

**Okanagan College Education Council
Minutes of Thursday, March 7, 2019 4:00 pm
Room S 103B Student Services Boardroom – Kelowna Campus**

Draft

Present: A Hay, R Johanson, D Marques, C Newitt, R Tyner, K Douglas, A Krebs, N Lee-Ran, C Farrow, A Lang, M Kananga, R Sawatzky, B Burge, R Alejandre, D Freeman, D Silvestrone (at 4:16), N Davis, N Bowman, T Walters

Regrets: W Gillett, J Hamilton, S Cook

Absent:

Guests: C Bransfield, M Rode, R Huxtable, L Thurnheer, K Langedyk, R Stutz, D Williams, J Hobart, J Lister

Recorder: M Welsh

1. Determination of Quorum and Call to Order

C Newitt called the meeting to order at 4:04 pm

2. Adoption of the Agenda

Motion: R Johanson/ R Alejandre

That Education Council approves the agenda as presented.

- Item 5.4, the Emerita/Emeritus Status policy has been withdrawn from the agenda and will be back at a later date.

Carried

3. Approval of the Minutes

Motion: A Krebs/ C Farrow

That Education Council approves the minutes of the February 7, 2019 Education Council meeting as presented.

Carried

4. Business Arising

5. New Business

5.1 CPRC – T/A Curriculum

a. New program: Recreational Vehicle Service Technician Foundation

Motion: D Marques/ A Lang

That Education Council approves the new program: Recreational Vehicle Service Technician Foundation as recommended by the CPRC – T/A:

- C Bransfield explained the reason for the new program was because the Industry Training Authority had updated its programming outlines. A similar change has happened with certificate programs. The RVST program will also have a two week industry work placement and a review component for the ITA exam.
- A member questioned the reasoning behind which math requirements were listed for the program. C Bransfield noted that he had taken the existing entrance requirements from the calendar, using the updated language from the new high school curriculum. He added that the department had no concerns or any previous issues regarding which math requirements were listed and which were not.

- The member wondered about having an expiry date for certain math requirements. C Bransfield reiterated that he had matched the existing language and was unaware of any issues the registrar's office experienced regarding this issue.
- A Hay advised that the current calendar language might not have been updated yet to reflect the new K-12 entrance requirements. This issue will be resolved once the calendar language is updated through the omnibus motion from November's Education Council meeting.

Carried

b. New program: Carpenter Foundation

Motion: A Lang/ K Douglas

That Education Council approves the new program: Carpenter Foundation as recommended by the CPRC – T/A:

- M Rode noted that this program was to address an error from two years ago, when the new calendar descriptions were missed.
- A member questioned why the cost was not noted in the agenda. M Rode explained that the cost is the same as what the current program is incurring right now. C Newitt added that moving forward with the new software, members will be able to see complete proposals.

Carried

c. New program: Carpenter and Joiner Foundation

Motion: D Silvestrone/ A Krebs

That Education Council approves the new program: Carpenter and Joiner Foundation as recommended by the CPRC – T/A:

- Rationale as above.
- Members noted two typos on page 11.

Carried

5.2 CPRC – AFP Curriculum

a. Course revision: CMNS 120

Introduction to Journalism Studies

Motion: M Kananga/ T Walters

That Education Council approves the course revision: CMNS 120 Introduction to Journalism Studies as recommended by the CPRC – AFP.

- R Huxtable noted that the contact hours have change as the course will now have a lab component. He added there have been discussions as to what constitutes a seminar and what constitutes a lab, but the department felt the activities in the course were more lab-oriented. The title, calendar description, and some content has also changed.
- A member questioned if there was any language around what defined a lecture, lab, or seminar. R Huxtable noted that this had been discussed at Education Council years ago but was never implemented.

Carried

b. Program revision: Communications, Culture and Journalism Studies

Motion: A Hay/ A Lang

That Education Council approves the program revision: Communications, Culture and Journalism Studies as recommended by the CPRC – AFP.

- R Huxtable explained that the graduation requirements and the program outline are changing. There is also a resequencing of courses and course revisions.
- A member questioned if the total credits had changed. R Huxtable noted that it had not.
- After a question, R Huxtable clarified that CMNS 120 does not fit the definition of a lab-science course. Lab-science courses are listed in the calendar under the Associate of Arts degree.

Carried

c. New course: CMNS 215 Public Speaking

Motion: R Tyner/ D Silvestrone

That Education Council approves the new course: CMNS 215 Public Speaking as recommended by the CPRC – AFP.

- R Huxtable explained that this course will be taught as a lecture and seminar. The subject matter in the course fills a gap in the department programming, as public speaking is very important for communications. The course is also a good arts elective for a variety of other programs. The course readings will be reviewed annually to remain current.
- After a question from a member, R Huxtable noted that this course has run before as a special topics course to test student interest.

Carried

d. New course: CMNS 370 Games in Everyday Life

Motion: R Johanson/ D Marques

That Education Council approves the new course: CMNS 370 Games in Everyday Life as recommended by the CPRC – AFP.

- R Huxtable explained that the course is a reflection of the interests of a number of faculty members and it fills a niche in the department.
- A member questioned why the implementation date was not until 2020. R Huxtable noted that this was due to the course's link to the applied degree as well as not having room in the budget to offer the course until next year.

Carried

5.3 CPRC – STH Curriculum

a. New course – ENGR 101 Engineering Design I

Motion: D Silvestrone/ A Krebs

That Education Council approves the new course: ENGR 101 Engineering Design I as recommended by the CPRC – STH.

- K Langedyk gave an overview of both ENGR 101 and ENGR 111. In 2014, the Engineering Articulation Committee indicated a gap in the first year curriculum. ENGR 101 and 111 fill this gap.
- A member questioned the break down of the contact hours. K Langedyk confirmed that both courses will have a two hour lecture and a two hour lab.

Carried

b. New course – ENGR 111 Engineering Design II

Motion: R Johanson/ K Douglas

That Education Council approves the new course: ENGR 111 Engineering Design II as recommended by the CPRC – STH.

- As above

Carried

c. Course revision – PHYS 215 Thermodynamics

Motion: R Alejandre/ M Kananga

That Education Council approves the course revision: PHYS 215 Thermodynamics as recommended by the CPRC – STH.

- R Stutz explained that this is a housekeeping revision to update the prerequisites to that civil engineering students can also take the course. Currently these students have been filling out waivers for the course.

Carried

d. New course – PHYS 126 Physics for Electronics Engineering Technology

Motion: A Lang/ D Silvestrone

That Education Council approves the new course: PHYS 126 Physics for Electronics Engineering Technology as recommended by the CPRC – STH.

- R Stutz noted that there are many ELEN revisions presented today and PHYS 126 is an effect of that. PHYS 125 will be removed from the program and PHYS 126 will replace it. The curriculum has been updated, the content has been refocused, and the contact hours have changed to give students more lab time.
- After a question from a member, R Stutz confirmed that the credits for PHYS 126 will remain the same as PHYS 125.

Carried

D Williams gave an overview of the ELEN revisions. He directed members to page 57 of the agenda, which explained the general program revision. Currently the program is a block-registered, two year degree. The motivation for the change is two-fold: one, to make sure the program is up to date with current trends and technology to meet regional and national needs; and two, to eliminate the extended winter semester. The goals of the revision are to maintain accreditation with TAC, keep the educational standards high, address the needs of industry and the PAC, maintaining student workload, and maintaining the bridging program with UBCO, UVIT, and Camosun College.

The department looked to identify broad topic areas to aid students in employability. There are four technical program streams: analog design, microcontroller and programming, communications systems, and industrial data communications and networking. There are also important non-tech areas within the program, like math and physics. For each program stream, the department developed appropriate learning outcomes and determined how those would be distributed. The department was mindful of not overloading students, particularly with prerequisites as well as wanting to use the lab space currently available.

- A member questioned if ELEN 115 and 136 were being deleted. D Williams noted that they will not be deleted yet, but they will not be offered. This coming year will be a transition period where current first year students will continue on with the existing program, while incoming first year students will be taught the revised program. After this transition phase, any unnecessary courses will be deleted.

e. New course – ELEN 110 Computer Fluency

Motion: D Silvestrone/ C Farrow

That Education Council approves the new course: ELEN 110 Computer Fluency as recommended by the CPRC – STH.

- D Williams noted that this course will bring all students to the same level of computer competency. This will also provide an introduction to the industrial data communications and networking stream.

Carried

f. New course – ELEN 152 Fabrication II

Motion: A Krebs/ A Lang

That Education Council approves the new course: ELEN 152 Fabrication II as recommended by the CPRC – STH.

- This is currently a tow-week course at the end of the semester. Students will take the design they make in Fabrication I and put it together here.
- D Williams clarified that ELEN 152 is the one course that extends beyond the regular semester. At the end of the exam period, students will begin this course. Sever tech programs at other institutions have post semester short courses like this. This gives students some intensive hands on skills and it is more efficient for students to spend the whole day in the lab, rather than a couple hours during the regular semester.

Carried

- i. New course – ELEN 273 Applications of the Industrial Internet of Things**
Motion: M Kananga/ C Farrow
 That Education Council approves the new course: ELEN 273 Applications of the Industrial Internet of Things as recommended by the CPRC – STH.
- ELEN 153, 263, and 273 are part of the industrial data communications and networking stream. This course takes what students learn in ELEN 153 and 253 and puts them together for students to work on some sort of application.
- Carried**
- m. Course revision: ELEN 116 Programming and Interfacing**
Motion: R Tyner/ A Lang
 That Education Council approves the course revision: ELEN 116 Program and Interfacing as recommended by the CPRC – STH.
- An hour is being added to the lecture component of this course, which will balance the content amongst the four courses in the microcontroller and programming stream.
- Carried**
- n. Course revision: ELEN 126 Digital Electronics**
Motion: N Bowman/ R Sawatzky
 That Education Council approves the course revision: ELEN 126 Digital Electronics as recommended by the CPRC – STH.
- This course is being moved to first semester and will be simplified. Digital electronics is no longer a program strength, so advanced topics have been removed from the course, the hours have been reduced, and only the fundamentals will be taught for students to move on to the microcontroller course.
- Carried**
- o. Course revision: ELEN 130 Electrical Circuits**
Motion: A Krebs/ N Lee-Ran
 That Education Council approves the course revision: ELEN 130 Electrical Circuits as recommended by the CPRC – STH.
- Redundant topics have been removed and other topics redistributed to change the contact hours. The increased lab hours will accommodate the removal of the extended semester.
- Carried**
- p. Course revision: ELEN 140 Electrical Circuits II**
Motion: A Lang/ D Silvestrone
 That Education Council approves the course revision: ELEN 140 Electrical Circuits II as recommended by the CPRC – STH.
- This is the second half of ELEN 130 and was originally in the extended semester. MATH 137 will now be a prerequisite for this course.
- Carried**
- q. Course revision: ELEN 142 Fabrication II**
Motion: D Silvestrone/ A Krebs
 That Education Council approves the course revision: ELEN 142 Fabrication II as recommended by the CPRC – STH.
- This course will now be Fabrication I. This is the theoretical, design portion of the fabrication stream.
- Carried**
- r. Course revision: ELEN 146 Electronic Circuits**
Motion: R Johanson/ C Farrow

That Education Council approves the course revision: ELEN 146 Electronic Circuits as recommended by the CPRC – STH.

- This course is currently in the extended semester. Some content has been removed and others refocused to move the course into the regular semester.

Carried

s. Course revision: ELEN 216 Microcontroller Technology

Motion: A Lang/ D Marques

That Education Council approves the course revision: ELEN 216 Microcontroller Technology as recommended by the CPRC – STH.

- The revision is due to the rebalancing of content in the microcontroller and programming stream.

Carried

t. Course revision: ELEN 226 Embedded Systems

Motion: R Johanson/ M Kananga

That Education Council approves the course revision: ELEN 226 Embedded Systems as recommended by the CPRC – STH.

- This course is currently in the extended semester. Some content has been rebalanced to previous courses. The project has also been removed in order to reduce workload for students.
- A member questioned how students were evaluated, if the project was being removed from the course. D Williams clarified that students are evaluated through the lab as well as mini projects. It is just the extended project that is being removed.

Carried

u. Course revision: ELEN 227 Report and Project

Motion: D Silvestrone/ A Krebs

That Education Council approves the course revision: ELEN 227 Report and Project as recommended by the CPRC – STH.

- This is the capstone project for the program and the continuation of Engineering Project Management, where students define their project. Project documentation has also been added to this course. For this reason, this course is six credits.
- A member questioned if all four streams take this course. D Williams clarified that all students take this course. The four streams are more so in regards to curriculum content, but all students take all four streams of this course.

Carried

v. Course revision: ELEN 256 Analog and Digital Signal Processing

Motion: A Lang/ R Tyner

That Education Council approves the course revision: ELEN 256 Analog and Digital Signal Processing as recommended by the CPRC – STH.

- The new title reflects the fact that this course is a continuation of ELEN 146. Content from ELEN 146 has been cut down and moved here. To accommodate the extra content being added, content in ELEN 256 not identified as a core competency has been eliminated.

Carried

w. Course revision: ELEN 263 Control Systems

Motion: D Silvestrone/ Davis

That Education Council approves the course revision: ELEN 263 Control Systems as recommended by the CPRC – STH.

- The updated title reflects the addition of programmable logic controllers to the course. This course is less theoretical and more applicable now.

Carried

x. Program revision: Electronic Engineering Technology

Motion: A Hay/ T Walters

That Education Council approves the program revision: Electronic Engineering Technology as recommended by the CPRC – STH.

- As above.

Carried

y. Course revision: MATH 147 Mathematics for Electronic Engineering Technology II

Motion: C Farrow/ D Silvestrone

That Education Council approves the course revision: MATH 147 Mathematics for Electronic Engineering Technology II as recommended by the CPRC – STH.

- This course is currently in the extended semester of the ELEN program. Contact hours have been increased in order to not reduce critical content.

Carried

Break at 5:34 pm

Resume at 5:48

J Hobart gave an overview of the new Marketing and Data Analytics program. This has been in the works for ten years. The main issue behind data science is how to define it. The department has identified key characteristics to what data scientists do. It is an intersection of math and statistics, some hacking skills, and applications. The program will involve data science courses, math and statistics courses, business courses, and electives. Data science is always changing, but this program will give students a good foundation to adapt to any change.

- A member noted that the program description seems to emphasize marketing, while the learning outcomes are broader. He wondered if the extremely focused calendar description might limit the potential audience. J Hobart explained that the business department has had such success with their post-baccalaureate diploma in marketing and they felt that this was a good place to start. The program is meant to be modular. For example, the BUAD courses can be taken out and replaced with COSC, MATH, and so on.
- A member questioned if the modular component of the program will be available right away. J Hobart explained that they will stick with this first iteration of the program at the start. DSCI courses will be available to students outside of the program. The member questioned if students could create their own post-baccalaureate diploma with these courses. J Hobart noted that this was not the case. The transfer agreements for the DSCI courses have not been done yet and will have to go through Education Council.
- A member questioned if the department anticipated a lot of students having already completed some of the courses listed in the program. J Hobart agreed that some students will have the equivalent of some of these courses, particularly OC business graduates.
- A member wondered what motivated students to take a post-baccalaureate diploma instead of a masters degree. L Thurnheer explained that the post-baccalaureate diplomas are for students with a previous degree and are meant to be specific and more directive and applied. The intent is for students to receive the diploma and be eligible for a job right away, whereas masters degrees take longer. This is also for the benefit of OC, as the diplomas use a bundle of existing courses. Students cannot take their master's degree at OC so this is another option. The current post-baccalaureate diplomas at OC have been very successful. J Hobart added that a master's in data science would require a theoretical thesis.
- A member questioned if students who already had certain courses would be given credit. L Thurnheer explained that the department would exempt and replace. A

ee. Course revision: MATH 251 (COSC 221) Introduction to Discrete Structures

Motion: D Silvestrone/ N Davis

That Education Council approves course revision: MATH 251 (COSC 221) Introduction to Discrete Structures as recommended by the CPRC – STH.

- MATH 314 is being added as a prerequisite. J Hobart noted that the courses listed as prerequisites show mathematical maturity.

Carried

ff. Course revision: MATH 314 Calculus and Linear Algebra with Business Applications

Motion: R Tyner/ N Davis

That Education Council approves course revision: MATH 314 Calculus and Linear Algebra with Business Applications as recommended by the CPRC – STH.

- Admission into the Post-Baccalaureate Diploma in Marketing and Data Analytics is being added as a prerequisite.

Carried

gg. Course revision: STAT 230 (BIOL 202) Elementary Applied Statistics

Motion: D Silvestrone/ A Lang

That Education Council approves course revision: STAT 230 (BIOL 202) Elementary Applied Statistics as recommended by the CPRC – STH.

- As above.
- A Hay noted that the prerequisite did not need to mention “Okanagan College”. The same change will be made for MATH 314 and STAT 310.

Carried

hh. Course revision: STAT 310 Regression Analysis

Motion: A Lang/ D Silvestrone

That Education Council approves course revision: STAT 310 Regression Analysis as recommended by the CPRC – STH.

- J Hobart explained that this revision was to correct a typo in the prerequisites from years ago.

Carried

ii. New program: Post – Baccalaureate Diploma in Marketing and Data Analytics

Motion: A Lang/ N Davis

That Education Council approves new program: Post-Baccalaureate Diploma in Marketing and Data Analytics as recommended by the CPRC – STH.

- As above.

Carried

5.4 ARP Committee

Withdrawn

That Education Council approves the Emerita/Emeritus Status Policy as recommended by the ARP Committee.

5.5 Standing Committee Reports

a. Operations Committee

- C Newitt noted that the committee is still needing a new member. C Farrow put her name forward.

b. ARP Committee

- Did not meet.

- c. CCC Committee
 - C Newitt explained that with the changings going through with the new software, the CCC committee will have to be reformed. This is the committee that makes decisions on the rules for workflow for curriculum to make sure that any decisions Education Council makes are fully informed.
 - B Burge read the terms of reference.
 - R Tyner put his name forward for the committee.
- d. Tributes Committee
 - See below.

5.6 In Camera Session

Motion: A Lang/ C Farrow
That Education Council moves in camera.
Carried

a. Tributes Committee presentation

Honorary Fellows

Motion: D Silvestrone/ N Davis

That the Education Council approves and recommends to the Board of Governors, the nominees and alternates for the 2019 Honorary Fellow designation as presented.

- J Lister presented the list of nominees.
- A member questioned if there was always regional distribution for honorary fellows. J Lister noted that this was not always the case but it is desirable. However, if one of the nominees were to not accept the nomination, the first alternate would be contacted, regardless of region.

Carried

Distinguished Service Award

Motion: D Silvestrone/ R Tyner

That the Education Council approves and recommends to the Board of Governors, the nominee for the 2019 Distinguished Service Award designation as presented.

- J Lister presented the nominee.

Carried

b. Approval of the minutes: February 12, 2019 Operations Committee meeting

Motion: K Douglas/ B Burge

That Education Council accepts the minutes of the February 12, 2019 Operations Committee meeting.

- A member questioned which ceremony these students were attending. B Burge noted that the students listed have already completed their program and needed their credential. They are able to come to the next commencement ceremony.

Carried

Motion: D Silvestrone/ N Lee-Ran
That Education Camera moves ex camera.
Carried

6. Reports

6.1 Council Chair's Report – C Newitt

- C Newitt noted that the College has reviewed on curriculum management software system already and are waiting to schedule a meeting to review the second. The software will make the Education Council experience so much richer as members will be able to see everything involved with a proposal.

- D Silvestrone questioned the use of consent agendas. C Newitt explained that these would cut back on the time spent reviewing course revisions.

6.2 President & Vice-President Education Report – A Hay

- A Hay noted that the AST diploma has finished the peer review step at PSIPS. There were no comments.
- The Tourism Management Diploma has also finished their posting at PSIPS. The program will begin in Revelstoke this fall.
- A Hay added that the quality assessment board is currently organizing a site visit to review the Applied Arts Degree.
- The institutional budget will be presented to Education Council next Wednesday, March 13. The annual programming plan and ITA plan will also be on the agenda. It is important for members to see the connection between programming and the budget.
- A member is not able to attend next Wednesday and wondered if she could see the presentation. A Hay advised that the budget is in camera but the annual programming plan and ITA plan are public. M Welsh will send out an agenda with the information before the meeting.

6.3 Registrar's Report – B Burge

- No report.

6.4 Board of Governor's Report – S Cook

- No report.

5 **Date, Time of Next Regular Meeting** – Thursday, April 4, 2019 at 4:00

6 **Deadline for Agenda Items** – Wednesday, March 20, 2019

9. **Adjournment** at 6:51 pm.