BOARD OF GOVERNORS
REGULAR MEETING
March 29, 2016; 12:00 p.m.
Room S103B, Kelowna Campus

AGENDA
OPEN SESSION

		Attachment	Approximate Time
1	**APPROVAL OF AGENDA** Recommended Motion ***"BE IT RESOLVED THAT the March 29, 2016, OC Board open session meeting agenda is approved".***		12:00 p.m.
2	**DECLARATION OF CONFLICT**		12:05 p.m.
3	**CONSENT AGENDA** Recommended Motion ***"BE IT RESOLVED THAT the Consent Agenda be approved as presented".***		
3.1	**MINUTES –** February 23, 2016	A	
3.2	**WRITTEN REPORTS**		
3.2.1	President's Report (J. Hamilton)	B	
3.2.2	Education Council Report (C. Bransfield)	C	
3.3	**APPROVALS**		
3.3.1	Student Fee Structure Recommended Motion ***"BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2016/17 on behalf of the Okanagan College Student Union and the Vernon Student Association as outlined in the submissions that are included in the agenda".***	D	
3.4	**INFORMATION**		
3.4.1	Interim FTE Report	E	
4	**BUSINESS ARISING FROM THE MINUTES**		
5	**PRESENTATIONS/DELEGATIONS**		
5.1	Regional Dean Report (H. Schneider)	F	12:10 p.m.

6 NEW BUSINESS/RESOLUTIONS

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

6.1.1 Okanagan College Budget 2016/17 Budget

a) Comments from Chair, Education Council (C. Bransfield)

b) Comments from Chair, Finance, Audit and Risk Review Committee (B. McGowan)

Recommended Motion — G — 12:30 p.m.

BE IT RESOLVED THAT the Board of Governors approve the 2016/17 balanced operating budget of $100,141,000 as recommended by the Finance, Audit and Risk Review Committee".

6.1.2 2016/17 Capital Budget

Recommended Motion:

"BE IT RESOLVED THAT the Board of Governors, approve the 2016/17 capital budget of $6,822,000 subject to receipt of funding as recommended by the Finance, Audit and Risk Review Committee"..

6.2 ITA Training Plan (A. Hay) — H — 1:30 p.m.

Recommended Motion

"BE IT RESOLVED that the Okanagan College Board of Governors approve the ITA Training Plan as presented".

6.3 Annual Programming Plan (A. Hay) — I — 1:45 p.m.

Recommended Motion

"BE IT RESOLVED that the Okanagan College Board of Governors approve the Annual Programming Plan 2016/17 as recommended".

6.4 Education Council (C. Bransfield) — J — 2:00 p.m.

Program Approvals

"BE IT RESOLVED THAT the Board approve the revision to the Aircraft Maintenance (AME) M-Licence, as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the revision to the Automotive Collision Repair/Painting and Refinishing, as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the revision to the Studio Woodworking Certificate, as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the revision to the Infant Toddler Specialty Certificate, as recommended by Education Council and as presented

"BE IT RESOLVED THAT the Board approve the revision to the Pharmacy Technician Certificate, as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the revision to the Civil Engineering Technology Diploma, as recommended by Education Council and as presented

"BE IT RESOLVED THAT the Board approve the revision to the Electronic Engineering Technology Diploma, as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the revision to the Mechanical Engineering Technology Diploma, as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the revision to the Water Engineering Technology Diploma, as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the revision to the Sustainable Construction Management Technology Diploma, as recommended by Education Council and as presented"

"BE IT RESOLVED THAT the Board approve the revision to the Diploma in Writing and Publishing, as recommended by Education Council and as presented"

7 VERBAL REPORTS 2:20 p.m.

7.1 Board Chair Report (C. Denesiuk)
7.2 President's Report (J. Hamilton)
7.3 Governance Chair Report (L. Thurnheer)

8 INFORMATION

9 TOPICS FOR NEXT MEETING

10 OTHER BUSINESS

11 FOR THE GOOD OF THE INSTITUTION

12 DATE OF NEXT MEETING May 24, 2016 Kelowna Campus

13 ADJOURNMENT 2:30 p.m.

Consent Agenda Resolutions
Attachment A

Item 3.1
Recommended Motion
"BE IT RESOLVED THAT the February 23, 2016, open session minutes be approved."

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

**Tuesday, February 23, 2016, 10:45 a.m.
Room S103B, Kelowna Campus**

Members Present:	C. Denesiuk (Chair) C. Bransfield J. Hamilton (President) S. Johal J. Maciel D. Manning B. McGowan L. Thurnheer
Regrets:	A. Beaumont C. Derickson C. Gerbrandt S. Jung S. Lupul
Board Secretary:	L. Le Gallee
Vice Presidents:	R. Daykin A. Hay C. Kushner
Directors:	A. Coyle
Observers:	C. McRobb, BCGEU Vocational J. O'Brien (Administrative Association) T. Thiessen, Student Observer T. Walters (OCFA) R. Vilene (BCGEU Support Staff)
Regrets:	M. Moffat, Student Observers P. Bradley, Student Observer
Guests:	C. Grisch, B. Berchowitz, D. Sullivan (OCSU); D. Olson (Director, Legal Affairs and Policy Development); delegation of faculty and students

There being a quorum present, the Chair called the meeting to order at 10:45 a.m.

1. APPROVAL OF AGENDA

Motion: D. Manning/S. Johal
"BE IT RESOLVED THAT the February 23, 2016, OC Board open session meeting agenda is approved".

MOTION CARRIED

2. DECLARATION OF CONFLICT

No conflicts were declared.

3. CONSENT AGENDA

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

Items Approved:
"BE IT RESOLVED THAT the November 24, 2015, open session minutes be approved".

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. PRESENTATION/DELEGATIONS
5.1 OCSU Students (C. Grisch, B. Berchowitz)[1]

A handout was distributed.

The following recommendations were made:

- Promote awareness and assistance in the application of the AUG (Adult Upgrading Grant) process. Assistance could take the form of a soft deadline for students to submit their application for financial aid;
- Ensure that OC funding is drawn from a sustainable source;
- Advocate against the 2% increase for domestic tuition;
- That Okanagan College explore further the competitiveness of international markets and analyze the reason international students are choosing Okanagan College;
- The OCSU is willing to work with the College to determine the demographics of ABE learners at the College.

It was noted that the students will have the opportunity for the union to be a part of the internationalization plan as this is being developed as part of the Strategic Plan.

The Board requested a copy of the presentation notes.[2]

The Board Chair noted that changes were made to the ABE tuition structure after the students' presentation in January and she thanked them for their presentations.

6. NEW BUSINESS/RESOLUTIONS
6.1 Finance, Audit and Risk Review Committee (B. McGowan)
6.1.1 Committee Chair Report

In March 2015 the Board approved a motion with regard to principles for implementing ABE tuition. After reviewing the process extensively, the Committee is recommending approval of an ABE tuition structure.

The contract for the auditors expires June 2015. Due to workload in the Finance area, the VP Administration, proposed that the current auditors be extended for one year and then the tender process would go out next year for a 5 year term. He will discuss this with the auditors (Grant Thornton) and the Auditor General and will then bring it back to the Committee for approval.

6.1.2 ABE/ESL Tuition

After further review since the January 2016 meeting, the College is proposing a structure that situates Okanagan College not at the high or low end compared to other institutions. This will be implemented in May 2106. Regardless of income, students will receive assistance from either the AUG grant or from the

[1] This Presentation is posted on the Board *MyOkanagan* website and is available upon request.
[2] These notes are posted on the Board *MyOkanagan* website and are available upon request

College bursary. The implementation will be further developed as this initiative moves forward and more information is gathered with regard to student income levels.

Motion: B. McGowan/D. Manning
"*BE IT RESOLVED that the Okanagan College Board of Governors approve the implementation plan to charge tuition for domestic Adult Basic Education (ABE) and English as a Second Language (ESL) courses as recommended by the Finance, Audit and Risk Review Committee."*

A Board member who was not able to attend submitted some questions for consideration. These were addressed:

1) Currently there is no limit how much money the College can receive from the Ministry to fund the AUG. If the OC Grant was limited by the Ministry, this would be dealt with on an as needed basis; it was further noted that ABE programming is essential to the BC Jobs Plan.
2) Currently the AUG pays for ancillary fees. The OC funding would cover tuition only.
3) Whether Adult Special Education students will be eligible for the OC Grant has not been discussed. These students are still tuition free.
4) There will be multiple income levels for the OC Grant based on family size.
5) Details are still being worked on in the instance of students being denied the AUG. Currently this occurs if they reach the maximum number of weeks allowed for the AUG funding or if they have been previously funded by the AUG for the same class. This will need to be discussed in relation to the AUG and the OC Grant.

The observer from BCGEU Vocational read a statement expressing their concerns with regard to the proposed tuition implementation for ABE/ESL.

The observer from OCFA noted that administration received a letter from OCFA prior to the last Board meeting with concerns as well. His current concern was that there was insufficient information in the proposal in the current agenda. He further stated that OCFA is formally opposed to this increase in student fees due to a shortfall in funding.

The government elimination of the tuition compensation grant equates to $750,000. The expected net tuition revenue will replace the grant.

Beginning with the Fall term, if a student applies and they are studying at the Fundamental or Intermediate levels they will receive either the AUG or OC funding. For Advanced or Provincial levels, income thresholds that are higher than the AUG program will be established for students to receive OC funding. The objectives when implementing this fee structure were to make the prices comparable, eliminate barriers and offer quality education.

C. Grisch left at 11:25 a.m.

MOTION CARRIED
1 opposed (L. Thurnheer)

6.1.3 Domestic Tuition

Motion: B. McGowan/S. Johal
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase to domestic tuition and mandatory fees for 2016/17 by 2% as recommended by the Finance, Audit and Risk Review Committee"

It was noted that Okanagan College is not implementing new mandatory fees, however, existing fees will be increased by 2% with this approval.

The College is facing a $2 million revenue gap, the proposal is to increase revenues as opposed to decreasing services to reduce costs. It was noted that mandatory salary increases over the last year have been funded by the government.

The OCFA observer noted that this increase makes it more difficult for students financially. He commented, as in other years, that the College should consider decreasing the size of the management team.

The President thanked him for his comments and noted that there will be opportunity for feedback during the budget process in March. He invited any suggestions during the consultation process.

MOTION CARRIED
1 opposed (L. Thurnheer)

6.1.4 International Tuition

Motion: B. McGowan/J. Maciel
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase to international tuition for 2016/17 by 2% for 2016/17 as recommended by the Finance, Audit and Risk Review Committee"

MOTION CARRIED

7. VERBAL REPORTS

7.1 Board Chair Report (C. Denesiuk)

Students and C. McRobb left 11:45 a.m.

The Chair attended the plaque unveiling wine and cheese reception at the Centre for Excellence and the Venture Okanagan event on February 18th.

7.2 President's Report (J. Hamilton)

The President noted that the Jim Pattison Centre of Excellence has received LEED Platinum status certification.

The President's office is in the process of finalizing the selection of a project manager for the Indigenization Task Force. He and A. Isaac, Aboriginal Access and Services Coordinator, will be attending the CICan National Indigenization Conference in Whitehorse later this week. He will report back to the Board on this at the next meeting.

7.3 Education Council Chair (C. Bransfield)

Elections for six faculty and two support staff members ends on March 13th. The first call for the election of the Education Council Chair will occur on March 3rd.

8. INFORMATION

9. TOPICS FOR NEXT MEETING

10. OTHER BUSINESS

11. FOR THE GOOD OF THE INSTITUTION

L. Thurnheer together with instructor, B. Baldwin, and student, S. Jung, attended the Vanier Canadian Marketing Competition in Montreal from February 11th – 15th. The team made it to the finals.

12. DATE OF NEXT MEETING: March 29, 2016, Kelowna Campus

13. ADJOURNMENT

Motion to adjourn: B. McGowan/D. Manning

MOTION CARRIED

The meeting adjourned at 11:55 p.m.

President's Report
to the
Okanagan College Board of Governors

March 2016

Learner Readiness and Success

- Once again, our Enactus team has returned from the regional competition as winners with top-place finishes in the Scotiabank Youth Empowerment Challenge and Capital One Financial Education Challenge. The two regional winning teams will now advance to the National Exposition in Toronto on May 2-4. The national team, which presents on projects across their entire year will also compete on behalf of Okanagan College.

Indigenization

- On February 24th I joined colleagues from across Canada in Whitehorse for the CICan Indigenous Education Conference. Anthony Isaac, our Aboriginal Coordinator, and Amy Cohen, a Faculty member in Salmon Arm, also attended the conference.

- On March 19th Andrew Hay represented me at the annual Aboriginal Graduation Celebration.

- On March 23rd Okanagan College Aboriginal Services and the Shuswap Settlement Services Society hosted a multi-cultural celebration at the Salmon Arm Campus. The free event celebrated the diversity and cultural heritage that enriches the Shuswap community.

Community Engagement and Service

- On Feb. 25th, I attended the Arts and Foundation Portfolio Book Launch on the Kelowna campus. The event was held to recognize four faculty members who had recently published books. Dr. Rosalind Warner from Political Science; Dr. Shelly Ikebuchi from Sociology; Dr. Jarkko Jalava from Criminology, and Dr. Stephanie Griffiths from Psychology.

- The 33rd annual Spaghetti Bridge Competitions took place on campus on March 4th. The event came to a surprising finish after a series of disqualifications launched a team from UBCO to the top. The bridge withstood an impressive 184.3 kgs before exploding. In addition to the heavy weight competition, hundreds of other students put their engineering skills to the test in other categories. In the Secondary category, which sees students pre-make bridges for testing on site, students from Charles Bloom Secondary swept the top three spots. In the Secondary Team Building category, students build bridges on site. The winners of that contest were from Charles Bloom, and King's Christian School in Salmon Arm.

- On March 5th, one of my favourite annual events, *Devour Kelowna*, was held on the campus in the Center for Learning. This event sold out almost immediately. The atrium was transformed into a food and drink spectacular, where the region's chefs, winemakers and specialty food and drink vendors competed for People's and Judges' Choice in Best Sip, Best Bite and Best Pairing categories.

- From March 9th to 13th, the Okanagan College Red Dot Players presented "*AKA Fangirl*" in the Kelowna campus theatre. The screenplay was written and directed by our very own English Professor, Jeremy Beaulne. The cast and crew were comprised of a group of the College's students, employees and alumni.

- Earlier in the month, I took part in the "*Are you smarter than an OC Graduate?*" Trivia Night organized by the Alumni Associate and Enactus. The evening offered a great opportunity to socialize with students, alumni and employees all while putting our brainpower to the test. My team did not come last.

- Last Wednesday evening, I attended the Okanagan School of Business Students Association (OBSA) Gala held in the Atrium. Part networking, part wine tasting this unique event provided the opportunity for students, local businesses, and faculty to interact in a fun and relaxed atmosphere. Renowned local Chef Ben Pallett paired tantalizing local wines with locally sourced food to create a delicious custom menu for the event. This open-concept networking event attracted over 200 people.

Organizational Sustainability

- Roy Daykin and I held a series of town hall meetings in March on each campus to discuss the proposed 2016-17 budget for the College. This allowed employees the opportunity to ask questions and provide comment on the proposed budget.

Education Council - Report to the Board
March 2016

Candidates for Graduation – March 9, 2016 Education Council Operations Committee meeting

Program	# of Students
Administrative Assistant Certificate	1
Bachelor of Business Administration	1
Bachelor of Computer Information Systems	1
Culinary Arts Certificate	2
Early Childhood Education Certificate	1
Electrician Pre-Apprenticeship (August 20, 2015 – January 29, 2016) Penticton	13
General Studies Diploma	1
Health Care Assistant (August 24, 2015 – February 19, 2016)	15
Legal Administrative Assistant (September 9, 2015 – January 22, 2016)	6
Office Assistant Certificate (Out of sequence)	1
Office Assistant Certificate (September 8, 2015 – January 22, 2016)	18
Pharmacy Technician Certificate	7
Plumbing and Piping Trades Certificate (August 4, 2015 – January 29, 2016)	17
Plumbing and Piping Trades Certificate (August 10, 2015 – January 29, 2016) Vernon	17
Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship Certificate (August 4, 2015 – January 29, 2016) Penticton	15
Welder Foundation Certificate (Out of sequence)	2
Welder Foundation Certificate (August 10, 2015 – January 29, 2016) Salmon Arm	13
Total	**131**

NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

Pursuant to the *College and Institute Act*, if the Student Society has met its obligations the Board of Governors must direct Okanagan College ("OC") to collect student society fees on behalf of the Student Union, or on behalf of a provincial or national student organization as the case may be, and remit the fees to the Student Union or the provincial or national student organization as may be agreed by the Board and the Student Union.

The Student Union must complete this form and submit it to the Board Secretary no later than **March 15, 2016** in order for OC to collect the fees for the **academic year 2016/2017**. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Union. OC may deduct these expenses from the fees collected.

Student Association Name Okanagan College Students' Union

With this Notice the Student Union requests that the Board direct OC to collect the following fees for the academic year **2016/2017.**

All Registered Students:

Students' Union Fee	57.76	to a maximum of 57.76 per student per semester
	0.56	per Adult Basic Education course
Media Fund	5.55	per student per semester

Registered Students enrolled in nine credits or more:

Extended Dental Plan	67.59	per student per semester
Extended Health Plan	58.11	per student per semester

Dental and Health Plan fees are not charged to Adult Basic Education Students.

Remit fees to: Okanagan College Students' Union

Canadian Federation of Students British Columbia' Membership Fee:

	0.54	to a maximum of 8.86 per student per semester
	0.67	per Adult Basic Education course
		to a maximum of 8.86

Remit fees to: Canadian Federation of Students-BC, #202-1055 West Broadway, Vancouver, BC, V6H 1E2

If the Student Union changes the amount of the student union fees to be collected (i.e. lower or increase fees, change cap, remove cap, change percentage, etc.) then the Student Union certifies that it has obtained the necessary approvals from its members as required in the *College and Institute Act*. Deadline for notice to the Board of the new fee is **March 15, 2016**.

The Student Union confirms that on December 6, 2015 it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Union President

Chelsea Grisch
Print Name

Signature

March 15 2016
Date

Okanagan College
RECEIVED
MAR 15 2016
BOARD OF GOVERNORS

NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

Pursuant to the *College and Institute Act*, if the Student Society has met its obligations the Board of Governors must direct Okanagan College ("OC") to collect student society fees on behalf of the Student Association, or on behalf of a provincial or national student organization as the case may be, and remit the fees to the Student Association or the provincial or national student organization as may be agreed by the Board and the Student Association.

The Student Association must complete this form and submit it to the Board Secretary no later than **March 15, 2016** in order for OC to collect the fees for the **academic year 2016/2017**. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Association. OC may deduct these expenses from the fees collected.

Student Association Name Vernon Students' Association – Okanagan College

With this Notice the Student Association requests that the Board direct OC to collect the following fees for the academic year **2016/2017.**

All Registered Students:

Students' Association Fee $91.80 to a maximum of $91.80 per student per semester
$7.11 per Adult Basic Education course

Capital Fund $2.50 per student per semester

Registered Students enrolled in nine credits or more:

Extended Dental Plan $70.00 per student per semester

Extended Health Plan $60.00 per student per semester

Dental and Health Plan fees are not charged to Adult Basic Education Students.

Remit fees to: Vernon Students' Association – Okanagan College

Canadian Federation of Students' Membership Fee:

_____ to a maximum of _____ per student per semester

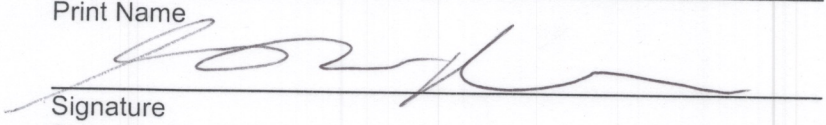
_____ per Adult Basic Education course
to a maximum of _____

Remit fees to: _____

If the Student Association changes the amount of the student association fees to be collected (i.e. lower or increase fees, change cap, remove cap, change percentage, etc.) then the Student Association certifies that it has obtained the necessary approvals from its members as required in the *College and Institute Act*. Deadline for notice to the Board of the new fee is **March 15, 2015**.

The Student Association confirms that on February 15, 2016 (date) it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Association President Emma Dolman
Print Name



Signature
February 22, 2016
Date

Submission of Information from Senior Staff to the Board of Governors

Report Title:	Interim FTE Projections
Date:	March 16, 2016
Background Information: **Information could include:** • **Purpose** • **History** • **Other relevant information**	**Purpose** Provide the Board with a copy of the 2015-16 Interim FTE projections, developed in March 2016. (Please see attached.) Note that these are estimates and final reports are prepared in May (which are included in our Accountability Report). **Background** For the 11th year in a row, we anticipate exceeding the combined 2015-16 total AVED and ITA targets. We expect the AVED utilization to be 104 per cent and total FTE utilization will be 108 per cent. There has been growth in some areas, although the overall projected domestic FTE estimate for 2015-16 is almost four per cent higher than the previous year (7,392 vs 7,120 in 2014-15). The Arts programming is up slightly. Enrolment in the Business portfolio is estimated to increase 44 FTEs. Science, Technology and Health programs are projected to decrease by 58 FTEs, while Trades is forecast to increase 254 FTEs, or almost 11 per cent. International FTEs are projected to increase to 538 FTEs from 434 last year.
Action Required:	None – for information only
Comments from the President:	None
Report prepared and supported by:	Jan O'Brien, Institutional Research, Allan Coyle, Public Affairs

This document is intended to be a cover sheet only; if supporting documents are required, please attach them.

Briefing note for Board of Governors

March 16

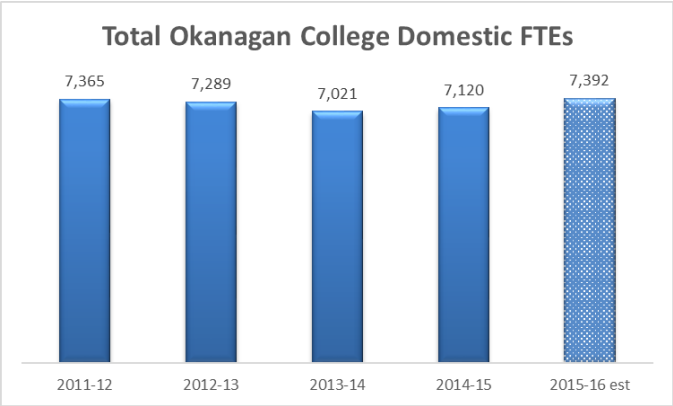
2016

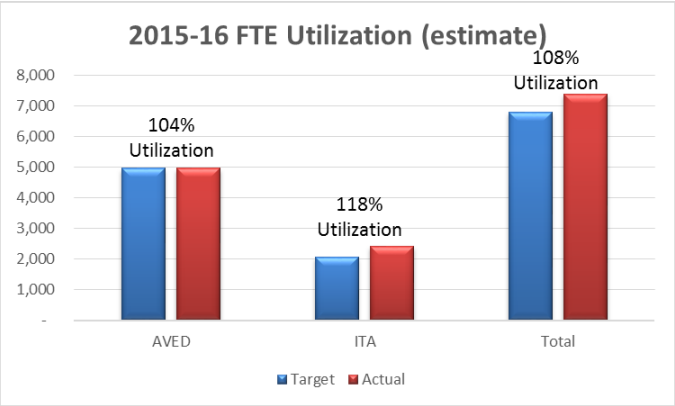
Interim March Estimate 2015-16 FTEs

2015-16 FTE Winter Estimate

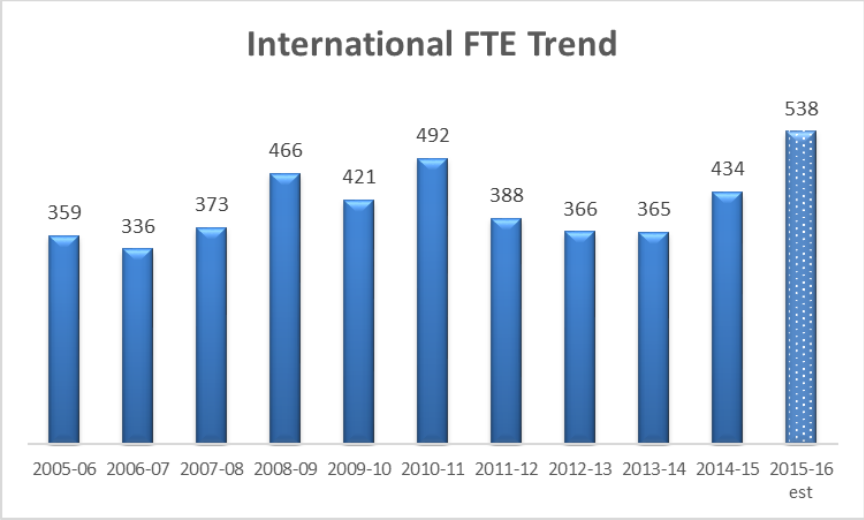
The following is an update on our Full-time Equivalent (FTE) enrolment estimate based on data available mid-March. The final numbers will be available after the fiscal year is complete and the report will be submitted to the Ministry of Advanced Education (AVED) May 13, 2016.

For the 11th year in a row, we anticipate exceeding the combined AVED and ITA targets. The Office of Institutional Research projects that AVED FTE utilization will be 104 per cent (the AVED target is established early in the budget cycle and is communicated in the institution's budget letter). We estimate that Blue Print and Skills Gap FTEs will be 100 per cent of target. Nursing will be 96 per cent of target, Practical Nursing 116 per cent, Health Care Assistant 81 per cent and all Heath combined will be 117 per cent of target. Developmental (AACP, ASE, ESL) enrolment is expected to be 97 per cent of target, (958 of 984 FTEs).



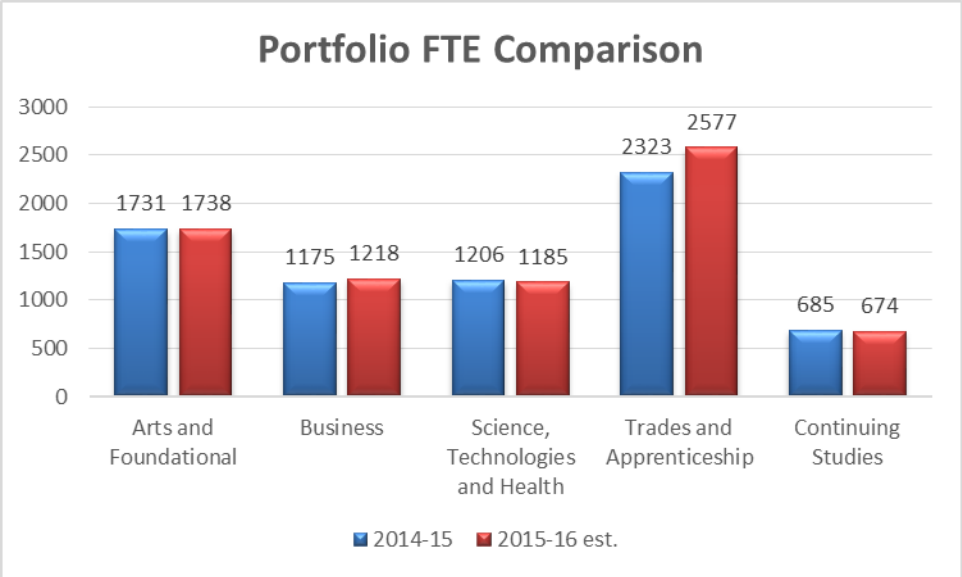


The total utilization is estimated to be 108 per cent at this point; the ITA target has not yet been finalized. The total number of domestic FTEs is expected to be just under 7,400, the most since 2011-12. International FTEs are expected to be 538, the most since the College opened in 2005.



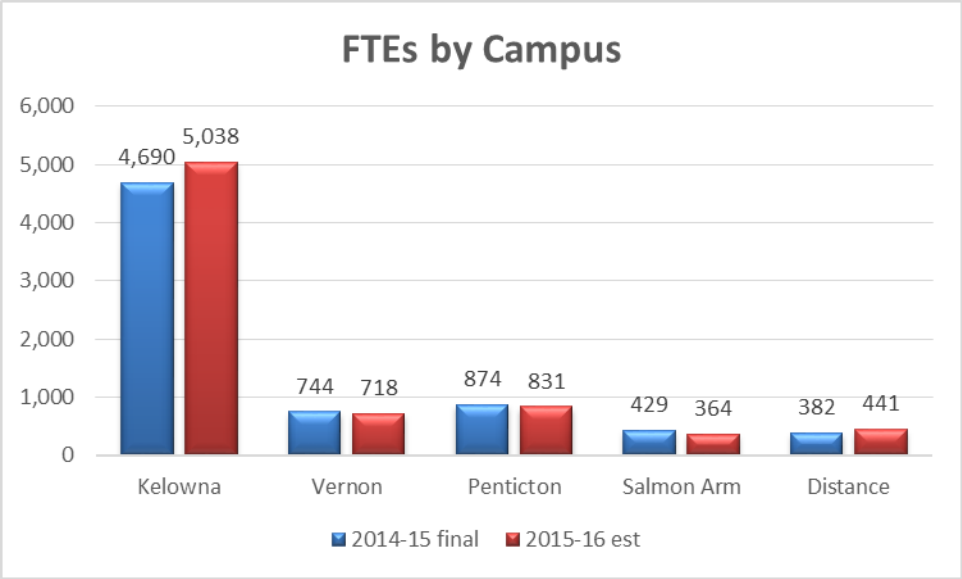
By Portfolio

- Arts programming is expected to end the year slightly up (781 total) from the previous year (771).
- Foundational (AACP, ASE, and ESL) programming is expected to be virtually the same as last year with 958 FTEs.
- Business (including Office Administration) is expected to be up slightly by 44 FTEs in total with most of this in business, while office administration has remained flat.
- Science Technology and Health (STH) is down overall slightly, with increases in science (increase by seven), engineering technologies (increase by 26) and a decrease in health and social development (decrease by 54).
- Trades training is expected to be up in apprenticeship by about 116 FTEs and Foundation (pre-apprentice) up by 138 FTEs with the total increase of 11 per cent.
- Continuing Studies is projected to decrease slightly by 12 FTEs and Certificate program activity increase slightly.



By Campus

Kelowna's FTE count is projected to increase from 4,690 to 5,038. Enrolment at the other campuses is projected to decrease. Distance education FTEs are expected to increase to 441 FTE (from 382 in 2014-15).



Submission of Information from Senior Staff to the Board of Governors

Report Title:	**Regional Dean Central Okanagan**
Date:	March 29, 2016
Background Information:	Report and presentation to the Board of Governors from the Regional Dean Central Okanagan An overview of the region; recent developments; campus highlights; and focus areas for 2016
Action Required:	For information
Comments from the President:	None required
Report prepared and supported by:	Heather Schneider, Regional Dean, Central Okanagan Charlotte Kushner, Vice President, Students

Central Okanagan report to the Okanagan College Board of Governors – 2016

Introduction

The Central Okanagan has five Okanagan College locations where educational programming and services are delivered: Kelowna Campus; Penno Road Centre; Acland Road Centre; and two locations at the Kelowna International Airport. The Electrical, Sheet Metal and Plumbing programs at the Penno and Acland locations will be moved to the Kelowna campus by May 2016 when the new Trades Complex opens. The Penno and Acland Road leased facilities will be closed by May 2016.

The Kelowna campus is located on a 15.79 hectare site in the lower mission of Kelowna. The campus has 20 buildings and over 41,000 gross square meters. The Central Okanagan had 5,104 domestic and international student FTE's in 2014/2015.

Central Okanagan - overview

The Central Okanagan has a diversified economy with agriculture, forestry, tourism, manufacturing, health and education services being the main industries. The Central Okanagan, with a 2011 population of 179,839, represents nearly 50% of the Okanagan Valley's total population, of which 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.

In 2015, Kelowna was the fastest growing census metropolitan area in Canada per housing starts (up 3%) in a community of our size.

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 City of Kelowna itself is home to more than 9,200 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.

To support Kelowna's business community and some of its significant employers, there are several major development projects either proposed or under construction in the City of Kelowna. Projects already under construction total $7.8 billion and include: the City of

Kelowna Police Services building; Interior Health Authority Community and Health Services Centre, the Okanagan Innovation Centre, and our own Trades Training Complex. An additional $2.9 billion in new construction is proposed for the region.

Central Okanagan Economic Trends

Central Okanagan		2014 to 2015
Population		3.1%
Labour Force Participation		2%
Unemployment Rate		2%
Airport Passengers		.06%
Tourism Room Revenue		8.6%
Building Permits		31.9%
Housing Starts		2.4%
Housing Median Price		5.4%
Consumer Bankruptcies		13.9%
Business Licenses		7%

Statistics courtesy Central Okanagan Economic Development Commission.

Kelowna Campus FTE Report - Domestic, International & Distance Education

Program	FTE 2006/2007	FTE 2013/2014	FTE 2014/2015	% change 2014 to 2015	% change 2006 to 2015
Arts & Foundational (includes ESL)	922	1238	1161	-6%	+26%
Business	1015	1110	1134	+2%	+18%
Science	145	259	275	+6%	+90%
Technologies	250	265	260	-2%	+4%
Health & Social Dev.	270	366	418	+14%	+55%
Trades & Apprentice.	1774	1771	1939	+9%	+9%
Continuing Studies	263	319	312	-2%	+19%
Kelowna total	4639	5328	5499	+3%	+19%

2005/2006 FTE numbers not use for comparisons due to KLO, North Campus and Transition complexities

Kelowna Campus – review of 2015

Highlights and accomplishment for 2015:

1. Enrolment for the campus was up overall in the fall 2015 by 5% (headcount). Program areas of growth were Business, International and Engineering Technology. FTE's are expected to reach almost 5,000 domestic and 500 international students in 2015/2016.
2. The ArtsX program was launched in fall 2015.
3. Construction of the Trades Complex progressed with renovation to the East Wing, Plumbing, Carpentry, RV and Welding shops completed in 2015.
4. The Bright Horizons Campaign reached the $5.6 million mark and raised 80% of the capital for the building.
5. Kelowna campus students continued to participate, and be successful, in a wide variety of Skills Canada and business case competitions and ENACTUS projects.
6. The business case for the Health Sciences Centre was submitted to government for approval.
7. A new Strategic Plan was adopted by the College.
8. Master Capital Planning consultations were held with staff, students and the community.
9. The campus was host to many high profile community events such as Devour, Gold Medal Plates, Career Fair, Pow Wow, Spaghetti Bridge, Skills Canada and our own Red Dot Theatre Productions.

Kelowna Campus – plans for 2016

Highlights and plans for 2016:

1. An MOU was signed between the College and Westbank First Nation in January 2016.
2. The Master Capital Plan for the campus and College will be completed in 2016.
3. The Strategic Plan (developed in 2015) will be operationalized in the Central Okanagan Region of the College as appropriate in 2016 and in the years to come.
4. Several expanded program initiatives are under development for the campus including work on an Animation Diploma Program, dual credit academic programming with SD23, and expanding Trades programming.
5. Plans are underway to establish a Flight Simulation Centre on campus to support the Aviation students in the Okanagan School of Business.
6. Plans are underway to establish an Okanagan College Digital Media Centre in the Okanagan Innovation Centre in downtown Kelowna.
7. The last of our trades training activities will be moved from the Penno and Acland Road facilities to the new Trades Complex in April 2016. The Trades Complex has been a four year construction and renovation project with the key project objectives of:
    - Meeting LEED's Platinum standards, follow Living Building Challenge standards (as appropriate) and become net zero in energy use.
    - Renovating and significantly expanding the Heavy Duty Building, including construction of a canopy and outdoor learning space.
    - Redesigning and improving the Trades back yard space and alley.
    - Renovating the RV shop, Welding shop, Carpentry shop, Automotive shop, Collision Repair Shops and East Wing of the Trades building.
    - Constructing new shops on campus for Plumbing and Sheet Metal.
    - Creating space in the complex for 3 Electrical Labs, tool rooms for Electrical and Plumbing, 4 student meeting rooms, 8 different administrative and instructor office spaces, food services space, 4 student lounge spaces, better locker spaces, expanded washrooms, first aid room, staff room, 2 computer labs, and a total of 21 classrooms.
    - Constructing a 6,000 sq. foot Trades Training House.

The Role of Okanagan College in the Region

In 2015 the City of Kelowna identified Okanagan College (and UBC-O) as one of the four pillars of the community.

Also, an extensive Okanagan Valley wide labour market report was completed in June 2014. One of the main findings of the study stated:

"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."

These reports confirm the important role that Okanagan College plays in the region. As one of the region's leading employers, we serve as a significant economic driver. As a centre of learning and skills training, we are providing the skilled employees required to ensure a healthy and sustainable economy in the future.

Submission of Information from Senior Staff to the Board of Governors

Report Title:	2016/17 Balanced Operating Budget & 2016/17 Capital Budget
Date:	March 24, 2016
Background Information:	Okanagan College has developed a balanced operating budget plan for 2016/17 of $100.141 million. The College has budgeted for $6.8 million in capital expenditures for 2016/17. Schedule 1: 2016/17 Proposed Statement of Operations Schedule 2: Budget Planning Assumptions Schedule 3: Budget – Summary of Changes 3a: Increased Costs to Maintain 2015/16 Operations 3b: Planned Cost Savings 3c: Planned Revenue Increases 3d: New Initiatives Schedule 4: 3-Year Projection Schedule 5: Capital Budget
Action Required:	*Proposed Recommendation:* ***"BE IT RESOLVED THAT the Board of Governors approve the 2016/17 balanced operating budget of $100,141,000 as recommended by the Finance, Audit and Risk Review Committee".*** *Proposed Recommendation:* ***"BE IT RESOLVED THAT the Board of Governors, approve the 2016/17 capital budget of $6,822,000 subject to receipt of funding as recommended by the Finance, Audit and Risk Review Committee"..***
Comments from the President:	I support these motions.
Report prepared and supported by:	R. Daykin – Vice President, Finance and Administration A. Johnson – Director of Finance

Okanagan College
Schedule 1:

2016/17 Budget
Proposed Statement of Operations
(000's)

	2015/16 Approved Budget	2016/17 Proposed Budget
Revenue		
Grants	$ 55,560	$ 55,810
Tuition (Domestic & International)	28,184	31,195
Contracts & Other	2,009	2,797
Ancillary Business Services	4,863	5,157
Deferred Capital Contributions	4,329	5,182
Total Revenue	**$ 94,945**	**$ 100,141**
Expenses		
Salary and Benefits	$ 69,918	$ 71,730
Supplies and Services	19,111	21,559
Depreciation - Capital Assets	5,916	6,852
Total Expense	**$ 94,945**	**$ 100,141**
Surplus/(Deficit)	**$ -**	**$ -**

Okanagan College
Schedule 2:

2016/17 – 2019/20 Budget Planning Assumptions

- New program and services initiatives will support the advancement of the College Strategic Plan
- Okanagan College meets overall enrolment targets
- Okanagan College meets Skills Gap targets through 2014/15 – 2017/18
- Continuing Studies will meet enrolment and net revenue targets over the long term
- International will meet enrolment targets over the long term
- Okanagan College will implement domestic ABE and ESL tuition with support from the Adult Upgrading Grant and College bursaries
- No further government funding cuts
- Government fully funds recent collective agreement settlements
- Increases in employee benefit costs are included
- Non-salary increases will be consistent with inflation
- Increases in mandatory/contractual costs are included
- Domestic tuition rates have been approved and will increase by 2% in 2016/17
- International tuition rates have been approved and will increase by 2% in 2016/17

Okanagan College
Schedule 3:

2016/17 Budget
Summary of Changes from 2015/16 Budget
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Structural deficit from prior year	$ (926)		$ (926)
Increased Costs to Maintain 2015/16 Operations - Schedule 3a	(1,437)	(172)	(1,609)
2016/17 Planned cost savings - Schedule 3b	225	151	376
2016/17 Planned revenue increases - Schedule 3c	1,442	646	2,088
2016/17 New initiatives - Schedule 3d	256	(185)	71
2016/17 Balanced Budget	**$ (440)**	**$ 440**	**$ -**

Okanagan College
Schedule 3a:

2016/17 Budget
Increased Costs to Maintain 2015/16 Operations
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Deferred Capital Contribution and Depreciation	$ (82)		$ (82)
Mandatory and contractual adjustments	(548)	(172)	(720)
Future employee benefits	(404)		(404)
International tuition commissions	(129)		(129)
Ancillary business services	(180)		(180)
Other adjustments	(94)	-	(94)
	$ (1,437)	**$ (172)**	**$ (1,609)**

Okanagan College
Schedule 3b:

2016/17 Budget
Planned Cost Savings
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Increase in wages and benefits offset by gov't funding	$ 225		$ 225
Innovation Fund		151	151
	$ 225	**$ 151**	**$ 376**

Okanagan College
Schedule 3c:

2016/17 Budget
Planned Revenue Increases
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Increase in domestic tuition rates	$ 304		$ 304
Increase in international tuition rates	64		64
Increase in domestic enrolments over 2015/16 budget	168		168
Increase in net revenue from changes in business practices and pricing (room rental, parking, food services, non-mandatory fees)	150		150
Increase in net revenue contracts		212	212
Domestic Adult Basic Education and English as a Second Language Tuition less Adult Upgrading Grant and OC Bursaries	756	(24)	732
Net carry forward of 2015/16 one-time programming completed in 2016/17		458	458
	$ 1,442	**$ 646**	**$ 2,088**

Okanagan College
Schedule 3d:

2016/17 Budget - New Initiatives
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Tuition from expanded programs and courses focused on increased international enrolments	$ 1,195		$ 1,195
Resources required for expanded programs and courses focused on international students	$ (447)	$ (35)	$ (482)
OC Wide implementation of the strategic plan. (Indigenization project, succession planning, internationalization, sustainability)		$ (150)	$ (150)
Science Tech & Health continuing appointment of Associate Dean - 1 FTE	$ (119)		$ (119)
Lockdown Browser license for on-line exams	$ (6)		$ (6)
Legal Affairs .6 to .8 FTE workload	$ (30)		$ (30)
Public Affairs - Social media content specialist 1 FTE	$ (62)		$ (62)
Facilities - painting, carpeting, F & E, window cleaning, envelope cleaning, deferred buildings/grounds maintenance work	$ (250)		$ (250)
Facilities - safety eyewash/drench shower testing - Worksafe BC	$ (25)		$ (25)
Total	**$ 256**	**$ (185)**	**$ 71**

Okanagan College
Schedule 4:

Proposed 2016/17 Budget and 3 Year Status Quo Projection
(000's)

	2016/17 Proposed Budget	2017/18 Projection	2018/19 Projection	2019/20 Projection
Revenue				
Grants	$ 55,810	$ 55,100	$ 55,934	$ 56,437
Tuition (Domestic & Intn'l)	31,195	30,027	30,027	30,027
Contracts and Other	2,797	2,296	2,296	2,296
Ancillary Business Services	5,157	5,157	5,157	5,157
Deferred Capital Contributions	5,182	4,873	4,702	4,351
Total Revenue	**$ 100,141**	**$ 97,453**	**$ 98,116**	**$ 98,268**
Expenditures				
Salary and Benefits	71,730	71,928	73,426	74,504
Supplies and Services	21,559	20,663	21,563	22,463
Depreciation - Capital Assets	6,852	6,584	6,467	6,221
Total Expense	**$ 100,141**	**$ 99,175**	**$ 101,456**	**$ 103,188**
Surplus/(Deficit)	**$ -**	**$ (1,722)**	**$ (3,340)**	**$ (4,920)**

Okanagan College
Schedule 5:

2016/17 Budget
Capital
(000's)

Activity	2015/16	2016/17	2016/17 External Funding	Funding Source
OC Annual Replacement	$ 1,200	$ 1,400	$ -	OC reserves
Trades Equipment	1,618	379	379	Final Ministry installment - 3rd year
Trades Building	17,549	-	-	
Trades Bldg Landscaping	-	331	-	OC Foundation
Major Capital Projects	2,283	2,172	1,955	Ministry routine & major capital plus 10% from OC reserves
Daycare Penticton	-		1,500	OC Reserves, fundraising and program support
Trades Demonstration House	-	2,000 600	300	Donations and OC reserves
	$ 22,650	**$ 6,882**	**$ 4,134**	

Submission of Information from Senior Staff to the Board of Governors

Report Title:	2016-2017 ITA Training Plan
Date:	
Background Information: **Information could include:** • **Purpose** • **History** • **Other relevant information**	ITA Training Plan
Action Required: • **For consultation** • **For information** • **For approval (including resolution)**	Recommended Motion ***"BE IT RESOLVED that the Okanagan College Board of Governors approve the ITA Training Plan as presented".***
Comments from the President:	I support this motion.
Report prepared and supported by:	Steven Moores, Dean, Trades and Apprenticeship Jonathan Rouse, Director, Food Wine and Tourism Dr. Andrew Hay, P.Eng, Vice President Education

This document is intended to be a cover sheet only;
if supporting documents are required, please attach them.

2016-2017 Trades and Apprenticeship Profile

In 2015-2016 Okanagan College received approval from the Industry Training Authority (ITA) to offer 118 Apprenticeship intakes and 37 Foundation intakes. During the fiscal year, a few adjustments were made with ITA approval, resulting in offering 120 Apprenticeship intakes and 38 Foundation intakes.

Due to an increased demand for training, funds were also secured from the Ministry of Advanced Education(AVED) to support 7 additional foundation intakes in high demand trades: Electrical – 36 seats, Heavy Mechanical – 20 seats, Welding – 16 seats, Professional Cook - 18 seats and Carpentry (Residential Construction) – 32 seats.

The demand for the Heavy Mechanical, Carpentry, Welding, Plumbing and Electrical apprenticeship programs continue to be strong. We will seek additional intakes when the Labour Market Demand Fund is determined for 2016-2017.

Foundation program enrollment has continued to grow at a moderate rate over the past two years due to the changes in employment opportunities and the demand for workers in the mining, forestry and gas industries. Various foundation programs are offered throughout the OC region with the greatest concentration of programs in Kelowna.

2016-2017 Proposed Trades and Apprenticeship Training Plan

In November of 2015, the ITA requested that OC develop the 2016-2017 Training Plan based on a status quo budget compared to 2015/16. This will prevent OC from offering any additional or new programs within the Training Plan, but shifts from low demand programs into high demand programs are fine. Based on these criteria a proposed Training Plan was developed by the Trades and Apprenticeship office in consultation with the Okanagan School of Business (Culinary) and submitted to the ITA in December 2015.

In addition, both ITA and AVED may create the opportunity to apply for extra Trades funding for high demand areas, similar to 2015/16. This is a separate request so is not part of the ITA training plan per se. In Table 2 below, a column indicates the various sections being requested. This is outside of the ITA budget and thus subject to AVED approval rather than ITA approval.

Comparison Summary									
Table 1		ITA	ITA	AVED	Total	ITA	Difference	Proposed	Proposed
Apprenticeship Intakes		15-16	15-16	15-16	ITA &	16-17	15-16	LMDF	Combined Total
		Approved	Actuals	Actuals	AVED	Proposed	ITA Actuals	16-17	16-17
Automotive Glass	APP	0	1		1	1	0		1
Automotive Painter	APP	1	1		1		-1		
Automotive Refinishing Prep	APP	0				1	1		1
Automotive Service Technician	APP	12	12		12	11	-1		11
Carpenter	APP	16	16		16	15	-1	5	20
Construction Craft Worker	APP	2	0		0	0	0		0
Electrician (Construction)	APP	36	37		37	36	-1	1	37
Electrician (Industrial)	APP	0	0		0	0	0		0
Heavy Duty Equipment (specialty)	APP	2	2		2	4	2		4
Heavy Mechanical Trades	APP	10	10		10	10	0		10
Motor Vehicle Body Repairer	APP	3	1		1	3	2		3
Plumber	APP	10	11		11	11	0	1	12
Professional Cook (workplace)	APP	6	6		6	6	0		6
Recreation Vehicle Service	APP	3	3		3	3	0		3
Refrigeration and AC	APP	4	4		4	4	0		4
Sheet Metal Worker	APP	4	4		4	4	0		4
Steamfitting/Pipefitting	APP	0	0		0	0	0	2	2
Truck and Transport Mechanic (specialty)	APP	0	0		0	1	1		1
Welder	APP	5	5		5	4	-1	1	5
Welder B	APP	1	3		3	1	-2	3	4
Welder A *	APP	0	1		1	0	-1		0
AME	APP	2	2		2	2	0		2
AMS	APP	1	1		1	1	0		1
Apprenticeship Totals		118	120		120	118	-2	13	131
Table 2		ITA	ITA Actuals	AVED	Total ITA	ITA	Difference	LMDF	Proposed
Foundation Intakes		15-16	15-16	15-16	& AVED	16-17	15-16	16-17	16-17 Totals
AST	FDNT	3	3		3	3	0		3
Automotive Collision	FDNT	1	1		1	1	0		1
Carpentry/Joiner	FDNT	2	2		2	2	0		2
Electrician	FDNT	4	4	2	6	3	-1	4	7
Heavy Mechanical Trades	FDNT	2	2	1	3	2	0	1	3
Pastry Arts	FDNT	1	1		1	1	0		1
Professional Cook 1(Institution)	FDNT	4	5	1	6	5	0		5
Professional Cook 2 (Institution)	FDNT	3	3		3	2	-1	2	4
Plumbing and Piping *	FDNT	3	4		4	3	-1	1	4
Refrigeration and AC	FDNT	2	2		2	2	0		2
Residential Construction	FDNT	2	0	2	2	1	1		1
RV Technician	FDNT	1	1		1	1	0		1
Sheet Metal	FDNT						0	1	1
Studio Woodworking *	FDNT	0	1		1	1	0		1
Welder	FDNT	9	9	1	10	9	0	1	10
		37	38	7	45	36	-2	10	46
Totals for APP and FDNT		155	158	7	165	154	-4	23	177
* 1 intake from variance									

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

Submission of Information from Senior Staff to the Board of Governors

Report Title:	Annual Programming Plan
Date:	March 22, 2015
Background Information: **Information could include:** • **Purpose** • **History** • **Other relevant information**	Annual Programming Plan
Action Required: • **For consultation** • **For information** • **For approval (including resolution)**	Recommended Motion ***"BE IT RESOLVED that the Okanagan College Board of Governors approve the Annual Programming Plan 2016/17 as recommended".***
Comments from the President:	I support this motion.
Report prepared and supported by:	Andrew Hay, VP Education

This document is intended to be a cover sheet only;
if supporting documents are required, please attach them.

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

Okanagan College Annual Programming Plan 2016/17

The context for program planning for 2016/17 continues to reflect the current funding context and economic trends:

- The impact of implementing tuition with associated financial support for Domestic English as a Second Language and Adult Basic Education courses is uncertain; current capacity will be maintained;
- Continued funding restraints will require adjustments to our program offerings and highly constrain our ability to offer new programming;
- The funding for Trades training is expected to be status quo;
- Similar enrolments are projected in university studies courses;
- The demand for business courses is generally positive with increases anticipated in international students;
- The demand for health studies is generally positive;
- The demand for technology programs is generally positive.

Given this situation, the programming plan for 2016/17 continues to follow the approach of the past few years. As such the plan is a combination of (a) continuance of current programming where possible, (b) taking advantage of targeted funding opportunities, (c) maintaining our Trades and Apprenticeship Training Plan as appropriate, and (d) considering offering some new programming on a revenue generating basis.

What follows is a compendium of programming that we are seeking to offer for 2016/17.

A: Listing of Programming that will continue "unchanged" for 2016/17

Arts Programming[1]

- Associate of Arts Degree (Discipline emphases in Communications, Cross-cultural Studies, Economics, English, Environmental Studies, History, Modern Languages (French, German and Spanish), Philosophy, Philosophy/Politics/Economics, Political Science, Psychology, Sociology, Women's Studies) (varies by campus)
- Flexible Pre-majors in Anthropology, English, Psychology, Sociology (varies by campus)
- Diploma in Criminal and Social Justice (Penticton)
- Diploma in Environmental Studies (options of Interdisciplinary Environmental Arts, Environmental Management, Environmental Science, Kelowna; Geographic Information Science, Salmon Arm)
- Diploma in General Studies (varies by campus)
- Diploma in International Development (two options: International Development Governance Option with Emphasis in Women and Development, and Emphasis in Environment and Development; International Development Management Option) (Kelowna)
- Diploma in Communication, Culture, and Journalism Studies (varies by campus)
- Diploma in Journalism Studies (phased out as students graduate: Kelowna)
- Diploma in Media and Cultural Studies (phased out as students graduate: Kelowna)
- Diploma in Writing and Publishing (Vernon and Kelowna)
- Advanced Certificate in Communication (Kelowna)
- Concentration in Communication

Science Programming[1]

- Associate of Science (Biology, Chemistry, Computer Science, Mathematics and Statistics, Physics & Astronomy) – similar profile as 2015/16 (all campuses)
- Associate of Science with Emphasis in Biology, Chemistry, Computer Science, Mathematics and Statistics
- Flexible Pre-major in Biology (primarily Kelowna)
- Honours Bachelor of Science - Oenology and Viticulture (Brock University transfer program)
- Computer Information Systems – diploma and degree (Kelowna)
- General Studies diploma (varies by campus)
- Human Kinetics diploma (Penticton)

Business Programming

- Commercial Aviation Diploma (partnership with the Southern Interior Flight Center; Kelowna and Vernon)
- Office Administration certificate programs (all campuses except Penticton)
- Legal Administrative Assistant Certificate (Kelowna or on-line)
- Medical Administrative Assistant (on-line only)
- Bachelor of Business Administration (Kelowna – all years; Vernon – all years; Penticton – first and second years; Salmon Arm – first and second years)
- Diploma of Business Administration (varies by campus)
- Culinary Management Diploma (Kelowna)

[1] while the various elements of the programming remain unchanged, sections may be reduced or increased to account for shifts in student enrolment patterns

- Business Studies Certificate (varies by campus)
- Business Administration Certificate (varies by campus)
- Post Baccalaureate Diplomas in Accounting and Marketing (first year at all campuses and second year in Kelowna)
- Office Management Certificate (varies by campus)
- Post-Diploma Certificates (varies by campus)

Engineering Technology Programming

- Civil Engineering Technology Diploma (Kelowna)
- Electronic Engineering Technology Diploma (Kelowna)
- Mechanical Engineering Technology Diploma (Kelowna)
- Network & Telecommunications Engineering Technology Diploma (Kelowna)
- Water Engineering Technology Diploma (Kelowna)
- Civil Engineering Bridge program with UBC Okanagan
- Electronic Engineering Bridge program with UBC Okanagan
- Mechanical Engineering Bridge program with UBC Okanagan

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial) (all campuses)
- Volunteer Tutor Literacy Programs (Penticton, Kelowna, Vernon, Salmon Arm)
- Adult Basic Education Program Distance Education Courses (require redevelopment before offered; all campuses)
- Adult Special Education Independent Living Certificates (Basic Skills Certificate A, Basic Skills Certificate B, Advanced Skills Certificate) (all campuses)
- Adult Special Education Preparing for Access to Careers and Education Certificate (PACE) (all campuses)
- Adult Special Education Supported Access to Modified Education Certificate (SAME) (all campuses)
- English as a Second Language: English for Access (two-level program) (Kelowna)
- English as a Second Language: English for Academic Purposes) (four-level program) (Kelowna)
- English for Specific Purposes (certificate program) (Kelowna)

Health and Social Development Programming

- Bachelor of Science in Nursing Years 1 and 2 (Kelowna)
- Certified Dental Assistant certificate (Kelowna)
- Early Childhood Education certificate and diploma (Kelowna)
- Health Care Assistant certificate (Kelowna (3), Penticton (1), Vernon (1), Salmon Arm (1))
- Human Service Work diploma (Kelowna, Vernon/Salmon Arm)
- Pharmacy Technician (Kelowna)
- Practical Nursing diploma (Kelowna (2), Penticton (1), Vernon/Salmon Arm (1))
- Therapy Assistant diploma (Kelowna)

Trades Apprenticeship Programs (offered in Kelowna except as noted)

- Automotive Glass Technician
- Automotive Painter
- Automotive Refinishing Prep Tech
- Automotive Service Tech
- Carpenter
- Construction Craft Worker

- Construction Electrician (Kelowna and Penticton)
- Diesel Engine Mechanic
- Domestic/Commercial Gas Fitter
- Heavy Duty Equipment Technician
- Heavy Mechanical Trades (HDET, CTVT, TTT, DET)
- Industrial Electrician
- Motor Vehicle Body Repairer
- Plumber
- Professional Cook
- Recreation Vehicle Technician
- Refrigeration and Air Conditioning Mechanic (Penticton)
- Steamfitter/Pipefitter
- Sheet Metal Worker
- Transport Trailer Technician (Commercial Trailer Mechanic)
- Truck & Trailer Mechanic
- Welder
- Multi-Process Alloy Welding

Trades Foundation Programs (offered in Kelowna except as noted)

- Aircraft Maintenance Engineer Category 'M' (Vernon)
- Aircraft Maintenance Engineer Category 'S'
- Automotive Collision Repair/Painting and Refinishing Technician
- Automotive Refinishing Prep Technician
- Automotive Service Technician
- Carpentry/Joinery
- Culinary Arts
- Culinary Arts Dual Credit – Mt. Boucherie
- Electrical Pre-Apprenticeship (Kelowna as well as Salmon Arm, Vernon, and Penticton on a rotating basis)
- Heavy Mechanical Foundation Certificate
- Metal Fabricator (Fitter) Certificate
- Pastry Arts Certificate (Kelowna)
- Plumbing and Piping Trades (Kelowna and Salmon Arm, Vernon, and Penticton on a rotating basis)
- Recreation Vehicle Technician
- Refrigeration and Air Conditioning Technician (Penticton)
- Residential Construction (Salmon Arm, Vernon, Kelowna, and Penticton)
- Studio Woodworking
- Welder Foundation
- Welder B & A (limited offerings during transition to new Welding program format)

Trades Related Diploma Programs

- Advanced Culinary Arts (Kelowna)

Trades – Revenue Generating Programming (location offered is dependent on student demand)

- Airbrakes Theory and Assessment
- Airbrakes Theory only

- Basic Electricity
- Blacksmithing
- Blueprint Reading
- Boat Maintenance
- Carpentry IP Refresher
- CFC Emissions
- Construction Safety Training Systems
- Cross Connection Control Backflow Preventer Tester License
- Cross Connection Control Examination
- Cross Connection Control Refresher Course
- Custom Paddle Building
- Designated Inspection Facility Operator
- Domestic/Commercial Gasfitter “B”/Gas Appliance Service Technician
- Electrical Code Course
- Electrical IP Refresher
- Forklift – recertification
- Forklift – 8 hour – some experience
- Forklift – 16 hour – non-experienced
- FSR A B C
- FSR A B C Recertification
- FSR LO Voltage
- Gateway to the Building Trades
- Immaculata High School Woodworking 11/12
- Immaculata High School Automotive 11/12
- Immaculata High School Foods and Nutrition 12
- Night School Woodworking Level 1
- Night School Woodworking Level 2
- Night School Woodworking Level 3
- Night School Woodworking Level 4
- ONAN RV Generator Training
- Overhead Crane Operator
- Plumber IP Refresher
- Private/Commercial Vehicle Inspection
- Professional Cook Re-Assessment Challenge Exams Level 1, 2, 3
- RV Gas Certification
- R134a Retrofit procedures
- RV Owners Lifestyle Seminars
- Septic System Design
- Septic System Install
- Teen Camps
- Wiring for the Homeowner

Trades Partnership Programming

- Class One Driver Training (Taylor Pro)

- Class Two Driver Training (Taylor Pro)
- Class Three Driver Training (Taylor Pro)
- Driver Training – Building Confidence in Drivers – Class 5 (Taylor Pro)
- Rig Tech Apprenticeship training (Enform contract training)
- Excavator Operator Training Program (Taylor Pro)
- Multi Equipment Training Program (Taylor Pro)
- RV Driver Training (Taylor Pro)

Continuing Studies and Corporate Development Programming

- Advanced Geographical Information Systems
- Audio Engineering and Music Production
- Autism Spectrum Disorder
- AutoCAD Skills
- Bartending
- Basic Accounting
- Bookkeeping Bridging
- Bookkeeping
- Building Service Worker
- Computer Basics for Business
- Computer Proficiency for Business
- Dental Office Administrative Assistant
- Education Assistant
- Esthetics and Nail Technology
- Floral Design
- Gastroenterology Nursing Certificate
- Golf Course Maintenance
- Home Inspection
- Interior Decorating
- Introduction to Office Administration
- Landscape Horticulture
- Leadership Skills Certificate
- Leading in a Learner-Centred Organization Certificate
- Learner Centred Instructor Certificate
- Medical Device Reprocessing
- Medical Office Assistant
- Nursing Unit Assistant
- Occupational Health and Safety
- Palliative Care
- Professional Development for First Nations CEA's
- Project Management
- Production & Inventory Management
- Residential Building Drafting Technician
- Service and Support in a Learner-Centred Organization
- Simply Accounting

- Special Needs Worker
- Staffing Services Clerk
- Teaching English as a Second Language
- Teaching English to Speakers of Overseas Languages (with International Education)
- Viticulture
- Wine Sales
- Winery Assistant

In addition to certificate programs, Continuing Studies and Corporate Development will continue to offer a variety of non-credit subject area courses including business and leadership, computers and technology, wine and food studies, professional development, health, first aid & safety, languages & communication, horticulture, and leisure and lifestyle. Continuing Studies and Corporate Development will also continue to provide contract training to business and industry.

B: Listing of Programming that is undergoing changes for 2016/17

Arts Programming

- "ArtsX" will initiate the second-year cohort in academic year 2016-17 (this is a cohort model providing an alternative collaborative teaching and learning model)
- Revisions to the Diploma in Writing & Publishing
- A revised four-year degree proposal (English) in Writing & Publishing
- Revision to the Associate of Arts English Emphasis
- Revision to the Diploma in International Development (all options)
- Revision to the Diploma in Environmental Studies

Science Programs

- Concentration in CIS for Business Administration
- Honors in Bachelor of Computer Information Systems
- Business Programs
- Culinary Management Diploma

Health Programs

- Continuation of move to new BSN curriculum in partnership with UBC Okanagan
- Revisions to Certified Dental Assistant certificate to align hours and learning outcomes for clinical labs.

Trades Foundation Programs

- Culinary Arts Certificate
- Heavy Mechanical (revised Heavy Duty/Commercial Transport program)

C: Listing of Programming that may be discontinued for 2016/17

- Elective course offerings where demand has been consistently low for several years in Arts, Science or Business
- Office Administration Certificate (Penticton) – no intake planned for 2016/17

- Trades Technology Teacher Education Diploma (Kelowna) – intake to be suspended for one final year; program revision is underway for 2017 intake

D: Listing of New Programming initiatives that will not require base OC funding for 2016/17

Programming that the Ministry of Advanced Education (AVED) has provided special funding for:

Engineering Technologies Programming

- Year three of the three-year diploma program in Sustainable Construction Management Technology (Penticton)

Health Programming

- One time short-term health funding for HCA (Princeton)

Programming with funding from other sources:

Foundational Programming

- Volunteer Tutor ESL and Settlement Program (Citizenship & Immigration Canada) (Salmon Arm): 2-year agreement extended to March 2017

Continuing Studies and Corporate Development Programming:

- Aboriginal Community Support Worker Certificate Program
- CIC Immigration ESL training (Revelstoke): Funding extended to March 2017 (joint undertaking with Arts & Foundational Programming)
- Leadership for Innovation and Change Certificate
- BC Farm Adaptation Project (Revelstoke) – funding confirmed
- Welcome BC (Revelstoke) – funding confirmed
- Project Based Labour Market Training: Ministry of Social Development and Social Innovation funding to be confirmed
- Mobile Coding – (Kelowna) - funding confirmed

Programming that can be offered on a revenue generating basis for 2016/17 (existing tuition rates are sufficient to cover the full delivery cost):

Arts, Business and Science Programming

- Various new sections of Humanities, Social Science, Fine Arts, Interdisciplinary Studies, Business and Science courses to diversify and expand offerings in programming (any campus, determined by student demand and subject to tuition revenue)
- Post-baccalaureate diploma in Professional Accounting (Kelowna, Vernon)
- Post Baccalaureate Diploma in Marketing (first year Kelowna and Vernon – second year Kelowna)

Okanagan College International Education Programming

- English for Special Purposes (curriculum designed to be responsive to various organizational and employer needs)

Trades Programming

- Welding/Metal Fabricating Shop Equipment Operator
- Timberframe Construction
- Backyard Structures - Timberframe
- Automotive Refinishing – ICBC Upgrading
- Automotive Glass Installer – ICBC Upgrading
- Overhead Crane Operator
- Rigging and Hoisting
- Plumbing Code Refresher
- Plumbing IP Refresher
- Designated Inspection Facility Operator
- Scissorlift Operator
- Waterpipe sizing
- Paintless dent repair

E: Listing of new programming initiatives that would require reallocation of OC funding for 2016/17 or new funding from AVED, the Industry Training Authority (ITA) or other sources

Arts Programming

- Expansion of second year of the Criminal & Social Justice diploma program (4 sections of Criminology, 1 section of Psychology, Penticton)
- New applied degree in partnership with UBC Okanagan's two-year Master of Social Work (under development: Kelowna)

- English Infrastructure (Kalamalka Press, Work Ruckus, Ryga Award, Ryga Journal, KidsWWwrite creative ezine, John Lent Poetry Award, Red Dot Players, Vertigo Voices)
- New Associate of Arts Degree Emphasis in Resistance and Revolution (Salmon Arm)
- Additional sections of Economics to match growth in International students (Business and Arts programs, Kelowna)

Science Programming

- Applied Ecology and Conservation Diploma program offered in partnership with En'Owkin Centre - may require further development depending on funding and regional needs. (Penticton)
- Analytical Chemistry Technology Diploma (Kelowna)

Business Programming

- Viticulture Technology Diploma

Technology Programming

- 2D Animation Diploma (Kelowna)
- Sustainable Construction Management Technology Diploma (second intake - Penticton)

Foundational Programming

- ASE hours from 92% regular appointment to 100% to meet unmet student demand: additional 75 hours instruction (Penticton)

Trades Foundation Programming

- Steamfitter/Pipefitter (Kelowna)

Continuing Studies and Corporate Development

- Aboriginal Based Community Development partnerships – new funding sources have been identified

Education Council - Report to the Board
March 2016

Education Council met on March 3, 2016 and approved 11 program revisions, 17 new course, 9 course revisions and graduands.

March 3, 2016 Education Council Meeting

Program Revision – Aircraft Maintenance (AME) M-License Program

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Aircraft Maintenance (AME) M-Licence, as recommended by Education Council and as presented"

Program revision

- Admission requirements
-

Rationale:
To align admission requirements with the diploma granting institution Northern Lights College

Admission requirements:
Existing:
The following admission requirements align with the AME admission requirements established by Northern Lights College.

1. Provide British Columbia secondary school transcripts or equivalent with 67 per cent or higher in the following subjects.
   - o Grade 11 English or ENGL040;
   - o Grade 11 Math (Applications or Principles), or MATH040; and
   - o Grade 11 Science (Physics), or equivalent.
2. An applicant who does not have the above academic background is required to write an assessment in Reading Comprehension and Numbers Operations. A minimum grade of 77% is required for Reading Comprehension; 63% is required for Number Operations.
3. Applicants may also use resumes or supporting documentation of other courses completed, or may be required to participate in an assessment interview to determine admissibility. Work experience and transcripts of grades from subjects other than those listed above will also be considered for admission support.

Applicants are advised of the following physical components of the training and should discuss any matters of concern during application:
- · apply good study habits due to the 45 per cent theory aspect of the training;
- · possess the ability to manipulate small mechanical parts;
- · have good vision (colour blindness is not a concern);
- · have no serious allergies to petroleum products;
- · maintain balance while climbing tall ladders and work stands; and
- · be capable of standing on a concrete floor for long periods of time

Proposed:
The following admission requirements align with the AME admission requirements established by Northern Lights College

- 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.

- English 11 with minimum 67% or alternatives or English 12 with minimum 60% or alternatives or an ABLE reading comprehension score of at least 83%.

  Math requirement:
  A minimum of 60% in:
  - Pre-calculus Grade 11

  Or a minimum of 67% in any of:
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Foundations of Mathematics Grade 11
  - Apprenticeship and Workplace Mathematics Grade 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011
  - Principles of Mathematics 11

  Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.

  Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%

Implementation date: April 2016 **Costs:** n/a

Program Revision – Automotive Collision Repair/Painting and Refinishing

Recommended Motion:
"BE IT RESOLVED THAT the Board approve the revision to the Automotive Collision Repair/Painting and Refinishing, as recommended by Education Council and as presented"

Program revision
- Program description
- Program name – ***new name Collision Repair/Refinishing Prep Technician***
  - Short name for transcript – ***Collision Repair Prep Tech***
- Program outline
- Resequencing of courses

Rationale:
To clear confusion on the name as there are two descriptions in the title that are similar.

To provide the student the opportunity to apply skills learned in an industry environment, and gain a better understanding of the industry operations through a two week work term. Along with the experience in the industry, the student has the opportunity of gainful employment. The Heavy Mechanical program has this component and it has proved very successful.

Additional course CLSN 118 Industry Work Placement

Program description
Existing:
This 36-week program takes students with little or no previous experience in the automotive collision trade and supplies them with the necessary skills to seek employment in this industry. Instruction in subject matters includes: Automotive Collision Repair, Automotive Refinishing Prep Technician and Automotive Refinishing and Painting Technician, allowing students the opportunity to enter one of three different apprenticeships. The main focus of the program is the development of practical skills. Graduates of this program will receive Industry Training Authority (ITA) credit for Level 1 Apprenticeship technical training for both Auto Collision Repair and Automotive Refinishing Prep Technician. The Automotive

Refinishing Prep Technician credential is the prerequisite for the Automotive Refinishing and Paint apprenticeship. Graduates of this program may also be granted practical credit from the Industry Training Authority.

Proposed:
This 38-week (1140 hours) program takes students with little or no previous experience in the automotive collision trade and supplies them with the necessary skills to seek employment in this industry. Instruction in subject matters includes: Automotive Collision Repair and Automotive Refinishing Prep Technician, allowing students the opportunity to enter one of two different apprenticeships. The main focus of the program is the development of practical skills. The program includes a two-week industry work placement. Graduates of this program receive Industry Training Authority (ITA) credit for Level 1 Apprenticeship technical training for either Auto Collision Repair ~~and~~ or Automotive Refinishing Prep Technician. The program includes a two-week industry work placement. Graduates of this program will receive an Okanagan College program certificate, Level 1 Technical Training credit and 450 work-based training hours towards one of the two trades from the Industry Training Authority.

Program Table:

CLSN 101A, Use of Safe Work Practices, Theory, 30 hours CLSN 101 B, Use of Safe Work Practices, Practicum, 12 hours CLSN 102A, Process Technical Information, Theory, 30 hours CLSN 102 B, Process Technical Information, Practicum, 6 hours CLSN 103A, Tools and Equipment, Theory, 30 hours CLSN 103B, Tools and Equipment, Practicum, 60 hours CLSN 104A, Hardware and Trim, Theory, 24 hours CLSN 104B, Hardware and Trim, Practicum, 48 hours CLSN 105A, Surface Preparation, Theory, 30 hours CLSN 105B, Surface Preparation, Practicum, 110 hours CLSN 106A, Oxy-Acetylene Welding, Theory, 10 hours CLSN 106B, Oxy-Acetylene Welding, Practicum, 20 hours CLSN 107A, MIG Welding, Theory, 18 hours CLSN 107B, MIG Welding, Practicum, 72 hours CLSN 108A, Sheet Metal Repair, Theory, 30 hours CLSN 108B, Sheet Metal Repair, Practicum, 174 hours CLSN 109A, Plastic and Composites, Theory, 18 hours CLSN 109B, Plastic and Composites, Practicum, 30 hours CLSN 110A, Undercoats, Theory, 10 hours CLSN 110B, Undercoats, Practicum, 50 hours CLSN 111A, Topcoats, Theory, 18 hours CLSN 111B, Topcoats, Practicum, 72 hours CLSN 112A, Panel Replacement, Theory, 20 hours CLSN 112B, Panel Replacement, Practicum, 44 hours CLSN 113A, Mechanical Components, Theory, 18 hours CLSN 113B, Mechanical Components, Practicum, 12 hours CLSN 114A, Pre-Delivery, Theory, 12 hours CLSN 114B, Pre-Delivery, Practicum, 30 hours CLSN 115, Preparation for Employment, Theory, 30 hours CLSN 116, Collision Repair Level 1 Exam, Theory, 6 hours CLSN 117, Auto Refinishing Prep Level 1 Exam, Theory, 6 hours CLSN 118, Industry Work Placement, Practicum, 60 hours TOTAL – 1140 hours	CLSN 101A Use Safe Work Practices CLSN 101B Use Safe Work Practices CLSN 102A Process Technical Information CLSN 102B Process Technical Information CLSN 103A Tools and Equipment CLSN 103B Tools and Equipment CLSN 104A Hardware and Trim CLSN 104B Hardware and Trim CLSN 105A Surface Preparation CLSN 105B Surface Preparation CLSN 106A Oxy-Acetylene Welding CLSN 106B Oxy-Acetylene Welding CLSN 107A MIG Welding CLSN 107B MIG Welding CLSN 108A Sheet Metal Repair CLSN 108B Sheet Metal Repair CLSN 109A Plastics and Composites CLSN 109B Plastics and Components CLSN 110A Undercoats CLSN 110B Undercoats CLSN 111A Topcoats CLSN 111B Topcoats CLSN 112A Panel Replacement CLSN 112B Panel Replacement CLSN 113A Mechanical Components CLSN 113B Mechanical Components CLSN 114A Pre-Delivery CLSN 114B Pre-Delivery CLSN 115A Preparation for Employment CLSN 115B Preparation for Employment CLSN 116 Collision Repair Level I Exam CLSN 117 Auto Refinishing Prep Level I Exam TOTAL – 1080 hours

Program Outline:

Course Descriptions – Collision Repair/Refinish Prep Technician (proposed)

CLSN 101A Use of Safe Work Practices (Theory) 30 hours

This course introduces the learner to safe work practices and to the WorkSafeBC Occupational Health and Safety Regulations relating to safety procedures in the Automotive Collision Repair industry. **Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.**

CLSN 101B Use of Safe Work Practices (Practicum) 12 hours
The learner demonstrates safe work practices and how the WorkSafeBC Occupational Health and Safety Regulations relate to safety procedures in the Automotive Collision Repair industry.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 102A Process Technical Information (Theory) 30 hours
This course introduces the learner to the composition of reports, the use of collision repair manuals, and the necessary mathematics required in the Collision Repair industry.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 102B Process Technical Information (Practicum) 6 hours
The learner demonstrates the composition of reports, the use of collision repair manuals, and the necessary mathematics required in the Collision Repair industry.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 103A Tools and Equipment (Theory) 30 hours
This course involves the selection, maintenance, and safe operation of automotive collision repair tools and equipment.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 103B Tools and Equipment (Practicum) 60 hours
The learner demonstrates the selection, maintenance, and safe operation of automotive collision repair tools and equipment.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 104A Hardware and Trim (Theory) 24 hours
This course involves bolt-on panel replacement and alignment techniques as well as door, fixed glass, and moveable glass servicing.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 104B Hardware and Trim (Practicum) 48 hours
The learner demonstrates the proper method of bolt-on panel replacement and alignment techniques as well as door, fixed glass, and moveable glass servicing.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 105A Surface Preparation (Theory) 30 hours
This course introduces the learner to the various steps and processes involved in preparing a vehicle surface for the refinishing process.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 105B Surface Preparation (Practicum) 110 hours
The learner demonstrates the various steps and processes involved in preparing a vehicle surface for the refinishing process.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 106A Oxy-Acetylene Welding (Theory) 10 hours
This course involves oxy-acetylene heating and cutting techniques on sheet steel.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 106B Oxy-Acetylene Welding (Practicum) 20 hours
The learner demonstrates oxy-acetylene heating and cutting techniques on sheet steel.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 107A MIG Welding (Theory) 18 hours
This course involves MIG butt, lap, and plug welding techniques on sheet steel.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 107B MIG Welding (Practicum) 72 hours
The learner demonstrates MIG butt, lap, and plug welding techniques on sheet steel.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 108A Sheet Metal Repair (Theory) 30 hours
This course introduces the learner to various sheet metal damage repair techniques used in the collision repair industry.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 108B Sheet Metal Repair (Practicum) 174 hours
The learner demonstrates the various sheet metal damage repair techniques used in the collision repair industry.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 109A Plastics and Composites (Theory) 18 hours
This course involves repair techniques to various types of automotive plastics and composites including fiberglass reinforced plastic and sheet moulded compound.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 109B Plastics and Composites (Practicum) 30 hours
The learner demonstrates repair techniques to various types of automotive plastics and composites including fiberglass reinforced plastic and sheet moulded compound.

Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 110A Undercoats (Theory) 10 hours
This course introduces the learner to the types, proper usage, and application techniques of the various type of automotive undercoats used in preparation for the refinishing process.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 110B Undercoats (Practicum) 50 hours
The learner demonstrates the types, proper usage, and application techniques of the various type of automotive undercoats used in preparation for the refinishing process.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 111A Topcoats (Theory) 18 hours
This course introduces the learner to the types, proper usage, and application techniques of the various type of automotive topcoats used in preparation for the refinishing process.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 111B Topcoats (Practicum) 72 hours
The learner demonstrates the types, proper usage, and application techniques of the various type of automotive topcoats used in preparation for the refinishing process.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 112A Panel Replacement (Theory) 20 hours
This course involves techniques used in the replacement of welded non-structural body components.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 112B Panel Replacement (Practicum) 44 hours
The learner demonstrates techniques used in the replacement of welded non-structural body components.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 113A Mechanical Components (Theory) 18 hours
This course involves diagnostic and servicing techniques to the automotive, HVAC, electrical, and restraint systems as they apply to the collision repair process.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 113B Mechanical Components (Practicum) 12 hours
The learner demonstrates diagnostic and servicing techniques to the automotive, HVAC, electrical, and restraint systems as they apply to the collision repair process.

Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 114A Pre-Delivery (Theory) 12 hours
This course involves pre-delivery inspection, refinish detailing, customer relations techniques, and paint finishes maintenance as they apply to the collision repair process.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 114B Pre-Delivery (Practicum) 30 hours
The learner demonstrates pre-delivery inspection, refinish detailing, customer relations techniques, and paint finishes maintenance as they apply to the collision repair process.
Assessment is by means of practical assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 115 Preparation for Employment (Theory) 30 hours
This course involves the preparation and review of resumes and introduces the learner to job interview procedures.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 116 Collision Repair Level 1 Exam 6 hours
This course involves curriculum review, preparation for final exam, and completion of the Collision Repair Level 1 exam.
Assessment is by means of one final exam upon completion of the course. A minimum of 70% is required to achieve a passing grade.

CLSN 117 Auto Refinishing Prep Level 1 Exam 6 hours
This course involves curriculum review, preparation for final exam, and completion of the Automotive Refinishing Prep Technician Level 1 exam.
Assessment is by means of one final exam upon completion of the course. A minimum of 70% is required to achieve a passing grade.

CLSN 118 Industry Work Placement 60 hours
The learner will be assigned to an employer for a two-week period where they will have the opportunity to demonstrate their skills acquired throughout the program.
Assessment will be provided by the employer and input will be given by the instructors.

Implementation date: September 2016

Costs:

	One-time	**Ongoing**
Staffing	n/a	2,127.00
Travel	n/a	500.00
Total Estimated Costs	**n/a**	**2,627.00**

Program Revision – Studio Woodworking Certificate

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Studio Woodworking Certificate, as recommended by Education Council and as presented"

Program revision

- Program description
- Length of program is increased by 90 hours

Rationale:

The Construction Trades Department is proposing a change to its Studio Woodworking Program. The description for our current course STWW 110 - Professional Presentation and Portfolio, reads: *Students will design, construct and present a finished final project*. Our intention originally was for this capstone project to be an opportunity for students to synthesize all of the learning that has taken place throughout the rest of the program. It would provide an opportunity to demonstrate design development, a range of woodworking techniques, finish application, product photography and portfolio creation.

We are now in the 5th year of offering the program and have learned a few things along the way. Adjustments have been made to the theory and required projects to improve the students development toward being independent enough to successfully create their own final or capstone project. We have learned that despite the changes we have made, there is always too little time left to fully realize a successful capstone project. Only the fastest and most gifted students actually have time to complete this project. Most students are just able to complete the last of the required projects in the 35 weeks of the program.

The proposed change we would make is to extend the program by 3 weeks, for a total of 38. The additional 90 hours for the capstone project would be added to STWW 110, taking it from 100 hours to 190 hours. Exit interviews from previous classes supports the notion of additional time in the program. The additional time would allow all students the ability to achieve a greater level of independence, greater problem solving skills and a more robust portfolio as graduates go on to find employment in our industry.

We anticipate there will be a small increase in the cost to the students and to the institution and look forward to getting that feedback. With interest in the program growing along with its reputation, we don't believe an increase in tuition will adversely affect interest in the program.

Program description:

Existing:

The Studio Woodworking Certificate Program is a 35-week (1050 hours) full-time study of woodworking from the craftsperson's perspective. With a primary focus on furniture, the program will offer a range of woodworking skillsets that can be adapted to any of the many disciplines within the Cabinetmaker/Joiner trade. Inasmuch as this program's focus is 'Art' as well as 'Industry', the range of knowledge covered within this program will enable the successful student to acquire meaningful employment in a range of 'studio' or 'custom' environments with confidence, whether self-employed or working for others. Those successful students who wish to continue in a traditional apprenticeship will be granted level one apprenticeship technical training credit in the Cabinetmaker/Joiner trade by the Industry Training Authority in B.C.

The range of topics taught includes a history of the trade, design basics, an understanding of the materials, safe work practices, hand and machine skills, and joinery techniques. They also include more advanced techniques such as design and creating curved parts, veneer, inlay, marquetry and banding. Basic Computer Numeric Control (CNC) machining will be explored. Wood finishing from simple hand rubbed to advanced spray booth techniques will be practiced. Students will also be introduced to portfolio and promotion concepts, including photography of product, and how to interact with clients. Students will

design and build a final project from concept to promotion. A public exhibit at the conclusion of the program will spotlight the students' achievements and provide a showcase for their work.

Proposed:
The Studio Woodworking Certificate Program is a 38-week (1140 hours) full-time study of woodworking from the craftsperson's perspective. With a primary focus on furniture, the program will offer a range of woodworking skill sets that can be adapted to any of the many disciplines within the Cabinetmaker/Joiner trade. Inasmuch as this program's focus is 'Art' as well as 'Industry', the range of knowledge covered within this program will enable the successful student to acquire meaningful employment in a range of 'studio' or 'custom' environments with confidence, whether self-employed or working for others. Those successful students who wish to continue in a traditional apprenticeship will be granted level one apprenticeship technical training credit in the Cabinetmaker/Joiner trade by the Industry Training Authority in B.C.

The range of topics taught includes a history of the trade, design basics, an understanding of the materials, safe work practices, hand and machine skills, and joinery techniques. They also include more advanced techniques such as design and creating curved parts, veneer, inlay, marquetry and banding. Basic Computer Numeric Control (CNC) machining will be explored. Wood finishing from simple hand rubbed to advanced spray booth techniques will be practiced. Students will also be introduced to portfolio and promotion concepts, including photography of product, and how to interact with clients. Students will design and build a final project from concept to promotion. A public exhibit at the conclusion of the program will spotlight the students' achievements and provide a showcase for their work.

Cost to students: $200 project fee and 3 additional weeks of tuition at $136.11 per week, material fees $10/week and related ancillary fees

Implementation date: September 2016

Costs:

	One-time	**Ongoing**
Staffing	n/a	6,254.82

Program table

Current Program	Proposed Program
STWW 101-10 hours **Safe Work Practices** This course introduces students to a variety of shop hazards and to the Worksafe BC and WHMIS regulations.	**STWW 101-10 hours** **Safe Work Practices** This course introduces students to a variety of shop hazards and to the Worksafe BC and WHMIS regulations.
STWW 102-90 hours **Organizational Skills** This course introduces students to standard drafting practices, layout and quantity calculations, trade communications, and the use of quality standards.	**STWW 102-90 hours** **Organizational Skills** This course introduces students to standard drafting practices, layout and quantity calculations, trade communications, and the use of quality standards.
STWW 103-60 hours **Materials** This course introduces students to the structure and properties of wood, species identification, production and grading, panel products,	**STWW 103-60 hours** **Materials** This course introduces students to the structure and properties of wood, species identification, production and grading, panel products, adhesives,

adhesives, fasteners and hardware, specialty materials and materials handling.	fasteners and hardware, specialty materials and materials handling.
STWW 104-90 hours **Hand Tools** This course introduces students to the use and maintenance of hand tools. Topics include tools for measuring, layout, sawing, planing, scraping, edge cutting, boring, fastening, filing, and honing.	**STWW 104-90 hours** **Hand Tools** This course introduces students to the use and maintenance of hand tools. Topics include tools for measuring, layout, sawing, planing, scraping, edge cutting, boring, fastening, filing, and honing.
STWW 105-90 hours **Portable Power Tools** This course introduces students to the use and maintenance of both electric and air-operated portable power tools. Topics include the following tools: saws, drills, drivers, power planes, routers, spline cutters, sanders, staplers, and nailers.	**STWW 105-90 hours** **Portable Power Tools** This course introduces students to the use and maintenance of both electric and air-operated portable power tools. Topics include the following tools: saws, drills, drivers, power planes, routers, spline cutters, sanders, staplers, and nailers.
STWW 106-214 hours **Woodworking Machines** This course introduces students to stationary woodworking machinery. Topics include the following machines: radial arm saw, tablesaw, jointer, thickness planer, bandsaw, scrollsaw, drilling and boring machines, routing machines, sanding machines, edgebanding machines, and lathes. Students will use machinery appropriately to perform initial breakout of solid wood and sheet goods, and detail machining.	**STWW 106-214 hours** **Woodworking Machines** This course introduces students to stationary woodworking machinery. Topics include the following machines: radial arm saw, tablesaw, jointer, thickness planer, bandsaw, scrollsaw, drilling and boring machines, routing machines, sanding machines, edgebanding machines, and lathes. Students will use machinery appropriately to perform initial breakout of solid wood and sheet goods, and detail machining.
STWW 107-150 hours **Assemble Products** This course introduces students to the use of handclamps, preparation for assembly, assembly procedures, and preparation for shipping.	**STWW 107-150 hours** **Assemble Products** This course introduces students to the use of handclamps, preparation for assembly, assembly procedures, and preparation for shipping.
STWW 108-40 hours **Apply a Finish** This course introduces students to prefinishing repairs, abrasives, sanding aids and techniques.	**STWW 108-40 hours** **Apply a Finish** This course introduces students to prefinishing repairs, abrasives, sanding aids and techniques.
STWW 109-200 hours **Specialty Techniques** This course introduces students to a number of topics beyond the typical level 1 curriculum and will allow students the opportunity to use advanced techniques in their designs. Topics	**STWW 109-200 hours** **Specialty Techniques** This course introduces students to a number of topics beyond the typical level 1 curriculum and will allow students the opportunity to use advanced techniques in their designs. Topics include mortise

include mortise and tenon machines, shapers, panel saws, creating curved products, CNC equipment, clamping and pressing machines, the layup and use of veneer, and the selection and use of finishing products.	and tenon machines, shapers, panel saws, creating curved products, CNC equipment, clamping and pressing machines, the layup and use of veneer, and the selection and use of finishing products.
STWW 110-100 hours **Professional Presentation and Portfolio** A brief history of the trade, including design basics, will be explored in this course. This course is also the integration of all the trade-specific hand skills with a focus toward a professional presentation of the product. Topics to be discussed range from the development of proper shop drawings and estimates to photographing your work to its best advantage. Students will design, construct and present a finished final project for a public showing of the class's work.	**STWW 110-190 hours** **Professional Presentation and Portfolio** A brief history of the trade, including design basics, will be explored in this course. This course is also the integration of all the trade-specific hand skills with a focus toward a professional presentation of the product. Topics to be discussed range from the development of proper shop drawings and estimates to photographing your work to its best advantage. Students will design, construct and present a finished final project for a public showing of the class's work.
STWW 111-6 hours **Final Exam** In this course the student will write the Level 1 Cabinetmaker/Joiner exam.	**STWW 111-6 hours** **Final Exam** In this course the student will write the Level 1 Cabinetmaker/Joiner exam.

Program Revision – Infant Toddler Certificate

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Infant Toddler Specialty Certificate, as recommended by Education Council and as presented"

Program revision

- Addition of courses
- Resequencing of courses

Rationale:

We wish to add ECDE 213 - Working with Family and Community, to the Infant/Toddler Specialty Certificate currently available at Okanagan College. The added course content and hours will meet the requirements of the ECE provincial registry to qualify the graduate for a 'license to practice' as an Infant/Toddler Educator.

Program description:

The Early Childhood Education program provides advanced training in Infant/Toddler Care. Upon successful completion of the required courses the learner will meet the admission requirements for the Infant/Toddler Specialty practicum - ECDE 239. Upon successful completion of this practicum, the student will meet the requirements for the Infant and Toddler Specialty Certificate and will also satisfy the requirements for a provincial Infant/Toddler License to Practice.

Additional course(s):

ECDE 213 - WORKING WITH FAMILY AND COMMUNITY

Program table:

Current			Proposed		
Course code	**Title**	**Hours**	**Course code**	**Title**	**Hours**
ECDE 223	Administration	60	ECDE 223	Administration	60
ECDE 222	Dev Resp Environment	75	ECDE 222	Dev. Resp. Environment	75
ECDE 214	Practices in Infant/Toddler	60	ECDE 214	Practices in Infant/toddler	60
ECE233	Practicum I/T	210	ECDE 239	Practicum I/T	210
			ECDE 213	Working with Family & Community	60
Total hours		**405**			**465**

Implementation date: April 2016 **Costs:** n/a

Program Revision – Pharmacy Technician Certificate

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Pharmacy Technician Certificate, as recommended by Education Council and as presented"

Program revision

- Admission requirements

Rationale:

Admission requirements:

Existing

Regular Applicants:

- 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.
- A minimum grade of 60% in BIOL 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent. The Biology course must include a human anatomy and physiology component.
- A minimum grade of 60% in Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course. Chemistry 12 is recommended.
- For applicants whose first language is English: English 12 with minimum 60% or alternatives.
- For applicants whose first language is not English: A TOEFL score of at least 91 (Internet-based), or an overall band score of 6.5 on the academic version of IELTS.
- A minimum of 60% in any of:
    - Pre-calculus Grade 11
    - Principles of Mathematics 11
    - Adult Basic Education MATH 011
    - Okanagan College MATH 120.

    - Or a minimum of 70% on an Okanagan College Mathematics 11 Proficiency Exam.
    - Applicants who have not satisfied this requirement within the last seven years may write the Okanagan College Mathematics 11 Proficiency exam and must receive a minimum grade of 70%.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their

criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Proposed:
Regular Applicants

- 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.

- For applicants whose first language is English: English 12 with minimum 60% or alternatives.

For applicants whose first language is not English:

- Language proficiency test results that meet the National Association of Pharmacy Regulatory Authorities (NAPRA) Language Proficiency Requirements
  - A TOEFL score of at least 91 (Internet-based), or
  - an overall band score of 6.5 on the academic version of IELTS
  - Or Graduation from a high school in Canada with four consecutive, first language English courses;
  - Or An undergraduate degree from a university in Canada, whose instruction was provided in English

- A minimum grade of 60% in BIOL 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent. The Biology course must include a human anatomy and physiology component.
- A minimum grade of 60% in Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course. Chemistry 12 is recommended.
- A minimum of 60% in any of:
- Pre-calculus Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011
- Okanagan College MATH 120.
- Or a minimum of 70% on an Okanagan College Mathematics 11 Proficiency Exam.
- Applicants who have not satisfied this requirement within the last seven years may write the Okanagan College Mathematics 11 Proficiency exam and must receive a minimum grade of 70%.
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Implementation date: April 2016 **Costs:** n/a

Program Revision – Civil Engineering Technology Diploma

Recommended Motion:
"BE IT RESOLVED THAT the Board approve the revision to the Civil Engineering Technology Diploma, as recommended by Education Council and as presented"

Program revision

- Admission requirements

Rationale:
To remove keyboarding skills of 20 wpm as a recommendation in the Admission Requirements.

Admission requirements:
Existing

- B.C. secondary school graduation (or equivalent).
- English 12 with minimum 60% or alternatives.
- Math requirement:
- A minimum of 60% in any of:
- Pre-calculus Grade 12
- Foundations of Mathematics Grade 12
- Principles of Mathematics 12
- Applications of Mathematics 12
- Adult Basic Education MATH 012
- Okanagan College MATH 120
- Or a minimum of 64% in an Okanagan College Mathematics 11 Proficiency Test.

- Or a minimum of 67% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education MATH 011
  - One of the Grade 12 mathematics courses is recommended. The mathematics requirement must be satisfied no more than seven years prior to enrolment in the program.
- The Civil Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of Word, Excel and PowerPoint. Computer Science 11 or 12, an introductory course in computers, ***key boarding skills of 20 wpm***, or computer experience is strongly recommended.
- A minimum grade of 60% in Physics 11, or a minimum grade of 50% in Physics 12 or Applied Physics 12.
- Mature Students: Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.
  The mathematics requirement will not be waived for mature students.

Proposed:

- B.C. secondary school graduation (or equivalent).
- English 12 with minimum 60% or alternatives.
- Math requirement:
- A minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Foundations of Mathematics Grade 12
  - Principles of Mathematics 12
  - Applications of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
- Or a minimum of 64% in an Okanagan College Mathematics 11 Proficiency Test.
- Or a minimum of 67% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education MATH 011
- One of the Grade 12 mathematics courses is recommended. The mathematics requirement must be satisfied no more than seven years prior to enrolment in the program.

- The Civil Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools. An introductory course in computers or computer experience is strongly recommended.
- A minimum grade of 60% in Physics 11, or a minimum grade of 50% in Physics 12 or Applied Physics 12.
- Mature Students: Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.
- The mathematics requirement will not be waived for mature students.

Reason: Keyboarding skills of 20 wpm no longer a relevant recommendation.

Implementation date: March 2016 **Costs:** n/a

Program Revision – Electronic Engineering Technology Diploma

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Electronic Engineering Technology Diploma, as recommended by Education Council and as presented"

Program revision

- Admission requirements

Rationale:
To remove keyboarding skills of 20 wpm as a recommendation in the Admission Requirements.

Admission requirements:
Existing:
Regular Students

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 60% or alternatives.
- A grade of 60% or better in Physics 11. Physics 12 or Applied Physics 12 is recommended.
- Math requirement - a minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Applications of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
- Or a minimum of 67% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education 011
- Or a minimum of 70% in an Okanagan College Mathematics 11 Proficiency Test
- The Electronic Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have some familiarity with computers. Computer Science 11 or 12, an introductory course in computers, ***key boarding skills of 20 wpm***, or computer experience is strongly recommended.

Mature Students

- Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

Proposed

Regular Students

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 60% or alternatives.
- A grade of 60% or better in Physics 11. Physics 12 or Applied Physics 12 is recommended.
- Math requirement - a minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Applications of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
- Or a minimum of 67% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education 011
  - Or a minimum of 70% in an Okanagan College Mathematics 11 Proficiency Test
- The Electronic Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools. An introductory course in computers or computer experience is strongly recommended

Mature Students

- Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants

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Reason: Keyboarding skills of 20 wpm no longer a relevant recommendation.

Implementation date: March 2016 **Costs:** n/a

Program Revision – Mechanical Engineering Technology Diploma

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Mechanical Engineering Technology Diploma, as recommended by Education Council and as presented"

Program revision

- Admission requirements

Rationale:

To remove keyboarding skills of 20 wpm as a recommendation in the Admission Requirements.

Admission requirements:

Existing:

Regular Students

- B.C. secondary school graduation or equivalent

- English 12 with minimum 60% or alternatives.
- Math requirement - a minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
  - Or a minimum of 70% in an Okanagan College Mathematics 12 Proficiency Test

- Physics 11 (Physics 12 is recommended) is required. Chemistry 11 or Chemistry 12 is strongly recommended.
- The Mechanical Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have some familiarity with computers. Computer Science 11 or 12, an introductory course in computers, ***key boarding skills of 20 wpm*** or computer experience is strongly recommended.

Mature Students

- Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

- Mature students without the required 60% grade in Mathematics 12 will be permitted to write a Mathematics 12 challenge exam. Exemption from these admission requirements for mature students is based upon a department interview, work experience, educational background and the results of a Mathematics 12 challenge exam.

Proposed:

Regular Students

- B.C. secondary school graduation or equivalent
- English 12 with minimum 60% or alternatives.
- Math requirement - a minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
  - Or a minimum of 70% in an Okanagan College Mathematics 12 Proficiency Test
- Physics 11 (Physics 12 is recommended) is required. Chemistry 11 or Chemistry 12 is strongly recommended.
- The Mechanical Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools. An introductory course in computers or computer experience is strongly recommended

Mature Students

- Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.
- Mature students without the required 60% grade in Mathematics 12 will be permitted to write a Mathematics 12 challenge exam. Exemption from these admission requirements for mature students is based upon a department interview, work experience, educational background and the results of a Mathematics 12 challenge exam.

Reason: Keyboarding skills of 20 wpm no longer a relevant recommendation.

Implementation date: March 2016 **Costs:** n/a

Program Revision – Water Engineering Technology Diploma

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Water Engineering Technology Diploma, as recommended by Education Council and as presented"

Program revision

- Admission requirements

Rationale:

To remove keyboarding skills of 20 wpm as a recommendation in the Admission Requirements.

Admission requirements:

Existing:

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 60% or alternatives.
- Math requirement - a minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Applications of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
- Or a minimum of 67% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education MATH 011
  - Or a minimum of 85% in an Okanagan College Mathematics 11 Proficiency Test
- Chemistry 11 with a grade of 67% or better.
- The Water Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of Word, Excel and Power Point. Computer Science 11 or 12, an introductory course in computers, ***keyboarding skills of 20 wpm,*** or computer experience is strongly recommended.

Mature Students:

- Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

Proposed

- B.C. secondary school graduation or equivalent.
- English 12 with minimum 60% or alternatives.
- Math requirement - a minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Applications of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
- Or a minimum of 67% in any of:
  - Pre-calculus Grade 11
  - Principles of Mathematics 11
  - Adult Basic Education MATH 011

- Or a minimum of 85% in an Okanagan College Mathematics 11 Proficiency Test
- Chemistry 11 with a grade of 67% or better.
- The Water Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools. An introductory course in computers or computer experience is strongly recommended.

Mature Students:

- Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

Reason: Keyboarding skills of 20 wpm no longer a relevant recommendation.

Implementation date: March 2016 **Costs:** n/a

Program Revision – Sustainable Construction Management Technology Diploma

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Sustainable Construction Management Technology Diploma, as recommended by Education Council and as presented"

Program revision

- Resequencing of courses
- Revision of courses

Rationale:

The program is being revised to allow for the integration of scheduling and cost control, increasing the content for Lean Construction, and resequencing of the computer applications course to enable the SCMT students to gain the needed skills in the early stages of the SCMT program.

Changes:

- Move BUAD 128 to semester 1 and remove BUAD 128 from semester 3
- Semester 2 - Change SCMT 123 (Construction Management: Scheduling) to SCMT 123 (Construction Management: Scheduling & Cost Control)
- Semester 3 - Change SCMT 221 (Construction Management: Cost Control) to SCMT 221 (Construction Management: Lean Construction)

Program table:

SCMT Program Changes – Fall 2015/Winter 2016

1ST YEAR			
Course Code	**Fall Course Title**	**Course Code**	**Winter Course Title**
SCMT 111	Procurement Process I	SCMT 113	Introduction to Estimating
SCMT 112	Introduction to Quantity Surveying	**SCMT 123**	**Construction Management: Scheduling & Cost Control**
SCMT 114	Introduction to Sustainability	SCMT 124	Sustainable Construction
SCMT 115	Construction Methods I	SCMT 125	Construction Methods II
MATH 134	Mathematics for SCMT	SCMT 132	Sustainability Assessments
BUAD 128	**Computing Applications I**	CMNS 133	Technical Writing and Communication I

2ND YEAR			
Course Code	**Fall Course Title**	**Course Code**	**Winter Course Title**
SCMT 214	Green Building Principles	SCMT 212	Advanced Quantity Surveying & Estimating
SCMT 221	**Construction Management: Lean Construction**	SCMT 223	Sustainable Construction Design & Practice
SCMT 222	Sustainable Construction Technologies	SCMT 224	Greening Existing Infrastructure
SCMT 231	Sustainable Infrastructure Assessments	CIEN 248	Construction Law
CIEN 134	Statics and Strength of Materials	BUAD 123	Management Principles
BUAD 128	*Computing Applications I (moved to Fall Year 1)*		

3RD YEAR			
Course Code	**Fall Course Title**	**Course Code**	**Winter Course Title**
SCMT 311	Procurement Process II	SCMT 322	Construction Management – Leadership
SCMT 321	Construction Management – Conflicts	SCMT 324	Renewable Energy Technologies
SCMT 331	Sustainable Design and Development	SCMT 334	Sustainable Business Case
SCMT 351	Project - Planning	SCMT 352	Project - Delivery
CMNS 143	Technical Writing and Communication II	BUAD 269	Human Resources Management
		SOCI 303	Environmental Sociology

Program Revision – Diploma in Writing and Publishing

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Diploma in Writing and Publishing, as recommended by Education Council and as presented"

Program revision

- Addition of courses
- Program description
- Program outline
- Revision of courses

Rationale:

These changes are intended to improve our retention of students from first to second year, to provide additional opportunities for students to put into practice applied skills and training, and to allow for some student choice in choosing a breadth course to round out the program.

Calendar description:

Before you ever set foot in one of our classes, chances are that you're already a publisher. From social media to more traditional outlets, we are seeing an unprecedented surge of activity as individuals share text and post images as never before. This has led to exciting changes and challenges in the way writers and publishers look at publishing. Graduates of this two-year diploma program will have the technical skills and necessary range of experience crucial to navigating this industry.

Our applied and widely transferrable courses take students through the first stages of the writing process all the way through to the final post-production stages of publishing in a variety of formats. Our goals are to foster students' writerly personae, to hone their critical voices, and to teach them how to write

professionally for multiple audiences. From creative writing workshops to web publishing labs to book design studios to professional editing classes, our courses help students acquire the skills necessary to ensure their work resonates on both page and screen.

We teach our students using industry-standard software beginning on the first day of class and carrying through each and every semester of the program. Students can also take advantage of unique hands-on opportunities to put their skills into practice. Okanagan College features a working letterpress print shop, as well as other in-house elements such as Kalamalka Press and Ryga: A Journal of Provocations. These are only some of the opportunities for students to build the sort of portfolio that demonstrates to prospective employers how lessons learned in the classroom contribute to the broad skill set of a qualified professional.

Graduates of this program have a variety of options in front of them. Some may pursue employment in a range of traditional and new media formats, from independent presses to commercial publishing houses. Others may choose to continue their studies and careers in fields such as creative writing, journalism, marketing, media studies, etc.

Program outline:
Existing:

First Year (Required):
CMNS 100 Introduction to Communications
ENGL 116 Introduction to Creative Writing I
ENGL 126 Introduction to Creative Writing II

- Plus one of:
  CMNS 110 Introduction to Mass Communication
  CMNS 120 Introduction to Journalism Studies
- Plus two 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
- Plus four of:
  BUAD 111 Financial Accounting I
  BUAD 116 Marketing
  BUAD 123 Management Principles
  BUAD 195 Financial Management
  FINA 120 Introduction to the Creative Process
  FINA 170 Applied Publishing Skills

Second Year (Required):
CMNS 200 Communications in the Everyday
ENGL 204 Applied English Studies I
ENGL 205 Applied English Studies II
ENGL 206 Publishing: Best Practices and Copy Editing
FINA 201 Introduction to Publication Design
FINA 202 Advanced Publication Design

- Plus one of:
  ENGL 207 Web Development for Publishing
  ENGL 208 History of the Book
- Plus one of:
  ENGL 209 Studies in Professional Editing
  ENGL 235 Professional Writing and Communications
- Plus one of:
  ENGL 216 Intermediate Workshop in Creative Writing - Poetry
  ENGL 217 Intermediate Workshop in Creative Writing - Fiction
  ENGL 218 Intermediate Workshop in Creative Writing - Drama
  ENGL 219 Intermediate Workshop in Creative Writing - Creative Non-Fiction

ENGL 220 Studies in the Theory and Practice of Creative Writing
- Plus one of:
  CMNS 230 Communication and Culture
  CMNS 250 Cultural Industries in Canada

Proposed:

Year one
- 2 x first-year English literature (any two of ENGL 150, 151 or 153)
- 2 x creative writing (ENGL 116 & 126)
- 2 x publishing (FINA 170 & 171)
- 2 x communications (CMNS 130 and one of CMNS 100, 110 or 120)
- 1 x marketing (BUAD 116)
- 1 x elective*

Year two
- 2 x publication design (FINA 201 & 202)
- 2 x applied English (ENGL 204 & 205)
- 2 x communications (CMNS 200, 230, 235, or 250)
- 1 x publishing pre-production (ENGL 206)
- 1 x web design (ENGL 207)
- 1 x professional editing (ENGL 209)
- 1 x creative writing (ENGL 216, 217, 218, 219 or 220)

* Because the list of approved elective courses scheduled conflict-free with the rest of the program changes from year to year, students should consult with the Chair of the Department of English about their options prior to registration.

Reason:

There are several reasons for the changes to the program.

The first is that we want to update our program outline to reflect the importance of our first-year publishing courses. FINA 170 was developed several years ago to provide an introduction to industry-standard software when it comes to publication design like Adobe Creative Suite (now the Creative Cloud). This gives students hands-on training in the first year of the program where previously they had to wait until year two to develop these skills. After offering FINA 170 on a trial basis for a couple of years to demonstrate demand and to determine how it fit within the program on an elective basis, the department has determined that it should be a required course along with FINA 171 which emphasizes basic compositional aesthetics in visual design in the context of Adobe products.

The second reason is to keep the program up-to-date and current while the department is in the process of pursuing a four year applied degree in Writing and Publishing. Assuming this development is successful, we will need to revisit the diploma's program outline, but in the interim we think it is important to move ahead with these changes to reflect the dynamism of our programming and the field itself.

Other reasons include updating prerequisites to reflect the fact that 170 and 171 provide the foundation presumed by our second-year publishing courses as well as reaching out to students by encouraging them to think about social media in the context of publishing (particularly in CMNS 130).

Program changes:

1. Add ENGL/FINA 170, FINA 171, and CMNS 130 to the list of required courses
2. Remove CMNS 100 as a required course; add it to the list of CMNS 1XX courses that students could take in fulfillment of an additional three credits in first-year Communications (e.g. CMNS 100, 110, or 120)
3. Add BUAD 116 as a required course, remove six credits of BUAD 1XX as required
4. Add ENGL 207 and 209 as required courses, remove reference to ENGL 208 and CMNS/ENGL 235 in list of required courses (though they can count as electives)

Implementation date: September 2016 **Costs:** n/a