



**BOARD OF GOVERNORS
REGULAR MEETING
January 26, 2016; 1:00 p.m.
Room S103B, Kelowna Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the January 26, 2016, OC Board open session meeting agenda is approved".</i>		1:00 p.m.
2 DECLARATION OF CONFLICT		1:05 p.m.
3 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>		1:07 p.m.
3.1 MINUTES – November 24, 2015	A	
3.2 WRITTEN REPORTS		
3.2.1 President's Report (J. Hamilton)	B	
3.2.2 Education Council Report (C. Bransfield)	C	
3.3 APPROVALS		
3.4 INFORMATION		
4 BUSINESS ARISING FROM THE MINUTES		
5 PRESENTATIONS		1:10 p.m.
5.1 OCSU Students (C. Grisch, B. Berchowicz, D. Sullivan)		
6 NEW BUSINESS/RESOLUTIONS		
6.1 Education Council (C. Bransfield)	D	1:40 p.m.
6.1.1 Program Approvals <u>Recommended Motions:</u> <i>"BE IT RESOLVED THAT the Board approve the revision to the Business Administration Diploma Marketing Option, as recommended by Education Council and as presented"</i>		

“BE IT RESOLVED THAT the Board approve the revision to the Bachelor of Business Administration Marketing Specialty, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Associate of Arts: English Emphasis, as recommended by Education Council and as presented”

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|-----------|---|---|-----------|
| 6.2 | Finance, Audit and Risk Review Committee (J. Maciel) | E | 1:55 p.m. |
| 6.2.1 | ABE/ESL Tuition | | |
| | <u>Recommended Motion:</u> | | |
| | <i>“BE IT RESOLVED that the Okanagan College Board of Governors approve the implementation plan to charge tuition for domestic Adult Basic Education (ABE) and English as a Second Language (ESL) courses as presented.”</i> | | |
| 7 | VERBAL REPORTS | | |
| 7.1 | Board Chair Report (C. Denesiuk) | | 2:10 p.m. |
| 7.2 | President’s Report (J. Hamilton) | | |
| 8 | INFORMATION | | |
| 9 | TOPICS FOR NEXT MEETING | | |
| 10 | OTHER BUSINESS | | |
| 11 | FOR THE GOOD OF THE INSTITUTION | | |
| 12 | DATE OF NEXT MEETING February 23, 2016, Kelowna Campus | | |
| 3 | ADJOURNMENT | | 2:30 p.m. |

**Consent Agenda Resolutions
Attachment A**

Item 3.1

Recommended Motion

“BE IT RESOLVED THAT the November 24, 2015, open session minutes be approved.”

**MINUTES OF REGULAR MEETING OF THE
OKANAGAN COLLEGE BOARD OF GOVERNORS
Open Session**

**Tuesday, November 24, 2015, 9 a.m.
Room S103B, Kelowna Campus**

Members Present: T. Styffe (Chair)
A .Beaumont
C. Bransfield
C. Denesiuk
C. Derickson (*arrived at 9:06 a.m.*)
C. Gerbrandt
J. Hamilton (President)
S. Johal (*arrived at 9:06 a.m.*)
S. Jung
J. Maciel
D. Manning
B. McGowan
L. Thurnheer

Regrets: S. Lupul

Board Secretary: L. Le Gallee

Vice Presidents: R. Daykin
A. Hay
C. Kushner

Directors: A. Coyle

Observers: J. O'Brien (Administrative Association)
T. Walters (OCFA)
R. Vilene (BCGEU Support Staff)

Regrets: C. McRobb, BCGEU Vocational
M. Moffat, Student Observers
P. Bradley, Student Observer
T. Thiessen, Student Observer

Guests: K. Rempel (item 9.1)

There being a quorum present, the Chair called the meeting to order at 9 a.m.

1. APPROVAL OF AGENDA

Motion: C. Gerbrandt/D. Manning

"BE IT RESOLVED THAT the November 24, 2015, OC Board open session meeting agenda is approved".

The Education Council submission to approve the new program 2D Animation was removed from the agenda.

MOTION CARRIED AS AMENDED

2. ELCTION OF CHAIR AND VICE CHAIR

The VP, Finance called for nominations to the position of Chair. C. Gerbrandt nominated C. Denesiuk; she accepted the nomination. Second call; no nominations. Third call, no nominations. C. Denesiuk was declared Chair for the term January 1, 2016 to December 31, 2016.

The VP, Finance called for nominations to the position of Vice Chair. L. Thurnheer nominated D. Manning; he accepted. Second call; no nominations. Third call, no nominations. D. Manning was declared Vice Chair for the term January 1, 2016 to December 31, 2016.

T. Styffe resumed the Chair of the meeting.

C. Derickson and S. Johal arrived at 9:06 a.m.

Members introduced themselves to the new Board member, S. Jung.

3. OATH OF NEW MEMBERS

S. Jung read and signed his Oath.

4. SIGNING OF CODE OF CONDUCT AND ACKNOWLEDGEMENT OF THE CHARTER OF EXPECTATIONS

All members signed and returned the Code of Conduct to the Board Assistant.

5. DECLARATION OF CONFLICT

No conflicts were declared.

6. CONSENT AGENDA

Items Approved:

Motions: C. Gerbrandt/S. Johal

“BE IT RESOLVED THAT the September 29, 2015, Open Session minutes were approved.”

“BE IT RESOLVED that the be following persons be appointed as Board Observers for a one year term from November 24, 2015 to November 23, 2016:

***Tim Walters, representing Okanagan College Faculty Association
Cam McRobb, representing the BCGEU Vocational Instructors
Ronda Vilene, representing BCGEU Support Staff
Mico Moffat, Student, Shuswap Revelstoke;
Philip Bradley Student, South Okanagan-Similkameen;
Theresa Thiessen, Student, Central Okanagan”***

MOTIONS CARRIED

7. BUSINESS ARISING FROM THE MINUTES

7.1 Rules and Regulations Associated with Scholarships (C. Kushner)

Administration has made changes that improve the financial aid process as well as the website.

Positive meetings have occurred with the student union and student association in relation to the motion that was put forward at the March 2015 meeting.

7.2 Emergency Student Loan Fund (C. Kushner)

This question was raised at the June 2015 meeting, the concern has been addressed in the briefing note.

8. PRESENTATION/DELEGATIONS

9. NEW BUSINESS/RESOLUTIONS

9.1 Strategic Plan (J. Hamilton/K. Rempel)

The Board has participated in the development of the Plan, as well, 1400 people have participated internally and externally in the consultation process.

Motion: L. Thurnheer/B. McGowan

“BE IT RESOLVED THAT the Okanagan College Board of Governors adopts the Strategic Plan as presented”

Changes were reviewed in a Powerpoint presentation.

It was noted that:

- Changes have been made to the Core Values based on Board feedback from the Retreat;
- Innovation has been added;
- A recommendation to revise the Key Direction “Working With, and Learning from Indigenous Community” was made;

The President noted that Administration is working on a Charter with regard to an Indigenization Plan in consultation with the community. There is a physical space on each campus, this space will be reviewed within the Charter. The Charter will develop a plan to ensure that all employees have greater awareness of indigenous culture.

This document will be revised and will be sent to the Board. If required, it will be submitted to the Board in January for approval.

MOTION CARRIED AS AMENDED

The President thanked K. Rempel for her work on this project.

10 minute break

9.2 Finance, Audit and Risk Review Committee (B. McGowan)

The Committee met on November 10th at which time they reviewed the six month statements, and the Executive Expense report. They also received a budget update. The Trades building will be ready for occupancy by mid-March. ABE/ESL tuition will come to the Committee and the Board for approval in January.

9.2.1 Tuition Process

Motion: B. McGowan/D. Manning

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve adoption of the process outlined above for making a decision on tuition for 2016-2017, as recommended by the Finance, Audit and Risk Review Committee”.

The timing of the tuition approval by the Board will be in February instead of March. This allows the student groups time to make a presentation in January.

MOTION CARRIED

9.3 Executive Committee (T. Styffe)
9.3.1 Board Meeting Schedule 2016

Motion: C. Denesiuk/S. Johal

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve Board Meeting Schedule for 2016 as presented”

The May date of the Board meeting interferes with the CICan Conference, this will need to be amended.

MOTION CARRIED AS AMENDED

9.4 Education Council (C. Bransfield)
9.4.1 Program Schedules

Motions: C. Bransfield/B. McGowan

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Adult Special Education Schedule as recommended by Education Council and presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Adult Academic and Career Preparation (ABE) Schedule as recommended by Education Council and presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 English as a Second Language Schedule as recommended by Education Council and presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Office Administration Schedule as recommended by Education Council and presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Vocational Health and Social Development Schedule as recommended by Education Council and presented here”

MOTIONS CARRIED

9.4.2 Program Proposals

Motions: C. Bransfield/C. Gerbrandt

“BE IT RESOLVED THAT the Board approve the revision to the Legal Administrative Assistant Certificate - Litigation, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Legal Administrative Assistant Certificate - Corporate/Conveyancing, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Medical Administrative Assistant Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the new program Teaching English to Speakers of Other Languages Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Health Care Assistant Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Adult Basic Education Program, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the International Development Diploma, as recommended by Education Council and as presented”

MOTIONS CARRIED

10. VERBAL REPORTS

10.1 Board Chair Report (T. Styffe)

No report.

10.2 President’s Report (J. Hamilton)

The Okanagan College Business students have progressed to the first round of the University Intercollegiate Business Competition at Queens University. There are four teams: Finance, Debate, Management of Information Systems, and Marketing.

10.3 Governance Committee (L. Thurnheer)

The Committee met on November 10th, they approved membership to the Association of Governing Boards. Pre-meeting workshops were discussed for 2016 as well as the Board Governance Goals were revised. The Governance Goals are posted on MyOkanagan. The Committee will be reviewing all the Committee Terms of Reference, these will then be forwarded to each Committee for review and approval.

11. INFORMATION

11.1 Stable Enrolment Report (A. Coyle)

A more concise report, the interim FTE Report, will be available in March. The Interim FTE Report is submitted to the Ministry. Administration is predicting that the College will exceed government targets. Winter applications are strong at this point.

The following points were highlighted:

- Arts headcount and programming credits are up over last year slightly;
- University Studies enrolments are trending up;
- ESL and ABE programming are fairly stable;
- International numbers are up;
- Space for the Welding program in Penticton is being finalized.

Presentations were made by the Board Chair, administration and the students to the Standing Committee on Finance with regard to fees for ABE/ESL. The recommendation is that the Treasury Board fund this program. It was noted by the Faculty Observer that the College will be the only institution in BC not charging for ABE.

12. TOPICS FOR NEXT MEETING

13. OTHER BUSINESS

14. FOR THE GOOD OF THE INSTITUTION

Previously attended and future events were highlighted.

The incoming Board Chair recognized T. Styffe for his service to the Board and thanked him for his contribution to the College.

15. DATE OF NEXT MEETING: January 26, 2016, Kelowna Campus

16. ADJOURNMENT

Motion to adjourn: B. McGowan/C. Gerbrandt

MOTION CARRIED

The meeting adjourned at 10:53 a.m.



President's Report to the Okanagan College Board of Governors

January 2016

Learner Readiness and Success

- Three Enactus students were voted third place at the Okanagan Changemakers second annual ChangeUP Pitch event held in December. The Business students Aaron Corriolan, Lexi Keen, and Cooper Simson walked away with a \$1,000 prize that will be put towards key Enactus projects and operating costs. The students competed alongside Big Brothers/Big Sisters, Clubhouse Childcare, Metro Moving, Shoe Bank Canada, and Soil Mate.
- Winter Convocation ceremonies were held on January 16th at the Kelowna campus. The accomplishments of more than 300 students with credentials in Arts, Business, Computer Science, Engineering Technologies, and Health and Social Development were recognized.

Teaching, Programming and Applied Research

- After five years of research, Okanagan College's Criminology Professor Dr. Jarkko Jalava and Psychology Professor Dr. Stephanie Griffiths have co-authored, with SFU professor Michael Maraun, the book **The Myth of the Born Criminal**. The book is considered one of the first comprehensive critiques of the idea that psychopathy, as it relates to criminals such as serial killers, is a biologically based condition. Since the publication of the book, Jalava and Griffiths have also published two articles on psychopathy and moral/criminal responsibility.
- The 2016 Roundabout Learning Series events for employees, sponsored by IT Services and Learning & Teaching, began on January 15th with the first of the series being "Proactive Moodling". Topics in the series include:
 - LEAN Process Mapping to improve your Business Practices
 - Project Management – Planning Phase
 - Human Resources Spotlight
 - The Banner Hierarchies
 - Executing a Project
 - Submitting Expenses at OC
- Beverlie Dietze, Director, Institute for Learning and Teaching is leading a project with other education partners, including Ryerson University, Lethbridge College, Northern College, the Justice Institute of British Columbia and the Canadian Child Care Federation to develop a specialized training model for Early Childhood Educators' about children's outdoor play that can be delivered in person or online, at no cost to participants. The project recently received a \$195,000 grant from the Lawson Foundation.

Indigenization

- With the approval of the new Strategic Plan, we are moving forward on the development of the Indigenization Plan for Okanagan College. A call for Task Force volunteers and for a project manager has been sent out to all employees.

Community Engagement and Service

- Okanagan College recently received two donated aircraft for training purposes in Vernon – a Jetstream 31 from the Swanberg family of Alberta and a Metroliner II from Carson Air in Kelowna.
- The Joyce Foundation recently donated \$250,000 to the Okanagan College Foundation. The funds will be used to create entrance bursaries and augment existing financial aid for students in the College's Trades and Apprenticeship programs.
- In December, the Okanagan Summer Festival Society went public with their proposal to build a 5,500 seat amphitheatre on the Vernon Campus of Okanagan College.
- The 10th annual Western Canada RoboCup Junior competition was held at the Kelowna campus on Dec. 11th and saw 45 teams from 13 elementary and high schools compete in the all-day robotics event. The competition was hosted by the College's Electronic Engineering Technology department and its aim is to inspire Grade 5 to 12 students in the fields of computer programming and engineering skills. Students built robots that were able to play soccer, rescue a pop-can victim, and dance to a beat.
- Students in the Foundation Carpentry/joinery class and their instructors recently made and installed cabinets in Vernon's Predator Ridge Fire Hall. One of the students, Julia Braun, made the following comment "It gave us a real life perspective and understanding of what it will be like doing this kind of work out in the real world. It's really cool to be involved in a community project because you feel more invested in your work and it increases the value of a project".
- I attended the Lake Country Food Bank key handover celebration on January 7th. Ten students from the College's Vernon Residential Construction program contributed approx. 6,600 hours of labour (over \$225,000) on the charitable project.
- Minister Andrew Wilkinson visited the Vernon Campus on Thursday, January 14th. The Minister had the opportunity to tour the campus and visit the Aircraft Maintenance facility at the Vernon Airport. Connie Denesiuk and I also had the opportunity to meet with him privately and discuss institutional priorities.
- Recent growth in the tourism and hospitality sector has created a demand for skilled workers in Revelstoke's culinary industry. As a result, starting February 1st, Okanagan College will offer its Professional Cook Level One, 20-week program, in partnership with School District 19 and the City of Revelstoke.
- The Penticton Speaker series, now in its 12th year, got underway on January 18th with a presentation by Okanagan College Business Professor Robert Ryan entitled "Affordable Housing in British Columbia – Perspectives". Other topics in the speaker series include: "The Importance of Anxiety", "A Writing Life in Two Metaphors", "The Play's the Thing: Community Theatre in the Okanagan Valley". The speaker series is open to the public.

Organizational Sustainability

- On November 25th we held the annual Employee Recognition Ceremony. A record number of employees were recognized for their milestones in years of service, which range from 10 years through to 45 years. Along with the milestone recognitions, we also recognized 30 employees retiring from Okanagan College in 2015.
- In December, the IT department completed a project to upgrade campus wireless infrastructure. Wireless access has been identified by students as a priority. The update included completing a wireless plan for each campus, installations of 80 new access points, simplified device registration and improved security.
- The Strategic Plan implementation sessions took place over the past week. I visited each campus to engage in discussions with employees about how the strategic plan will impact the College's future and how they can assist with implementation.

Education Council - Report to the Board December 2015/January 2016

Candidates for Graduation – December 3, 2015 Education Council meeting

Program	# of Students
Medical Administrative Assistant Certificate (BC Campus)	2
Welder Foundation Certificate (Out of sequence)	3
Welder Foundation Certificate (Kelowna) May 19 – November 27, 2015	14
Total	19

Candidates for Graduation – January 11, 2016 Education Council Operations Committee meeting

Program	# of Students
Automotive Service Technician Certificate (May 25 – December 18, 2015)	10
Associate of Arts Degree	14
Associate of Science Degree	2
Bachelor of Business Administration	50
BC Adult Graduation Diploma	8
Bachelor of Computer Information Systems	3
Business Administration Diploma	41
Business Administration Post Diploma Certificate	3
Business Studies Certificate	4
Business Administration Certificate	4
Civil Engineering Technology Diploma	26
Commercial Aviation Diploma	1
Computer Information Systems Diploma	5
Diploma in Criminal and Social Justice	5
Culinary Management Diploma	1
English for Academic Purposes	2
Early Childhood Education Certificate	1
Diploma in Environmental Studies	1
English as a Second Language	1
Human Kinetics Diploma	2
Human Service Work Diploma	3
International Development Diploma	2
Diploma in Journalism Studies	1
Mechanical Engineering Technology Diploma	21
Network and Telecommunications Engineering Technology Diploma	1
Pharmacy Technician Certificate	6
Post Baccalaureate Diploma in Accounting	1
Practical Nursing Diploma	27
Water Engineering Technology Diploma	19
Total	265

Candidates for Graduation – January 14, 2016 Education Council meeting

Program	# of Students
Aircraft Maintenance Engineer Category 'S' (Structures) Certificate	12
Electrician Pre-Apprenticeship Certificate (July 14 – December 23, 2015)	18
Electrician Pre-Apprenticeship Certificate (Out of sequence)	1
Total	31

Education Council - Report to the Board January 2016

Education Council met on December 3, 2015, January 14, 2016 and approved 3 program revisions, 1 new course and graduands.

December 3, 2015 Education Council Meeting

Program Revision – Business Administration Diploma Marketing Option

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Business Administration Diploma Marketing Option, as recommended by Education Council and as presented”

Program revision

- Addition of courses

Rationale:

New course is being added to the Business Administration Diploma - Marketing Option as an elective.

Program changes:

There is no change to courses in the first year of the program.

Existing course offerings - Second Year

BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting

Plus one of:

BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

12 credits of specific option electives (see below)

Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Marketing Option

BUAD 176 Professional Selling
BUAD 210 Introduction to Marketing Research

Plus two of:

BUAD 266 Advertising and Sales Promotion
BUAD 278 Marketing Management
BUAD 290 Introduction to Merchandising
BUAD 291 Designing the Retail Environment
BUAD 292 Merchandise Display Strategy
BUAD 293 Entrepreneurship
BUAD 297 Retailing
BUAD 298 Small Business Management

BUAD 336 Services Marketing

Proposed course offerings - Second Year

BUAD 209 Business Law
BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting

Plus one of:

BUAD 272 Business Simulation
BUAD 293 Entrepreneurship

12 credits of specific option electives (see below)

Six (6) credits of open electives (non-business or business)

Note: (1) ECON 115 and ECON 125 may be substituted for BUAD 113 with three credits counting as required credits and three credits counting as elective credits.

Marketing Option

BUAD 176 Professional Selling
BUAD 210 Introduction to Marketing Research

Plus two of:

BUAD 200 Digital Marketing
BUAD 266 Advertising and Sales Promotion
BUAD 278 Marketing Management
BUAD 290 Introduction to Merchandising
BUAD 291 Designing the Retail Environment
BUAD 292 Merchandise Display Strategy
BUAD 293 Entrepreneurship
BUAD 297 Retailing
BUAD 298 Small Business Management
BUAD 336 Services Marketing

Proposed date of implementation: January 2016

Costs:

	One-time	Ongoing
Library	844.00	770.00

Program Revision – Bachelor of Business Administration Marketing Specialty

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Bachelor of Business Administration Marketing Specialty, as recommended by Education Council and as presented”

Program revision

- Addition of courses
-

Rationale:

New course is being added to the Business Administration Diploma - Marketing Option as an elective.

Program changes:

The revision is to the Marketing Specialty courses and only that section is included below.

Existing course offerings - Second Year

Marketing Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:

BUAD 176 Professional Selling
BUAD 210 Introduction to Marketing Research*
BUAD 266 Advertising and Sales Promotion*
BUAD 344 Applied Marketing Research

Plus four of:

BUAD 278 Marketing Management
BUAD 297 Retailing
BUAD 305 Logistics and Supply Chain Management
BUAD 333 Internet Marketing
BUAD 334 Sports and Events Marketing
BUAD 335 Electronic Commerce
BUAD 336 Services Marketing
BUAD 338 Selected Topics: Marketing
BUAD 345 Consumer Behaviour
BUAD 415 New Product Development
BUAD 470 Customer Relationship Management

Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.

Proposed course offerings - Second Year Marketing Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:

BUAD 176 Professional Selling
BUAD 210 Introduction to Marketing Research*
BUAD 266 Advertising and Sales Promotion*
BUAD 344 Applied Marketing Research

Plus four of:

BUAD 200 Digital Marketing
BUAD 278 Marketing Management
BUAD 297 Retailing
BUAD 305 Logistics and Supply Chain Management
BUAD 333 Internet Marketing
BUAD 334 Sports and Events Marketing
BUAD 335 Electronic Commerce
BUAD 336 Services Marketing
BUAD 338 Selected Topics: Marketing
BUAD 345 Consumer Behaviour
BUAD 415 New Product Development
BUAD 470 Customer Relationship Management

Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.

January 14, 2016 Education Council Meeting

Program Revision – Associate of Arts – English Emphasis

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Associate of Arts: English Emphasis, as recommended by Education Council and as presented”

Program revision

- Program outline
-

Rationale:

Students can complete an Associate of Arts degree at Okanagan College by choosing to complete a specific disciplinary focus. One such option is the English emphasis, which currently requires that students complete six credits of second-year literature courses and twelve credits of creative writing (six first-year credits and six second-year credits) in addition to general AA degree requirements. The Department of English recommends revising this emphasis in the associate degree for reasons such as:

- The long-awaited implementation of a provincial flexible pre-major in English (see Appendix B). Most colleges and universities have signed on to this document, which enables students who complete the identified course of study to transfer directly into the third year of an English degree at a B. C. university (of course, they must also meet other requirements of the program they are entering, such as minimum GPA, etc.).
- Said FPM differs substantially from our existing language regarding the English emphasis, so this revision constitutes a bit of housekeeping to bring them more closely in line with one another and to facilitate the transfer of our students across the province.

Program changes:

Existing course offerings

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific English courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

Six (6) second-year English credits in Contemporary Literature (any two of):

- [ENGL 203](#) - Studies in Composition
- [ENGL 210](#) - Women in Literature
- [ENGL 212](#) - Studies in Children's Literature
- [ENGL 213](#) - Studies in British Literature
- [ENGL 215](#) - Studies in Reading Film
- [ENGL 222](#) - Studies in International Literature in English
- [ENGL 223](#) - Studies in Canadian Literature
- [ENGL 225](#) - Studies in Drama
- [ENGL 230](#) - Topics in Women's Literature
- [ENGL 231](#) - Studies in Popular Narrative
- [ENGL 233](#) - Studies in American Literature
- [ENGL 236](#) - Studies in Indigenous Literature in Canada
- [ENGL 237](#) - Studies in Nature Writing

Twelve (12) English credits in Creative Writing:

- [ENGL 116](#) - Introduction to Creative Writing I
- and
- [ENGL 126](#) - Introduction to Creative Writing II
- plus any two of:
- [ENGL 216](#) - Intermediate Workshop in Creative Writing - Poetry
- [ENGL 217](#) - Intermediate Workshop in Creative Writing - Fiction

[ENGL 218](#) - Intermediate Workshop in Creative Writing - Drama
[ENGL 219](#) - Intermediate Workshop in Creative Writing - Creative Non-Fiction
[ENGL 220](#) - Studies in the Theory and Practice of Creative Writing

Proposed course offerings

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree, students must complete specific English courses. Specifically, as part of the Associate of Arts Degree requirements, students must complete:

- 18 credits of ENGL from first and second year, 9 of which must be from second year
- At least 3 credits from a survey course (ENGL 211, 221 or 233)
- At least two other second-year literature courses (choose from ENGL 210, 212, 213, 215, 222, 223, 225, 231, 233, 236 or 237)
- One academic writing course (ENGL 100, 199 or 203) can count towards the English emphasis
- One creative writing course (ENGL 116 or, with the permission of the department, a different creative writing course such as ENGL 126, 216, 217, 218, 219, or 220) can count towards the English emphasis
- Students who earn an English emphasis in the Associate of Arts are deemed to have completed the provincial English Flexible Pre-Major, which enables students to be admitted into the third year of an English major at universities across the province (subject to a competitive GPA).

Please note:

- Not all courses are available on all campuses every year. Check with the department chair to confirm the availability of courses
- Students intending to pursue an English major at UBC should complete ENGL 211 and 221 to demonstrate historical coverage

Reason:

The new graduation requirements are congruent with the language in the FPM.

Implementation date: May 2016

Costs: n/a



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Domestic ABE and ESL Tuition Rates
Date:	January 19, 2016
Background Information:	<p>At the March 2015 Board meeting the Board approved establishing tuition fees for domestic Adult Basic Education (ABE) students and English as a Second Language (ESL) students. The Board directed administration to base the fees on a number of conditions. Attached is a report that outlines:</p> <ol style="list-style-type: none">1. Background Information2. Consultation Process3. Sector Tuition Comparators4. Financial Assistance for ABE & ESL Students5. OC Approach for ABE and ESL Tuition Fees <p>This recommendation was reviewed and endorsed by the Finance, Audit and Risk Review Committee on January 7, 2016.</p> <p>See attachments A and B.</p>
Action Required:	<p><i>Proposed Resolutions:</i> <i>"BE IT RESOLVED that the Okanagan College Board of Governors approve the implementation plan to charge tuition for domestic Adult Basic Education (ABE) and English as a Second Language (ESL) courses as presented."</i></p>
Comments from the President:	I support this motion.
Report prepared and supported by:	R. Daykin – Vice President of Finance and Administration A. Hay – Vice President of Education

Domestic English as a Second Language and Adult Basic Education Tuition

Background Information

Okanagan College has not charged tuition for Domestic English as a Second Language (ESL) courses or Adult Basic Education (ABE) courses since the College opened in 2005. In 2007, the provincial government directed BC post-secondary institutions to not charge for ABE courses. In 2011, the provincial government gave the same direction to post-secondary institutions for ESL courses. In both situations, government provided funding to institutions to compensate for not being able to charge tuition fees. For Okanagan College, this funding amounted to \$765,000 per annum.

In December 2014, government announced they would no longer provide tuition compensation funding for ABE and ESL courses and that institutions could now charge tuition. They also announced that the government funded Adult Basic Education Student Assistance Program (ABESAP) would be replaced by a new “Adult Upgrading Grant” (AUG) and that they would increase the funding level compared to ABESAP. Under the new AUG program students are also able to apply for funding to cover tuition in addition to the expenses that the ABESAP program covered.

As part of the December 2014 announcement, government stated that the maximum tuition fees a post-secondary institution could charge for ABE and ESL was \$1,600 per semester or the equivalent of \$3,200 per year for a full time student. The March 2015 Board motion (see below) included the \$1,600 per semester maximum and other directions to management.

“That the Okanagan College Board of Governors approves the implementation of domestic tuition fees for Adult Basic Education (ABE) and English as a Second Language (ESL) courses, based on the following conditions:

1. Fees will be established at a maximum level of \$1,600 per semester and will be implemented at a later date, but not prior to the 2016/17 fiscal year,
2. No domestic student will pay tuition fees for ABE & ESL courses in the 2015/16 fiscal year,
3. Board approval of a detailed implementation plan prior to any fees being charged, that addresses the following issues:
 - Research and consultation that assesses the potential impact of fees on adult access to secondary school level education throughout the College region,
 - Any new registration and tuition processes will not negatively affect program delivery models.
 - A tuition fee implementation plan that respects:
 - The importance of minimizing Okanagan College-controlled financial barriers to accessing Adult Basic Education and English as a Second Language courses,
 - The financial sustainability of the institution,
 - Provincial policy directions.”

Government defines a full time equivalent (FTE) student as a student who is enrolled in all the courses a student must take to complete one year of a specific program or a credential as defined by the post-secondary institution being attended. Each post-secondary institution designs and delivers programs in a way that meets the needs of their community and often results in programs that look very different but achieve a similar outcome to programs offered at other institutions. Consequently, post-secondary institutions can require a

different number of credits or hours to complete a similar program. This means, when fees across institutions are compared, different tuition costs for seemingly similar ESL and ABE courses are evident.

Due to the fact that many of our students enroll in part-time study, the tuition rate on a course-by-course basis needs to be established, while factoring in the maximum tuition allowed for a student studying full-time.

ESL programming at Okanagan College includes courses in both English as a Second Language and English for Academic Programs (EAP).

Okanagan College ABE programming is equivalent to secondary school courses with Fundamental equivalent to grade 9 and below, Intermediate equivalent to grade 10, Advanced equivalent to grade 11 and OC Provincial equivalent to grade 12 levels.

At Okanagan College, ABE and ESL programming is measured in hours rather than credits. The following are the number of hours a student would be enrolled in for the year if studying full-time. The hours are by program and level:

ABE Fundamental	= 680 hours per year (340 hours per term)
ABE Intermediate, Advanced and Provincial	= 496 hours per year (248 hours per term)
ESL and EAP	= 590 hours per year (295 hours per term)

Consultation Process

In April 2015, President Hamilton created a task force to guide the process to develop a recommendation to be evaluated by senior management prior to consideration by the Board of Governors.

The task force was charged, "To develop a plan for the potential implementation of tuition fees for ESL and ABE consistent with the March 2015 Board motion."

The task force members were:

Roy Daykin, Vice President, Finance and Administration (chair)
Andrew Hay, Vice President, Education (co-chair)
Rob Huxtable, Dean, Arts and Foundational Programs
Karen Sansom, Associate Dean, Arts and Foundational Programs
Dan Chetner, Coordinator, Adult Academic and Career Preparation (ABE is offered by AACCP)
Ardiss Stutters, Chair, English as a Second Language
James Coble, Director, Student Services
Allan Coyle, Director, Public Affairs
Jane Lister, Regional Dean, North Okanagan
Jane Muskens, Registrar

Other individuals assisted the task force as necessary.

In addition to the regular meetings of the task force, meetings and town halls were held:

- Andrew Hay and Roy Daykin met separately with the chairs and coordinators of AACCP and ESL on two different occasions.

- Department meetings with both the AACP and ESL departments with all members invited to attend. Both meetings had a high turnout of instructors.
- Town halls on ABE and ESL tuition at all campuses in late September and early October.
- Meetings with the Okanagan College Student Union and the Vernon Student Association to provide information on the budget and to obtain their thoughts on ABE and ESL tuition.
- Budget town halls on all campuses in early December where ABE and ESL tuition was an important part of the presentation.
- Charlotte Kushner and Roy Daykin attended an Aboriginal Education Council meeting in early December to discuss the potential implementation of ABE and ESL tuition.

Sector Tuition Comparators

Currently, of the 15 colleges and teaching universities who deliver ABE and domestic ESL in the province, 12 have started to charge tuition. Douglas College and Selkirk College will start charging in May 2016, and Okanagan College is the last post-secondary institution to make the decision.

There are two basic models for assessing fees in the BC post-secondary sector: charging per credit or per course hour.

Colleges like Langara College, College of the Rockies (advanced & provincial only), Camosun College (advanced & provincial only), North Island College, Northwest Community College, and Douglas College assign credits to ABE and ESL courses. As a consequence, they have calculated their fees based upon credits and as a result have used a credit tuition rate to assess fees for ABE and ESL tuition.

Other colleges such as Vancouver Community College, College of New Caledonia, College of the Rockies (fundamental and intermediate only), Camosun College (fundamental and intermediate only), Northwest Community College, and Northern Lights College have had to determine a different way of calculating fees because they deliver ABE and ESL programming without assigning credits. Okanagan College falls into this category.

For the colleges that are in the “non-credit” category appear to be using approximately \$1,600 per term and course hours as the basis for the fee calculation. The following are examples of tuition rates charged at “non-credit” institutions across the province.

- Camosun College’s tuition rate for a 10 hour per week course for one term is \$816.
- Vancouver Community College’s tuition rate for a 4 hour per week course for one term is \$408.
- College of New Caledonia’s tuition rate is \$533 per course.
- College of the Rockies’s tuition rate is \$450 per course offered via distance education.
- Northern Light’s College tuition rate for a 6 hour per week course for one term is \$400.
- Northwest Community College’s tuition rate for a full time student for one term is \$1,210.

The colleges and teaching universities that are in the “credit” category, tuition rates vary widely due to the different rates established for credit programming by the respective institutions.

The included Attachment A provides tuition levels for the Advanced Mathematics course, which is equivalent to high school Mathematics 11; for the Advanced English course, which is equivalent to high school English 11; and for the Intermediate English course, which is equivalent to high school English 10. It includes both institutions who assign credit and those who do not assign credit. Provincial articulation committees

established for each discipline determine the equivalency between post-secondary institutions and with the K-12 sector. The BC Council on Admissions & Transfer is responsible for oversight of the process.

It appears that most colleges and teaching universities are charging at or near the maximum allowed by the province. There are four colleges below the maximum; all use credits to calculate tuition, and all have some of the lowest tuition rates in the province.

Financial Assistance for ABE & ESL Students

The province is providing tuition assistance through the Adult Upgrading Grant (AUG) to all students who demonstrate financial need. The grant is established to help with costs like tuition fees, books, supplies, transportation, and unsubsidized childcare costs. For the 2015/16 school year the income threshold is based upon the student's 2014 income. The income thresholds are as follows:

<u>Family Size</u>	<u>Income Level 2014</u>
1	\$23,647
2	\$29,439
3	\$36,192
4	\$43,941
5	\$49,839
6	\$56,209
7 or	\$62,581 more

The Adult Upgrading Grant income limits closely align with the income thresholds for provincial and national student loan programs for low-income students.

Many of the institutions that have implemented ABE and ESL tuition have also implemented specific financial aid programs targeted at students who do not qualify for the AUG because they exceed the AUG income thresholds. These programs assistance levels and qualifying incomes levels vary, but all have income levels above the AUG income threshold and are bursaries and connected to income. In addition, ABE and ESL students are able to apply for other awards and bursaries offered at the institutions where they meet the specific award or bursary criteria.

Okanagan College Approach for ABE and ESL Tuition Fees

The proposed approach for implementing ABE and ESL tuition at the College has eight essential parts.

1. Assess tuition on all ABE and ESL courses based upon the maximum tuition rate allowed by government, beginning in May 2016.
2. Calculate tuition for each course based upon the course hours divided by the total number of program hours per year (as shown above in Background section), then multiply this ratio by the tuition rate allowed by government. This will result in courses having different tuition costs, depending on the number of hours in the course.

Course tuition = course hours / program hours per year * \$3,200.

The resulting total tuition for a student who is defined as full-time would be no more than \$1,600 per semester or \$3,200 per annum. This is the maximum allowable tuition level and complies with the Government's direction.

3. Develop and implement a comprehensive communication plan to inform the external community, the internal community, current students and future students.
4. Develop and implement a proactive support program to assist students in applying for financial aid.
5. Develop and implement business practices so that ABE and ESL students will not have to pay their tuition until after the student knows their level of financial aid.
6. Add sufficient additional human and other resources to departments (Financial Aid, Instructional areas, Accounts Receivable, Public Relations, Registrar's office) to ensure the increased workload of implementation and ongoing operations can be accommodated.
7. During the transition semester (Summer 2016), all domestic students enrolled in ABE and ESL courses will be funded by either AUG or the Okanagan College Bursary.
8. Beginning in September 2016, establish the Okanagan College Bursary to assist domestic students paying ABE and ESL tuition who do not qualify for the Adult Upgrading Grant. The bursary for Fundamental and Intermediate level courses will have no income threshold and the Advanced and Provincial level courses will have a higher income threshold than the Adult Upgrading Grant. Equivalent bursaries would be available for ESL students.

Example of Potential Bursary Implementation

	MATH 061 & 062	MATH 071 & 072	MATH 084 & 085	MATH 012
Assessed Domestic Tuition Rate	\$752	\$1,032	\$1,032	\$619
Student cost after either AUG or Okanagan College funding				
Income at or below \$23,647 <small>note 1</small>	\$0	\$0	\$0	\$0
Income above \$23,647 and at or below \$31,529 <small>note 2</small>	\$0	\$0	\$0	\$0
Income above \$31,450 and at or below \$39,412 <small>note 3</small>	\$0	\$0	\$516	\$310
Income above \$39,412	\$0	\$0	\$1,032	\$619

Note 1: Income level of \$23,647 is AUG maximum for a single person

Note 2: Income level of \$31,529 is AUG maximum for a single person plus one third.

Note 3: Income level of \$39,500 is AUG maximum for a single person plus two thirds.

English Advanced Level (Equivalent to English 11) Comparison

	Course	Tuition fees	Hours	Tuition fees/hour	Other information
Camosun College	ENGL 130	\$ 284.16	60	\$ 4.74	3 credits assigned
Capilano University	BENG 040	\$ 326.40	45	\$ 7.25	2 credits assigned
College of New Caledonia	ENG 045	\$ 533.33	135	\$ 3.95	3 credits assigned
College of the Rockies	ENGL 080	\$ 305.76	90	\$ 3.40	Distance version = \$405
Douglas College	ENGU 0455	\$ 586.20	120	\$ 4.89	6 credits assigned
Kwantlen Polytechnic University	Not offered				
Langara College	Not offered				
North Island College	ENG 052	\$ 220.00	45	\$ 4.89	2 credits assigned
Northern Lights College	ENG 040	\$ 532.80	120	\$ 4.44	
Northwest Community College	ENG 040	\$ 438.80	75	\$ 5.85	5 credits assigned
Selkirk College	ENGL 052 & 053	\$ 1,066.66	192	\$ 5.56	
University of the Fraser Valley	ENGL 081	\$ 334.83	70	\$ 4.78	3 credits assigned
Vancouver Community College	ENG 0861 & 0871	\$ 816.00	120	\$ 6.80	
Vancouver Island University	ENGL 047	\$ 320.00	75	\$ 4.27	
Okanagan College proposed	ENG 080	\$ 1,032.00	160	\$ 6.45	

Sources:

- BCCAT Guide for equivalencies
- Post-secondary websites for hours and tuition fees

English Intermediate Level (Equivalent to English 10) Comparison

	Course	Tuition fees	Hours	Tuition fees/hour	Other information
Camosun College	ENGL 050	\$ 816.00	150	\$ 5.44	6 credits assigned
Capilano University	BENG 031	\$ 326.40	45	\$ 7.25	2 credits assigned
College of New Caledonia	ENG 030	\$ 533.33	135	\$ 3.95	3 credits assigned
College of the Rockies	ENGL 070	\$ 305.76	90	\$ 3.40	Distance version = \$405
Douglas College	ENGU 0355	\$ 586.20	120	\$ 4.89	6 credits assigned
Kwantlen Polytechnic University	Not offered				
Langara College	Not offered				
North Island College	ENG 035	\$ 220.00	90	\$ 2.44	3 credits assigned
Northern Lights College	ENG 030	\$ 532.80	120	\$ 4.44	
Northwest Community College	ENG 030	\$ 438.80	75	\$ 5.85	5 credits assigned
Selkirk College	ENGL 10	\$ 533.33	96	\$ 5.56	
University of the Fraser Valley	ENGL 071	\$ 334.83	70	\$ 4.78	3 credits assigned
Vancouver Community College	ENG 0750 & 0752	\$ 816.00	120	\$ 6.80	
Vancouver Island University	ENGL 037	\$ 320.00	75	\$ 4.27	
Okanagan College proposed	ENG 070	\$ 1,032.00	160	\$ 6.45	

Sources:

- BCCAT Guide for equivalencies
- Post-secondary websites for hours and tuition fees

Math Advanced Level (Equivalent to Mathematics 11) Comparison

	Course	Tuition fees	Hours	Tuition fees/hour	Other information
Camosun College	MATH 072 & 073	\$ 1,305.60	240	\$ 5.44	8 credits assigned
Capilano University	BMTH 043 & 044	\$ 326.40	45	\$ 7.25	2 credits assigned
College of New Caledonia	MATH 045	\$ 533.33	135	\$ 3.95	3 credits assigned
College of the Rockies	MATH 080	\$ 305.76	90	\$ 3.40	Distance version = \$405
Douglas College	MATU 0411	\$ 439.65	90	\$ 4.89	4.5 credits assigned
Kwantlen Polytechnic University	MATQ 1099	\$ 401.00	60	\$ 6.68	3 credits assigned
Langara College	Not offered				
North Island College	MATH 053	\$ 220.00	67.5	\$ 3.26	2 credits assigned
Northern Lights College	MATH 040	\$ 532.80	120	\$ 4.44	
Northwest Community College	MATH 0401 & 0402	\$ 351.04	60	\$ 5.85	4 credits assigned
Selkirk College	MATH 052 & 053	\$ 533.33	96	\$ 5.56	
University of the Fraser Valley	MATH 085	\$ 334.83	70	\$ 4.78	3 credits assigned
Vancouver Community College	MATH 0861 & 0871	\$ 816.00	120	\$ 6.80	
Vancouver Island University	MATH 045 & 046	\$ 640.00	150	\$ 4.27	
Okanagan College proposed	MATH 011	\$ 723.00	112	\$ 6.46	

Sources:

- BCCAT Guide for equivalencies
- Post-secondary websites for hours and tuition fees

Sector Divisors Used to Calculate FTE's

Camosun College	600	hours
Capilano University	768	hours
College of New Caledonia	768	hours
College of the Rockies	450	hours
Douglas College	30	credits
Kwantlen Polytechnic University	768	hours
Langara College	30	credits
North Island College	750	hours
Northern Lights College	600	hours
Northwest Community College	768	hours
Selkirk College	768	hours
University of the Fraser Valley	540	hours
Vancouver Community College	768	hours
Vancouver Island University	560	hours
Okanagan College proposed	496	hours

Source

- Post-Secondary Student Information Central Data Warehouse