

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

Present: A Hay, R Johanson, D Marques, C Newitt, R Tyner, K Douglas, A Krebs (at 4:08), N Lee-Ran, A Lang (by phone), R Sawatzky, B Burge, D Freeman, D Silvestrone, W Gillett, M Kananga, J Hamilton, S Cook

Regrets: R Alejandre, N Davis, T Walters, N Bowman, C Farrow

Absent:

Guests: T Kisilevich, Y Moritz, N Deagon, W Wheeler, R Stutz, R Light, C Derochie, J Benninger, B Ridgeley

Recorder: M Welsh

1. Determination of Quorum and Call to Order

C Newitt called the meeting to order at 4:03 pm

2. Adoption of the Agenda

Motion: D Silvestrone/ D Marques

That Education Council approves the agenda as presented.

- Items 5.2b and 5.2c will be presented before item 5.2a to accommodate presenters' schedules.

Carried

3. Approval of the Minutes

Motion: K Douglas/ R Tyner

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

Carried

4. Business Arising

5. New Business

5.1 CPRC – T/A Curriculum

a. Program revision: Aircraft Maintenance Engineer (AME) M-licence

Motion: R Johanson/ R Sawatzky

That Education Council approves the program revision: Aircraft Maintenance Engineer (AME) M-licence as recommended by the CPRC – T/A:

- T Kisilevich explained that the program is in partnership with Northern Lights College, who initiated these revisions. It is important that what OC has in our calendar and what NLC has in their calendar match up.
- The new program name reflects the occupation, rather than the level of licensing.
- A member questioned if this was a certificate or diploma program. T Kisilevich noted that it is a diploma program and this has not changed with the revisions.
- T Kisilevich noted that course titles have also changed as well as course descriptions and course hours. The total number of hours for the program as a whole has remained the same.

- A member noted some typos in the course description. B Burge advised that he had spoke with the registrar at NLC, who agreed that while the calendar content must match, any small administrative changes can easily be made where appropriate.
- A member wondered why the whole program was not offered at OC. A Hay noted that this is how the government has funded the program. NLC holds the certification while OC does not.
- A member questioned some inconsistencies in the program's admission requirements compared to similar requirements in the OC calendar. T Kisilevich noted that while these concerns are all valid, the language must match NLC.

Carried

5.2 CPRC – STH Curriculum

a. Program revision: Human Service Work Diploma

Motion: R Tyner/ M Kananga

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

- N Deagnon noted that the program underwent a tier three review in 2013 and found that the program was undergoing an identity crisis: it was unclear whether this was more of a diploma or certificate program. The revisions today are to begin the process in reducing the graduation requirements from 75 to 60. This will give students the best HSW experience possible without stretching them too thin.
- A member questioned what was changing in the program description. This was a mistake and the program description is not changing.
- A member questioned if new students will have the same advantages as past students, given the reduction of required courses. N Deagnon noted that the credential has not changed, students will have the same advantages. The credits being removed today are elective credits. Y Moritz added that if students wanted to transfer to a social work program, they would have to pick up a few more credits to do so. N Deagnon noted that this was the case with the current program as well, so this has not changed.
- A member questioned the practicum component of the program. N Deagnon explained that students work in the field with a supervisor and are assessed. He added that the program is lucky that their community partners value OC students highly.

Carried

b. New course: HKIN 292 Applied Methods: Triathlon

Motion: D Silvestrone/ R Tyner

That Education Council approves the new course: HKIN 292 Applied Methods: Triathlon as recommended by the CPRC – STH.

- W Wheeler noted that there are two applied method courses currently in the program: gymnastics and dance, and soccer and basketball. The triathlon option will be added to the rotation and is an attempt to refresh the topics. Triathlons are more topical in Penticton and the course will be more engaging for students.
- A member questioned if it was common for prerequisites to include a physical ability. W Wheeler noted that this was the only course with such a prerequisite.

Carried

c. Program revision: Human Kinetics Diploma Program

Motion: R Johanson/ M Kananga

That Education Council approves the program revision Human Kinetics Diploma Program as recommended by the CPRC – STH.

- W Wheeler advised that this revision is to add HKIN 292 to the program offerings.

Carried

- d. Course revision: PHYS 111 Calculus-Based Physic I**
Motion: K Douglas/ D Silvestrone
That Education Council approves the course revision: PHYS 111 Calculus-Based Physics I as recommended by the CPRC – STH.
- R Stutz noted that the revision is to meet the common first year engineering curriculum agreement. A fourth lecture hour has been added as well as changes to course content.
- Carried**
- e. Course revision: PHYS 121 Calculus-Based Physics II**
Motion: R Johanson/ M Kananga
That Education Council approves the course revision: PHYS 121 Calculus-Based Physics II as recommended by the CPRC – STH.
- As above.
- Carried**
- f. New course: NTEN 129 Project Management for Network and System Administrators**
Motion: N Lee-Ran/ D Silvestrone
That Education Council approves the new course: NTEN 129 Project Management for Network and System Administrators as recommended by the CPRC – STH.
- R Light noted that this course will replace BUAD 231 in the program to better align with the current program outcomes.
- Carried**
- g. Course revision: NTEN 199 Topics in Internetworking**
Motion: A Hay/ A Krebs
That Education Council approves the course revision: NTEN 199 Topics in Internetworking as recommended by the CPRC – STH.
- R Light advised that NTEN 129 will become a prerequisite for this course as it provides required information that students will need to complete the course.
 - A member questioned the 60 course hours. R Light explained that this is a post-semester short course. Students attend class for ten days, six hours per day.
- Carried**
- h. Program revision: Network and Telecommunications Engineering Technology Diploma**
Motion: N Lee-Ran/ R Sawatzky
That Education Council approves the program revision: Network and Telecommunications Engineering Technology as recommended by the CPRC – STH.
- R Light explained that BUAD 231 was meant as an introduction to project management methodologies for students in the final semester. The program has been rearranged and with the addition of NTEN 129 earlier in the program, students can use these skills in their third and fourth semester courses.
- Carried**
- i. Course revision: ANIM 112 Animation Principles I**
Motion: R Johanson/ M Kananga
That Education Council approves the course revision: ANIM 112 Animation Principles I as recommended by the CPRC – STH.
- C Derochie explained that content in this course has been expanded to include more theory and in-depth instruction for industry standard software. Previously, the course was exercise-based instead of theory-based. The new content allows students to perform at a feature film level, with professional competencies.

- A member questioned the reasoning for the revisions. C Derochie explained that in addition to student's feedback, he was new to the program and is bringing his 35 years of animation experience into play in the program.
- Y Moritz added that it is typical to do a review of a new program after its first run-through.

Carried

j. Course revision: ANIM 122 Animation Principles II

Motion: R Johanson/ A Krebs

That Education Council approves the course revision: ANIM 122 Animation Principles II as recommended by the CPRC – STH.

- As above.
- A member noted inconsistencies between course descriptions in the capitalization of “2D” and “3D”. C Derochie explained that these are used interchangeably. For consistency, members agreed that they should be capitalized throughout.

Carried

k. Course revision: ANIM 212 Animation Principles III

Motion: R Tyner/ A Krebs

That Education Council approves the course revision: ANIM 212 Animation Principles III as recommended by the CPRC – STH.

- As above.

Carried

l. Course revision: ANIM 222 Animation Principles IV

Motion: D Freeman/ D Marques

That Education Council approves the course revision: ANIM 222 Animation Principles IV as recommended by the CPRC – STH.

- As above.
- A member questioned if current students were limited in their knowledge compared to the revised course content. C Derochie explained that he shared the new material with current second year students to find any gaps in knowledge. These students completed half of the new first year material in addition to their second year content. C Derochie added that students have been very successful and are already finding jobs.

Carried

m. Course revision: ANIM 211 Life Drawing III

Motion: M Kananga/ D Silvestrone

That Education Council approves the course revision: ANIM 211 Life Drawing III as recommended by the CPRC – STH.

- J Benninger explained that after observation, the department found that by third semester, students have become adept enough at life drawing and that only one class per week is sufficient to fulfill the program objectives. However, students need more time spent on layout and design to fulfill program objectives. Three contact hours have been removed from ANIM 211 and added to ANIM 214. Layout and design is an integral part of the animation pipeline and is more beneficial to students in order to meet the demands of industry.

Carried

n. Course revision: ANIM 214 Layout and Design III

Motion: R Johanson/ D Silvestrone

That Education Council approves the course revision: ANIM 214 Layout and Design III as recommended by the CPRC – STH.

- As above.

Carried

5.3 CPRC – BUS Curriculum

a. New course: OADM 132

Organizational Software

Motion: A Krebs/ R Johanson

That Education Council approves the new course: OADM 132 Organizational Software as recommended by the CPRC – BUS.

- B Ridgely explained that five of the six OADM certificates involve a practicum. The department meets with employers to review the program and see how students can be better prepared for the industry. Employers noted that students do not have enough in-depth knowledge of Microsoft Outlook. This new course will give students this skill set. This content was initially taught in OADM 136, although not in-depth enough. Fifteen hours will be removed from OADM 136 to accommodate the addition of OADM 132.
- When a member questioned the title of the course, B Ridgely noted that the department does not like to name courses after the specific program they study.

Carried

b. Course revision: OADM 136

Office Procedures

Motion: D Silvestrone/ D Freeman

That Education Council approves the course revision: OADM 136 Office Procedures as recommended by the CPRC – BUS.

- As above.
- A member noted a typo in the contact hours listed.

Carried

c. New course: OADM 169A

Spreadsheets I

Motion: R Johanson/ K Douglas

That Education Council approves the new course: OADM 169A Spreadsheets I as recommended by the CPRC – BUS.

- B Ridgely explained that the current OADM 169 is splitting into two courses, A and B. The Office Assistant students are not required to have advanced knowledge of Microsoft Excel and will just be required to take the first half of the course. More advanced students will need to take both parts of the course.
- A member noted improper comma usage in the course description.

Carried

d. New course: OADM 169B

Spreadsheets II

Motion: R Johanson/ M Kananga

That Education Council approves the new course: OADM 169B Spreadsheets II as recommended by the CPRC – BUS.

- As above.
- A member noted the last sentence of the course description refers to OADM 169A when it should refer to 169B.

Carried

e. Program revision: Accounting/Bookkeeping Certificate

Motion: D Silvestrone/ R Tyner

That Education Council approves the program revision: Accounting/Bookkeeping Certificate as recommended by the CPRC – BUS.

- The program has been revised to include OADM 169A and 169B.

Carried

f. Program revision: Administrative Assistant Certificate

Motion: A Krebs/ A Hay

That Education Council approves the program revision: Administrative Assistant Certificate as recommended by the CPRC – BUS.

- As above.

- The course is also being cleaned up to remove reference to old OADO courses.

Carried

g. Program revision: Office Assistant Certificate

Motion: N Lee-Ran/ R Sawatzky

That Education Council approves the program revision: Office Assistant Certificate as recommended by the CPRC – BUS.

- B Ridgeley explained that OADM 165 Presentations Graphics has been added to the program. These students are not required to take OADM 169B.

Carried

5.4 First call for nominations of Education Council Chair and Vice Chair

B Burge made the first call for nominations for the position of chair of Education Council for the term July 1, 2019 – June 30, 2020.

- C Newitt discussed his role as Education Council chair. He says there is a lot of background work in terms of working to make sure proposals are completed correctly and that they reflect the missions, visions, and values of the institution. He says it is interesting to see behind the scenes of how the institution runs.
- D Marques nominated C Newitt for the position of Education Council chair.

B Burge made the first call for nominations for the position of Vice Chair of Education Council for the term July 1, 2019 – June 30, 2020.

- D Marques noted that his role as Education Council vice chair is more of a supportive role to the chair. He noted that he was also getting a better understanding of different portfolios within the College.
- C Newitt nominated D Marques for the position of Education Council vice chair.

B Burge advised that the second and third call for nominations will take place at the May 2, 2019 Education Council meeting.

5.5 Standing Committee Reports

a. Operations Committee

- The committee will meet later this month to approve candidates for graduation.

b. ARP Committee

- The committee will meet in the near future.

c. CCC Committee

- Not yet met.

d. Tributes Committee

- C Newitt noted that the Honorary Fellows were presented at the Board of Governors last month.

5.6 In Camera Session

Motion: D Silvestrone/ D Marques

That Education Council moves in camera.

Carried

a. Minutes of the March 12, 2019 Operations Committee meeting

Motion: K Douglas/ D Silvestrone

That the Education Council accepts the minutes of the March 12, 2019 Operations Committee meeting as presented.

- B Burge noted that the number of students approved for graduation in each program is noted in the minutes.

Carried

b. Notes of the March 13, 2019 Education Council special meeting

Motion: R Tyner/ A Krebs

That Education Council accepts the notes of the March 13, 2019 Education Council special meeting as presented.

- C Newitt noted that there was no quorum at the March 13 meeting. He added that there were very good questions.

Carried

* J Hamilton discussed the Honorary Fellows presentation at the Board of Governors. He will begin contacting the nominees.

Motion: D Silvestrone/ A Krebs

That Education Camera moves ex camera.

Carried

6. Reports

6.1 Council Chair's Report – C Newitt

- C Newitt noted that he will not be present for the May 2 meeting. D Marques will act as chair.

6.2 President & Vice-President Education Report – A Hay

- A Hay noted that the budget has been approved by the board. Programming approved by Education Council was included in the budget. Currently, the College is working on getting the Tourism Management Diploma up and running.
- A Hay noted that the AST Diploma is at the end of the PSIPS process. The Post-Baccalaureate Diploma in Marketing and Analytics is undergoing peer review.
- He added that the Quality Assessment Board will be coming to campus on May 21 for the Applied Degree site visit.
- A member questioned the goals behind Cross-Cultural Awareness presentations. J Hamilton noted that the purpose was to raise awareness of different cultures. There is an ongoing internationalization plan that will look beyond simply recruiting international students. This will come to Education Council eventually. It was presented to the Board of Governors recently for input.

6.3 Registrar's Report – B Burge

Motion: D Silvestrone/ A Krebs

That Education Council approves the deletion of the inactive courses and programs as presented.

- B Burge reviewed the list of inactive courses and programs to be deleted, as per policy.
- The Education Council nominations for regional faculty representatives are now closed. A candidate was declared elected by acclamation for the North Okanagan, while there are three candidates for the Central Okanagan. With no nominations received for the South Okanagan-Similkameen and Shuswap/Revelstoke regions, a by-election will be held, with a call for nominations in mid April.
- B Burge noted that the 2019-2020 schedule has been updated.
- B Burge gave an administrative update: The Tourism Management Diploma program revisions, approved by Education Council (17 Jan 2019), included that students are required to successfully complete a co-op "placement" in the graduation requirements. Clarification was sought on the appropriateness of the term "placement." As noted by the Coordinator, Student, Graduate & Co-op Employment, the term "placement"

implies students are found work and placed in positions of employment, which is not the case. The co-op is more accurately described with the term “work-term” where the College “takes a collaborative approach with students to support them in applying for positions and working with employers to cultivate opportunities for students to apply for.” Following consultation, and to accurately reflect College practice, the term “placement” has been replaced with “work-term”.

Carried

6.4 Board of Governor’s Report – S Cook

- The Board of Governor’s met last week in Penticton and it went well. She noted that the Internationalization plan and the budget were both received well.

7. **Date, Time of Next Regular Meeting – Thursday, May 2, 2019 at 4:00**
8. **Deadline for Agenda Items – Wednesday, April 17, 2019**
9. **Adjournment at 5:22 pm.**