



**BOARD OF GOVERNORS  
REGULAR MEETING  
January 31, 2017; 12:00 p.m.  
Room S103B, Kelowna Campus**

**AGENDA  
OPEN SESSION**

	Attachment	Approximate Time
<b>1 APPROVAL OF AGENDA</b> <u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the January 31, 2017, OC Board open session meeting agenda is approved".</i>		12:00 p.m.
<b>2 DECLARATION OF CONFLICT</b>		12:05 p.m.
<b>3 ELECTION OF CHAIR AND VICE CHAIR</b>		12:07 p.m.
<b>4 CONSENT AGENDA</b> <u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>		12:22 p.m.
4.1 <b>MINUTES</b> – November 29, 2016	A	
4.2 <b>WRITTEN REPORTS</b>		
4.2.1 President's Report (J. Hamilton)	B	
4.2.2 Education Council Report	C	
4.3 <b>APPROVALS</b>		
4.4 <b>INFORMATION</b>		
<b>5 BUSINESS ARISING FROM THE MINUTES</b>		
<b>6 PRESENTATIONS</b>		12:25 p.m.
6.1 OCSU Students (B. Berchowitz)		
<b>7 NEW BUSINESS/RESOLUTIONS</b>		
7.1 Education Council (D. Silvestrone)	D	12:45 p.m.

7.1.1 Program Approvals

**Recommended Motions:**

***“BE IT RESOLVED THAT the Board approve the new certificate program: Hospitality Service Training Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision: Carpentry and Joinery Foundation, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision: Residential Construction as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision: Studio Woodworking, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision: Trades Technology Teacher Education, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision: Environmental Studies Diploma, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision: Water Engineering Technology Diploma, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision: Culinary Arts Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision: Culinary Management Diploma as recommended by Education Council and as presented”***

7.1.2 Academic Schedule

**Recommended Motions:**

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Adult Basic Education Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Adult Special Education Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Health Care Assistant Certificate Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Practical Nursing Diploma Schedule as recommended by Education Council and presented here”***

7.2 Finance, Audit and Risk Review Committee (J. Maciel) 1:05 p.m.

7.2.1 Domestic Tuition Rate

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**Recommended Motion:**

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve to increase domestic tuition and mandatory fees by 2%, effective the Fall 2017 semester.”***

7.2.2 International Tuition Rate

F

**Recommended Motion:**

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve to increase international tuition by 5%, effective the Fall 2017 semester.”***

**8 VERBAL REPORTS** 1:20 p.m.

8.1 Board Chair Report (C. Denesiuk)

8.2 President's Report (J. Hamilton)

**9 INFORMATION**

**10 TOPICS FOR NEXT MEETING**

**11 OTHER BUSINESS**

**12 FOR THE GOOD OF THE INSTITUTION**

**13 DATE OF NEXT MEETING**

February 28, 2017, Kelowna Campus

**14 ADJOURNMENT** 1:30 p.m.

**Consent Agenda Resolutions  
Attachment A**

**Item 4.1**

Recommended Motion

***“BE IT RESOLVED THAT the November 29, 2016, open session minutes be approved.”***

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

**Tuesday, November 29, 2016, 9 a.m.  
Room S103B, Kelowna Campus**

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Members Present: C. Denesiuk (Chair)  
A. Beaumont  
B. Berg  
C. Derickson  
R. Gakhal (*arrived at 9:10 a.m.*)  
R. Janyk  
S. Johal  
J. Hamilton (President)  
C. Gerbrandt  
M. Kananga  
J. Maciel  
B. McGowan  
G. Morgan (*arrived at 9:40 a.m.*)  
L. Thurnheer

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Observers: D. Birtwistle for T. Walter (OC FA)  
R. Vilene (BCGEU Support Staff)  
S. Wall, Student, Central Okanagan

Regrets: J. O'Brien (Administrative Association)  
T. Walters (OCFA)  
C. McRobb (BCGEU Vocational)  
L. Trenholm, Student Observers  
A. Penny, Student Observer

Guests: D. Lomas (Regional Dean South Okanagan) item 7.1.2

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

The Chair recognized that the meeting was occurring on the traditional Okanagan territory and welcomed the new members.

**1. APPROVAL OF AGENDA**

**Motion:** C. Gerbrandt/A. Beaumont

***“BE IT RESOLVED THAT the November 29, 2016, OC Board open session meeting agenda is approved”.***

**MOTION CARRIED**

**2. OATH OF NEW MEMBERS**

B. Berg and M. Kananga took their Oath.

**3. CODE OF CONDUCT**

All members, with the exception of R. Janyk, signed the Code of Conduct and returned them to the Board Assistant.

**4. DECLARATION OF CONFLICT**

No conflicts were declared.

**5. CONSENT AGENDA**

**Motion:** C. Gerbrandt/L. Thurnheer

**“BE IT RESOLVED THAT the Consent Agenda be approved”**

**Items approved:**

**“BE IT RESOLVED THAT the September 27, 2016, open session minutes be approved”.**

**“BE IT RESOLVED that the be following persons be appointed as Board Observers for a one year term from November 29, 2016 to November 27, 2017:**

***Tim Walters, representing Okanagan College Faculty Association  
Cam McRobb, representing the BCGEU Vocational Instructors  
Ronda Vilene, representing BCGEU Support Staff  
Logan Trenholm, Student, Shuswap Revelstoke;  
Ajay Penny, Student, South Okanagan-Similkameen;  
Samantha Wall, Student, Central Okanagan”***

**MOTIONS CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. PRESENTATION/DELEGATIONS**

**7.1 Campus Planning Committee (C. Denesiuk)**

**7.1.1 Committee Chair Report**

The Committee met on November 8, 2016. At that time the Master Capital Plan was approved for recommendation to the Board.

**7.1.2 Master Capital Plan (D. Lomas)**

This process began in 2014, and has been informed by Strategic Plan as well as the Long Term Education Plan. The Committee focused on two questions: do the four major campuses have the land capacity to meet the required needs over the next 25 years; and, will the horizontal infrastructure (electrical, water, roads) meet the expansion needs. It was noted that the report details the review of each campus.

A number of points were noted during consultation:

- Repurposing existing facilities;
- Transportation and parking;
- Campus are well positioned to carry out priorities in the Strategic Plan (particularly the indigenization and internationalization initiatives);
- Signage and landmark features.

Residences were discussed. The need for residences has been included within the Five Year Capital Plan. There is opportunity to work with the private sector to form partnerships in the area, and most can be accommodated on campus.

The VP, Employee and Corporate Services clarified that the Five Year Capital Plan has been submitted to the government and the annual capital budget will be submitted in March as part of the overall budget.

Together with funding, the following challenges were identified:

- In Kelowna: program, classroom space; residences; and aging infrastructure;
- In Vernon: the new Trades facilities;
- In Penticton: the new day care;
- In Salmon Arm: building the programming and maximizing the space.

**Motion:** R. Gakhal/S. Johal

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Master Capital Plan 2016-2035, as recommended by the Campus Planning Committee”.***

**MOTION CARRIED**

*C. Gerbrandt and D. Lomas left at 9:26 a.m.*

## **8. NEW BUSINESS/RESOLUTIONS**

### **8.1 Governance Committee (L. Thurnheer)**

#### **8.1.1 Chair Report**

The Committee met on November 18<sup>th</sup>, at which time they discussed the October 2016 retreat; reviewed the provincial document *Orientation BC Public Post-Secondary Board Members* (an ad hoc Committee from Governance will review this in relation to the Board manual and the orientation process); the final Terms of Reference were reviewed. In February, the Committee will be drafting new governance goals, and revising the Board Chair Evaluation.

The Board Chair and the Governance Chair meet with each Board member who has served more than one year. Additional meetings will occur with the new members in the future.

Members were asked to complete the meeting evaluation on the table at the end of the meeting.

#### **8.1.2 Committee Terms of Reference**

**All Motions:** L. Thurnheer/A. Beaumont

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revised Terms of Reference for the Campus Planning Committee, as recommended by the Governance Committee”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revised Terms of Reference for the Executive Committee, as recommended by the Governance Committee”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revised Terms of Reference for the Finance, Audit and Risk Review Committee, as recommended by the Governance Committee”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revised Terms of Reference for the Governance Committee, as recommended by the Governance Committee”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revised Term of Reference for the Human Resource Committee, as recommended by the Governance Committee”***

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***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revised Terms of Reference for the President Review Committee, as recommended by the Governance Committee”***  
**MOTIONS CARRIED**

**8.1.3 Committee Membership (C. Denesiuk)**

Revisions were made to the submission: G. Morgan will sit on Education Council and the VP, Employee and Corporate Services is a resource for the HR Committee.

A member is still required for the Tributes Committee.

**Motion:** L. Thurnheer/R. Janyk

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revised Committee Membership, as presented”***

**MOTION CARRIED AS AMENDED**

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

**8.2.1 Chair Report**

The Committee met on November 8<sup>th</sup>, at which time the domestic tuition process was reviewed as well as the Terms of Reference.

With the approval of the tuition process, this will not need to be approved every year unless it is amended.

**8.2.2 Domestic Tuition Process**

**Motion:** B. McGowan/S. Johal

***“BE IT RESOLVED that the Okanagan College Board of Governors approve adoption of the process as presented for making the annual decision on domestic tuition rate increase as recommended by the Finance, Audit and Risk Review Committee.”***

**MOTION CARRIED**

**8.3 Executive Committee (C. Denesiuk)**

**8.3.1 Committee Chair Report**

The Committee discussed a letter that has been received with regard to the Strategic Infrastructure Fund, as well as a government professional development session that the Board Chair is attending in Vancouver on December 13<sup>th</sup>.

**8.2.2 Board Meeting Schedule 2017**

**Motion:** A. Beaumont/R. Gakhai

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve Board Meeting Schedule for 2017 as presented here”***

**MOTION CARRIED**

**8.4 Education Council (R. Janyk)**

**8.4.1 Program Approvals**

*G. Morgan arrived at 9:40 a.m.*

**Motion:** R. Janyk/S. Johal

***“BE IT RESOLVED THAT the Board approve the program revision: Pharmacy Technician Certificate, as recommended by Education Council and as presented”***

**MOTION CARRIED**



**Motion:** R. Janyk/J. Maciel

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

**MOTION CARRIED**

**Motion:** R. Janyk/L. Thurnheer

***“BE IT RESOLVED THAT the Board approve the program revision: Sustainable Construction Management Technology Diploma, as recommended by Education Council and as presented”***

The change does not affect the contact hours, the program has the same number of hours in 2 years as in the previous 3 year program. The curriculum has been condensed.

The two year program is more appealing to students due to the time commitment.

**MOTION CARRIED**

**Motion:** R. Janyk/G. Morgan

***“BE IT RESOLVED THAT the Board approve the new diploma program: Animation Diploma subject to satisfactory completion of posting on the Post-Secondary Institution Proposal System, as recommended by Education Council and as presented”***

The motion was amended because the program requires posting for review on the PSIPS (Post-Secondary Institution Proposal System).

**MOTION CARRIED AS AMENDED**

**Motion:** R. Janyk/B. McGowan

***“BE IT RESOLVED THAT the Board approve the program revision: Diploma in Communications, Culture & Journalism Studies, as recommended by Education Council and as presented”***

**MOTION CARRIED**

#### **8.4.2 Program Schedules**

All Motions; R. Janyk/A. Beaumont

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Accounting/Bookkeeping Certificate Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Administrative Assistant Certificate Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Office Assistant Certificate Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Legal Administrative Assistant (Litigation) Certificate Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Legal Administrative Assistant (Corporate/Conveyancing) Certificate Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Early Childhood Education Diploma Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Therapist Assistant Diploma Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Human Service Work Diploma Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 Certified Dental Assistant Schedule as recommended by Education Council and presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2017/18 English as a Second Language Schedule as recommended by Education Council and presented here”***

## **MOTIONS CARRIED**

### **9. VERBAL REPORTS**

#### **9.1 Board Chair Report (C. Denesiuk)**

The Board Chair thanked the Board members who have represented the Board at recent events.

#### **9.2 President’s Report (J. Hamilton)**

The President noted that there have been four notable events in the last week: Trades announcement in Vernon, groundbreaking of the daycare in Penticton, and \$220,000 in scholarships were distributed at two different ceremonies.

*M. Kananga left at 9:52 a.m.*

It was noted that one of Okanagan College’s students has received \$5,000 for a transfer scholarship from the Irving K. Barber BC Scholarship Society.

### **10. INFORMATION**

#### **10.1 Stable Enrolment Report (A. Coyle)**

This report is based on September 15<sup>th</sup> data and does not capture courses that began after that date. As well, Continuing Studies courses are not part of the data.

Highlights noted include:

- Headcount is up by 2.2% over last year;
- Credits are holding steady even though high school headcounts are dropping;
- Arts is up 2% overall, Science is up 9%, Technologies is up 7%, Health up 11%, Business up 8.9%, Foundational is down 10% (due to ABE/ESL), Trades is up 5%;
- Distance Education has been growing of the last 7 years.

The report format will be changing in the future to include the interim FTE report so that a more complete data for fall enrolments will be available.

### **11. TOPICS FOR NEXT MEETING**

### **12. OTHER BUSINESS**

### **13. FOR THE GOOD OF THE INSTITUTION**

It was noted that Board member, G. Morgan, went to a couple of classes and presented to the students. Others were encouraged to do this if they get the opportunity.

The Vice Chair asked Board members to consider nominating someone for a BC Medal of Good Citizenship. Information can be found at: <http://www2.gov.bc.ca/gov/content/governments/celebrating-british-columbia/honours-and-awards/medal-good-citizenship>

**14. DATE OF NEXT MEETING:** January 31, 2017, Kelowna Campus

**15. ADJOURNMENT**

**Motion** to adjourn: S. Johal/J. Maciel

**MOTION CARRIED**

The meeting adjourned at 10:09 a.m.



# President's Report

to the

## Okanagan College Board of Governors

### January 2017

#### Learner Readiness and Success

- In December, it was announced that Okanagan College ranked third in open textbook adoptions out of 31 participating post-secondary institutions in BCcampus's 2015-16 Annual Review of their Open Textbook Project. The BCcampus Open Textbook Project is an online repository of open educational resources (OERs) which allows students and educators to use textbooks at no cost under a Creative Commons license.
- On December 13<sup>th</sup>, Okanagan College hosted students from Kelowna School District 23 to experience a day in the life of an OC Trades student.
- Winter Convocation and Commencement ceremonies were held on January 14<sup>th</sup> at the Kelowna campus. More than 300 students received credentials in Arts, Business, Computer Science, Engineering Technologies, and Health and Social Development.
- Over the January 21<sup>st</sup> weekend, eight of our Bachelor of Business Administration students competed at the prestigious Inter-Collegiate Business Competition at Queen's University. This competition is judged blind (no institutional identifying marks are allowed) and is Canada's longest-running undergraduate case competition. We had our best ever results with one first place finish in Human Resources and two second place finishes in Management of Information Systems and Accounting. Okanagan College and the University of Calgary had the best overall results.
- On January 23<sup>rd</sup> we hosted a reception to launch our very own chocolate recipes under the name Okanagan College Artisan Chocolate. The exclusive milk and dark chocolate recipes were created by Chef Danny Capadouca and Chef Bernard Casavant in the summer of 2016 when the pair traveled to France to the tasting laboratories of Cacao Barry, a chocolate company founded in 1842. We are the first post-secondary institution outside of Europe to create trademarked chocolate recipes with Cacao Barry, one of the world's leading chocolate produces.

#### Teaching, Programming and Applied Research

- Okanagan College Audio Engineering and Music Production (AEMP) students hosted concerts featuring OC Alumni Ben Klick (January 13<sup>th</sup>), and the Bjorn Kriel Trio (January 14<sup>th</sup>) on the Kelowna Campus. These two-hour shows formed part of the live sound module of the AEMP program, which trains students

to work in various technical positions such as recording arts, music, theatre, concerts, broadcasting, video and film.

- Okanagan College English professor Melanie Murray launched her book **Should Auld Acquaintance: Discovering the Woman Behind Robert Burns** on January 25<sup>th</sup> at Infusions Restaurant, Kelowna Campus.

## Indigenization

- In late January, the BC College Presidents meet and discussed the various issues and initiatives underway across the sector.

## Internationalization

- Okanagan College welcomed 170 new International students to campus for the Winter 2017 semester a 115% increase over last year's student intake during the 2016 Winter semester.

## Community Engagement and Service

- Enactus students gathered and distributed non-perishable food items and gifts for their annual holiday hamper project this past December. Now in its 22<sup>nd</sup> year, the project demonstrates the generosity and engagement of the campus community. Hamper donations were received from a variety of sources including individual students, staff and faculty and the Okanagan College Student Union.
- Okanagan College School of Business received an award in appreciation of the College's partnership and support of School District 23 Young Entrepreneur Dragon's Den Competition from 2000-16. The competition allows students in Grades 7-12 to create an innovative product or service and pitch their business plan to a group of potential investors.
- The 11<sup>th</sup> annual Western Canada RoboCup Junior Games took place at Okanagan College's Centre for Learning in Kelowna on December 7<sup>th</sup>. RoboCup Junior is an internationally accredited educational competition which includes teams of students ranging from Grade five to Grade 12 working together to develop solutions to one of three challenges – soccer, rescue or dance – using robots.
- On December 20<sup>th</sup>, Okanagan College and the Kelowna College Basketball Society signed an agreement that will allow for both men's and women's basketball teams to compete under the Okanagan College Coyotes athletic brand. The teams' first season will kick-off with a exhibition schedule and working toward inclusion in the PAC-WEST Athletic Association.
- Now in its 13<sup>th</sup> year, the 2017 OC Speaker series kicked off on January 9<sup>th</sup> with a presentation by Harold Johnson titled "Firewater: How Alcohol is Killing my People (and Yours)". Held on the Penticton campus, the speaker series is open to the public by donation.
- I attended the Wilden Living Lab official opening on January 25<sup>th</sup>. Students from Okanagan College's Residential Construction program worked, in partnership with Wilden developer Blenk Development Corp., AuthenTech Homes, UBC Okanagan, and FortisBC to build two side-by-side homes which demonstrate a real-world study on sustainable home building by comparing identical structures constructed with different energy-efficient technologies.

## **Organizational Sustainability**

- Okanagan College's 2016 Employee Recognition Event took place in the Atrium of the Centre for Learning on November 30<sup>th</sup>. We hosted our largest group to date – 175 employees who achieved significant service milestones.
- The Okanagan College Social Committee hosted the annual Holiday Season Party on December 10<sup>th</sup>.

## Education Council – Report to the Board January 2017

### Candidates for Graduation – December 1, 2016 Education Council Meeting

Program	# of Students
Administrative Assistant Certificate – BC Campus	1
Bachelor of Computer Information Systems (out of sequence)	1
BC Adult Graduation Diploma	2
Business Studies Certificate (out of sequence)	1
Heavy Mechanical Foundation	13
Pharmacy Technician Certificate	6
Welder Foundation Certificate (out of sequence)	1
Welder Foundation Certificate May 2, 2016 – November 10, 2016	12
<b>Total</b>	<b>37</b>

### Candidates for Graduation – January 12, 2016 Education Council Meeting

Program	# of students
Automotive Service Technician Certificate – Kelowna (May 10 – December 23, 2016)	9
Aircraft Maintenance Engineer Category 'S' Certificate (Feb 1 – December 12, 2016)	11
Business Administration Diploma	1
Medical Administrative Assistant (BC Campus)	1
<b>Total</b>	<b>22</b>

### Candidates for Graduation approved - January 11, 2017 Operations Committee Meeting

Program	# of Students
Accounting Assistant Certificate (BC Campus)	1
Associate of Arts Degree	14
Associate of Science Degree	1
Bachelor of Business Administration	55
Bachelor of Computer Information Systems Degree	1
British Columbia Adult Graduation	3
Business Administration Certificate	1
Business Administration Diploma	66
Business Studies Certificate	7
Civil Engineering Technology Diploma	20
Computer Information Systems Diploma	2
Culinary Management Diploma	1
Diploma in Communications, Culture and Journalism Studies	1
Diploma in Criminal and Social Justice	3
Diploma in General Studies	1
Diploma in Journalism Studies	1
Diploma in Media and Cultural Studies	1
Diploma in Writing and Publishing	1
English for Academic Purposes Certificate	5
Human Kinetics Diploma	5

Human Service Work Diploma	1
Mechanical Engineering Technology Diploma	19
Medical Administrative Assistant Certificate (BC Campus)	1
Office Assistant Certificate (BC Campus)	2
Pathway to Professional Accounting	1
Pharmacy Technician Certificate	2
Post-Baccalaureate Diploma in Accounting	6
Port-Diploma Certificate in Business Administration	1
Practical Nursing Diploma – Kelowna (August 24, 2015 – December 15, 2016)	22
Practical Nursing Diploma – Salmon Arm (August 24, 2015 – December 15, 2016)	10
Therapist Assistant Diploma	1
Water Engineering Technology Diploma	21
<b>Total</b>	<b>277</b>



## **Education Council – Submission to the Board January 2017**

Education Council met on December 1, 2016, and approved eight new courses, nine course revisions, 19 course deletions, five program revisions, graduands and three schedules which are included in this report.

Education Council met on January 12, 2017 to discuss nominations for Honorary Fellow (presented during the in camera session of the Board meeting), and approved two new courses, six course revisions, three program revisions, one schedule and graduands.

### **December 1, 2016 Education Council Meeting**

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#### **Program Approval**

##### **Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the new certificate program: Hospitality Service Training Certificate, as recommended by Education Council and as presented”***

#### **Hospitality Service Training Certificate**

##### **Rationale:**

The tourism sector in BC has seen tremendous growth that can be linked to a number of factors including Destination British Columbia's new international marketing strategy as well as an increase in direct flights to BC from international markets and the United States. The communities of the Thompson Okanagan are no longer just a series of locations for summer sun and fun activities primarily for locals and neighboring provinces. This region is very quickly finding recognition as an excellent alternative for our international guests to explore; exceptional areas to choose from for meetings and conferences; and regions that offer tourists the opportunity for a wide variety of experiences that lead to remarkable memories. Well recognized publications such as the USA Today, Huffington Post, and Wine Spectator have been recognizing the region in recent articles. *“This Morning”* on CBS boasts the Thompson Okanagan as a hidden gem to explore and has ranked the region among the top 10 places in the world to visit!

According to go2HR and the BC Labour Market report, tourism and hospitality is one of the sectors leading the economy. The direct impact of tourism was \$14.5 billion directly related to visitor spending in 2014, and the total value of the broader sector including local spending exceeds \$30 billion. Employment in hospitality and tourism in BC was over 288,000 jobs in 2014 with strong growth predicted over the next 10 years. New job demand over that period will exceed 100,000 jobs from growth and replacement, and many of those jobs are well suited to people entering the labour force. This includes demand for more than 12,000 job openings in the Thompson Okanagan region alone.

Since 1979, go2HR has served BC's tourism and hospitality industry with programs and services that support its growth and success; go2HR is helping the tourism industry address its labour market challenges and shortages through strong HR practices, which includes ensuring proper training of staff and they are in support of the development of Okanagan College's Hospitality Service Training Certificate program and will collaborate with Okanagan College in accessing training materials and resources available through go2HR, which includes the emerit line of training resources and tools developed by Tourism HR Canada.

Indicative of this labour market demand, in 2015 Okanagan College was approached by Destination Osoyoos to develop hospitality and tourism training for the Osoyoos/Oliver communities. Destination Osoyoos recognized that by offering a hands-on training program to local youth, everyone would win - youth would stay in the community, become gainfully employed during and after secondary education and benefit hospitality sector businesses who can draw from local talent. Okanagan College's Continuing Studies Division responded, developed training called the ***Passport to Employment***, which was successfully delivered in winter 2016. This innovative program aimed to grow the food, wine and tourism industry by providing free, hands-on training to high school students in both Osoyoos and Oliver. According to Destination Osoyoos, this program contributed to the organization receiving the BC Destination Marketing Organization Association Professional Excellence Award at the BC Tourism Industry Conference in October, 2015.

Having observed the success of the ***Passport to Employment***, the Osoyoos Indian Band and Penticton Community Futures also approached Continuing Studies to provide targeted courses from this program to their staff and clients respectively. The training was delivered between February and June, 2016. Participants from each of these training groups were successful in obtaining employment.

This past summer, 2016, has been reported as one of the busiest seasons on record with a shortage of staff to fill positions. In response to the needs from the communities for training in the hospitality and tourism sector, Okanagan College is proposing to develop a Hospitality Service Training Certificate, recognized by industry, which will offer comprehensive competency-based, occupation-specific training for employment in the hospitality & tourism sector.

This training addresses the demonstrated need for a best-practice model to address the hospitality and tourism sector's aim of creating a world-renowned experience for visitors to the region. Since the spring of 2016, Okanagan College has been actively engaged with various industry and community partners to develop this much needed certificate program that addresses key aspects of service excellence.

This proposal recognizes that the key purpose of the hospitality and tourism industry is to serve people. This industry is fast paced and constantly evolving so the importance of people being trained in the various areas of this sector prior to employment is essential. Top performers in this sector have great potential to advance in their careers and remain competitive in the industry which makes training cost and time a valuable investment. The proposed Hospitality Service Training Certificate program will meet the needs of current and relevant training in key areas of service. This program will remain current by continuously collaborating with the hospitality and tourism sector, and responding to student, employer and industry feedback.

**Program description:**

This 124-hour Hospitality Service Training Certificate prepares learners to successfully launch a career in the hospitality and tourism industry. This program includes theory, demonstrations and practical-skill training in various areas of the hospitality industry. Included in this program is also an emphasis on customer service and working together as part of a team.

Graduates of this program will be prepared with practical skills and knowledge that they can immediately apply in their workplace.

**Admission requirements:**

- English 10 with minimum 50% or alternatives ('alternatives' is a link to: <http://webapps-5.okanagan.bc.ca/ok/Calendar/English10with50>)
- Serving it Right Certificate
- FoodSafe Certificate

**Graduation requirements:**

Students must pass the practicum and attain a minimum grade of 70% in each of the other courses in the program.

**Program outline:**

HOST 100: INTRODUCTION TO HOSPITALITY & TOURISM (9 hours)

HOST 110: CUSTOMER SERVICE EXCELLENCE (6 hours)

HOST 120: PROFESSIONAL FRONT DESK AGENT (21 hours)

HOST 130: HOUSEKEEPING ROOM ATTENDANT (21 hours)

HOST 140: FOOD & BEVERAGE OPERATIONS (21 hours)

HOST 150: EMPLOYMENT PREPARATION (6 hours)

HOST 160: PRACTICUM (40 hours)

Total Hours: 124

**Course outline:**

**HOST 100 – 9 hours                      Introduction to Hospitality & Tourism  
Hospitality & Tourism Intro (Short Title)**

This course will provide learners with an overview of the hospitality and tourism industry, and its financial and environmental impact. The course will cover areas of growth, environmental stewardship, and current trends in hospitality.

**HOST 110 – 6 hours                      Customer Service Excellence**

This course will provide learners with an understanding of the value of delivering excellent customer service and how it is the key to business success. Learners will determine the importance of exceeding customer expectations and will be able to identify techniques to handle complaints, reduce workplace stress, and to improve emotional intelligence. This course will conclude with achieving personal growth.

**HOST 120 – 21 hours                      Professional Front Desk Agent**

This course will provide learners with a detailed understanding of hotel front desk operations and will engage students in the tasks necessary in the guest cycle from reservations to departure. Topics include interpersonal skills, guest services, sales, departmental operations, safety and security. The front desk is the exciting nerve centre of any hotel and the learner will acquire the skills necessary to smoothly enter into this fast-paced environment.

**HOST 130 – 21 hours                      Housekeeping Room Attendant**

This course will outline the crucial role that the housekeeping department plays in the success of a hotel through understanding guest expectations. Learners will be able to identify the key components of excellent housekeeping through classroom training and hands-on experience. Topics include professionalism, guest relations, industry terms, safety, protection, and cleaning responsibilities. A WHMIS certificate will be issued upon successful completion of this course.

**HOST 140 – 21 hours                      Food & Beverage Operations**

This course will provide an overview of food and beverage operations in hotels, restaurants, and wineries. The learner will be able to recognize the organization of food & beverage outlets, and demonstrate an understanding of excellent service standards through focus on the psychology and philosophy of service, and the technical application of it. Learners will be able to identify the areas of service that are critical from both a management and guest perspective. Topics include organization of food & beverage departments, product knowledge, service techniques, communication and teamwork, and health & safety.

**HOST 150 – 6 hours                      Employment Preparation**

This course will prepare the learner to enter the employment market armed with essential job hunting skills. Learners will practice how and where to search for available positions in the hospitality industry, how to design a resume tailored to the desired job, how to prepare for interviews, and how to develop a career path.

**HOST 160 – 40 hours                      Practicum**

This course provides opportunities for learners to translate theory into practice by integrating into a specific department within a hospitality structure. Learners will practice skills under supervision, and be able to reflect upon their educational, personal and professional experiences in the practicum.

**Implementation date:** February 2017

**Costs:**

Tuition	994.20
Textbooks and Course Material	Approx. 210.00

**Revised Programs**

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the program revision: Carpentry and Joinery Foundation, as recommended by Education Council and as presented”***

**Carpentry and Joinery Foundation**

**Program revision**

- Graduation requirements
- Program name change to ***Carpenter and Joiner Foundation***
  - *Short program name – Carpenter and Joiner Fndn*

**Rationale:**

Align with the ITA Program Outline

**Graduation Requirements:**

**Existing:**

The minimum passing grade per component is 70%.

**Proposed:**

An overall average of 70% calculated on a weighted percentage, based on time allocation.

**Reason:**

Upon successful completion the student receives accreditation for Level One Carpentry OR Joinery (the student will decide which path they will pursue). The proposed graduation requirement is identical to the apprenticeship requirements. We are the only institution in BC that is using the current system for marking grades. All other colleges have adopted the ITA mandate. If students decide to continue their apprenticeship their remaining levels would align with the proposed change.

**Implementation date:** September 2017

**Costs:** n/a

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the program revision: Residential Construction as recommended by Education Council and as presented”***

**Residential Construction**

**Program revision**

- Graduation requirements
- Program name change to ***Carpenter Foundation***

**Rationale:**

Align with the ITA Program Outline

**Graduation requirements:**

**Existing:**

The minimum passing grade per component is 70%.

**Proposed:**

An overall average of 70% calculated on a weighted percentage, based on time allocation.

**Reason:**

Upon successful completion the student receives accreditation for Level One Carpentry. The proposed graduation requirement is identical to the apprenticeship requirements. We are the only institution in BC that is using the current system for marking grades. All other colleges have adopted the ITA mandate. If students decide to continue their apprenticeship their remaining levels would align with the proposed change.

**Implementation date:** September 2017

**Costs:** n/a

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the program revision: Studio Woodworking, as recommended by Education Council and as presented”***

**Studio Woodworking**

**Program revision**

- Graduation requirements

**Rationale:**

Align with the ITA Program Outline

**Graduation requirements:**

**Existing:**

The minimum passing grade per component is 70%.

**Proposed:**

An overall average of 70% calculated on a weighted percentage, based on time allocation.

**Reason:**

Upon successful completion the student receives accreditation for Level One Carpentry OR Joinery. The proposed graduation requirement is identical to the apprenticeship requirements. We are the only institution in BC that is using the current system for marking grades. All other colleges have adopted the ITA mandate. If the student decides to continue their apprenticeship their remaining levels would align with the proposed change.

**Implementation date:** September 2017

**Costs:** n/a

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the program revision: Trades Technology Teacher Education, as recommended by Education Council and as presented”***

**Trades Technology Teacher Education**

**Program revision**

- Addition of courses
- Admission requirements
- Deletion of courses
- Delivery format
- Graduation requirements

- Program description
- Program outline
- Revision of courses

**Rationale:**

The program was revised to make it more relevant and appealing to students by providing more options and outcomes from the program. Revisions to the program and content were based on consultation with industry stakeholders such as School Districts 22 and 23, past graduates, and UBCO.

**Program description:**

**Proposed:**

The Trades Technology Teacher Education (TTTE) diploma program is for individuals wishing to pursue a career combining interest in education, skilled trades and technology.

The TTTE program covers general skilled trade applications including health and safety, tools, and shop equipment, as well as the following five trade-specific subjects: metalworking, woodworking, automotive technology, power technology, and heavy mechanical. Alongside these skilled trade applications, TTTE participants learn about electronics, drafting and design, and robotics. These areas correspond with the BC Ministry of Education's Technology Education Integrated Resource Packages (IRPs) prescribed learning outcomes.

This program prepares individuals for a variety of career and education pathways, depending on their background, experience, and goals, such as:

- The Red Seal Endorsed (RSE) skilled trade person targeting a supervisory, managerial, instructional or training position
- The teacher wishing to instruct trades and technology courses in the K-12 system and/or pursue a secondary degree in adult education
- The technology professional wanting to focus on industry education and training
- The high school graduate or mature student considering an apprenticeship
- The high school graduate or mature student working toward their Bachelor of Education degree.

The TTTE diploma program with a TTTE certificate option is offered in collaboration with Brock University. Along with the OC courses comprising the TTTE certificate, the diploma option includes additional OC transfer credit and Brock University courses, which together qualify graduates for the TTTE diploma and Brock Certificate in Adult Education. In addition it provides 7.5 out of 15 Brock credits towards the Bachelor degree (B.Ed.) in Adult Education. Current degree holders are automatically eligible for Brock's B.Ed. upon completion of the diploma portion of the TTTE program.

TTTE diploma applicants are required to register with both Okanagan College and Brock University. For those individuals interested in the TTTE certificate program alone, registration with Brock is not required.

**Okanagan College TTTE 2 year program options**

The certificate consists of 31 credits from nine TTTE courses and one communications course.

The diploma consists of 73 credits from nine TTTE courses, one communications course, two English courses and seven courses from Brock University. Graduates of this diploma program are also eligible for a Certificate in Adult Education from Brock University. TTTE graduates who already hold a degree are eligible for Brock's B. Ed in Adult Education.

Students who complete OC's TTTE Diploma program can continue their studies at Brock University to complete the remaining 7.5 Brock credits required to complete Brock's (B.Ed.) in Adult Education. Please note some of these credits can be completed at OC, please see TTTE webpage for more details.

**Admission requirements:**

**Existing:**

Regular Applicants:

- A regular applicant will have a B.C. senior secondary graduation or equivalent or will be currently completing grade 12.
- English 12 with minimum 60% or alternatives.

- Students graduating from secondary school in or prior to 2012: A minimum grade of 60% in one of: Principles of Mathematics 11 or Applications Mathematics 11 or an equivalent Advanced Level ABE Math course.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in Apprenticeship and Workplace Mathematics Grade 12, or a minimum of 50% in either Foundations of Mathematics Grade 11 or Pre-calculus Grade 11.
- A minimum grade of 60% in any Science 11 course.

**Mature Applicants:**

- Applicants who do not have senior secondary graduation may apply as a mature student provided that they are at least 19 years of age and have not attended secondary school on a full-time basis for a minimum period of one year. Mature applicants will be subject to the same academic entrance requirements that apply to regular applicants.

**Portfolio**

- All applicants must submit a portfolio that includes the following:
  - a resume
  - a letter of intent that outlines the applicant's interest in the TTTE program and explains why he/she should be considered for entry into the program
  - a letter of reference addressing the applicant's technical experience and ability
  - a letter of reference addressing the applicant's experience and ability working with youth
  - an overview of the applicant's practical experience
  - transcripts for secondary and/or post-secondary training
  - Personal Interview
- applicants who meet the academic entrance requirements will be selected on the basis of their portfolio for a personal interview.
- the selection panel members will choose 18 program participants based on the applicant's portfolio and responses to a series of questions in a 20-minute personal interview.

**Proposed:**

**Regular Applicants:**

- A regular applicant will have a B.C. senior secondary graduation or equivalent or will be currently completing grade 12.
- English 12 with minimum 60% or alternatives.
- Math requirement:
  - A minimum of 60% in any of:
    - Principles of Mathematics 11
    - Applications Mathematics 11
    - Adult Basic Education Math 011
    - Foundations of Mathematics Grade 11
    - Pre-calculus Grade 11
    - Apprenticeship and Workplace Mathematics Grade 12
- A minimum grade of 60% in any Science 11 course.

**Mature Applicants:**

- Applicants who do not have senior secondary graduation may apply as a mature student provided that they are at least 19 years of age and have not attended secondary school on a full-time basis for a minimum period of one year. Mature applicants will be subject to the same academic entrance requirements that apply to regular applicants.

**Graduation requirements:**

**Existing:**

The requirement for receiving the Trades Technology Teacher Education Diploma is completion of 66 credits with a minimum grade average of 65% in the TTTE program.

**Proposed:**

**Certificate:**

The requirement for receiving the Trades Technology Teacher Education Certificate is completion of 31 credits with a graduating grade average of 65%.

**Diploma:**

The requirement for receiving the Trades Technology Teacher Education Diploma is completion of 73 credits with a minimum grade average of 65% in the OC TTTE program courses, as well as successful completion of all applicable Brock University courses.

**Reason:**

Program format and credit requirements have changed.

**Implementation date:** September 2017

**Costs:** n/a

**Program outline:**

**TRADES TECHNOLOGY TEACHER EDUCATION PROGRAM (TTTE)**

**Year 1**

Term 1					
Course Code	Course Title	Hrs	Credits		Prereq
			OC	Brock	
<b>OC Courses</b>					
ENGL 100 level	University Writing - existing	39	3	0.5	Eng 12
CMNS 130	Digital Media	39	3		
TTTE 112	Drafting and Design - revised	39	3		
TTTE 119	Learning for Success - new	39	3	0.5	
<b>Brock Courses</b>					
ADED 4F31	Foundations of Adult Education	72	6	1	
		<b>Total</b>	<b>228</b>	<b>18</b>	<b>2</b>
Term 2					
<b>OC Courses</b>					
TTTE 121	Math for TTTE - new	39	3		
TTTE 125	Pedagogy of Trades I - new	39	3		CMNS 130, TTTE 112, TTTE 119
TTTE 127	Pedagogy of Trades II - new	39	3		CMNS 130, TTTE 112, TTTE 119
<b>Brock Courses</b>					
ADED 4F32	Facilitation of Adult Learning Pedagogies	72	6	1	
		<b>Total</b>	<b>189</b>	<b>15</b>	<b>1</b>
Term 3					
<b>OC Courses</b>					
TTTE 210	Applied Pedagogy for Trades - new (3 week f2f)	120	4		TTTE 121,125, 127
		<b>Total</b>	<b>120</b>	<b>4</b>	<b>0</b>



**Year 2**

Term 4				
<b>OC Courses</b>				
TTTE 213	Introduction to Electronic Technology - new	39	3	CMNS 130, TTTE 119, TTTE 121
<b>Brock Courses</b>				
ADED 4F33	Curriculum Design for Adult Learners	72	6	1
ADED 4F34	Work and Learning in Organizations	72	6	1
<b>Total</b>		<b>183</b>	<b>15</b>	<b>2</b>
Term 5				
<b>OC Courses</b>				
ENGL 151	Critical Writing and Reading - existing	39	3	0.5
TTTE 218	Making Robots - revision	39	3	TTTE 213
<b>Brock Courses</b>				
ADED 4P94	Evaluating Learning	36	3	0.5
ADED 2P11	Conflict Management: Resolutions and Relationships	36	3	0.5
ADED 4F35	Research and Critical Reflection in Adult Education	72	6	1
<b>Total</b>		<b>222</b>	<b>18</b>	<b>2.5</b>
Term 6				
<b>OC Courses</b>				
TTTE 230	Applied Pedagogy for Technology - new	80	3	TTTE 218
<b>Total</b>		<b>80</b>	<b>3</b>	<b>0</b>
<b>TOTAL CREDITS</b>			<b>73</b>	<b>7.5</b>

Total Diploma Credits = 73

Total OC Credits = 37 - meets 50%

Diploma graduates will have 7.5 Brock credits towards their degree - 6 Brock and 1.5 OC

Students can take up to 3.5 (10) more OC credits that can be transferred toward their degree

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the program revision: Environmental Studies Diploma, as recommended by Education Council and as presented”***

**Environmental Studies Diploma**

- Addition of courses
- Graduation requirements

**Rationale:**

To make the list of electives in the Geography, Earth and Environmental Science dept more

encompassing so as to include any newly developed courses without having to make changes to the diploma. To make changes in the requirements for the GIScience option of the Environmental Studies diploma to ensure completion on Salmon Arm campus.

**Graduation requirements:**

The Diploma in Environmental Studies will be granted to students with a minimum graduating grade average of 60% upon the successful completion of 60 prescribed credits, including at least eighteen (18) credits of 200-level courses as indicated in the program outline.

**Program outline:**

**Environmental Studies Diploma – Program outline**

**Interdisciplinary Environmental Arts Option**

<b>Existing</b>	<b>Proposed</b>
<b>Year One</b>	<b>Year One</b>
INDG 100 Introduction to Indigenous Studies ANTH 121 Introduction to Cultural Anthropology GEOG 128 Human Geography: Space, Place and Community GEOG 129 Human Geography: Resources, Development and Society SOC1 111 Introduction to Sociology I SOC1 121 Introduction to Sociology II EESC 101 Environmental Science ENGL 100 University Writing	INDG 100 Introduction to Indigenous Studies ANTH 121 Introduction to Cultural Anthropology GEOG 128 Human Geography: Space, Place and Community GEOG 129 Human Geography: Resources, Development and Society SOC1 111 Introduction to Sociology I SOC1 121 Introduction to Sociology II EESC 101 Environmental Science ENGL 100 University Writing
One of: ENGL 150 Critical Writing and Reading: Poetry and Drama ENGL 151 Critical Writing and Reading: Short Fiction and the Novel ENGL 153 Critical Writing and Reading: Narrative	One of: ENGL 150 Critical Writing and Reading: Poetry and Drama ENGL 151 Critical Writing and Reading: Short Fiction and the Novel ENGL 153 Critical Writing and Reading: Narrative
One of: EESC 111 Earth and Environmental Science GEOG 111 Introduction to Physical Geography: Climate & Vegetation GEOG 121 Introduction to Physical Geography: Water & Landscapes	One of: EESC 111 Earth and Environmental Science GEOG 111 Introduction to Physical Geography: Climate & Vegetation GEOG 121 Introduction to Physical Geography: Water & Landscapes
<b>Year Two</b>	<b>Year Two</b>
ANTH 245 Culture and the Environment GEOG 210 Introduction to Environmental Issues PHIL 251 Environmental Ethics POLI 204 Canadian Environmental Policy WMST 222 Eco-Feminism ENGL 235 Professional Writing and Communications GEOG 272 Introduction to Cartography, GIS and Remote Sensing	ANTH 245 Culture and the Environment GEOG 210 Introduction to Environmental Issues PHIL 251 Environmental Ethics POLI 204 Canadian Environmental Policy GSWS 222 Eco-Feminism ENGL 235 Professional Writing and Communications Or CMNS 235 Professional Writing and Communications GEOG 272 Introduction to Cartography, GIS and Remote Sensing GEOG 270 Geographic Data Analysis
One of: GEOG 270 Geographic Data Analysis	One of: INDG 202 Okanagan Concepts and Frameworks INDG 204 Indigenous Concepts and Frameworks
Plus one of: ANTH 260 Ethnobotany: Plants and People	Plus one of: Any 200 level or higher GEOG or EESC courses ANTH 260 Ethnobotany: Plants and People

<p>ECON 271 Environmental and Natural Resource Economics  ENGL 237 Studies in Nature Writing  GEOG 210 Introduction to Environmental Issues  GEOG 213 Geography of Wine  GEOG 250 Introduction to Urban Geography  GEOG 265 Tourism and Recreation Geography  GEOG 298 Directed Studies in Geography  GEOG 311 Environmental Management  POLI 219 Canadian Public Administration  SOC 217 Consumer Society  SOC 295 Current Topics in Sociology  EESC 206 Introduction to Soil Science  (or GEOG 206 - Soil Science)  EESC 212 Weather and Climate  (or GEOG 212 - Weather and Climate)  EESC 222 Geomorphology  (or GEOG 222 - Geomorphology)  GEOG 201 Food and Society</p>	<p>ECON 271 Environmental and Natural Resource Economics  ENGL 237 Studies in Nature Writing  POLI 219 Canadian Public Administration  SOC 217 Consumer Society  SOC 295 Current Topics in Sociology</p>
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**Environmental Management Option**

<b>Existing</b>	<b>Proposed</b>
<b>Year One</b>	<b>Year One</b>
<p>ECON 115 Principles of Microeconomics  INDG 100 Introduction to Indigenous Studies  GEOG 129 Human Geography: Resources, Development and Society  EESC 101 Environmental Science  ENGL 100 University Writing</p>	<p>ECON 115 Principles of Microeconomics  INDG 100 Introduction to Indigenous Studies  GEOG 129 Human Geography: Resources, Development and Society  EESC 101 Environmental Science  ENGL 100 University Writing</p>
<p>One of:  ENGL 150 Critical Writing and Reading: Poetry and Drama  ENGL 151 Critical Writing and Reading: Short Fiction and the Novel  ENGL 153 Critical Writing and Reading: Narrative</p>	<p>One of:  ENGL 150 Critical Writing and Reading: Poetry and Drama  ENGL 151 Critical Writing and Reading: Short Fiction and the Novel  ENGL 153 Critical Writing and Reading: Narrative</p>
<p>One of:  EESC 111 Earth and Environmental Science  GEOG 111 Introduction to Physical Geography: Climate &amp; Vegetation  GEOG 121 Introduction to Physical Geography: Water &amp; Landscapes</p>	<p>One of:  EESC 111 Earth and Environmental Science  GEOG 111 Introduction to Physical Geography: Climate &amp; Vegetation  GEOG 121 Introduction to Physical Geography: Water &amp; Landscapes</p>
<p>One of:  MATH 111 Essential Mathematics for Arts  MATH 112 Calculus I  STAT 121 Elementary Statistics</p>	<p>One of:  MATH 111 Essential Mathematics for Arts  MATH 112 Calculus I  STAT 121 Elementary Statistics</p>
<p>One of:  BIOL 111 Biology for Science Majors I  BIOL 112 Evolution and Ecology  One of:  BIOL 121 Biology for Science Majors II  BIOL 122 Physiology of Multicellular Organisms</p>	<p>One of:  BIOL 111 Biology for Science Majors I  BIOL 112 Evolution and Ecology  One of:  BIOL 121 Biology for Science Majors II  BIOL 122 Physiology of Multicellular Organisms</p>
<b>Year two</b>	<b>Year Two</b>
<p>ECON 271 Environmental and Natural Resource Economics</p>	<p>ECON 271 Environmental and Natural Resource Economics</p>

<p>EESC 205 Geographical Hydrology (or GEOG 205 - Geographical Hydrology) EESC 213 Introductory Forest Science and Management GEOG 311 Environmental Management GEOG 270 Geographic Data Analysis POLI 204 Canadian Environmental Policy ENGL/CMNS 235 Professional Writing and Communications GEOG 272 Introduction to Cartography, GIS and Remote Sensing</p>	<p>EESC 205 Geographical Hydrology (or GEOG 205 - Geographical Hydrology) EESC 213 Introductory Forest Science and Management GEOG 311 Environmental Management GEOG 270 Geographic Data Analysis POLI 204 Canadian Environmental Policy ENGL 235 Professional Writing and Communications Or CMNS 235 Professional Writing and Communications GEOG 272 Introduction to Cartography, GIS and Remote Sensing</p>
<p>One of: INDG 202 Okanagan Concepts and Frameworks INDG 204 Indigenous Concepts and Frameworks</p>	<p>One of: INDG 202 Okanagan Concepts and Frameworks INDG 204 Indigenous Concepts and Frameworks</p>
<p>Plus one of: ANTH 245 Culture and the Environment ANTH 260 Ethnobotany: Plants and People BIOL 203 Introduction to Ecology BIOL 275 Freshwater Plants and Animals EESC 206 Introduction to Soil Science (or GEOG 206 - Soil Science) EESC 212 Weather and Climate (or GEOG 212 - Weather and Climate) GEOG 210 Introduction to Environmental Issues GEOG 217 Regional Geography of British Columbia GEOG 224 The Canadian Landscape GEOG 250 Introduction to Urban Geography GEOG 298 Directed Studies in Geography POLI 219 Canadian Public Administration GEOG 201 Food and Society EESC 222 Geomorphology (or GEOG 222 - Geomorphology) GEOG 213 Geography of Wine GEOG 265 Tourism and Recreation Geography PHIL 251 Environmental Ethics</p>	<p>Plus one of: Any 200 level or higher GEOG or EESC course ANTH 245 Culture and the Environment ANTH 260 Ethnobotany: Plants and People BIOL 203 Introduction to Ecology BIOL 275 Freshwater Plants and Animals POLI 219 Canadian Public Administration PHIL 251 Environmental Ethics</p>

**Environmental Science Option**

<b>Existing</b>	<b>Proposed</b>
<b>Year One</b>	<b>Year One</b>
<p>MATH 112 Calculus I BIOL 111 Biology for Science Majors I BIOL 121 Biology for Science Majors II EESC 101 Environmental Science ENGL 100 University Writing GEOG 272 Introduction to Cartography, GIS and Remote Sensing</p>	<p>MATH 112 Calculus I BIOL 111 Biology for Science Majors I BIOL 121 Biology for Science Majors II EESC 101 Environmental Science ENGL 100 University Writing</p>
<p>One of: ENGL 150 Critical Writing and Reading: Poetry and Drama ENGL 151 Critical Writing and Reading: Short Fiction and the Novel</p>	<p>One of: ENGL 150 Critical Writing and Reading: Poetry and Drama ENGL 151 Critical Writing and Reading: Short Fiction and the Novel</p>

ENGL 153 Critical Writing and Reading: Narrative	ENGL 153 Critical Writing and Reading: Narrative
One of: CMNS 235 Professional Writing and Communications ENGL 235 Professional Writing and Communications	
One of: EESC 111 Earth and Environmental Science GEOG 111 Introduction to Physical Geography: Climate & Vegetation GEOG 121 Introduction to Physical Geography: Water & Landscapes	One of: EESC 111 Earth and Environmental Science GEOG 111 Introduction to Physical Geography: Climate & Vegetation GEOG 121 Introduction to Physical Geography: Water & Landscapes
One of: CHEM 111 Principles of Chemistry I CHEM 112 Introductory Chemistry I One of: CHEM 121 Principles of Chemistry II CHEM 122 Introductory Chemistry II	One of: CHEM 111 Principles of Chemistry I CHEM 112 Introductory Chemistry I One of: CHEM 121 Principles of Chemistry II CHEM 122 Introductory Chemistry II
One of: PHYS 111 Calculus-Based Physics I PHYS 112 Introductory Physics I	One of: PHYS 111 Calculus-Based Physics I PHYS 112 Introductory Physics I
<b>Year two</b>	<b>Year Two</b>
BIOL 203 Introduction to Ecology EESC 222 Geomorphology (or GEOG 222 - Geomorphology)	BIOL 203 Introduction to Ecology EESC 222 Geomorphology (or GEOG 222 - Geomorphology) GEOG 272 Introduction to Cartography, GIS and Remote Sensing
	One of: CMNS 235 Professional Writing and Communications ENGL 235 Professional Writing and Communications
One of: INDG 202 Okanagan Concepts and Frameworks INDG 204 Indigenous Concepts and Frameworks	One of: INDG 202 Okanagan Concepts and Frameworks INDG 204 Indigenous Concepts and Frameworks
One of: GEOG 270 Geographic Data Analysis STAT 230 Elementary Applied Statistics	One of: GEOG 270 Geographic Data Analysis STAT 230 Elementary Applied Statistics
Three of: EESC 212 Weather and Climate (or GEOG 212 - Weather and Climate) EESC 213 Introductory Forest Science and Management EESC 205 Geographical Hydrology (or GEOG 205 - Geographical Hydrology) EESC 206 Introduction to Soil Science (or GEOG 206 - Soil Science) GEOG 298 Directed Studies in Geography GEOG 311 Environmental Management	One of: GEOG 210 Introduction to Environmental Issues POLI 204 Canadian Environmental Policy PHIL 251 Environmental Ethics ECON 271 Environmental and Natural Resource Economics
One of: GEOG 210 Introduction to Environmental Issues POLI 204 Canadian Environmental Policy PHIL 251 Environmental Ethics ECON 271 Environmental and Natural Resource Economics	Three of: Any 200 level or higher GEOG science or EESC courses

**Geographic Information Science option**

<b>Existing</b>	<b>Proposed</b>
	<b>Year One</b>
EESC 101 Environmental Science ENGL 100 University Writing GEOG 111 Introduction to Physical Geography: Climate & Vegetation GEOG 172 Map Use, Design, and Analysis GEOG 270 Geographic Data Analysis GEOG 272** Introduction to Cartography, GIS and Remote Sensing GEOG 274** Introduction to GIS Analysis GEOG 275 The Earth From Above: Remote Sensing of the Environment GEOG 276** Geodatabases: Effective data management in a spatial world GEOG 277** Applied Geospatial Technology and Environmental Challenges GEOG 278** Applied GIScience and Environmental Project Management	EESC 101 Environmental Science ENGL 100 University Writing GEOG 111 Introduction to Physical Geography: Climate & Vegetation GEOG 172 Map Use, Design, and Analysis GEOG 270 Geographic Data Analysis
One of: BIOL 111 Biology for Science Majors I BIOL 112 Evolution and Ecology CHEM 111 Principles of Chemistry I CHEM 112 Introductory Chemistry I PHYS 111 Calculus-Based Physics I PHYS 112 Introductory Physics I ANTH 111 Introduction to Biological Anthropology	One of: EESC 111 Earth and Environmental Science GEOG 121 Introduction to Physical Geography: Water & Landscapes
One of: BIOL 121 Biology for Science Majors II BIOL 122 Physiology of Multicellular Organisms CHEM 121 Principles of Chemistry II CHEM 122 Introductory Chemistry II PHYS 121 Calculus-Based Physics II PHYS 122 Introductory Physics II	One of: ANTH 111 Introduction to Biological Anthropology ANTH 121 Introduction to Cultural Anthropology HIST 112 Canada to 1867 HIST 122 Canada since 1867
One of: COSC 111 Computer Programming I COSC 180 Multimedia Computing	One of: ENGL 150 Critical Writing and Reading: Poetry and Drama ENGL 151 Critical Writing and Reading: Short Fiction and the Novel ENGL 153 Critical Writing and Reading: Narrative
One of: EESC 111 Earth and Environmental Science GEOG 121 Introduction to Physical Geography: Water & Landscapes	One of: BIOL 111 Biology for Science Majors I BIOL 112 Evolution and Ecology CHEM 111 Principles of Chemistry I CHEM 112 Introductory Chemistry I PHYS 111 Calculus-Based Physics I PHYS 112 Introductory Physics I
	<b>Year Two</b>
One of: ENGL 150 Critical Writing and Reading: Poetry and Drama ENGL 151 Critical Writing and Reading: Short Fiction and the Novel ENGL 153 Critical Writing and Reading: Narrative	GEOG 272** Introduction to Cartography, GIS and Remote Sensing GEOG 274** Introduction to GIS Analysis GEOG 275 The Earth From Above: Remote Sensing of the Environment

	<p>GEOG 276** Geodatabases: Effective data management in a spatial world          GEOG 277** Applied Geospatial Technology and Environmental Challenges          GEOG 278** Applied GIScience and Environmental Project Management</p>
	<p>One of:          COSC 111 Computer Programming I          COSC 180 Multimedia Computing</p>
<p>One of:          CMNS 235 Professional Writing and Communications          or ENGL 235 Professional Writing and Communications          INDG 202 Okanagan Concepts and Frameworks          INDG 204 Indigenous Concepts and Frameworks</p>	<p>One of:          or ENGL 235 Professional Writing and Communications          or CMNS 235 Professional Writing and Communications          INDG 202 Okanagan Concepts and Frameworks          INDG 204 Indigenous Concepts and Frameworks          HIST 206 Aboriginal -Settler Relations in Canada</p>
<p>Three of:          ANTH 111 Introduction to Biological Anthropology          ANTH 121 Introduction to Cultural Anthropology          EESC 205 Geographical Hydrology (or GEOG 205 - Geographical Hydrology)          EESC 206 Introduction to Soil Science (or GEOG 206 - Soil Science)          EESC 212 Weather and Climate (Or GEOG 212 - Weather and Climate)          EESC 213          EESC 222 Geomorphology          HIST 112 Canada to 1867          HIST 122 Canada Since 1867          PHIL 251 Environmental Ethics          POLI 204 Canadian Environmental Policy          Please note: PLA is available for courses marked by the double asterisk (**)</p>	<p>Two of:          Any 200 level or higher GEOG or EESC courses          ANTH 111 Introduction to Biological Anthropology          ANTH 121 Introduction to Cultural Anthropology          HIST 112 Canada to 1867          HIST 122 Canada Since 1867          PHIL 251 Environmental Ethics          POLI 204 Canadian Environmental Policy          Please note: PLA is available for courses marked by the double asterisk (**)</p>

**Implementation date:** February 2017

**Costs:** n/a

## January 12, 2017 Education Council Meeting

### **Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the program revision: Water Engineering Technology Diploma, as recommended by Education Council and as presented”***

### **Water Engineering Technology Diploma**

- Graduation requirements
- Program outline

### **Rationale:**

The department has decided to accept either MATH 128 or MATH 120 to fulfill the students graduation requirements.

### **Graduation requirements:**

**Existing:**

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

**Proposed:**

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

**Change to semester one courses only – see table below:**

Semester One	Semester One
CHEM 118	CHEM 118
CMNS 133	CMNS 133
MATH 128	MATH 128* or MATH 120
WET 111	WET 111
WET 112	WET 112
WET 115	WET 115

\* Math 128 is the preferred math courses and students will be block enrolled in MATH 128 during their first semester.

**Reason:**

There are usually 5-8 students every year that fail MATH 128. Since MATH 128 is only offered once per year and is not offered in a distance format it creates a bottle neck for those students and unduly delays their ability to proceed in the program. Due to the difficulty accessing MATH 128, the department has decided to accept MATH 120 as an alternative math course to meet the graduation requirements. Although the courses are not identical, the general skills and mathematical fluency levels are similar.

Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

**Implementation date:** January 2017

**Costs:** n/a

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the program revision: Culinary Arts Certificate, as recommended by Education Council and as presented”***

**Culinary Arts Certificate**

**Program revision**

- Program outline

**Rationale:**

The current iteration of the Culinary Arts Certificate has both PC1 and PC2 students in the same courses, it also does not allow for students to acquire 400 external industry workplace hours between PC1 and PC2. This new delivery model provides a co-op between PC1 and PC2 which equates to the required 400 external hours, it also separates PC1 and PC2 curriculum along with increasing instructional content for CA101 and CA 205. Changes are being made to the Culinary Arts Certificate to better reflect student learning and to improve completion rates.

**Calendar description:**

The Culinary Arts Certificate is for students with a passion for a career in the Restaurant, Food Service and Hospitality Industry and its wide variety of options. This 50 week (1500 hour) program provides the fundamental knowledge needed for successful employment as a cook in one of the many areas of food service. This is an experiential program with emphasis on food preparation and presentation as well as basic service techniques. Located at the Kelowna campus kitchens and Infusions Restaurant, the program mirrors a realistic training environment within the expected industry time-frame.



Apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work based hours for Level 2 will be granted by the Industry Training Authority (ITA) upon successful completion of this program. Students will receive credit for Foodsafe Level 1. Apprenticeship practical training credit will also be granted by the Industry Training Authority as a result of prior practical experience.

Students must provide proof of completion of the co-op or other 400 work based hours and successfully complete all Level 1 components prior to advancing to Level 2 components of the program. Upon successful completion of Level 1 and Level 2 requirements, students are eligible to challenge the Provincial Cook Certificate of Qualification examinations for Level 1 and Level 2.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5,000 work-based hours and complete Level 3 technical training.

**Implementation date:** September 2017

**Costs:** additional tuition fees will be required for the co-op course.

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the program revision: Culinary Management Diploma as recommended by Education Council and as presented”***

**Culinary Management Diploma**

**Program revision**

- Program outline

**Rationale:**

The changes to the Culinary Arts portion of this program will increase student learning and improve completion rates. The changes include the separation of PC1 and PC2, a Co-op term between PC1 and PC2, a new lab course at the PC2 level and an increase in hours for CA101 and CA205.

**Calendar description:**

The Culinary Management Diploma examines the developing Okanagan region trend toward the combination of wineries and restaurants. Unique features of the program include the analysis of food and wine pairing and the combination of food, wine and business training that reflects regional industry training demands.

The total length of the program is two years, beginning with the Culinary Arts program, which includes a ten week co-op, followed by two semesters of Business Administration and Wine courses. Students graduating with this diploma will receive technical training credits towards their cook apprenticeship, hours credited towards their apprenticeship and academic credit for the Business Administration courses completed.

An apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training Authority (ITA) upon successful completion of this program. Students will also receive credit for FOODSAFE Level 1 and WHMIS (Workplace Hazardous Material Information System). Apprenticeship practical Training credit may also be granted as a result of prior practical experience.

The students must provide proof of completion of an additional 400 work-based hours\* and successfully complete all program components prior to advancing to the Level 2 components of the program. The ITA required 400 hours may be obtained with the paid work-based Co-op(week 31 start), depending on the successful completion of the PC1 component. Upon successful completion of the Level 1 and Level 2 requirements students are eligible to challenge the respective Provincial Cook Certificate of Qualification examinations.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5,000 work-based hours and complete Level 3 technical training.

\*Work-based hours must be under the direct supervision of qualified Tradespersons (Red Seal or equivalent).

**Implementation date:** September 2017

**Costs:** additional tuition fees will be required for the co-op course.

**Program outline:**

**Current Format**

**PC1 Course- 28 Weeks**

**CA101- Lab Kitchen: 4 weeks**

CA102- Cold Kitchen: 6 weeks

CA103- Hot Kitchen: 6 weeks

CA104- Bakery: 6 weeks

CA105- Infusions Restaurant: 6 weeks

CA106- Theory Exam

**PC2 Courses- 12 Weeks**

CA202- Cold Kitchen: 3 weeks

CA203- Hot Kitchen: 3 weeks

CA204- Bakery: 3 weeks

CA205- Infusions Restaurant: 3 weeks

CA206- Theory Exam

**Total Weeks: 40 weeks**

**Proposed Format**

**PC 1 - Now 30 Weeks**

**CA101 Change to 6 weeks (Course revision)**

CA102 - Remains the same

CA103 - Remains the same

CA104 - Remains the same

CA105 - Remains the same

CA106 - Delete

**CA250- paid Co-op: 10 weeks (New course)**

**PC 2 - Now 10 Weeks**

**CA201- Lab Kitchen: 5 weeks (New course)**

Includes curriculum from CA 202, 203 and 204

CA202 - Suspended

CA203 - Suspended

CA204 - Suspended

**CA205 - Changes to 5 weeks (Course revision)**

No exam - replaced by other content

**50 weeks**

## 2017 – 2018 Schedules

### Adult Basic Education Schedule 2017 - 2018

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#### Fall 2017

September 4	Labour Day (no classes)
September 5	College-wide orientation day
September 6	Classes begin – all campuses
October 11	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
November 13	Statutory Holiday (no classes)
December 20	Classes and exams end
December 23 – January 1	Christmas closure (no classes) - Okanagan College will be closed to the public

**Continuous intake classes may be available. Check at the campus you wish to attend.**

#### Winter 2018

January 1	New Year's Day
January 3	Classes begin – all campuses
February 12	Family Day (no classes)
March 16 to 23	Study break – all campuses (no classes)
March 30 – April 2	Easter (no classes)
April 26	Classes and exams end for four-month classes
May 21	Victoria Day (no classes)
May 24	Classes and exams end for five-month classes: Salmon Arm

**Continuous intake classes may be available. Check at the campus you wish to attend.**

#### Spring (Summer Session I) 2018

May 1	Two-month classes begin
May 21	Victoria Day (no classes)
June 21	Classes and exams end

#### Summer (Summer Session II) 2018

No classes offered Penticton, Vernon and Salmon Arm this session

July 2	Statutory Holiday (no classes)
July 3	Two-month classes begin: Kelowna
August 6	BC Day (no classes)
August 23	Classes and exams end

## **Adult Special Education Schedule 2017 – 2018**

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### **Fall 2017**

**Semester One: September 5, 2017 to January 26, 2018**

#### **2017**

<b>September 4</b>	Labour Day (no classes)
<b>September 5</b>	Classes start (Orientation)
<b>October 9</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>November 13</b>	Statutory Holiday (no classes)
<b>December 18</b>	Last day of classes before Christmas break
<b>December 23 – January 1</b>	Christmas closure (no classes) – Okanagan College will be closed to the public

#### **2018**

<b>January 1</b>	New Year's Day
<b>January 3</b>	Classes resume
<b>January 26</b>	Classes end Semester One
<b>Jan 29, 30</b>	Semester break (no classes)

### **Winter 2018**

**Semester Two: January 31, 2018 to June 20, 2018**

#### **2018**

<b>January 31</b>	Classes start
<b>February 12</b>	Family Day (no classes)
<b>February 13</b>	Study break (no classes)
<b>March 12 – 16</b>	Study break (no classes)
<b>March 30 – April 2</b>	Easter (no classes)
<b>May 21</b>	Victoria Day (no classes)
<b>June 20</b>	Classes end Semester Two

## **Health Care Assistant Certificate**

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### **Kelowna**

#### **Fall 2017**

<b>August 21</b>	Classes start
<b>September 4</b>	Labour Day (no classes)
<b>October 9</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day
<b>November 13</b>	Statutory Holiday (no classes)
<b>December 22</b>	Last day of classes before Christmas closure
<b>December 24 – January 1</b>	Christmas closure (no classes) – Okanagan College closed to the public

#### **2018**

<b>January 1</b>	New Year's Day (no classes)
<b>January 3</b>	Classes resume
<b>February 12</b>	Family Day (no classes)
<b>February 21</b>	Classes End

**Penticton, Vernon**

**Fall 2017**

<b>October 23</b>	Classes start
<b>November 11</b>	Remembrance Day (no classes)
<b>November 13</b>	Statutory Holiday (no classes)
<b>December 22</b>	Last day of classes before Christmas closure
<b>December 24 – January 1</b>	Christmas closure (no classes) – Okanagan College closed to the public

**2018**

<b>January 1</b>	New Year's Day (no classes)
<b>January 3</b>	Classes resume
<b>February 12</b>	Family Day (no classes)
<b>March 30 – April 2</b>	Easter (no classes or exams)
<b>April 25</b>	Classes End

**Winter 2018 (Kelowna)**

<b>January 1</b>	New Year's Day
<b>January 2</b>	Classes begin
<b>February 12</b>	Family Day (no classes)
<b>March 30 – April 2</b>	Easter (no classes or exams)
<b>May 21</b>	Victoria Day (no classes)
<b>June 20</b>	Classes End

**Summer 2018 (Kelowna and Salmon Arm)**

<b>April 30</b>	Classes begin
<b>May 21</b>	Victoria Day (no classes)
<b>July 1</b>	Canada Day
<b>July 2</b>	Statutory Holiday (no classes)
<b>August 6</b>	BC Day (no classes)
<b>September 3</b>	Labour Day (no classes)
<b>October 8</b>	Thanksgiving Day (no classes)
<b>October 24</b>	Classes end

## Practical Nursing Diploma

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### Kelowna, Salmon Arm (August 2017)

#### 2017

<b>August 21</b>	Classes start for Semester I
<b>September 4</b>	Labour Day (no classes or CPE)
<b>October 9</b>	Thanksgiving Day (no classes or CPE)
<b>October 26</b>	Classes end for Semester I
<b>October 30</b>	Consolidated Practice Experience (CPE) 1 starts
<b>November 11</b>	Remembrance Day (no classes or CPE)
<b>November 13</b>	Statutory Holiday (no classes or CPE)
<b>November 16</b>	Consolidated Practice Experience 1 ends
<b>November 16</b>	Semester I ends
<b>November 20</b>	Classes start for Semester II
<b>December 14</b>	Last day of classes before Christmas break
<b>December 24 – January 1</b>	Christmas closure (no classes or CPE) – Okanagan College closed to the public

#### 2018

<b>January 1</b>	New Year's Day (no classes or CPE)
<b>January 2</b>	Classes resume
<b>February 12</b>	Family Day (no classes or CPE)
<b>February 15</b>	Classes end for Semester II
<b>February 19</b>	Consolidated Practice Experience 2 starts
<b>March 15</b>	Consolidated Practice Experience 2 <b>ends</b>
<b>March 15</b>	Semester II ends
<b>March 19</b>	Classes start for Semester III
<b>March 30 – April 2</b>	Easter (no classes or CPE)
<b>May 21</b>	Victoria Day (no classes or CPE there is no CPE at this time)
<b>May 24</b>	Classes end for Semester III
<b>May 28</b>	Consolidated Practice Experience 3 starts
<b>July 1</b>	Canada Day (no classes or CPE)
<b>July 2</b>	Statutory Holiday (no classes or CPE)
<b>July 12</b>	Consolidated Practice Experience 3 ends
<b>July 12</b>	Semester III ends
<b>July 16 – August 16</b>	Summer Break
<b>August 20</b>	Classes start for Semester IV
<b>September 3</b>	Labour Day (no classes or CPE)
<b>October 8</b>	Thanksgiving Day (no classes or CPE)
<b>October 11</b>	Classes end for Semester IV
<b>October 15</b>	Consolidated Practice Experience 4 starts
<b>October 25</b>	Consolidated Practice Experience 4 ends
<b>October 29</b>	Transition starts
<b>November 1</b>	Transition ends
<b>November 5</b>	Preceptorship starts
<b>November 11</b>	Remembrance Day (Preceptorship will run)
<b>November 12</b>	Statutory Holiday (Preceptorship will run)
<b>December 13</b>	Preceptorship ends
<b>December 13</b>	Semester IV ends

**Kelowna, Penticton (January 2018)**

**2018**

<b>January 1</b>	New Year's Day (no classes or CPE)
<b>January 2</b>	Classes start for Semester I
<b>February 12</b>	Family Day (no classes or CPE)
<b>March 8</b>	Classes end for Semester I
<b>March 12</b>	Consolidated Practice Experience (CPE) 1 starts
<b>March 29</b>	Consolidated Practice Experience 1 ends
<b>March 29</b>	Semester I ends
<b>March 30-April 2</b>	Easter (no classes or CPE)
<b>April 3</b>	Classes start for Semester II
<b>May 21</b>	Victoria Day (no classes or CPE)
<b>June 14</b>	Classes end for Semester II
<b>June 18</b>	Consolidated Practice Experience 2 starts
<b>July 1</b>	Canada Day (no classes or CPE)
<b>July 2</b>	Statutory Holiday (no classes or CPE)
<b>July 12</b>	Consolidated Practice Experience 2 <b>ends</b>
<b>July 12</b>	Semester II ends
<b>July 16 – August 17</b>	Summer Break
<b>August 20</b>	Classes start for Semester III
<b>September 3</b>	Labour Day (no classes or CPE)
<b>October 8</b>	Thanksgiving Day (no classes or CPE)
<b>October 25</b>	Classes end for Semester III
<b>October 29</b>	Consolidated Practice Experience 3 starts
<b>November 11</b>	Remembrance Day (no classes or CPE)
<b>November 12</b>	Statutory Holiday (no classes or CPE)
<b>December 13</b>	Consolidated Practice Experience 3 ends
<b>December 13</b>	Semester III ends
<b>December 22 – January 1</b>	Christmas closure (no classes or CPE) - Okanagan College closed to the public

**2019**

<b>January 1</b>	New Year's Day (no classes or CPE)
<b>January 7</b>	Classes start for Semester IV
<b>February 11</b>	Family Day (no classes or CPE)
<b>February 28</b>	Classes end for Semester IV
<b>March 4</b>	Consolidated Practice Experience 4 starts
<b>March 14</b>	Consolidated Practice Experience 4 ends
<b>March 18</b>	Transition starts
<b>March 21</b>	Transition ends
<b>March 25</b>	Preceptorship starts
<b>April 19 - 22</b>	Easter (no classes, Preceptorship will run)
<b>April 2</b>	Preceptorship ends
<b>April 2</b>	Semester IV ends

## **Pharmacy Technician Certificate**

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### **Kelowna**

#### **2017**

<b>April 10</b>	Classes begin
<b>April 14-17</b>	Easter (no classes)
<b>May 22</b>	Victoria Day (no classes)
<b>July 1</b>	Canada Day
<b>July 3</b>	Statutory holiday (no classes)
<b>August 7</b>	BC Day (no classes)
<b>August 25</b>	Classes end
<b>August 28</b>	Earliest start date for Hospital and Community practica
<b>September 4</b>	Labour Day
<b>October 9</b>	Thanksgiving Day
<b>November 11</b>	Remembrance Day
<b>November 13</b>	Statutory holiday
<b>December 22</b>	College closes at 3 p.m.
<b>December 23 – January 1</b>	Christmas closure - Okanagan College closed to the public

#### **2018**

<b>January 1</b>	New Year's Day
<b>February 12</b>	Family Day
<b>February 28</b>	Last day to complete Hospital and Community practica





## Submission of Information from Senior Staff to the Board of Governors

### REPORT TITLE

Domestic Tuition Rates for 2017-18

### DATE

January 17, 2017

### BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The BC government has a tuition limit policy for domestic tuition and mandatory fees as noted at <http://www.aved.gov.bc.ca/tuition>. The maximum annual increase allowable since September 2005 has been 2%.

As the 2016/17 tuition limit has not yet been publicized by government but the sector has been told to use 2%. Management is recommending tuition fee increase of 2%. This assists with offsetting rising costs of the College. A 2% increase in domestic tuition will result in approximately a \$504,000 increase in tuition revenue.

### ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)

For approval.

Proposed Resolution:

*"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase of domestic tuition rates and mandatory fees of 2%, effective the Fall 2017 semester, as recommended by the Finance, Audit and Risk Review Committee."*

### STRATEGIC PLAN <sup>1</sup>ALIGNMENT

With which Key Directions is this topic aligned?? (please choose all those that are applicable)

#### Key Directions:

- Support learner readiness and success
- Excelling in teaching, programming, and applied research
- Working with, and learning from, the Indigenous community
- Serving and engaging the community
- Focusing on organizational sustainability
- Not an initiative driven by the Strategic Plan but necessary for operational purposes

### COMMENTS FROM THE PRESIDENT

I support the motion

<sup>1</sup> Strategic Plan can be found at: [www.Okanagan.bc.ca/toward2020](http://www.Okanagan.bc.ca/toward2020)

**REPORT PREPARED AND SUPPORTED BY (include name and title)**

R. Daykin – Vice President, Employee and Corporate Services

A. Johnson – Director of Finance

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*This document is intended to be a cover sheet only (eg one page)  
If supporting documents are required, please attach them.*

*Material is to be submitted to the relevant Vice President for review and submission to the President*



## Submission of Information from Senior Staff to the Board of Governors

### REPORT TITLE

International Tuition Rates for 2017-18

### DATE

January 17, 2017

### BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The government of British Columbia does not have a Tuition Limit Policy for international tuition and mandatory fees. Post-secondary institutions are able to charge what they believe is appropriate. International tuition is set with the view to cover at a minimum the full cost of delivering programs and services to international students. A 5% increase in international tuition will result in approximately a \$320,000 increase in tuition revenue.

*See Attachment E: International Tuition Rate*

### ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)  
For approval.

Proposed Resolution:

*"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase of international tuition rates of 5%, effective the Fall 2017 semester, as recommended by the Finance, Audit and Risk Review Committee."*

### STRATEGIC PLAN <sup>1</sup>ALIGNMENT

With which Key Directions is this topic aligned?? (please choose all those that are applicable)

#### Key Directions:

- Support learner readiness and success
- Excelling in teaching, programming, and applied research
- Working with, and learning from, the Indigenous community
- Serving and engaging the community
- Focusing on organizational sustainability
- Not an initiative driven by the Strategic Plan but necessary for operational purposes

### COMMENTS FROM THE PRESIDENT

I support the motion

### REPORT PREPARED AND SUPPORTED BY (include name and title)

C. Kushner – Vice President Students  
R. Daykin – Vice President, Employee and Corporate Services  
R. Boris – Director, International Education

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<sup>1</sup> Strategic Plan can be found at: [www.Okanagan.bc.ca/toward2020](http://www.Okanagan.bc.ca/toward2020)

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