



BOARD OF GOVERNORS REGULAR MEETING

Schedule of Events
Tuesday, June 27, 2017
Kelowna Campus, S103B

<u>Time</u>	<u>Event</u>	<u>Location</u>
9:30 a.m.	Finance, Audit & Risk Review Committee will meet prior to the Regular meeting.	S105C
9:45 a.m.	Campus Planning Committee will meet prior to the Regular meeting.	S105C
10:30 a.m.	In Camera Meeting	S103B
11:30 a.m.	Open Session Meeting	S103B

**If you will not be attending the Board meeting,
please RSVP to Margaret Johnson**
mjohnson@okanagan.bc.ca (250-862-5472)



BOARD OF GOVERNORS REGULAR MEETING

June 27, 2017; 11:45 a.m.
S103B, Kelowna Campus

AGENDA OPEN SESSION

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>“BE IT RESOLVED THAT the June 27, 2017 OC Board open session meeting agenda is approved”.</i>		11:45 a.m.
2 DECLARATION OF CONFLICT		
3 CONSENT AGENDA <u>Recommended Motion</u> <i>“BE IT RESOLVED THAT the Consent Agenda be approved as presented”.</i>		11:48 a.m.
3.1 MINUTES – May 23, 2017	A	
3.2 WRITTEN REPORTS		
4.2.1 President’s Report (J. Hamilton)	B	
4.2.2 Education Council Report (D. Silvestrone)	C	
3.3 INFORMATION		
4.3.1 Program Advisory Committee Update (A. Hay)	D	
4.3.2 Regional Advisory Committee Update (C. Kushner)	E	
4.3.3 Sexual Violence and Misconduct Policy Implementation Report (C. Kushner)	F	
4 BUSINESS ARISING FROM THE MINUTES		
5 PRESENTATIONS/DELEGATIONS		
6 NEW BUSINESS/RESOLUTIONS		
6.1 Alcohol Serving and Consumption Policy (J. Hamilton) <u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Board approve changing the Alcohol Serving and Consumption Policy from a Board Policy to an Administrative Policy.”</i>	G	11:55 a.m.

- 6.2 Education Council (D. Silvestrone) H 12:05 p.m.
Program Proposals
Recommended Motion:
“BE IT RESOLVED THAT the Board approve the new program: Drupal Web Developer Certificate, as recommended by Education Council and as presented.”
- 6.3 Program Revisions:
Recommended Motion:
“BE IT RESOLVED THAT the Board approve the program revision: Bachelor of Business Administration (all specialties), as recommended by Education Council and as presented.”
- Recommended Motion:
“BE IT RESOLVED THAT the Board approve the program revision: Commercial Aviation Diploma, as recommended by Education Council and as presented.”
- 6.4 Regional Dean Report (H. Schneider) I 12:15 p.m.
- 7 VERBAL REPORTS 12:25 p.m.**
- 7.1 Board Chair Report (C. Denesiuk)
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 - September 27, 2016, Kelowna Campus**
- 13 ADJOURNMENT 12:30 p.m.**

***Consent Agenda Resolution
Attachments A to F***

Item 4.1

Recommended Motion

“BE IT RESOLVED THAT the May 23, 2017, open session minutes be approved.”



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

Tuesday, May 23 2017, 11:00am
S103B, Kelowna Campus

Members Present: C. Denesiuk (Chair)
J. Hamilton (President)
A. Beaumont
B. Berg
R. Gakhal
M. Kananga
J. Maciel
G. Morgan
B. McGowan
D. Silvestrone

Regrets: S. Johal
L. Thurnheer
C. Derickson
C. Gerbrandt
A. Hay

Board Secretary: M. Johnson

Vice Presidents: R. Daykin
C. Kushner

Directors: A. Coyle

Observers: N/A

There being a quorum present, the Chair called the meeting to order at 11:01 a.m.

1. APPROVAL OF AGENDA

Motion: A. Beaumont/R. Gakhal
"BE IT RESOLVED THAT the May 23, 2017, OC Board open session meeting agenda is approved".
MOTION CARRIED

2. DECLARATION OF CONFLICT
No conflicts were declared.

3. CONSENT AGENDA

Motion: J. Maciel/R. Gakhal
"BE IT RESOLVED THAT the Consent Agenda be approved"

Items Approved:
"BE IT RESOLVED THAT the March 28, 2017 open session minutes be approved".

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. PRESENTATION/DELEGATIONS

6 NEW BUSINESS/RESOLUTIONS

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

6.1.1 Chair Report

6.1.2 Audited Financial Statements – Report from In Camera

The Board approved the financial statements for the fiscal year ending March 31, 2017, at the In Camera meeting earlier in the day. The Finance, Audit and Risk Review Committee met with the auditors on May 12th and were presented with Grant Thornton's unqualified opinion on the College's Finance Statements. The College received a clean audit. The auditors expressed their gratitude for cooperation received by management.

Motion: B. McGowan/A. Beaumont

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the draft audited Okanagan College financial statements for the fiscal year ending March 31, 2017, as recommended by the Finance, Audit and Risk Review Committee".

MOTION CARRIED

6.2 Education Council (D. Silvestrone)

Education Council met on April 6th and May 11th.

6.2.1 Program Revisions:

Motion: D. Silvestrone/R. Gakhal

"BE IT RESOLVED THAT the Board approve the program revision: Legal Administrative Assistant - Litigation, as recommended by Education Council and as presented."

"BE IT RESOLVED THAT the Board approve the program revision: Business Administration Diploma – Marketing Option, as recommended by Education Council and as presented."

"BE IT RESOLVED THAT the Board approve the program revision: Bachelor of Business Administration – Marketing Specialty, as recommended by Education Council and as presented."

"BE IT RESOLVED THAT the Board approve the program revision: Bachelor of Business Administration – Human Resource Management, as recommended by Education Council and as presented."

"BE IT RESOLVED THAT the Board approve the program revision: Animation Diploma as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the program revision: Pharmacy Technician Diploma, as recommended by Education Council and as presented."

"BE IT RESOLVED THAT the Board approve the program revision: Accounting/Bookkeeping Certificate, as recommended by Education Council and as presented."

"BE IT RESOLVED THAT the Board approve the program revision: Business Administration Diploma (all options), as recommended by Education Council and as presented."

MOTIONS CARRIED

6.2.2 New Policy – Academic Notice, Probation and Suspension

Motion: D. Silvestrone/A. Beaumont

“BE IT RESOLVED THAT the Board approve the new policy: Academic Notice, Probation and Suspension Policy, as recommended by Education Council and as presented.”

MOTION CARRIED

6.2.3 Memorandum of Understanding (MOU) (Heather Banham)

The Dean, Okanagan School of Business, Heather Banham, provided information outlining the benefits of the partnership between Okanagan College and the University of Applied Sciences – Worms in Germany. She noted that several students have taken part in similar dual credit programs and they been extremely positive as the programs provide students with a larger world perspective. This assists them as they complete their degrees and to advance their careers once they are in the workforce.

Motion: D. Silvestrone/A. Beaumont

“BE IT RESOLVED THAT the Board approve the Memorandum of Understanding between Okanagan College and the University of Applied Sciences – Worms (UASW), as recommended by Education Council and as presented.”

MOTION CARRIED

Heather Banham informed the Board of the numerous Enactus achievements at the recent competitions.

Heather Banham left the meeting @ 11:29am

Andrew Hay arrived to the meeting @ 11:30am

7. VERBAL REPORTS

7.1 Board Chair Report (C. Denesiuk)

7.2 President’s Report (J. Hamilton)

The first of five convocations is on June 2nd.

7.3 Reports from Conferences Attended

8. INFORMATION

9. TOPICS FOR NEXT MEETING

10. OTHER BUSINESS

11. FOR THE GOOD OF THE INSTITUTION

Future events are: Convocations; Honorary Fellows dinner, and donor and student events.

12. DATE OF NEXT MEETING: June 27, 2017 Kelowna Campus

13. ADJOURNMENT

Motion to adjourn: A. Beaumont

MOTION CARRIED

The meeting adjourned at 11:44 a.m.



President's Report to the Okanagan College Board of Governors June 2017

Learner Readiness and Success

- Three of our students earned bronze medals in the Skills Canada National Competition, held in Winnipeg.
 - Brendan Battersby – IT, Network Systems Administration
 - Siobhan Detkavich – Cooking
 - Andreas Roth – Automotive Collision Repair
- In September, we will be launching the Mining Engineering and Technology Diploma/Degree pilot program in partnership with BCIT. This program will allow students to complete the first year of the degree in Kelowna or Penticton before transferring to the BCIT Campus in the lower mainland.

Community Engagement and Service

- On June 3rd we held our annual Honorary Fellows Dinner to recognize the three 2017 recipients: Randy Manuel, Sharon Shepherd, and Edna Terbasket.
- On June 19th & 20th I joined 340 delegates from around the world at the BC Council of International Education Summer Conference held in Kelowna.
- On June 19th Okanagan College and the Kelowna City Council signed an MOU. The agreement focuses on shared commitments and identifies five areas where both feel there is opportunity for additional collaboration.
- On June 22nd I was joined by Connie at the annual Penticton Donor Appreciation event to recognize the continued support from donors in the South Okanagan.
- Okanagan College partnered with Liquidity Wines to host its 2nd Wine Talks event on June 26th at the Penticton campus. Mark Davidson of Wine Australia, Karen Graham of WineDrops, Rob McMillan of Silicon Valley Bank, and Vancouver-based lawyers Mark Hicken and Shea Coulson led discussions on challenges and opportunities in the wine industry.

Teaching, Programming and Applied Research

- On June 2nd over 900 Trades students were recognized at an evening commencement ceremony and the following day 458 students received credentials at morning and afternoon convocation ceremonies. Summer convocation ceremonies will be held on June 27th (Vernon) and June 28th & 29th (Kelowna) where an additional 391 students will graduate. By the end of June, more than 2,100 students will have graduated from Okanagan College in 2017.
- On June 21st I attending the Salmon Arm awards ceremony where 30 students received 44 scholarships and bursaries for a total of \$38,700.

Indigenization

- In early June, I wrote to First Nation Chiefs and Councils across our region to introduce the Indigenization project and advise that Bill Cohen has begun liaising with leadership from Indigenous communities in the region.
- Over the last month Central Okanagan Regional Dean Heather Schneider and a number of other staff and volunteers have been building and planting our new Indigenous garden (na'ʔk^wulamən, *pron: na-kool-a-men*). The official opening will be held on June 27th.

Organizational Sustainability

- On June 20th we hosted an event at the Kelowna campus where BC Colleges and the Technological Higher Education Association (THEA) of Ireland signed an Memorandum of Understanding to promote staff and student exchanges with a number of Irish institutions.
- On June 21st, I hosted Denise Amyot and Alain Roy from CICan on the Kelowna Campus. It was an opportunity to showcase our institution.

Education Council - Report to the Board June 2017

Candidates for Graduation –

May 29, 2017 Education Council Operations Committee meeting

Program	# of Students
Associate of Arts Degree	44
Advanced Certificate in Communications	2
Associate of Science Degree	22
Bachelor of Business Administration	114
Bachelor of Computer Information Systems	5
Business Administration Certificate	4
Business Administration Diploma	102
Business Studies Certificate	6
Civil Engineering Technology Diploma	9
Commercial Aviation Diploma	4
Computer Information Systems Diploma	20
Culinary Management Diploma	2
Diploma in Communications, Culture and Journalism Studies	1
Diploma in Criminal and Social Justice	26
Diploma in Environmental Studies	11
Diploma in General Studies	4
Diploma in Writing and Publishing	1
Early Childhood Education Diploma	12
Electronic Engineering Diploma	15
Health Care Assistant (out of sequence)	1
Human Kinetics Diploma	16
International Development Diploma	5
Medical Administrative Assistant Certificate (out of sequence)	1
Network and Telecommunications Engineering Technology Diploma	16
Office Assistant Certificate (out of sequence)	1
Post-Baccalaureate Diploma in Accounting	3
Sustainable Construction Management Technology Diploma	12
Water Engineering Technology	2
Total	461



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Program Advisory Committees at Okanagan College

DATE

June 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

To provide the Board with the current status of Okanagan College Program Advisory Committees.

Please refer to the attached documentation for an overview of program advisory committees by program area.

ACTION REQUIRED

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

For information

STRATEGIC PLAN ¹ALIGNMENT

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

The contribution made by members of the community on our Program Advisory Committees is substantial and very much appreciated by the instructors and faculty they advise.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Andrew Hay, Vice President Education
Beverlie Dietze, Director of Learning and Teaching

*This document is intended to be a cover sheet only (e.g. 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

¹ Strategic Plan can be found at: www.Okanagan.bc.ca/toward2020

Program Advisory Committees at Okanagan College

June 2017

About Okanagan College Program Advisory Committees

Okanagan College establishes a Program Advisory Committee (PAC) for each certificate, diploma or degree program or, where appropriate, for a group of related programs. Program Advisory Committees generally have at least seven members, drawn from more than one Okanagan College region, and who are knowledgeable and experienced in the program field of study. The members may include employers, retirees, professional staff, and program graduates working in the related field. The primary role of a Program Advisory Committee is to advise Okanagan College on the purpose, development, revision and effectiveness of a program. They identify trends in the related area of study, participate in the program review and accreditation process, and if appropriate, support student job placements.

Nominations for Program Advisory Committee members may be made by the Program Advisory Committee, members of the program department and/or the program dean, director, or designate. Nominees are approved and appointed by the Vice President Education, generally for a three year term, and shall not serve more than two consecutive terms. The Chair of the Okanagan College Board of Governors may also appoint a member from the Board of Governors to any of the Program Advisory Committees. The program dean or director and program chair attend the meetings. Instructional staff may also participate in the meetings.

Program Advisory Committees elect a chair from among its regular members to co-chair the Program Advisory Committee with a department chairperson or program administrator for a period of up to two years. The Program Advisory Committee normally meets at least twice each year and requires a quorum of at least 50% of the regular members.

Status of Program Advisory Committees for each Portfolio

Okanagan College has a total of 35 Program Advisory Committees, with at least 337 community members serving on these committees. An overview of the status of the Program Advisory Committees for each portfolio follows.

Arts and Foundational

There are five diploma programs and an associate degree within the Arts and Foundational portfolio. As many of these diploma programs focus on allowing students to continue on into degree programs elsewhere in the province, all of the courses are assessed annually as part of the course articulation process. Program Advisory Committees are under development for the Criminal and Social Justice diploma and the Writing and Publishing diploma programs. Once these are established, the relevance of having Program Advisory Committees for the other Arts diploma programs will be assessed. The Associate of Arts Degree does not have a Program Advisory Committee, as the purpose of the associate degree is purely for university transfer program and not direct entry into the workforce.

Okanagan School of Business

The Business Administration, Commercial Aviation, Culinary Arts and Office Administration programs each have active Program Advisory Committee. There are a total of 45 community members serving on these committees. Members for the Program Advisory Committee for the new Viticulture program have been approved.

Science, Technology and Health and Social Development

There are 18 programs within the Science, Technology and Health and Social Development portfolio, of which 15 have Program Advisory Committees. There are a total of 136 community members serving on these committees. The Associate of Science Degree and the Bachelor of Science in Nursing (first two years) do not have Program Advisory Committees, as they are university transfer programs that do not provide direct entry into the workforce. The Human Kinetics program is also primarily a university transfer program but does offer some opportunity for graduates to enter the workforce after completion of the diploma; now that this program has a defined department, it will be assessed to determine if a Program Advisory Committee is warranted.

Trades and Apprenticeship

There are 10 programs within the Trades and Apprenticeship portfolio, of which nine have Program Advisory Committees. A total of 76 community members serve on these committees. The Trades, Technology Teacher Education diploma program has been revised and a new Program Advisory Committee will be appointed soon.

Continuing Studies and Corporate Training

Continuing Studies and Corporate Training has 22 certificate programs that are offered on a regular basis. Of these, seven programs have established advisory committees that are brought together when potential changes to programs are being proposed (the other certificate programs are not of a size that merit a Program Advisory Committee). A total of 80 community members serve on these committees.

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Comments
ARTS AND FOUNDATIONAL					
Criminal and Social Justice Diploma	N	NA	NA	none	Under development
Writing and Publishing Diploma	N	NA	NA	none	Under development
Diploma in Communications, Culture and Journalism Studies	N	NA	NA	none	Under development
International Development Diploma	N	NA	NA	none	Under development
Environmental Studies Diploma	N	NA	NA	none	Under development
OKANAGAN SCHOOL OF BUSINESS					
Business Administration Degrees, Diplomas & Certificates	Y	11	2	18-Nov-15	
Commercial Aviation Diploma	Y	8	2	9-Mar-17	
Culinary Arts	Y	12	2	2-May-17	
Office Administration Certificates	Y	6	2	20-Oct-16	
Viticulture	Y	8	2	17-Mar-17	New PAC - unofficial first meeting - Gail Wolski sent appointment approvals to B. Dietze.
SCIENCE, TECHNOLOGY AND HEALTH & SOCIAL DEVELOPMENT					
Animation	Y	13	2	<u>25-Jan-17</u>	New Program
Associate of Science Degree	N	NA	NA	none	Two year transfer program
Computer Information Systems Degree & Diploma	Y	11	2	12-Dec-16	
Bachelor of Science in Nursing - transfer only	N	NA	NA	none	No credential completion, partnership with UBCO
Certified Dental Assistant Certificate	Y	7	2	17-Nov-16	
Civil Engineering Technology Diploma	Y	8	2	11-May-17	
Early Childhood Education Diploma & Certificates	Y	11	2	19-Apr-17	
Electronic Engineering Technology Diploma	Y	9	1	12-Dec-16	
Health Care Assistant Certificate	Y	11	2	19-Apr-17	
Human Service Work Diploma	Y	14	2	26-Apr-17	
Mechanical Engineering Technology Diploma	Y	4	2	27-Oct-17	Recruiting new members
Network and Telecom Engineering Technology Diploma	Y	5	1	23-May-27	Recruiting new members
Pharmacy Technician Certificate	Y	10	2	29-Mar-17	
Practical Nursing Diploma	Y	9	2	7-Jun-17	
Sustainable Construction Management Technology Diploma	Y	1	2	Fall 2017	New PAC/4 new memberships in process (previously there was an informal PAC with industry for one-time program) First official meeting will be Fall 2017

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Comments
Therapist Assistant Diploma	Y	8	2	30-May-17	
Water Engineering Technology Diploma	Y	15	2	12-Jun-17	
Human Kinetics Diploma	N	N A	NA	none	only partially industry related - mostly transfer
TRADES					
Aircraft Maintenance Engineer (M license and S Structures)	Y	6	2	May-17	
Automotive Collision Repair / Painting & Refinishing (Automotive Collision Repair & Interprovincial Refresher, Automotive Refinishing & Interprovincial Refresher, and Collision Repair Technician Certificates)	Y	7	3	Jun-17	
Automotive Service PAC	Y	12	2	Dec-16	
Carpentry / Joinery (Carpentry & Interprovincial Refresher, Construction Assistant, Residential Construction, and Studio Woodworking Certificates)	Y	3	2	May-17	
Heavy Mechanical Trades PAC	Y	10	2	Dec-16	
Electrician Pre-Apprenticeship and Construction Electrician Interprovincial Refresher Certificates	Y	14	2	Feb-17	
Plumbing and Piping Trades, Plumber Pre-Apprenticeship, Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship, and Sheet Metal Worker Pre-Apprenticeship Certificates	Y	7	2	May-17	
Recreation Vehicle Service Technician	Y	8	2	May-17	
Trades Technology Teacher Education Diploma					
Welding Levels A, B, C, Welding Upgrading and Test Procedures, Welding Interprovincial Refresher, International Welding C, and Metal Fabricator Certificates	Y	9	2	May-17	
CONTINUING STUDIES AND CORPORATE DEVELOPMENT					
Esthetics and Nail Technology	Y	10	As needed	Nov-12	AdHoc Committe is brought together when potential changes to program require discussion
Aboriginal Community Support Worker	Y	8	As needed	Mar-16	AdHoc Committee is brought together for the consultation and guidance on this new certificate development.
Nursing Unit Assistant	Y	8	As needed	Apr-14	AdHoc Committee is brought together when potential changes to program require discussion

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Comments
Advanced GIS Certificate	Y	8	As needed	Apr-13	AdHoc Committee is brought together when potential changes to program require discussion



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Regional Advisory Committee (RAC) Annual Reports

DATE

June 27, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The Regional Advisory Committees (RAC) provide each Regional Dean with advice regarding community needs for Okanagan College programming and services. The RAC facilitates and promotes communication between the College and the communities it serves.

Please see attached reports from the four Regional Deans regarding their Regional Advisory Committees.

ACTION REQUIRED

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

None.

For information only.

STRATEGIC PLAN ¹ALIGNMENT

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

None required

REPORT PREPARED AND SUPPORTED BY (include name and title)

Charlotte Kushner, Vice President Students

Joan Ragsdale, Regional Dean Shuswap/Revelstoke

Jane Lister, Regional Dean North Okanagan

Heather Schneider, Regional Dean Central Okanagan

Allan Coyle, Acting Regional Dean South Okanagan/Similkameen

¹ Strategic Plan can be found at: www.Okanagan.bc.ca/toward2020

Regional Advisory Committee (RAC) Annual Reports

Shuswap-Revelstoke (*Joan Ragsdale, Regional Dean*)

Salmon Arm Regional Advisory Committee

The Salmon Arm Regional Advisory Committee (RAC) met three times this past academic year, in November, February and May. Restructuring and engaging new members was the main focus for this year. Previously, the RAC had been working on a specific project and had limited its membership to six. Given the more recent campus focus on increasing community profile, programming and enrollments, the Advisory Committee recognized the importance of including broader sector representation. Working closely with the Chair, Sheri Hamilton, who is also the Human Resources Manager at SASCU, the Advisory Committee outlined a new framework for its annual meetings and actively engaged new membership including representatives from: construction, agriculture, forestry, technology/manufacturing, social services, health, arts/culture as well as membership from the City, Regional District, Economic Development and Indigenous communities. Membership is now at 17. The May meeting included a campus tour and orientation to College programs and key staff.

In addition to restructuring, the RAC provided feedback on: the Master Capital Plan, ideas to increase student enrollment, methods for increased community engagement and the critical importance of developing student housing. The RAC was very pleased to see a 23% increase in FTEs at the campus this year and the corresponding increase in facility utilization from 66% to 81%. The College is benefiting from the broader cross section representation at the table and is looking forward to further engagement in 2017/18.

Revelstoke Regional Advisory Committee

The Revelstoke Regional Advisory Committee met three times this past academic year, in October, February and most recently on June 19, 2017. Linda Chell, from the Revelstoke Child Care Society continued to Chair the Advisory Committee. Small changes in membership included welcoming a new School District Trustee representative, Amanda Richardson and the new Economic Development Director, Nicole Fricot.

The RAC was actively involved in supporting the application for a one time Health Care Assistant program which was successful and is scheduled to start in the fall of 2018. In addition, RAC discussions focused on the importance of maintaining the Adult Academic and Career Preparation (AACP) within the community. The RAC provided advice on programming and student services, as well as recruitment and retention. Given the strong population growth in the region, the need for a local three year education plan was also identified. Thus, the committee and College will be hosting a broader community consultation meeting in the fall of 2018. The RAC was keen to be actively involved in the development of the Unit Plan. The RAC was also pleased to learn about the increase in enrollments and local programming as well as the many College wide initiatives (such as contract funding and online programming) being supported out of the Revelstoke centre.

Central Okanagan (*Heather Schneider, Regional Dean*)

Meetings are held every two to three months during the academic year. Typically there are two meetings in the fall and two in the winter/spring. The most recent meeting was held on June 16, 2017. The next meeting is scheduled for the middle of September to provide final advice and feedback on the Heath Building development and fundraising campaign, and other capital projects under consideration. These could include expansion to the child care centre, Centre for Food Wine and Tourism and additional residences. The fall meeting always includes a discussion of campus student growth projections and programming initiatives.

There are 15 community members on the RAC along with the regional Kelowna Board of Governors members, the Director of Continuing Studies & Corporate Development, and the Director of Advancement. The Okanagan College Foundation directors are invited as ex officio members to each meeting. The RAC members are community leaders from Peachland, West Kelowna, Kelowna and Lake Country communities.

A new chair was elected in 2017. She is former vice chair of the committee, Sharon Peterson, CEO of the YMCA. She replaces long standing chair for the RAC Gary Dickenson who retired from the RAC this winter. We want to thank Mr. Dickenson for his support of the College and his service RAC chair for over 9 years. The newly elected vice chair is Corie Griffith, Director of the Central Okanagan Economic Development Commission.

Membership remained relatively stable in 2016/2017 with two members retiring from the Board; Gary Dickenson as mentioned above and Patti Kilback from Kelowna. One other new board member, Ms. Janice Larsen Executive Director, Regional Innovation Initiatives, joined in 2016 and she represents the District of Lake Country.

Over the course of the past year the RAC has provided advice and feedback on the Master Capital Plan, Trades Complex and Health Science Centre along with advice on programming, student services, and recruitment and retention at the College.

Goals for this upcoming year are:

1. Feedback and support on the College's Indigenization plan and Internationalization plan,
2. Feedback and support for the na'ḡk'wulamən Garden,
3. Support and feedback on the Health Science Building and fundraising campaign,
4. Feedback on program and student services at Okanagan College,
5. Maintenance of the important ambassadorial role the RAC plays in the community,
6. Recruitment of 2-3 RAC members (2 Kelowna, 1 other) to replace members who have retired from the committee. Normal membership number for the committee is 18, and
7. Support for the new Regional Dean Central Okanagan.

One important part of each agenda is "what is new in your world". This is an informal round table discussion and information sharing opportunity for the RAC members. This agenda item enables RAC members to highlight news and issues of interest from their specific community/business/profession. It is an important information exchange opportunity between RAC members and the College.

North Okanagan (*Jane Lister, Regional Dean*)

The Vernon Campus's Regional Advisory Committee meets four times a year on the last Tuesday of September, November, February and April. Agendas and minutes are documented so that all involved can follow-up on action items. The meetings consist of presentations and discussions. This year's presentations to the Committee included: Continuing Studies – new programming being delivered or in development, and Applied Research – Electrical Plug and Play System for Housing.

During the year the key issues that were presented and/or discussed at the meetings included:

1. Capital Master Planning
2. Vernon Trades Building Project
3. Vernon Unit Plan 2016-17 and Three Year Plan
4. Internationalization and Indigenization Strategic Directions
5. New Programming for the Campus and Corporate Training
6. Summer time use of the Campus
7. Enrolment Rates and Recruitment Strategies
8. Retention Strategies Work
9. Access and barriers to access for Vernon students
10. Tributes – Honorary Fellow nominations

The current membership includes twelve community members and two Okanagan College members. During the year six new members joined the Committee bringing new perspectives and information to the Campus.

South Okanagan–Similkameen (*Allan Coyle, Interim Regional Dean*)

Meetings are held every two months and are scheduled for the third Wednesday of the month excluding July, August and December.

Membership includes 11 members plus three ex-officio members. This year the committee was renewed with a new member – Dr. Gerry Karr – joining. The RAC always has representation from the School District, City of Penticton Council and the Penticton Indian Band. The Okanagan College Student Union also has representation. The chair of the committee is Walter Huebert, member at large from the public.

Topics that were discussed this year included:

- Funding received from the Ministry of Children and Family Development to support the childcare facility and the fundraising campaign for the Centre's construction,
- The College's new Capital Master Plan,
- Enrolment growth and program development, notably the new Viticulture Technician diploma program and ongoing funding for Sustainable Construction Management Technology,
- Replacement of Donna Lomas as Dean and ongoing processes (There was some disappointment expressed by RAC members that the first iteration of the recruitment process didn't yield a new dean),
- Community events such as the Invasive Mussels Event, Passive House Canada and Meadowlark Nature Festival and Connect 2017 (A Forum for Immigrant Job Seekers & Employers), and
- Work on the College's Indigenization and Internationalization plans.

During the year members of the Advisory Committee volunteered their time to participate in the Holiday Lunch, Orientation Day, Experience OC, Taste of India, and It's-a-Wrap events.

Goals for next Year need to be established but topics will include:

- 1) Development of student housing,
- 2) Construction of a new welding shop,
- 3) New programming ideas ,
- 4) Library expansion, and
- 5) Working with the new Regional Dean.



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Implementation of Sexual Violence and Misconduct Policy

DATE

June 27, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Bill 23 – The Sexual Violence and Misconduct Policy Act – requires that the President report to the Board annually on the implementation of the College’s Sexual Violence Policy.

This report provides an overview of the implementation activities since the approval of the policy by the Okanagan College Board of Governors in June 2016.

ACTION REQUIRED

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

None.

For information only.

STRATEGIC PLAN ¹ALIGNMENT

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

None required

REPORT PREPARED AND SUPPORTED BY (include name and title)

Donna Olson, Director Legal Affairs & Policy Development
Charlotte Kushner, Vice President Students

This document is intended to be a cover sheet only (eg one page)

¹ Strategic Plan can be found at: www.Okanagan.bc.ca/toward2020



Report to the Okanagan College Board of Governors

Re: Implementation of Sexual Violence and Misconduct Policy

June 2017

Bill 23 – The Sexual Violence and Misconduct Policy Act – requires that the President report to the Board annually on the implementation of the College’s Sexual Violence Policy.

The *Sexual Violence and Misconduct Policy – Students and Employees* received final approval from the Board of Governors on June 28, 2016.

Policy Rollout

The policy rollout process began on June 29, 2016 with:

- notification to the Leadership Team,
- posting on the Okanagan College Policy website,
- all employee groups were notified through Inside OC, College Matters and meetings,
- notice was sent to the Directors of Facilities and Continuing Studies to ensure that employees without email access were informed of the policy, and
- the policy was included in the New Employee Orientation manual.

Training

A grant from Violence Free BC provide funding to allow the implementation of the following:

- Offered Bystander Intervention Training:
 - Provided a Train-the-Trainer workshop for volunteers.
 - Facilitated five workshops for employees and 12 workshops for students.
- Offered Resistance Tactics workshops (Self Defense)
 - Provided four workshops for students.
- Developed a Consent Campaign:
 - Provided a Train-the-Trainer for the *Let's Get Consensual* campaign to students and Student Association employees.
 - Ran four consent campaigns - one per campus.
- Developed a poster campaign aimed at Bystander Intervention and Consent.
- Developed partnerships between the campuses and local resources for victims of sexual assault.
- Developed a Sexual Violence website for the College. This website has been averaging 100 hits per month.

Complaints

The Directors of Human Resources (HR) and Student Services have developed systems to track complaints and investigations under the policy.

In 2016, HR investigated one complaint under the policy. The investigation resulted from an informal complaint from an employee and, although the complainant never formally filed a complaint under the policy, it was determined that the policy applied so it was investigated as such.

Since the legislation came into effect, Student Services has had one recorded complaint related to the Sexual Violence and Misconduct policy.

COMPLAINT REPORTED TO / INVESTIGATED BY:	2016	2017 (to date)	2018	2019
Human Resources	1	0		
Student Services	0	1		



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Alcohol Serving and Consumption Policy

DATE

June 27, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The *Alcohol - Serving and Consumption Policy* was approved by the Board on June 28, 2005. The policy deals with college operations and is more suited as an Administrative Policy than a high level Board Policy.

ACTION REQUIRED

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

Recommended motion:

“BE IT RESOLVED THAT the Board approve changing the Alcohol Serving and Consumption Policy from a Board Policy to an Administrative Policy.”

STRATEGIC PLAN ¹ALIGNMENT

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

The President supports this request.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Donna Olson, Director of Legal Affairs and Policy Development

*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

¹ Strategic Plan can be found at: www.Okanagan.bc.ca/toward2020

Education Council Submission to the Board June 2017

Education Council met on June 1, 2017 and approved 12 new courses, 23 course revisions, 7 program revisions, and one new program.

New program: Drupal Web Developer Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new program: Drupal Web Developer Certificate, as recommended by Education Council and as presented.”

Rationale:

The demand for Drupal (Web) Developers is very significant. Throughout BC, and in the Okanagan regions, there is high and continuing demand for Web Developers, and specifically for Drupal Web Developers. Local businesses have continual job postings, are unable to find qualified candidates, locally, provincially or nationally. Companies using Drupal are currently hiring developers from outside Canada, some of whom are working remotely.

Without a specialized Drupal training program, businesses using Drupal software will have difficulty hiring employees and meeting client demand.

Web Developers are listed in the BC's Top Occupations that have been defined as follows:

Our top occupations are based on projected job openings, employment growth and labour market indicators such as unemployment and employment insurance utilization. Openings include new jobs created through economic growth as well as replacement jobs due to retired workers. (Retrieved, March 15, 2017 - <https://www.workbc.ca/Labour-Market-Industry/Jobs-in-Demand/Top-Occupations.aspx>)

Attached is the labour market demand information for Drupal developers that was conducted on March 6, 2017 (titled: Drupal Developer Training Program)

The average starting salary for a Drupal Developer is from \$40,000 to 50,000 annually, with benefits. More experienced developers earn from \$50,000 to \$120,000 annually.

Graduates of the Drupal Web Developer Certificate program will gain the real-world knowledge required to find well-paying jobs.

Program description:

The 240-hour Drupal Web Developer Certificate program provides the necessary tools to begin a career as a web developer utilizing the Drupal content management platform. This program emphasizes the skills, methods and tooling knowledge to work in the field of web-based content management. Website development with Drupal will teach skills and provide knowledge for a broad field of web-related-site design and the expertise gained in this program will extend into many other frameworks and even static site design outside of Drupal.

Graduates of this program will gain the real-world knowledge required to apply themselves in the workforce and gain meaningful experience for employment.

Admission requirements:

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- Interview and portfolio assessment of the following:
 - Novice level PHP (control flow, loops, variable and function declarations), or an intermediate level of C, C++ or C-based syntax language is a must.

- Intermediate HTML5 - Fieldsets, navs, lists, divs, classes and events are used heavily in projects assigned in this course.
- Intermediate CSS - You should be familiar with complex selectors, specificity, flexbox or floats, common styling properties and familiarity with cross-browser support.
- Responsive (mobile/tablet) design principles. Knowledge in tools like SASS is an asset.
- Additional preferred skills
 - Experience with the Object Oriented Programming paradigm is recommended.
 - Familiarity with SQL syntax and simple SQL statements (MySQL/MariaDB)

Courses/hours

DRUP 100: INTRODUCTION TO DRUPAL DEVELOPMENT - 30 Hours

DRUP 110: GUI USAGE - 20 Hours

DRUP 120: WEBSITE THEMING - 40 Hours

DRUP 130: WEBSITE DEVELOPMENT PROJECT - 20 Hours

DRUP 140: MODULES AND HOOKS - 40 Hours

DRUP 150: DEVELOPING CUSTOM MODULES - 10 Hours

DRUP 160: BUILDING E-COMMERCE FINANCIAL TRANSACTIONS - 30 Hours

DRUP 170: COMMERCE PROJECT - 10 Hours

DRUP 180: DRUPAL COMMUNITY PROJECT - 40 Hours

Total Hours: 240

Implementation date: September 2017

Costs: under consideration

Program Revision: Bachelor of Business Administration (all specialties)

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the program revision: Bachelor of Business Administration (all specialties), as recommended by Education Council and as presented.”

Program revision:

- Addition of courses

Rationale:

The business department has had a set of 300 level selected topics courses, one for each specialty area, for several years. We have used the selected topics courses as a way to offer courses that have short lives such as the introduction of international financial reporting standards, for field study courses, and to offer new courses for a few semesters to refine the course development prior to creating a new course. This process has worked very well for the department. Recently we were developing a new 200 level course in marketing and wanted to offer it on a trial bases for a few semester and were unable to because offering it as a 300 level selective topic was not appropriate for a 200 level course and it could not be used by students toward their diploma. As a result the department has decided to add a set of selected topics courses at the 200 level and at the 400 level. The department also decided to include the new 400 level selected topics in the BBA specialties.

Program tables:

Bachelor of Business Administration Degree Program Outlines for each specialty.

Note the general option is not affected by these proposed changes.

Current	Proposed
<p>Accounting Specialty</p> <p>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 Accounting.</p> <p>Required courses: BUAD 121 Financial Accounting II BUAD 208 Canadian Income Tax I BUAD 263 Intermediate Accounting I BUAD 273 Intermediate Accounting II</p> <p>Plus four of: BUAD 359 Accounting Theory BUAD 365 Cost Accounting BUAD 367 Fraud Examination BUAD 368 Selected Topics: Advanced Accounting BUAD 369 Canadian Income Tax II BUAD 363 Audit Planning BUAD 462 Advanced Financial Accounting BUAD 466 Advanced Managerial Accounting BUAD 463 Internal Control & Auditing</p>	<p>Accounting Specialty</p> <p>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 Accounting.</p> <p>Required courses: BUAD 121 Financial Accounting II BUAD 208 Canadian Income Tax I BUAD 263 Intermediate Accounting I BUAD 273 Intermediate Accounting II</p> <p>Plus four of: BUAD 359 Accounting Theory BUAD 365 Cost Accounting BUAD 367 Fraud Examination BUAD 368 Selected Topics: Advanced Accounting BUAD 469 Selected Topics: Advanced Accounting</p> <p>BUAD 369 Canadian Income Tax II BUAD 363 Audit Planning BUAD 462 Advanced Financial Accounting BUAD 466 Advanced Managerial Accounting BUAD 463 Internal Control & Auditing</p>

Current	Proposed
<p>Finance Specialty</p> <p>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 Finance.</p> <p>Eight courses from the following: BUAD 208 Canadian Income Tax I BUAD 234 Risk and Retirement Planning: Comprehensive Practices BUAD 235 Wealth Management and Estate Planning</p> <p>BUAD 250 Canadian Securities BUAD 251 Personal Financial Planning BUAD 296 Long-term Capital Management BUAD 350 Capital Markets BUAD 353 Derivative Securities BUAD 356 Contemporary Practices in Financial Planning BUAD 360 Canadian Financial Institutions BUAD 361 Selected Topics: Financial Services BUAD 369 Canadian Income Tax II BUAD 450 Investment Management BUAD 461 Applied Corporate Finance</p>	<p>Finance Specialty</p> <p>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 Finance.</p> <p>Eight courses from the following: BUAD 208 Canadian Income Tax I BUAD 234 Risk and Retirement Planning: Comprehensive Practices BUAD 235 Wealth Management and Estate Planning</p> <p>BUAD 250 Canadian Securities BUAD 251 Personal Financial Planning BUAD 296 Long-term Capital Management BUAD 350 Capital Markets BUAD 353 Derivative Securities BUAD 356 Contemporary Practices in Financial Planning BUAD 360 Canadian Financial Institutions BUAD 361 Selected Topics: Financial Services BUAD 468 Selected Topics: Finance</p> <p>BUAD 369 Canadian Income Tax II BUAD 450 Investment Management BUAD 461 Applied Corporate Finance</p>

Current with recent changes	Proposed
<p>Human Resources Management Specialty</p> <p>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 Human Resource Management:</p> <p>BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 375 Strategic Human Resource Planning BUAD 376 Compensation and Benefits</p> <p>Plus two courses from the following list, with at least one at the 400 level.</p> <p>BUAD 201 Conflict Resolution and Negotiation BUAD 279 Industrial Relations BUAD 374 Employment Law BUAD 379 Selected Topics: Human Resources BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management</p>	<p>Human Resources Management Specialty</p> <p>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 Human Resource Management:</p> <p>BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 375 Strategic Human Resource Planning BUAD 376 Compensation and Benefits</p> <p>Plus three courses from the following list, with at least one at the 400 level.</p> <p>BUAD 201 Conflict Resolution and Negotiation BUAD 279 Industrial Relations BUAD 374 Employment Law BUAD 379 Selected Topics: Human Resources BUAD 479 Selected Topics: Human Resources</p> <p>BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management</p>

Current	Proposed
<p>Management Specialty</p> <p>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 Management:</p> <p>BUAD 176 Professional Selling BUAD 298 Small Business Management BUAD 370 Leadership BUAD 382 Operations Management</p> <p>Plus 4 of:</p> <p>BUAD 201 Conflict Resolution and Negotiation BUAD 283 Management Information Systems BUAD 289 Purchasing and Materials Management BUAD 305 Logistics and Supply Chain Management BUAD 306 Managing Professional Service Firms BUAD 307 Managing for Innovation BUAD 308 Multicultural Management BUAD 309 Social Entrepreneurship BUAD 331 Project Management BUAD 334 Events Management and Marketing BUAD 339 Selected Topics: Management BUAD 341 Introduction to Non-Profit Management BUAD 346 Environmentally Sustainable Enterprise BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management BUAD 415 New Product Development BUAD 440 Advanced Business Strategy BUAD 480 Strategic Management II</p>	<p>Management Specialty</p> <p>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 Management:</p> <p>BUAD 176 Professional Selling BUAD 298 Small Business Management BUAD 370 Leadership BUAD 382 Operations Management</p> <p>Plus 4 of:</p> <p>BUAD 201 Conflict Resolution and Negotiation BUAD 283 Management Information Systems BUAD 289 Purchasing and Materials Management BUAD 305 Logistics and Supply Chain Management BUAD 306 Managing Professional Service Firms BUAD 307 Managing for Innovation BUAD 308 Multicultural Management BUAD 309 Social Entrepreneurship BUAD 331 Project Management BUAD 334 Events Management and Marketing BUAD 339 Selected Topics: Management BUAD 439 Selected Topics: Management</p> <p>BUAD 341 Introduction to Non-Profit Management BUAD 346 Environmentally Sustainable Enterprise BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management BUAD 415 New Product Development BUAD 440 Advanced Business Strategy BUAD 480 Strategic Management II</p>

Current with recent changes	Proposed
<p>Marketing Specialty</p> <p>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:</p>	<p>Marketing Specialty</p> <p>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:</p>
<p>BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research* BUAD 266 Advertising and Marketing Communications* BUAD 200 Digital Marketing</p>	<p>BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research* BUAD 266 Advertising and Marketing Communications* BUAD 200 Digital Marketing</p>
<p>Plus four of:</p> <p>BUAD 200 Digital Marketing BUAD 278 Marketing Management BUAD 297 Retailing BUAD 305 Logistics and Supply Chain Management BUAD 333 Search Marketing BUAD 334 Events Management and Marketing BUAD 335 Electronic Commerce BUAD 336 Services Marketing BUAD 338 Selected Topics: Marketing BUAD 344 Marketing Analytics and Data Analysis BUAD 345 Consumer Behaviour BUAD 415 New Product Development BUAD 470 Customer Relationship Management</p>	<p>Plus four of:</p> <p>BUAD 278 Marketing Management BUAD 297 Retailing BUAD 305 Logistics and Supply Chain Management BUAD 333 Search Marketing BUAD 334 Events Management and Marketing BUAD 335 Electronic Commerce BUAD 336 Services Marketing BUAD 338 Selected Topics: Marketing BUAD 438 Selected Topics: Marketing</p> <p>BUAD 344 Marketing Analytics and Data Analysis BUAD 345 Consumer Behaviour BUAD 415 New Product Development BUAD 470 Customer Relationship Management</p>
<p>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.</p>	<p>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.</p>

Current	Proposed
<p>Tourism and Hospitality Management Specialty</p> <p>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 Tourism and Hospitality Management:</p> <p>BUAD 206 The Business of Tourism BUAD 215 Restaurant Management BUAD 220 Hotel Management BUAD 230 Wine and Culinary Tourism</p> <p>Plus four of: BUAD 308 Multicultural Management BUAD 332 Selected Topics: Hospitality and Tourism Management BUAD 351 Tourism Planning and Development BUAD 358 Global Trends in Tourism and Hospitality BUAD 449 Sustainable Tourism and Stewardship</p> <p>Consider the following courses when selecting additional electives: BUAD 309 Social Entrepreneurship BUAD 335 Electronic Commerce BUAD 392 Adventure & Eco Tourism BUAD 334 Events Management and Marketing BUAD 336 Services Marketing BUAD 345 Consumer Behaviour BUAD 370 Leadership BUAD 390 Properties Management BUAD 470 Customer Relationship Management</p>	<p>Tourism and Hospitality Management Specialty</p> <p>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 Tourism and Hospitality Management:</p> <p>BUAD 206 The Business of Tourism BUAD 215 Restaurant Management BUAD 220 Hotel Management BUAD 230 Wine and Culinary Tourism</p> <p>Plus four of: BUAD 308 Multicultural Management BUAD 332 Selected Topics: Tourism and Hospitality BUAD 432 Selected Topics: Tourism and Hospitality BUAD 351 Tourism Planning and Development BUAD 358 Global Trends in Tourism and Hospitality BUAD 449 Sustainable Tourism and Stewardship</p> <p>Consider the following courses when selecting additional electives: BUAD 309 Social Entrepreneurship BUAD 335 Electronic Commerce BUAD 392 Adventure & Eco Tourism BUAD 334 Events Management and Marketing BUAD 336 Services Marketing BUAD 345 Consumer Behaviour BUAD 370 Leadership BUAD 390 Properties Management BUAD 470 Customer Relationship Management</p>

Program Revision: Commercial Aviation Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the program revision: Commercial Aviation Diploma, as recommended by Education Council and as presented.”

Program revision:

- Addition of courses
- Admission requirements
- Graduation requirement
- Program description
- Program outline
- Residency requirements
- Revision of courses

Rationale:

Admission to this Commercial Aviation Diploma requires students to hold an approved Canadian Private Pilot's Licence (CPPL). This program revision will eliminate this requirement by embedding the Canadian Private Pilot's Licence training into the beginning stage of the program. This change has two benefits to students. Domestic students will be able to qualify for financial aid while completing the CPPL. International students will have access to this program instead of being excluded by the current admission requirement of the CPPL.

Program description:

The Commercial Aviation Diploma (CAD) program is for individuals who are interested in pursuing a career in commercial aviation. The program provides students with university-level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.

The Commercial Aviation diploma program consists of two distinct and separate areas of study - aviation and flight training courses, and university-level academic courses. The flight training is taught at the Southern Interior Flight Centre facility located at the Kelowna International Airport and consists of Transport Canada-prescribed flight training, simulator training, aviation theory and exams. The academic portion of the program is completed at Okanagan College and consists eight 3-credit courses taken as part of this program.

The Commercial Aviation program is made available through a co-operative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition fees for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student's flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.

Fees: (subject to change): Students with an approved Canadian Private Pilot's Licence can expect to pay approximately \$59,000 for tuition and flight training fees. Students without a current approved Canadian Private Pilot's Licence can expect to pay approximately \$21,000 for tuition and flight training fees in addition to the regular tuition and flight training fees of approximately \$59000. Flight training fees are dependent upon the number of hours required to complete the flying and training requirements. These hours will vary according to the skill level of individual students. Please note that students who book an aircraft, simulator or instructor are responsible for related charges and cancellation penalties will apply. Fuel costs will be reimbursed to students at the Kelowna fuel rate set by Southern Interior Flight Centre. Costs above this rate are the student's responsibility.

Student Dress and Survival Equipment: Students will be required to wear the prescribed clothing for commercial pilots and should anticipate the costs of purchasing and maintaining their clothing. Prescribed clothing consists of: black pants, socks dress shoes, and tie plus a white "pilot" shirt. Students should anticipate preparing and maintaining their own personal survival pack to be carried on cross-country flights.

Career Opportunities: include pilots with charter companies, regional carriers and private corporations as well as additional job opportunities with major airline companies.

Admission requirements:

Current:

- B.C. secondary school graduation (or its equivalent), or mature student status.
- English 12 with minimum 60% or alternatives.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 70% in Introductory Mathematics 11, or a minimum of 60% in Applications of Mathematics 11.
- *Students graduating from secondary school in 2012 or later:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11. Mature applicants without Mathematics 11 may write the mathematics diagnostic test (MDT), administered by Okanagan College. A minimum score of 16/25 on the MDT is required.
- Private Pilot License.
- Category 1 Aviation Medical.
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.

NOTE: Private pilot training requires two months of full-time attendance and up to six months of part-time attendance. Contact the flying school for details.

Proposed:

- B.C. secondary school graduation (or its equivalent), or mature student status.
- English 12 with minimum 60% or alternatives.
- **Students graduating from secondary school in or prior to 2012:** Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 70% in Introductory Mathematics 11, or a minimum of 60% in Applications of Mathematics 11.
- **Students graduating from secondary school in 2012 or later:** A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11. Mature applicants without Mathematics 11 may write the mathematics diagnostic test (MDT), administered by Okanagan College. A minimum score of 16/25 on the MDT is required.
- Private Pilot License.
- Category 1 Aviation Medical.
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.

NOTE: Private pilot training requires two months of full-time attendance and up to six months of part-time attendance. Contact the flying school for details.

Reason: To remove the requirement for a Private Pilot Licence and to update Mathematics requirement.

Graduation requirements:

Current:

A diploma in Commercial Aviation is awarded to students who successfully complete the 24 credits of required business, communication and math courses listed in the program outline and present a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses, Transport Canada Commercial Pilot License, a Multi-Engine Instrument rating, and the IATRA written exam.

Proposed:

Successful completion of the required courses as listed in the program outline with a minimum graduating grade average of 60% and a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses, Transport Canada Commercial Pilot Licence, a Multi-Engine Instrument rating, and the IATRA written exam.

Reason:

Residency requirements:

Existing: Updating to current conventions of the calendar

For the **Commercial Aviation** diploma program, 100% of the program must be completed through OC

Proposed:

For the **Commercial Aviation** diploma program, 100% of the program must be completed through OC except for the Canadian Private Pilot's Licence portion of the program.

Reason:

Some students will enter the program with the Canadian Private Pilot's licence completed

Additional student costs:

Students who complete the Canadian Private Pilot's Licence as part of the program will have increased cost for the diploma but not overall. Costs for the CPPL would have had to be paid prior to admission for these students. Now these costs are part of the program and eligible for financial aid.

Program outline:

Old	New
Students in the program are scheduled to take the BUAD courses in combined sections of first- and second-year students.	Students must complete the program as prescribed below:
Semester 1	Required aviation courses*:
<u>AVIA 112</u> Navigation and Air Regulations I	AVIA 104 Introduction to Aviation Theory
<u>AVIA 113</u> Meteorology I	AVIA 105 Aviation Language Proficiency
<u>AVIA 114</u> Flight and Aircraft Systems I	AVIA 106 Pilot Skills Lab 1
<u>AVIA 115</u> Flight Lab I	AVIA 107 Pilot Skills Lab 2
<u>CMNS 112</u> Professional Writing I	AVIA 112 Navigation and Air Regulations I
<u>BUAD 123</u> Management Principles	AVIA 113 Meteorology I
Semester 2	AVIA 114 Flight and Aircraft Systems I
<u>AVIA 122</u> Navigation and Air Regulations II	AVIA 115 Flight Lab I
<u>AVIA 123</u> Meteorology II	AVIA 122 Navigation and Air Regulations II
<u>AVIA 124</u> Flight and Aircraft Systems II	AVIA 123 Meteorology II
<u>AVIA 125</u> Flight Lab II	AVIA 124 Flight and Aircraft Systems II
<u>BUAD 128</u> Computer Applications I	AVIA 125 Flight Lab II
<u>BUAD 262</u> Organizational Behaviour	AVIA 212 Advanced Flight Operations I
Semester 3	AVIA 213 Instrument Procedures
<u>AVIA 212</u> Advanced Flight Operations I	AVIA 214 Advanced Avionics
<u>AVIA 213</u> Instrument Procedures	AVIA 215 Flight Lab III
<u>AVIA 214</u> Advanced Avionics	AVIA 222 Advanced Flight Operations II
<u>AVIA 215</u> Flight Lab III	AVIA 225 Flight Lab IV
<u>BUAD 116</u> Marketing	AVIA 226 Human Factors
<u>MATH 114</u> Business Mathematics	AVIA 227 Aviation Skills
Semester 4	
<u>AVIA 222</u> Advanced Flight Operations II	Required academic courses**:
<u>AVIA 225</u> Flight Lab IV	<u>BUAD 111</u> Financial Accounting I
<u>AVIA 226</u> Human Factors	<u>BUAD 116</u> Marketing
<u>AVIA 227</u> Aviation Skills	<u>BUAD 123</u> Management Principles
<u>BUAD 111</u> Financial Accounting I	<u>BUAD 128</u> Computer Applications I
<u>BUAD 251</u> Personal Financial Planning	<u>BUAD 251</u> Personal Financial Planning
	<u>BUAD 262</u> Organizational Behaviour
	<u>CMNS 112</u> Professional Writing I
	<u>MATH 114</u> Business Mathematics
	Notes:
	* Aviation course must be taken in a prescribed order and must be taken in concurrent blocks, see courses descriptions for details.
	** 24 credits of academic courses must be completed as part of this program; substitute courses may be approved as appropriate.

Implementation date: September 2017

Costs: N/A



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Regional Dean Report, Central Okanagan

DATE

June 27, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information
Regional Dean's report to the Board of Governors on the Central Okanagan region.

An overview of the region, recent developments, campus highlights, and focus areas for 2017.

ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)
None

For information only.

STRATEGIC PLAN ¹ALIGNMENT

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
- N/A - Not a Strategic Plan initiative

COMMENTS FROM THE PRESIDENT

None required

REPORT PREPARED AND SUPPORTED BY (include name and title)

Heather Schneider, Regional Dean Central Okanagan
Charlotte Kushner, Vice President Students

¹ Strategic Plan can be found at: www.Okanagan.bc.ca/toward2020



Central Okanagan Report to the Okanagan College Board of Governors – June 2017

Introduction

The Central Okanagan has four Okanagan College locations where educational programming and services are delivered: Kelowna Campus; two locations at the Kelowna International Airport and, new for fall 2017, the Digital Media Centre (two computer labs and offices) in the Okanagan Center for Innovation in downtown Kelowna. The Penno and Acland locations were closed in 2016 and the Electrical, Sheet Metal, Gas Fitter and Plumbing programs moved to the Kelowna campus when the new Trades Building was opened.

The Kelowna campus is located on a 15.79 hectare site in the lower mission of Kelowna. The campus has 22 buildings and over 41,000 gross square meters.

Central Okanagan – overview

The Central Okanagan has a diversified economy with agriculture, forestry, tourism, manufacturing, health and education services being the main industries. One of the fastest growing areas of the economy in the Central Okanagan is



technology. According to a recent report by Accelerate Okanagan, in 2015, the Okanagan technology industry contributed \$1.3 billion to the overall Okanagan economy, including direct revenues of \$1.02 billion generated by technology companies, and an indirect impact of \$284 million from businesses supplying inputs to the technology sector. These figures are significant because they represent an increase of over \$300 million of revenue contribution to the Okanagan economy since 2013 - an unprecedented 30% growth rate in two years. In 2017 the contribution to the overall Okanagan economy is expected to exceed \$1.6 billion.

The Central Okanagan has more than 568 hectares of development-ready, industrially zoned land available to meet the growing demands of a population expected to reach 250,000 by 2032. The Central Okanagan, with a 2011 population of 179,839, represents nearly 50% of the Okanagan Valley's total population, of whom 80% live in Kelowna (65%) and West Kelowna (15%). Population growth in the Kelowna metropolitan area between 2006 and 2011 was 9.6% reflecting an average of 1.9% per annum over the five year period. The City of Kelowna itself is home to more than 10,000 licensed businesses of various types, about 95% of which have 20 or fewer employees. This reflects the entrepreneurial character of the local economy and business environment.

The Central Okanagan is continuing to grow at a rate above the provincial and national averages.

Last year's Central Okanagan report to the Board of Governors provided information on the demographic and economic indicators for the region. Seven of the ten indicators were trending up with some areas, such as building permits up 31%.

The first quarter 2017 economic report by the Central Okanagan Economic Development Commission found that all demographic and economic indicators are continuing to trend upward. That positive forecast is predicted to continue for the rest of 2017. This positive growth means the high demand for post-secondary training and skilled graduates in the region will continue.

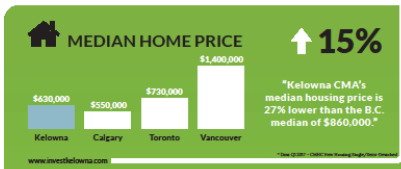
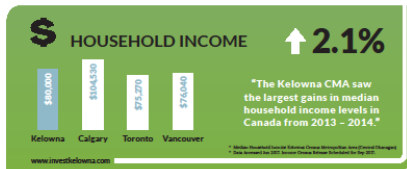
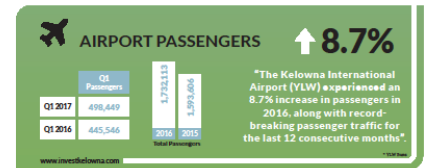
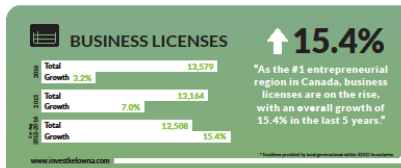
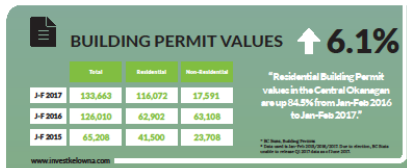
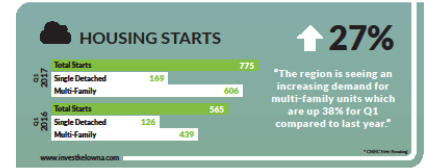
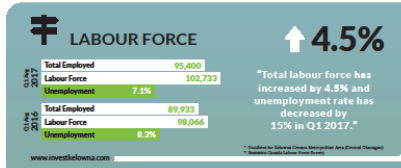
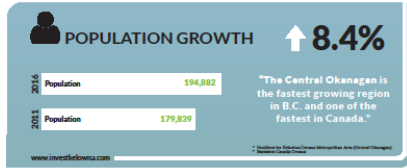




CENTRAL OKANAGAN ECONOMIC INDICATORS



Q1 2017



*The statistical data distributed in this document are reproduced from BC Stats, Statistics Canada, CMHC, YLW, KICCO local governments.
 *Statistical Canada defines the Kelowna Census Metropolitan Area (CMA) as being identical in area with the English District of Central Okanagan.
 *Labour Force Survey is a sample survey and estimates are subject to both sample survey and non-sampling errors.
 Due to the relatively small sample size for the Kelowna CMA from which disaggregated data are derived, caution should be used in the interpretation of month-to-month changes to the estimates.

Kelowna Campus – highlights from 2016

1. Enrolment for the campus in fall 2016 was up overall from the previous year by 3.5% (headcount). Notable areas of growth were Science, Business, Computer Information Science, and the number of International students.
2. The Trades complex was opened in September 2016 and the Penno and Acland Road centres closed.
3. The Bright Horizons Campaign was completed, reaching its goal of \$7+ million.
4. Kelowna campus students continued to participate, and be successful, in a wide variety of Skills Canada competitions, writing competitions, business case competitions and ENACTUS projects.

5. The Centre for Food, Wine and Tourism concept plan was developed and forwarded to the Ministry for their review and consideration.
6. Master Capital Planning was completed for the College and campus. With careful planning, there is enough development opportunity on the Kelowna campus for next 20 years. At full development the campus could be home to over 9,000 full-time equivalent students (FTE's).
7. The most recent student survey found that the Kelowna campus students are generally very pleased with the programming and services offered on campus with their main concern being access to adequate parking.
8. A Task Force was created to establish an Indigenous garden on the campus as an important way to support the key direction of *Working With, and Learning from, the Indigenous Community*.
9. Planning began for the construction of a Trades Training house in the trade's yard.
10. The campus was host to many high profile community events such as Devour, BCCIE Conference, Gold Medal Plates, Career Fair, Pow Wow, Spaghetti Bridge, Skills Canada and our own Red Dot Theatre Productions.

Kelowna Campus – highlights of plans for 2017

1. We renewed our Memorandum of Understanding with the Westbank First Nation.
2. A Memorandum of Understanding with the City of Kelowna was signed on June 19, 2017.
3. The Health Sciences Centre capital project was approved and design work and planning is beginning. Construction to start spring 2018 with completion spring 2020.
4. The Indigenous garden call the na'ʔk'wulamən Garden was created, with its grand opening scheduled for June 27, 2017.
5. Continued planning will take place for the Centre for Wine, Food and Tourism along with exploration of residences and child care expansion.
6. Digital Media Centre in downtown Kelowna will be opened by September 2017 in the Okanagan Centre for Innovation.
7. The animation diploma was introduced with the first intake starting in fall 2017. Several other program initiatives under development for the campus include an applied arts degree, dual credit academic programming with SD23, and expanding Trades programming.
8. Completion of the 6,000 square feet Trades Training house will take place in 2017.

9. A project on space utilization and planning is underway for the campus for classrooms, work spaces and student and staff social spaces as identified by the capital master plan.

The Role of Okanagan College in the Region

The City of Kelowna identified Okanagan College (and UBC-O) as one of the four pillars of the community. The Central Okanagan now has more post-secondary students than ever with over 14,000 post-secondary students attending UBC-O and Okanagan College.

This growth is critical to the economic development of the region as a recent Okanagan Valley labour market report found that:

“A large number of new hires will require a post-secondary education. Over the next six years more than two-thirds of new hires will require some form of post-secondary education, requiring between 37,796 and 50,345 individuals with an advanced education.”

Okanagan College plays a critical role in the region providing the skilled labour required to ensure a healthy and sustainable economy. Further, as one of the region’s leading employers, Okanagan College, itself, serves as a significant economic driver.

