, new employees will have an orientation which will include some information on the program review and renewal process and the importance of the process. The program review and renewal process is to be guided by Education Council. Tier I and II reviews can include some significant changes and identify what worked well or what didn't.
- A Hay added he is quite happy with the process, noting some things are quite positive and others areas need some work.
- Departments may ask for a Tier II review – not because they are in trouble but rather because they want know what works and what areas need improvement and how to get there.

- A member advised this is unusual as it seems it is a 360 review involving different perspectives. He added we have never received any perspective in the past and is not sure how the working version is any different that previous process.
- A Hay added one of the elements that hasn't yet been concluded is the social science or social arts. The process is more defined if used in a program area other than Arts or Sciences
- B Dietz noted that the one thing they are bringing back to Education Council is to separate policy from procedures at OC.
- A Hay clarified the date on the form is not date review was done and is the date the Ministry created the form. The Ministry is aware of this but did not change the form.
- A Hay advised members that OC's response starts on page 46. He reiterated that the institution was allowed to correct or change factual errors.
- B Dietz advised the OC submission is due on May 2nd. Comments can be submitted to B Dietz until April 20th.

Carried

5.5 First call for nominations for Education Council Chair and vice chair

J Muskens did the first call for nominations for the position of chair of Education Council for the term July 1, 2018 - June 30, 2019.

- R Tyner nominated C Newitt. C Newitt accepted.

J Muskens did the first call for nominations for the position of vice chair of Education Council for the term July 1, 2018 to June 30, 2019.

- C Newitt nominated D Marques. D Marques accepted

J Muskens advised that the second and third call for nominations will take place at the May 3, 2018 Education Council meeting.

5.6 Nominations for standing committees – information to be distributed at the table

- No nominations at this time.

5.7 Standing Committee reports

a. Operations Committee

- No report

b. ARP Committee

- J Muskens advised ABE has revised the underage policy and it will be coming to Ed Council in the near future.

c. CCC Committee – not met

- No report

d. Tributes Committee

- No report

5.8 In camera session – information distributed at the table

Motion: R Johanson/R Tyner

That Education Council move In camera.

Carried

- C Newitt asked members if this process should be done at the meeting or by Operations Committee.
- A member advised she would be happy to have this done by Operations Committee adding that elections have just occurred and perhaps this discussion should happen in the fall with the new Council.

- A member added this Council is more informed and believes it would be better for this group to make the decision. The member asked if this could be done as an omnibus motion.
- A Hay advised that if an omnibus motion were to be done, it should include the name of each program.
- The issue of changing the number of 'with distinctions' might be a concern for an omnibus motion. Following a brief discussion, D Crommer suggested that the Education Council chair review the list prior to the meeting and make any changes to students receiving 'with distinction'. The list presented to Education Council would not likely need any additional changes and approvals could be done as an omnibus motion. C Newitt agreed to review the lists of grandaunts prior to the documentation being distributed.

Motion: R Tyner/P Wetterstrand

That Education Council approves the graduates from the following programs; with the understanding the Registrar has verified that the candidates listed herein have satisfied all requirements for the program for which they are eligible and, therefore, recommends these candidates to Education Council for approval in the degree, diploma or certificate in which they are eligible.

- There was an explanation provided of how some programs can have more than one cohort completing the same program at the same time and why the grades may vary.

Programs

- Accounting/Bookkeeping Certificate (September 6, 2017 to February 8, 2018 - Kelowna)
- Administrative Assistant Certificate (BC Campus)
- Associate of Arts Degree (Out of Sequence – End Date December 5, 2017)
- Automotive Service Technician Certificate (May 29, 2017 to March 1, 2018 - Kelowna)
- Bachelor of Business Administration (Out of Sequence – End Date December 5, 2017)
- BC Adult Graduation Diploma (Out of Sequence – End Date December 23, 2015 - Kelowna)
- Business Administration Certificate (Out of Sequence – End Date December 5, 2017)
- Business Administration Diploma (Out of Sequence – End Date December 5, 2017)
- Culinary Arts Certificate (Out of Sequence – January 3, 2017 to December 22, 2017 – Kelowna)
- Early Childhood Education Certificate (Out of Sequence – End Date December 14, 2017 - Kelowna)
- English for Academic Purposes Certificate (Out of Sequence - End Date December 18, 2014 - Kelowna)
- English for Academic Purposes Certificate (Out of Sequence - End Date December 20, 2017 - Kelowna)
- Health Care Assistant Certificate (September 11, 2017 to March 16, 2018 – Revelstoke)
- Human Kinetics Diploma (Out of Sequence – End Date December 5, 2017 - Penticton)
- Heavy Mechanical Foundation Certificate (June 12, 2017 to March 9, 2018 – Kelowna)
- Office Assistant Certificate (Out of Sequence – End Date January 18, 2018 – Penticton)
- Recreation Vehicle Service Technician Certificate (September 5, 2017 to March 23, 2018 – Kelowna)

- Welder Foundation Certificate (Out of Sequence - September 6, 2016 to August 25, 2017 – Kelowna)
- Welder Foundation Certificate (September 6, 2017 to March 23, 2018 – Kelowna)

Carried

Motion: T Walters/R Tyner
That Education Council move out of camera.

Carried

6 Reports

6.1 Council Chair's Report –

- C Newitt advised the election results are in. Two vacancies – faculty in Health & Social Development. Have a candidate interested. Support staff by-election will be held in the fall with the student elections.
- Thanks to Nancy d as this is her last meeting. She will be graduating and has accepted a position with an accounting firm in Kamloops.

6.2 President & Vice-President Education Report – A Hay

- A Hay advised referred to report and clarified some of the acronyms.
 - o AIVB – formerly Art Institute of Vancouver
 - o CQC – Coquitlam college
 - o DGC – Douglas College
- He advised that the Board has approved the Applied Bachelors degree and the information will now go on to PSIPS and DQAB. The degree was also approved by the UBCO senate.

6.3 Registrar's Report –

- J Muskens advised that scheduling is two weeks ahead of where we are last year. She added the biggest challenge is computer lab space which is very tight. The hope is that in future the timetable will be published earlier.

6.4 Board of Governor's Report – no report

7 Date, Time of Next Regular Meeting – Thursday, May 3, 2018

8 Deadline for Agenda Items – Wednesday, April 19, 2018

9. Adjournment at 5:50 pm