



**BOARD OF GOVERNORS  
REGULAR MEETING  
March 31, 2015; 1:00 p.m.  
Room E102/103, Vernon Campus**

**AGENDA  
OPEN SESSION**

	Attachment	Approximate Time
<b>1 APPROVAL OF AGENDA</b> <u>Recommended Motion</u> <b><i>"BE IT RESOLVED THAT the March 31, 2015, OC Board open session meeting agenda is approved"</i></b>		1:00 p.m.
<b>2 DECLARATION OF CONFLICT</b>		1:05 p.m.
<b>3 CONSENT AGENDA</b> <u>Recommended Motion</u> <b><i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented"</i></b>		
3.1 <b>MINUTES</b> – January 27, 2015	A	
3.2 <b>WRITTEN REPORTS</b>		
3.2.1 President's Report (J. Hamilton) – <i>under separate cover</i>	B	
3.2.2 Education Council Report (A. Hay)	C	
3.3 <b>APPROVALS</b>		
3.3.1 Student Fee Structure <u>Recommended Motion</u> <b><i>"BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2015/16 on behalf of the Okanagan College Student Union and the Vernon Student Association as outlined in the submissions that are included in the agenda"</i></b>	D	
3.4 <b>INFORMATION</b>		
<b>4 BUSINESS ARISING FROM THE MINUTES</b>		
<b>5 PRESENTATIONS/DELEGATIONS</b>		
5.1 Regional Dean Report (J. Lister)	E	1:07 p.m.
5.2 Student Presentation re: Tuition		
a) Okanagan College Students' Union		1:25 p.m.
b) Vernon Student Association		1:40 p.m.

**6 NEW BUSINESS/RESOLUTIONS**

1:55 p.m.

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

6.1.1 Okanagan College Budget 2015/16 Budget

a) Comments from Chair, Education Council (A. Hay)

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

Recommended Motion

***“BE IT RESOLVED THAT the Board of Governors approve the 2015/16 balanced operating budget of \$94,945,262 as recommended by the Finance, Audit and Risk Review Committee”.***

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6.1.2 Tuition Recommendation 2015/16

Recommended Motion

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase to domestic tuition and mandatory fees for 2015/16 of 2% as recommended by the Finance, Audit and Risk Review Committee”***

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6.1.3 International Tuition

Recommended Motion

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase to international tuition of 2% for 2015/16 as recommended by the Finance, Audit and Risk Review Committee”***

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6.1.4 ABE/ESL Tuition

Recommended Motion

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

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

- 6.2 ITA Training Plan (A. Hay) J 2:40 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) K 2:50 p.m.  
Recommended Motion  
***“BE IT RESOLVED that the Okanagan College Board of Governors approve the Annual Programming Plan 2015/16 as recommended”.***
- 6.4 Education Council (A. Hay) L 3:05 p.m.  
Program Approvals  
**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”***  
  
***BE IT RESOLVED THAT the Board approve the revision to the Bachelor of Science in Nursing Years 1 and 2, as recommended by Education Council and as presented”***  
  
***“BE IT RESOLVED THAT the Board approve the revision to the Bachelor of Business Administration – Accounting Specialty, as recommended by Education Council and as presented***  
  
***“BE IT RESOLVED THAT the Board approve the revision to the Post-Baccalaureate Diploma in Accounting, as recommended by Education Council and as presented”***  
  
***“BE IT RESOLVED THAT the Board approve the revision to the Medical Office Assistant Certificate, as recommended by Education Council and as presented”***  
  
***“BE IT RESOLVED THAT the Board approve the revision to the Nursing Unit Assistant Certificate, as recommended by Education Council and as presented”***
- 6.5 Revised 2015 Meeting Schedule M 3:10 p.m.  
Recommended Motion  
***“BE IT RESOLVED that the Okanagan College Board of Governors approve the revised 2015 Board Meeting Schedule as recommended”.***
- 7 **VERBAL REPORTS** 3:15 p.m.  
7.1 Board Chair Report (T. Styffe)  
7.2 President’s Report (J. Hamilton)
- 8 **INFORMATION**
- 9 **TOPICS FOR NEXT MEETING**
- 10 **OTHER BUSINESS**

OC Board of Governors  
Open Session Meeting AGENDA  
Room E102/103, Vernon Campus, March 31, 2015

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11    **FOR THE GOOD OF THE INSTITUTION**

12    **DATE OF NEXT MEETING** May 19, 2015 Kelowna Campus

13    **ADJOURNMENT**

3:30 p.m.

**Consent Agenda Resolutions  
Attachment A**

**Item 3.1**

Recommended Motion

***“BE IT RESOLVED THAT the January 27, 2015, open session minutes be approved.”***

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

**Tuesday, January 27, 2015, 1 p.m.  
Room S103B, Kelowna Campus**

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Members Present: T. Styffe (Chair)  
C. Denesiuk  
C. Derickson  
J. Hamilton (President)  
S. Johal  
S. Lupul  
J. Maciel  
D. Manning  
B. McGowan  
C. Mitchell  
M. Nicholson  
L. Thurnheer (*arrived at 1:40 p.m.*)

Regrets: W. Favro  
C. Gerbrandt (*as of 1:05 p.m.*)  
A. Hay

Board Secretary: L. Le Gallee

Vice Presidents: R. Daykin  
C. Kushner

Directors: A. Coyle

Observers: M. Minnions (OCFA)  
R. Vilene (BCGEU Support Staff)  
T. Leneveu, Student Observer, VSU

Regrets: N. Ankerstein, Administrative Association  
C. McRobb, BCGEU Vocational  
K. Tracz, Student Observer  
L. Stanley, Student Observer  
J. Poirier, Student Observer

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There being a quorum present, the VP, Finance called the meeting to order at 1:00 p.m.

**1. ELECTION OF CHAIR AND VICE-CHAIR**

The VP, Finance called for nominations to the position of Chair. C. Gerbrandt nominated T. Styffe; he accepted the nomination. Second call; no nominations. Third call, no nominations. T. Styffe was declared Chair for the term January 27, 2015 to January 26, 2016.

The VP, Finance called for nominations to the position of Vice Chair. C. Denesiuk nominated D. Manning; he accepted. Second call; no nominations. Third call, no nominations. D. Manning was declared Vice Chair for the term January 27, 2015 to January 26, 2016.

T. Styffe assumed the Chair and thanked C. Denesiuk for her support during the last year.

## **2. APPROVAL OF AGENDA**

**Motion:** C. Denesiuk/C. Mitchell

***“BE IT RESOLVED THAT the January 27, 2015, OC Board open session meeting agenda is approved”.***

**MOTION CARRIED**

## **3. DECLARATION OF CONFLICT**

No conflicts were declared.

## **4. CONSENT AGENDA**

**Items Approved:**

**Motion:** C. Denesiuk/B. McGowan

***“BE IT RESOLVED THAT the November 25, 2014, Open Session minutes were approved.”***

A change to the minutes was noted.

**MOTION CARRIED AS AMENDED**

## **5. BUSINESS ARISING FROM THE MINUTES**

### **5.1 Briefing Note – Provincial Government Job Match Program (A. Coyle)**

This program was implemented November 4<sup>th</sup>; information on profiles and job opportunities was contained in the briefing note.

### **5.2 Enrolment Reports (C. Kushner)**

#### **5.2.1 International Report**

The Director of International has been with the College for 1.5 years, he would have attended the Board meeting, but was out of country. It was noted from the report that there was an increase in the number of students from India in 2014/15. The long term plan is to have a mix of international students, but this often changes if students can not obtain visas.

At some institutions, enrolments for Japan and Korea are declining, however, at Okanagan College they are strong. China is also a strong market. The Director often meets with individual families in the recruiting process to assure parents that Okanagan College is the right institution for their children.

The target at Okanagan College is that 10% of the students will be international.

#### **5.2.2 Aboriginal Report**

There has been a significant increase in aboriginal students at Okanagan College since 2005. The College has had the largest increase in the sector. A complete report will come to the Board later in the year.

The number of aboriginal employees has also increased since 2005.

## **6. PRESENTATION/DELEGATIONS**

## **7. NEW BUSINESS/RESOLUTIONS**

### **7.1 Education Council Submission (M. Nicholson)**

#### **7.1.1 Program Approvals**

**Motion:** M. Nicholson/C. Derickson

***“BE IT RESOLVED THAT the Board approve the 2015 English as a Second Language and the 2015-16 Adult Academic and Career Preparation (ABE) Schedule, as recommended by Education Council and as presented”***

**MOTION CARRIED**

**Motion:** M. Nicholson/S. Johal

***“BE IT RESOLVED THAT the Board approve the new program, Building Service Worker Certificate, as recommended by Education Council and as presented”***

**MOTION CARRIED**

**Motion:** M. Nicholson/D. Manning

***“BE IT RESOLVED THAT the Board approve the following courses: course revision to PHIL 250 (Criminal Justice Ethics); revision to PHIL 331 (Computing Ethics); new course LSIN 031 (Sexual Health and Safety); revision to LSIN 020 (Human Relations), as recommended by Education Council and as presented”***

**MOTION CARRIED**

There is a large volume of material being submitted to Education Council in March, some of this will come to the Board for approval.

#### **7.4 MOU – OC/OCF (K. Butler)**

K. Butler was unable to attend the meeting; the President spoke to this item.

The Foundation has approved this agreement.

This has been reviewed by the Director of Legal Affairs and is a renewal of the agreement that was signed in 2006 with some minor changes.

*L. Thurnheer arrived at 1:40 p.m.*

**Motion:** C. Denesiuk/B. McGowan

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Memorandum of Understanding between Okanagan College and the Okanagan College Foundation”.***

**MOTION CARRIED**

### **8. VERBAL REPORTS**

#### **8.1 Board Chair Report (T. Styffe)**

There is an Accountability and Disclosure Information session in Vancouver in February; the Board Chair and Okanagan College administration are attending.

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

The President acknowledged the Business students who attended the Inter-Collegiate Business Competition (ICBC) at Queens University this month. Five Okanagan College student teams competed in the finals and the accounting students won first place.

The President will be speaking at a CICan Conference in Quebec City in March. He will be accompanied by Drew Vincent, former Enactus student, who will be participating in the student presentation.

### **9. INFORMATION**

### **10. TOPICS FOR NEXT MEETING**



**11. OTHER BUSINESS**

**12. FOR THE GOOD OF THE INSTITUTION**

Upcoming events were highlighted.

The Chair thanked M. Nicholson and L. Thurnheer for attending Winter Convocation. He was unavailable.

The Student Business event will be in March, date is undetermined at this time.

On February 14<sup>th</sup> the Pastry Program is hosting the second annual Winter Indulgence. This information will be sent to the Board.

**13. DATE OF NEXT MEETING:** March 31, 2015, Vernon Campus

**14. ADJOURNMENT**

**Motion** to adjourn: D. Manning/C. Mitchell

**MOTION CARRIED**

The meeting adjourned at 1:52 p.m.



# President's Report To Board of Governors

March 2015

## Engagement

- The Okanagan College Red Dot Players presented W.O. Mitchell's comedy *The Black Bonspiel* of Wullie MacCrimmon at the Kelowna campus from March 5<sup>th</sup> to 8<sup>th</sup>. The play's cast of 10 and crew of five were comprised of a group of the College's students, employees and alumni and English Professor Jeremy Beaulne was the artistic director.
- Embracing the College's diverse multi-cultural community, staff and students gathered in the Centre for Learning Atrium at the Kelowna campus on February 19<sup>th</sup> to celebrate the start of the Year of the Sheep.
- On February 20<sup>th</sup>, staff and students were invited to a special morning coffee-break event to celebrate the Okanagan College Students' Union pledge of \$100,000 towards the Bright Horizons, Building for Skills fundraising campaign.

## Learning and Teaching

- In January, Okanagan College Bachelor of Business Administration accounting students Jessica Lenz and Daniel Yarmak won the top spot in the accounting category at the prestigious Inter-Collegiate Business Competition (I.C.B.C.) at Queen's University. After a qualifying preliminary round, Okanagan College sent a total of five teams, 10 students, to the annual event, which is recognized as Canada's longest-running undergraduate case competition.
- Over 45 academics, professionals, and planners gathered on March 6<sup>th</sup> at Okanagan College's Vernon campus to consider the importance of developing outdoor play spaces and why they are essential for both children's development and for building healthy, sustainable communities. *Shifting Views – Why Children Need Outdoor Play Now!* was organized by Okanagan College's Director of Learning and Teaching, Dr. Beverlie Dietze, a principal researcher in outdoor play, and Jane Lister, the College's North Okanagan Regional Dean.
- Okanagan College's Culinary Arts Program took home this year's People's Choice award for Best Bite at the sold-out Devour Kelowna event on March 7<sup>th</sup>. The Centre for Learning was transformed into a food and drink mecca, where the region's top chefs, winemakers and specialty food and drink vendors competed for People's and Judges' Choice in Best Sip, Best Bite and Best Pairing categories.
- A research paper collaboratively authored by Okanagan College Bachelor of Computer Information Systems degree students Trevor Alstad and Riley Dunkin, supervised by Professor Dr. Youry Khmelevsky, and contributed to by a number of external partners has won the Best Paper Award at the second International VisioGame 2014 conference in Bandung, Indonesia.
- English professor Dr. Alix Hawley released her debut novel *All True Not A Lie In It* in February. The novel recounts the adventures of American pioneer Daniel Boone who attempted to settle Kentucky and was famously held captive, yet adopted, by a Shawnee Chief.

- At Okanagan College's 32<sup>nd</sup> annual Spaghetti Bridge Contest held at the Kelowna campus on March 6<sup>th</sup> three friends from Lumby battled for the top spots in the heavyweight division. Ultimately, Grade 7 student Adrian Schartner from Lumby placed first with his bridge weighing 982.6 grams and supporting 275.6 kilograms before collapsing.

## Student Transition

- Okanagan College recognized the achievements of more than 300 students on January 17<sup>th</sup> during the Winter Convocation ceremony. In total, 322 credentials were conferred including degrees, diplomas and certificates in a wide range of program areas including Arts, Science, Business, Engineering Technologies, Health and Social Development and Culinary Management

## Collaboration and Partnership

- On February 5<sup>th</sup> new Minister of Advanced Education Andrew Wilkinson visited the Kelowna Campus. While here he had the opportunity to tour the campus, meet some students and sample food prepared by the Culinary Arts students.

## Aboriginal

- At the sixth annual Aboriginal Student Recognition Celebration held in Kelowna on March 21<sup>st</sup>, over 27 Aboriginal students, surrounded by family and friends, were honoured at the cultural celebration that recognized their student successes. The ceremony included drumming, traditional prayer, dancing, and a feast of traditional foods.

## Sustainability

- The Conference Board of Canada has released the Skills for Success: Developing Skills for a Prosperous BC report, jointly commissioned by BC Colleges (BCC) and the BC Association of Institutes and Universities (BCAIU) to shed light on the current and future needs of BC employers. Highlighting the occupations, credentials, and skills required by employers for a prosperous B.C., the report found that B.C.'s skills shortages and mismatches cost the provincial economy up to \$6 billion in forgone GDP and \$785 million in provincial tax revenues annually. The report fills in knowledge gaps about the occupations, post-secondary credentials, and skills required by a large number of B.C. employers.
- On March 8<sup>th</sup>-10<sup>th</sup> I attended the Enabling the Entrepreneurship Symposium organized by Colleges and Institutes Canada. At a pre-symposium session for Presidents and other senior Executives I presented on the topic *Leading an Entrepreneurial College*. During the inaugural College and Institutes Entrepreneurship Awards ceremony the College was awarded the Entrepreneurship in the Community Award. The award recognizes the impact of the projects our students undertake within the Okanagan region.
- A new Seed Library project has been launched by the Vernon Campus Okanagan College Library, in conjunction with Kalamalka Demonstration Garden, Patchwork Farms and the Vernon Branch of the Okanagan Regional Library (ORL). The Library aims to preserve heirloom and native seeds in order to promote awareness of seed preservation and sustainable gardening within the College and the greater community.

**Education Council  
Report to the Board  
February 2015/March 2015**

**February 5, 2015, Education Council meeting**

**Candidates approved for Graduation**

<b>Program</b>	<b># of Students</b>
Administrative Assistant Fundamentals (Kelowna) Sept 2/14 – Jan 16/15	3
Administrative Assistant Fundamentals (Penticton) Sept 2/14 – Jan 16/15	1
Administrative Assistant Fundamentals (Salmon Arm) Sept 2/14 – Jan 16/15	1
Health Care Assistant Certificate (Kelowna) May 1/14 – Jan 16/15	1
Legal Administrative Assistant – Litigation Sept 3/14 – Jan 23/15	12
Network and Telecommunications Engineering Technology Diploma – Dec 31/14	1
<b>Total</b>	<b>19</b>

**March 5, 2015, Education Council meeting**

**Candidates approved for Graduation**

<b>Program</b>	<b># of Students</b>
Administrative Assistant Fundamentals (Vernon) Sept 2/14 – Jan 16/15	2
Administrative Assistant Certificate (BC Campus) ending Feb 28/15	1
Culinary Arts Dual Credit Certificate Sept 2/14 – Jan 30/15	4
Electrician Pre-apprenticeship Certificate (Kelowna) Sept 3/14 – Feb 27/15	11
Electrician Pre-apprenticeship Certificate (Salmon Arm) Aug 11/14 – Feb 6/15	15
Health Care Assistant Certificate (Kelowna) Aug 25/14 – Feb 20/15	20
Human Service Work Diploma ending Jan 31, 2015	1
Metal Fabricator (Fitter) Certificate Sept 2/14 – Feb 20/15	8
Office Assistant Certificate (Kelowna) Sept 2/14 – Feb 18/15	8
Office Assistant Certificate (Vernon) Sept 2/14 – Feb 18/15	5
Plumbing and Piping Trades Certificate (Kelowna) Aug 5/14 – Feb 6/15	15
Plumbing and Piping Trades Certificate (Penticton) Aug 5/14 – Feb 6/15	7
Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship (Pent) Aug 5/14 – Feb 6/15	14
Welder Foundation Certificate (Vernon) Aug 11/14 – Feb 6/15	14
<b>Total</b>	<b>125</b>

### 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, 2015** in order for OC to collect the fees for the **academic year 2015/2016**. 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 **2015/2016**.

All Registered Students:		
Students' Union Fee	<u>56.08</u>	to a maximum of <u>56.08</u> per student per semester
	<u>5.49</u>	per Adult Basic Education course
Media Fund	<u>0.54</u>	per student per semester
Registered Students enrolled in nine credits or more:		
Extended Dental Plan	<u>67.59</u>	per student per semester
Extended Health Plan	<u>58.11</u>	per student per semester
Dental and Health Plan fees are not charged to Adult Basic Education Students.		
Remit fees to: <u>Okanagan College Students' Union</u>		

Canadian Federation of Students' Membership Fee:		
	<u>0.53</u>	to a maximum of <u>8.76</u> per student per semester
	<u>0.66</u>	per Adult Basic Education course
		to a maximum of <u>8.76</u>
Remit fees to: <u>Canadian Federation of Students-British Columbia, #102-1055 West Broadway, Vancouver BC, V6H 1E2</u>		

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, 2015**.

The Student Union confirms that on December 7, 2014 it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Union President

Chelsea Crisich  
Print Name

[Signature]  
Signature

March 13 2015  
Date

## 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, 2015** in order for OC to collect the fees for the **academic year 2015/2016**. 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 **2015/2016**.

All Registered Students:  
Students' Association Fee      \$90.00      to a maximum of \$90.00 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: \_\_\_\_\_

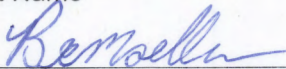
If the Student Association changes the amount of the student association fees to be collected (i.e. lower or increase fees, change cap, remove cap, change percentage, etc.) then the Student Association certifies that it has obtained the necessary approvals from its members as required in the *College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

The Student Association confirms that on February 16, 2015 (date) it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Association President

Brandon Moeller

Print Name



Signature

March 2/15

Date

NOTICE TO BOARD OF GOVERNORS OF OKANAGAN COLLEGE 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, 2015 in order for OC to collect the fees for the academic year 2015/2016. 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 2015/2016:

Item	Amount	Frequency
All Registered Students' Association Fee	\$20.00	to a maximum of \$20.00 per student per semester
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	\$80.00	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

Item	Amount	Frequency
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 16, 2015 (date) it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Association President: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: 



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

<b>Report Title:</b>	<b>Report from the Regional Dean North Okanagan</b>
<b>Date:</b>	March 31, 2015
<b>Background Information:</b>	Regional Dean – Vernon Campus Report 2015  update on Campus activities, enrollments and facilities
<b>Action Required:</b>	Information only
<b>Comments from the President:</b>	None required
<b>Report prepared and supported by:</b>	Jane Lister, Regional Dean North Okanagan



## **REGIONAL REPORT TO THE OKANAGAN COLLEGE BOARD OF GOVERNORS**

### **Vernon Campus 2014-2015**

Submitted by: Jane Lister, Regional Dean

The following report outlines the key activities occurring at the Vernon Campus.

#### **PARTNERSHIP INITIATIVES**

##### **Sports Complex**

Since April 2014 the Sports Complex has been under construction. To date, the following work has occurred on site: ground preparation work completed, the artificial turf installed, the grass field prepared, some landscaping planted, the pathway around the site prepared, lighting installed, civil works and underground infrastructure installed, utilities connected, some of the track equipment assembled, and the main building (changing rooms, classroom, washrooms) is under construction. Okanagan College has been in negotiations with the Regional District North Okanagan regarding a land-use license for the sanitary and sewer line that crosses an additional area of land outside of the leased land, and with BC Hydro concerning a statutory right-of-way for the power lines.

Discussions with the RDNO indicate that the track will be installed on April 1, 2015, the building construction will continue until June 30, 2015, and the bleachers will be installed between June 15 and June 30, 2015. A Grand Opening date has been set by the RDNO for July 18, 2015 and OC is in discussions regarding our involvement with that event.

##### **Demonstration Garden**

In 2011 the Vernon Campus embarked on a Demonstration Garden project to provide access to agricultural educational opportunities for students and community partners through training, demonstration and applied research. Over the years considerable work has been completed and there are a wide range of activities occurring on this site. Highlights of the Garden Project include:

- \$302,350 (grants, cash and donations) has been invested into the initiative with an additional \$52,750 in contributions in kind from the community.
- Four primary areas of the garden have been developed: Xeriscape garden (including the rain gardens), food forest, Patchworks Farms, and new agrarian plots.
- Patchwork Farms is operated by a consortium of non-profit organizations.
- New agrarian plots are licensed on an annual basis to young farmers giving them the opportunity to try farming on the site with no land cost.
- Okanagan College is responsible for the maintenance of the xeriscape garden and the food forest.
- The Vernon Campus Library has started a seed library/bank for organic and heritage seeds.

##### **Kalamalka Press**

During the 2014-15 year Kalamalka Press focused its activities on the following areas:

1. Kalamalka Press publishing activities were integrated into the English Department's Writing and Publishing Program through an applied learning experience for students in the new Bunker Print Shop.

The students worked on printing “fine press books” from manuscripts written by the winners of the annual Three Hour Short Story Contest and the John Lent Poetry and Prose Award.

2. The third annual John Lent Poetry and Prose Award was coordinated through Kalamalka Press and the winner in 2014 was Nicholas Papaxanthos for his work *Wearing Your Pants*. This competition seeks chapbook-length works of poetry, short fictions or hybrids thereof.

In 2014 the Mackie Lake House Writer-in Residence program was put on hold temporarily while the committee reviews a number of issues that have arisen with this initiative.

## **CAMPUS ACTIVITIES**

### **Registration Levels**

Overall registrations at the Vernon Campus are remaining steady however there is recognition of a considerable drop in students from the high school graduating classes for the next few years. To increase the transition rates from secondary school to Okanagan College, we are paying close attention to survey results in which high school students are identifying what information and programming they need from us in order to register for classes with us.

The following is a short synopsis of the enrollment issues:

- In winter of 2015 total enrollments by headcount were approximately 905 (compared to the previous year at 833)
- In addition to the 2015 head count numbers, there were 103 carryover headcount (41 Trades students and 62 vocational students) from the previous term.
- Arts enrollments are down (15%) and science enrollments have decreased (20%) between 2013 and 2015. Business enrollments have remained steady.
- The vocational programs have strong enrollments with a full class of Practical Nursing and a full class of Health Care Assistant.
- Trades are experiencing an increase in enrollment to the extent that a double intake of the Electrical Foundation program was held in the winter term of 2015. The Trades programs in the fall and winter of 2014 were all full and the 2015 fall intakes are already close to being full.

### **Continuing Studies**

Program of special interest from Continuing Studies during the past year include:

- Working In Natural Gas (WiNG) program – This is a partnership with Northern Lights College. It focuses on training for individuals wanting to find work in the natural gas industry.
- First Nation Youth Stepping Forward Series – In partnership with Okanagan Indian Band, Okanagan College collaborated with En’owkin Centre to deliver a five day workshop on leadership development for twelve youth aged 14-18 years.
- Landscape Horticulture for People with Special Needs – This program had two intakes in 2014 with a total of 13 students. All of the students completed the program and at least seven found employment immediately.

### **Applied Research**

The Vernon Campus was very involved in the applied research project *Creating Architectural Designs and Materials that Model Principles of Quality Natural Outdoor Play Grounds*. Working with Dr. B. Dietze, Director of Teaching and Learning, the Campus wrote the grant application to Natural Science and Engineering Research Council and created partnerships with the private sector company, Outland Design Landscape Architecture, and the non-profit childcare center, Maven Lane, who are participants in and

beneficiaries of the research. This project included workshops and a symposium on natural outdoor playground design and assessment, all of which were coordinated and delivered by the Vernon Campus.

### **Marketing/Recruitment**

Recruitment of students and student transition continues to be a major focus of the Vernon Campus particularly given the decline in the numbers of students graduating high school. The Campus has been working on a number of different marketing initiatives aimed at both high school students and the general public.

Recruiting initiatives over the past year included:

- Expanding our services inside high schools to include permanent office hours and many visits to classes in the schools.
- Opening discussions with the School District on academic dual credit course possibilities.
- Connecting professors to high school teachers for guest speaker opportunities in the classrooms.
- Trades programming initiatives for grade 8 students in the schools.
- Outreach Advising Services in the Vernon Public Library one day per week.
- General OC advertisements on the back of buses and inside restaurants and pubs aimed at the mature student audience.

### **Facilities**

With respect to facility upgrades, the following was completed during the year:

- New lighting in the cafeteria
- New flooring in various areas of the campus
- Painting in various areas of the campus
- New directional signage
- Installation of technology in the cafeteria
- New exercise equipment for the fitness room.

### **Trades Building**

A Concept Plan document, as directed by the Ministry of Advanced Education, has been completed for a new Trades Shop building on the Vernon Campus. An analysis of the utilization rate of classroom space on the Vernon Campus indicated that, with careful scheduling, the current campus infrastructure should be able to accommodate trades students in terms of classrooms and student facilities. Therefore, the missing infrastructure was identified as shop space. A plan to build the required shop space has been developed and recently submitted to the Executive.



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

<b>Report Title:</b>	<b>Balanced Budget for 2015/16</b>
<b>Date:</b>	March 31, 2015
<b>Background Information:</b>	<p>Okanagan College has developed a balanced budget plan for 2015/16 with \$94.5 million in revenues and offsetting expenses.</p> <p>Reference documents attached:</p> <ul style="list-style-type: none"><li>• 2015/16 Budget Statement of Operations (attachment to Budget Resolution submission)</li><li>• Schedule 1</li><li>• Schedule 2<ul style="list-style-type: none"><li>a. Schedule 2a</li><li>b. Schedule 2b</li><li>c. Schedule 2c</li><li>d. Schedule 2d</li></ul></li><li>• Schedule 3</li></ul>
<b>Action Required:</b>	No action required. For information only. To be reviewed in detail at meeting to inform Tuition and Budget Resolutions.
<b>Comments from the President:</b>	None required.
<b>Report prepared and supported by:</b>	A. Johnson – Director of Finance R. Daykin – Vice President, Finance and Administration

*Attachments*

# Budget Planning Information Schedule 1:

## **2015/16 Budget Planning Assumptions**

- Okanagan College meets government's overall enrolment targets
- Okanagan College meets government's reengineering targets over the four year period
- Continuing Studies will meet enrolment and net revenue targets
- International will meet enrolment targets over the long term
- Any new program initiatives will support either government Skills for Jobs Blueprint targets or support fiscal sustainability
- No further government funding cuts
- Government fully funds any new collective agreement settlements
- Non-salary increases will be consistent with inflation
- Domestic tuition rates will increase by 2%
- International tuition rates will increase by 2%

# Budget Planning Information

## Schedule 2:

**2015/16 Budget  
Summary of Changes from 2014/15 Budget**

Activity	Recurring (Net)	One time (Net)	Total (Net)	Description
Structural budget deficit carried forward from prior years	\$ (690,000)		\$ (690,000)	
Increased costs to maintain 2014/15 level of operations	(1,947,000)	(40,000)	(1,987,000)	See Schedule 2a
2015/16 planned cost savings	1,113,000	63,000	1,176,000	See Schedule 2b
2015/16 planned revenue increases	838,000	757,000	1,595,000	See Schedule 2c
2015/16 new initiatives	(189,000)	95,000	(94,000)	See Schedule 2d
<b>2015/16 Balanced Budget</b>	<b>\$ (875,000)</b>	<b>\$ 875,000</b>	<b>\$ -</b>	

# Budget Planning Information

## Schedule 2a:

<b>2015/16 Budget</b>				
<b>Increased Costs to Maintain 2014/15 Operations</b>				
<b>Activity</b>	<b>Recurring (Net)</b>	<b>One time (Net)</b>	<b>Total (Net)</b>	<b>Description</b>
Reduction in Provincial Government Grant	\$ (598,000)		\$ (598,000)	Third annual reduction in government block grant (total over 3 years equal to \$1.2 million)
Reduction in Adult Basic Education Funding	(412,000)		(412,000)	Government is no longer funding Adult Basic Education
Increases in EI, CPP, health benefits and step increments	(481,000)	(230,000)	(711,000)	Includes step increments, benefit increase, salary scales increases, annualized position appointments
Mandatory and contractual adjustments	(327,000)	190,000	(137,000)	Adjustments to investment income, leases, bad debt writeoff, credit card commission, extended study leave, utility rates, software contracts, computer leases, licence agreements
Projected decline in academic enrolment (tuition)	(129,000)		(129,000)	Further decline in enrolments mainly in Arts, Summer Session, Business and Technology
	<b><u>\$ (1,947,000)</u></b>	<b><u>\$ (40,000)</u></b>	<b><u>\$ (1,987,000)</u></b>	

# Budget Planning Information

## Schedule 2b:

<b>2015/16 Budget Planned Cost Savings</b>				
<b>Activity</b>	<b>Recurring (Net)</b>	<b>One time (Net)</b>	<b>Total (Net)</b>	<b>Description</b>
Additional non-salary savings	\$ 250,000		\$ 250,000	Additional non-salary savings through provincial Shared Services and reductions in operational costs. Total savings to be achieved \$550,000.
Future employee benefits	550,000		550,000	Based on actuarial re-assessment, savings due to change in employee mix in age, experience and retirement.
2014/15 Pre-buy non-salary items		63,000	63,000	One time pre-purchases in 2014/15 thereby creating one-time savings in 2015/16
Other adjustments	313,000	-	313,000	Ancillary adjustments, deferred capital contribution, ITA training plan changes, energy savings
	<b>\$ 1,113,000</b>	<b>\$ 63,000</b>	<b>\$ 1,176,000</b>	



# Budget Planning Information

## Schedule 2c:

<b>2015/16 Budget Planned Revenue Increases</b>				
<b>Activity</b>	<b>Recurring (Net)</b>	<b>One time (Net)</b>	<b>Total (Net)</b>	<b>Description</b>
Increase in domestic tuition rates	\$ 302,000		\$ 302,000	Increase of 2% for all programs including continuing studies certificate programs.
Increase in international tuition rates	65,000		65,000	Increase of 2% on international "top up"
One time Adult Basic Education transition funding		412,000	412,000	Transition funding for planning and changes necessary to transition to a sustainable model of Adult Upgrading.
Additional earned revenue through Continuing Studies	276,000		276,000	Increase net revenue through increased enrolments and program delivery.
Additional earned revenue through International	195,000		195,000	Increased net revenue through increased enrolments.
Carry forward of 2014/15 one-time programming completed in 2015/16		345,000	345,000	Net revenue from one time 2014/15 programming
	<b>\$ 838,000</b>	<b>\$ 757,000</b>	<b>\$ 1,595,000</b>	

# Budget Planning Information Schedule 2d:

## 2015/16 Budget - New Initiatives

Activity	Recurring (Net)	One time (Net)	Total (Net)
Health & Safety - disposal of oily rags to conform to WorkSafeBC regulations	\$ (15,250)		\$ (15,250)
Healthy & Safety - training and potential curriculum changes to align with worldwide Globally Harmonized System		(2,500)	(2,500)
Culinary Arts - increase to the part-time vocational instructor position from .85 to 1.0 FTE	(1,213)		(1,213)
Culinary Arts - conversion from Manager, Food Services to Manager, Culinary Arts	(10,862)		(10,862)
Trades & Apprenticeship - relocation of trades programs from Acland Rd. & Penno Rd. to Kelowna Campus Trades Complex		(52,500)	(52,500)
Financial Services - addition of 1.0 FTE continuing Support Services Assistant I to remedy Payroll demands.	(52,286)		(52,286)
Information Technology Services - creation of new 1.0 FTE Support Services Coordinator III position to support virtual desktop infrastructure strategy and to diversify resources	(66,095)		(66,095)
Information Technology Services - maintenance and licensing agreement for wireless coverage (\$100K capital project)	(15,000)		(15,000)
Learning & Teaching - reduction of Innovation Project fund on a one-time basis		70,000	70,000
Strategic Planning - development and renewal of plan for Board approval in November 2015, including hiring a Project Manager. Note that this creates approx \$50,000 in vacancy savings		(100,000)	(100,000)
Executive Office - reinstatement of 1.0 FTE Assistant to the VP Students. Note, approx \$35,000 in vacancy savings	(70,765)		(70,765)
Food, Wine & Tourism - coordination of contracted cleaning of Wine Sensory Lab for maintenance of high-end specialty space	(8,000)		(8,000)
Learning Centre, Penticton - creation of new .3846 FTE continuing PT sessional Technician III to support Learning Centre	(3,479)		(3,479)
Electronic Engineering Technology - one-time expansion for a minimum of 5 international students plus domestic students. Tuition and international top-up offset consumables, non-capital equipment and additional instruction costs.		33,596	33,596
Network Engineering Technology - one-time expansion for a minimum of 5 international students plus domestic students. Tuition and international top-up offset consumables, non-capital equipment and additional instruction costs.		40,731	40,731
Disability Services, Penticton - increase in PT Disability Services Coordinator position from .5714 FTE to .8 FTE to absorb increased caseload at the Penticton campus		(7,811)	(7,811)
Trades & Apprenticeship - recognition of certification testing as a source of revenue. Welding Dept will increase test fees and hire .5 FTE	53,711		53,711
Trades & Apprenticeship - reduction of Trades Technology Teacher Education budget on a one-time basis. Program to be redeveloped.		113,540	113,540
	<b>\$ (189,239)</b>	<b>\$ 95,056</b>	<b>\$ (94,183)</b>

# Budget Planning Information

## Schedule 3:

### Okanagan College Current Budget and 3-Year Projection

	Approved 2014/15 BUDGET	Proposed 2015/16 BUDGET	2016/17 PROJECTION	2017/18 PROJECTION	2018/19 PROJECTION
<b>REVENUE</b>					
Grant Related	\$ 47,541,186	\$ 47,978,074	\$ 46,682,991	\$ 46,925,783	\$ 47,172,216
ITA Grant	7,545,924	7,581,806	7,581,806	7,581,806	7,581,806
Program Related	26,533,809	27,232,936	26,804,133	26,804,133	26,804,133
Miscellaneous	2,869,523	3,551,229	3,551,229	3,551,229	3,551,229
Sales & Services	4,700,497	4,272,363	4,447,363	4,447,363	4,447,363
Deferred Capital Contribution	3,643,015	4,328,854	4,328,854	4,328,854	4,328,854
<b>Total Revenue</b>	<b>\$ 92,833,954</b>	<b>\$ 94,945,262</b>	<b>\$ 93,396,376</b>	<b>\$ 93,639,168</b>	<b>\$ 93,885,601</b>
<b>EXPENDITURES</b>					
Salary and Benefits	\$ 68,060,786	\$ 69,107,300	\$ 68,850,018	\$ 69,739,057	\$ 70,634,359
Fees & Services	4,304,787	4,884,808	4,922,582	4,985,082	5,047,582
Communications	427,807	409,692	409,292	409,292	409,292
Repairs/Rentals	3,046,899	3,129,936	3,073,511	3,073,511	3,073,511
Travel	1,749,741	1,694,674	1,865,491	1,865,491	1,865,491
Advertising/Promo	563,375	578,249	579,249	579,249	579,249
Utilities	1,234,926	1,255,776	1,318,276	1,380,776	1,443,276
Materials for Resale	2,925,349	2,789,816	2,842,816	2,842,816	2,842,816
Materials General	5,182,949	5,178,684	5,344,094	5,469,094	5,594,094
Amortization of Capital Assets	5,337,335	5,916,327	5,916,327	5,916,327	5,916,327
<b>Total Expenditure</b>	<b>\$ 92,833,954</b>	<b>\$ 94,945,262</b>	<b>\$ 95,121,656</b>	<b>\$ 96,260,695</b>	<b>\$ 97,405,997</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,725,280)</b>	<b>\$ (2,621,527)</b>	<b>\$ (3,520,396)</b>

**Assumptions:**

*Projected expense increase for 2016/17, 2017/18, and 2018/19 include:*

- Salary step increase not funded by the Ministry
- Vocational salary increase estimate (offset by Ministry funding)
- Mandatory/Contractual cost increases at \$250,000 each year
- Benefit cost increases at \$265,000 each year.
- Does not include tuition increases.
- Does not include enrolment changes
- Does not include ABE/ESL changes



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

<b>Report Title:</b>	<b>Balanced Budget for 2015/16</b>
<b>Date:</b>	March 31, 2015
<b>Background Information:</b>	Okanagan College has developed a balanced budget plan for 2015/16 with \$94.5 million in revenues and offsetting expenses as detailed in the attached 2015/16 Budget Statement of Operations
<b>Action Required:</b>	<b><i>Proposed Recommendation:</i></b> <i>"That the Okanagan College Board of Governors approves the 2015/16 balanced operating budget of \$94,945,262, as recommended by the Finance, Audit &amp; Risk Review Committee."</i>
<b>Comments from the President:</b>	I support this Resolution.
<b>Report prepared and supported by:</b>	A. Johnson – Director of Finance R. Daykin – Vice President, Finance and Administration



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

<b>Report Title:</b>	<b>Domestic Tuition and Mandatory Fees for 2015/16</b>
<b>Date:</b>	March 31, 2015
<b>Background Information:</b>	<p>The BC government has a tuition limit policy for domestic tuition and mandatory fees as noted at <a href="http://www.aved.gov.bc.ca/tuition">http://www.aved.gov.bc.ca/tuition</a>. The maximum annual increase allowable since September 2005 has been 2%.</p> <p>As the 2015/16 tuition limit has not yet been publicized by government but the sector has been told to use 2%, the College is requesting the maximum. This assists with offsetting rising costs of the College. A 2% increase in domestic tuition will result in approximately \$300,000 in increased tuition revenue.</p>
<b>Action Required:</b>	<p><b><i>Proposed Resolution:</i></b> <i>"That the Okanagan College Board of Governors approves an increase to domestic tuition and mandatory fees for 2015/16 of 2%, as recommended by the Finance, Audit &amp; Risk Review Committee."</i></p>
<b>Comments from the President:</b>	I support the motion.
<b>Report prepared and supported by:</b>	A. Johnson – Director of Finance R. Daykin – Vice President, Finance and Administration



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

<b>Report Title:</b>	<b>International Tuition for 2015/16</b>
<b>Date:</b>	March 31, 2015
<b>Background Information:</b>	<p>The Government of British Columbia does not have a Tuition Limit Policy for international tuition and mandatory fees. Post-secondary institutions are able to charge what they believe is appropriate.</p> <p>International tuition is set with the view to cover at a minimum the full cost of delivering a program to an international student.</p> <p>International tuition was increased in 2014/15 by 8% to realign with market rates. Okanagan College international students had not seen an increase in tuition in five years. It is recommended that future increases be in line with domestic tuition increases.</p> <p>A 2% increase in international tuition will result in approximately \$65,000 in increased tuition revenue.</p>
<b>Action Required:</b>	<p><b><i>Proposed Resolution:</i></b> <i>"That the Okanagan College Board of Governors approves an increase to international tuition of 2% for 2015/16, as recommended by the Finance, Audit &amp; Risk Review Committee."</i></p>
<b>Comments from the President:</b>	I support this motion.
<b>Report prepared and supported by:</b>	A. Johnson – Director of Finance R. Daykin – Vice President, Finance and Administration



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

<b>Report Title:</b>	<b>ABE and ESL Tuition</b>
<b>Date:</b>	March 31, 2015
<b>Background Information:</b>	At the meeting of the Finance, Audit & Risk Review Committee on March 23, 2015, Okanagan College administration was directed to draft a resolution for the Board on the subject of ABE and ESL tuition fees. The resolution, as structured, gives maximum flexibility to determine the best model to meet the needs of Okanagan College and its students.
<b>Action Required:</b>	<p><b><i>Proposed Resolution:</i></b>  <i>"That the Okanagan College Board of Governors approves the implementation of domestic tuition fees for Adult Basic Education (ABE) and English as a Second Language (ESL) courses, based on the following conditions:</i></p> <ol style="list-style-type: none"> <li><i>1) Fees will be established at a maximum level of \$1,600 per semester and will be implemented at a later date, but not prior to the 2016/17 fiscal year,</i></li> <li><i>2) No domestic ABE or ESL student will pay tuition fees in the 2015/16 fiscal year,</i></li> <li><i>3) Board approval of a detailed implementation plan prior to any fees being charged, that addresses the following issues:</i> <ul style="list-style-type: none"> <li><i>• Research and consultation that assesses the potential impact of fees on adult access to secondary school level education throughout the College region,</i></li> <li><i>• Any new registration and tuition processes will not negatively affect program delivery models.</i></li> <li><i>• A tuition fee implementation plan that respects:</i> <ul style="list-style-type: none"> <li><i>○ The importance of minimizing Okanagan College-controlled financial barriers to accessing Adult Basic Education and English as a Second Language courses,</i></li> <li><i>○ The financial sustainability of the institution,</i></li> <li><i>○ Provincial policy directions.</i></li> </ul> </li> </ul> </li> </ol>
<b>Comments from the President:</b>	I support this resolution
<b>Report prepared and supported by:</b>	R. Daykin – Vice President of Finance and Administration



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

<b>Report Title:</b>	ITA Training Plan
<b>Date:</b>	March 25, 2015
<b>Background Information:</b> Information could include: <ul style="list-style-type: none"><li>• Purpose</li><li>• History</li><li>• Other relevant information</li></ul>	ITA Training Plan
<b>Action Required:</b> <ul style="list-style-type: none"><li>• For consultation</li><li>• For information</li><li>• For approval (including resolution)</li></ul>	For approval  <i><b>"BE IT RESOLVED that the Board of Governors approve the ITA Training Plan as presented"</b></i>
<b>Comments from the President:</b>	Recommend approval
<b>Report prepared and supported by:</b>	Steven Moores, Dean, Trades and Apprenticeship Jonathan Rouse, Director, Food, Wine and Tourism Dr. Andrew Hay, P. Eng., Vice President Education



## 2015-2016 Trades and Apprenticeship Profile

In 2014-2015 Okanagan College received approval from the Industry Training Authority (ITA) to offer 106 Apprenticeship intakes and 45 Foundation intakes. During the fiscal year, a few adjustments were made with ITA approval, resulting in offering 105 Apprenticeship intakes and 50 Foundation intakes.

Due to an increased demand for training, funds were also secured from the Ministry of Advanced Education (AVED) to support 203 additional foundation seats in high demand trades: Electrical – 86 seats, Heavy Mechanical – 20 seats, Welding – 49 seats, Plumber – 18 seats, and Heavy Equipment Operator – 30 seats.

Apprenticeship demand is strong, in particular for Heavy Mechanical, Welding and Electrical. Apprenticeship classes are primarily offered in the Central Okanagan at the Kelowna, Penno Road, and Acland Road campuses. Electrical and Refrigeration Apprenticeship intakes are also offered in Penticton.

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.

## 2015-2016 Proposed Trades and Apprenticeship Training Plan

In November of 2014, the ITA requested that Okanagan College develop the 2015-2016 Training Plan based on a status quo budget compared to 2014/15. This will not allow OC to offer any additional or new programs as part of the ITA 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 2014.

In addition, AVED has created the opportunity to apply for extra Trades funding for high demand areas, similar to 2014/15. This is a separate request so is not part of the ITA training plan per se. In Table 2 below, the right hand column (Critical Seat Request) indicates the various sections being requested. This is outside of the ITA budget and is subject to AVED approval rather than ITA approval.

The following tables summarize the proposed intakes for Apprenticeship Programs and the Foundation programs for 2015-2016.

**Table 1: Apprenticeship Programs for 2015-2016**

		Approved	Actual	Proposed	Difference
Auto Paint	APP	0	0	1	1
Auto Prep	APP	1	1	0	(1)
Auto Glass	APP	0	1	0	(1)
Auto Service Tech	APP	13	12	12	0
Carpentry	APP	20	19	16	(3)
Construction Craft Worker	APP	0	2	2	0
Electrical	APP	32	32	37	5
Heavy Duty	APP	2	2	2	0
Heavy Mechanical	APP	3	4	10	6
MVBR	APP	3	4	3	(1)
Plumber	APP	11	10	10	0
Prof.Cook WP	APP	6	5	6	1
Refrigeration	APP	4	4	4	0
RV Tech	APP	3	3	3	0
Sheet Metal	APP	4	4	4	0
Welding (Level 1, 2, 3)	APP	4	2	5	3
Total Apprenticeship Intakes		106	105	115	10

**Table 2: Foundation Programs for 2015-2016**

		Approved	Actual	Proposed	Difference	AVED Critical Seat Request 15-16 (requested but not approved)
AME	FDTN	2	2	2	0	
AME-S	FDTN	1	1	1	0	
Auto Prep	FDTN	1	0	0	0	
Auto Service Tech	FDTN	2	2	3	1	
Carpentry / Joinery	FDTN	2	2	2	0	2
Electrical	FDTN	3	4	4	0	4
Heavy Mechanical	FDTN	2	2	2	0	1
MVBR (reduced to 30 wks)	FDTN	1	1	1	0	
Plumber	FDTN	3	3	3	0	1
Res construction	FDTN	3	3	2	(1)	
Professional Cook 1 Ins.	FDTN	6	5	4	(1)	1
Professional Cook 2 Ins.	FDTN	4	4	3	(1)	
Welder C	FDTN	9	9	9	0	1
Welder B	FDTN	2	4	1	(3)	2
Welder A	FDTN	0	2	0	(2)	
HVAC	FDTN	2	2	2	0	
RV Tech	FDTN	1	1	1	0	
Sheet Metal	FDTN	0	1	0	(1)	1
Studio Wood	FDTN	1	1	0	(1)	
Pastry Arts	FDTN	0	1	1	0	
<b>Total</b>		<b>45</b>	<b>50</b>	<b>41</b>	<b>(9)</b>	
1. Gateway for Youth (exploratory pgms for Gr 11, 12 students. 12 week pgms)						6
2. Trades Discovery Program (exploratory pgms for Gr 11, 12 students. 12 week pgms)						5



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

<b>Report Title:</b>	Annual Programming Plan
<b>Date:</b>	March 25, 2015
<b>Background Information:</b> Information could include: <ul style="list-style-type: none"><li>• Purpose</li><li>• History</li><li>• Other relevant information</li></ul>	Annual Programming Plan 2015/2016
<b>Action Required:</b> <ul style="list-style-type: none"><li>• For consultation</li><li>• For information</li><li>• For approval (including resolution)</li></ul>	For approval  <b><u>Recommended Motion:</u></b>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Annual Programming Plan for 2015/2016 as presented”</i></b>
<b>Comments from the President:</b>	I support this resolution.
<b>Report prepared and supported by:</b>	Andrew Hay Vice President 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 2015/16

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The context for program planning for 2015/16 continues to reflect the current funding context and economic trends:

- Continued funding reductions that may require adjustments to our program offerings and will highly constrain our ability to offer new programming;
- The demand for Trades training continues to grow in some areas ;
- Similar or lower enrolments are projected in university studies courses in part due to fewer registrations per student in university studies programming based on 2014/15 experience, as well as decline in expected high school graduation numbers;
- The demand for health studies is generally positive;
- The demand for technology programs is becoming strong.

Given this situation, the programming plan for 2015/16 continues to be highly constrained. As such, the plan is a combination of (a) continuance of current programming where possible, (b) taking advantage of targeted funding opportunities, (c) adjusting 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 2015/16.

## A: Listing of Programming that will continue “unchanged” for 2015/16

### Arts Programming<sup>1</sup>

- Associate of Arts Degree (Discipline emphases in Communications, Cross-cultural Studies, Economics, English, Environmental Studies, History, Modern Languages (French, German, 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)
- 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 Journalism Studies (Kelowna)
- Diploma in Media and Cultural Studies (Kelowna)
- Diploma in Writing and Publishing (Vernon and Kelowna)
- Advanced Certificate in Communication (Kelowna)
- Concentration in Communication

### Science Programming<sup>1</sup>

- Associate of Science (Biology, Chemistry, Computer Science, Mathematics and Statistics, Physics & Astronomy) – similar profile as 2014/15 (all campuses)
- Flexible Pre-major in Computer Science (primarily Kelowna)
- 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)
- 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)
- Business Studies Certificate (varies by campus)
- Business Administration Certificate (varies by campus)

### Engineering Technology Programming

- Civil Engineering Technology Diploma (Kelowna)
- Electronic Engineering Technology Diploma (Kelowna)
- Mechanical Engineering Technology Diploma (Kelowna)

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

- 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 Painter
- Automotive Glass Technician
- Automotive Service Tech
- Construction Craft Worker
- Electrician (Kelowna and Penticton)
- Heavy Mechanical Trades (
  - Heavy Duty Equipment Mechanic
  - Truck and Trailer Technician
  - Truck and Transport Technician
  - Diesel Engine Technician
- Motor Vehicle Body Repairer
- Plumber
- Professional Cook
- Recreation Vehicle Technician
- Refrigeration and Air Conditioning Mechanic (Penticton)
- Sheet Metal Worker

- Welder 1, 2 & 3
- Specialty Metal Endorsement

**Trades Foundation Programs** (offered in Kelowna except as noted)

- Aircraft Maintenance Engineer Category 'M' (Vernon)
- Aircraft Maintenance Engineer Category 'S'
- 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)
- Metal Fabricator
- Pastry Arts Certificate (Kelowna)
- Plumbing and Piping Trades (Kelowna and Salmon Arm, Vernon, and Penticton on a rotating basis )
- Refrigeration and Air Conditioning Technician (Penticton)
- Recreation Vehicle Technician
- Residential Construction (Salmon Arm, Vernon, Kelowna, and Penticton)
- Studio Woodworking
- Welder Foundation (Kelowna, as well as Salmon Arm, Vernon and Penticton on a rotating trades basis)
- 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
- 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 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
- Private/Commercial Vehicle Inspection
- 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 - Base Funded Certificate Programs**

- Learner Centred Instructor Certificate
- Service and Support in a Learner-Centred Organization
- Leading in a Learner-Centred Organization Certificate

#### **Continuing Studies and Corporate Development - Revenue Generating Certificate Programs**

- Advanced Geographical Information Systems
- Audio Engineering and Music Production
- Autism Spectrum
- AutoCAD Skills
- Bartending
- Basic Accounting
- Bookkeeping Bridging
- Computer Basics for Business
- Computer Proficiency for Business
- Custodial Worker



- Dental Office Administrative Assistant
- Education Assistant
- Esthetics and Nail Technology
- Floral Design
- Golf Course Maintenance
- Home Inspection
- Interior Decorating
- Introduction to Office Administration
- Landscape Horticulture
- Leadership Skills for Supervisors
- Medical Device Reprocessing
- Medical Office Assistant
- Nursing Unit Assistant
- Palliative Care
- Project Management
- Production & Inventory Management
- Residential Building Drafting Technician
- Simply Accounting
- Special Needs Worker
- Staffing Services Clerk
- Teaching English as a Second Language
- Viticulture
- Wine Sales
- Winery Assistant Acute Care Booking/Scheduling Clerk
- Advanced Geographical Information Systems
- Audio Engineering and Music Production
- Autism Spectrum
- 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 for Supervisors
- 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
- Simply Accounting
- Special Needs Worker
- Staffing Services Clerk
- Teaching English as a Second Language
- 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.

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## **B: Listing of Programming that is undergoing changes for 2015/16**

### **Arts Programming**

- Diploma in Environmental Studies - Geographical Information Systems option (Salmon Arm) program proposal to be submitted to Education Council Winter 2015
- Associate of Arts Degree Emphasis in Psychology under development to align with Psychology Flexible Pre-Major
- A pilot program, "ArtsX" will begin in academic year 2015-16 (this is a cohort model providing an alternative collaborative teaching and learning model)
- Minor revisions under development for the Diploma in Writing & Publishing
- New diploma in Communications, Culture, and Journalism Studies to replace the Diploma in Journalism Studies and the Diploma in Media & Cultural Studies

### **Trades Foundation Programs**

- Heavy Mechanical (revised Heavy Duty/Commercial Transport program) (Kelowna)

### **C: Listing of Programming that may be discontinued for 2015/16**

- 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 2015/16
- Trades Technology Teacher Education Diploma (Kelowna) – intake to be suspended for one final year; program is being revised for 2016/17
- Custodial Worker

### **D: Listing of New Programming initiatives that will not require base OC funding for 2015/16**

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

##### **Engineering Technologies Programming**

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

#### **Programming with funding from other sources:**

##### **Foundational Programming**

- Volunteer Tutor ESL and Settlement Program (Citizenship & Immigration Canada) (Salmon Arm): 2-year agreement ending March 2016

##### **Continuing Studies and Corporate Development Programming:**

- CIC Immigration ESL training (Revelstoke): Funding for second year secured – two year agreement ending March 2016 (joint undertaking with Arts & Foundational Programming)
- BC Farm Adaptation Project (Revelstoke) – funding to be confirmed
- Welcome BC (Revelstoke) – funding confirmed
- Project Based Labour Market Training: Ministry of Social Development and Social Innovation funding to be confirmed
- Post-Secondary Partnership Program – Aboriginal Affairs and Northern Development Canada – funding to be confirmed

**Programming that can be offered on a revenue generating basis for 2015/16 (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 (under development)

**Okanagan College International Education Programming**

- English for Special Purposes (curriculum designed to be responsive to various organizational and/or 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

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**E: Listing of new programming initiatives that would require reallocation of base OC funding for 2015/16 or new funding from AVED or the Industry Training Authority (ITA)**

**Arts Programming**

- Expansion of second year of the Criminal & Social Justice diploma program (Penticton: 4 sections of Criminology)
- New option (GIS) in Environmental Studies Diploma Program as unique programming on Salmon Arm Campus (under development)
- New applied degree in partnership with UBC Okanagan's two-year Master of Social Work (under development: Kelowna Campus)

- English Infrastructure (Mackie Lecture & Reading Series, Mackie Lake House Writer's Residency, Kalamalka Press, Work Ruckus, Ryga Award, Ryga Journal, KidsWWwrite creative ezine, John Lent Poetry Award, Red Dot Players, Vertigo Voices)

#### **Science Programming**

- Applied Ecology and Conservation Diploma program offered in partnership with En'Owkin Centre (Penticton)

#### **Foundational Programming**

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

#### **Trades Foundation Programming**

#### **Continuing Studies and Corporate Development**

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

## Education Council - Report to the Board January - March 2015

Education Council met on January 15, 2015, February 5, 2015 and March 5, 2015 and approved 33 new courses, 19 course revisions, 8 course deletions, 6 program revisions and graduands.

### January 15, 2015 Education Council meeting

#### **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**

- Addition of courses
- Deletion of courses
- Graduation requirements
- Program description
- Program outline
- Resequencing of courses
- Revision of courses

##### **Rationale:**

This program revision is intended to address identified gaps and overlaps in the curriculum. These changes, in addition to re-sequencing of courses, will expand the students understanding of green building principles, renewal of existing of infrastructure and renewable energy technologies.

##### **Program description:**

##### **Proposed:**

The Sustainable Construction Management Technology (SCMT) program is a three-year diploma program, based at the Centre of Excellence at Okanagan College's Penticton campus. SCMT is a forward-thinking program designed to enable, empower and inspire the emerging generation of construction managers and technologists to deliver true sustainable development. The graduates will play a leading role in the construction industry - both in Canada and internationally - to deliver projects that achieve high-sustainability performance and contribute to the economic, environmental and social well-being of communities.

The program provides learners with the technical, business and interpersonal skills required to effectively manage construction projects of varying size and complexity, emphasizing sustainable design principles. Learners develop the technical knowledge and skills required to construct all scales of infrastructure projects - from planning through to completion. Learners study scheduling and managing construction projects as well as estimating material requirements and costs.

In consultation with industry-experienced practitioners, both internal and external, the SCMT program has been designed with five major themes which address the important aspects of the built environment. The five themes are as follows:

- Building Studies;
- Commercial Studies;
- Sustainability Studies;

- Core Studies; and
- Projects.

The first two themes address the core study areas of construction management from commercial and building aspects. These include quantity surveying, estimating, procurement, planning, processes and construction. The sustainability theme provides the needed foundation and a life cycle thinking approach to green building principles, existing infrastructure, and renewable energy technologies. The core studies theme includes courses on business management, math, communications, law, civil engineering and human resources. The first and third year projects consist of practical laboratories that may take place in the college or elsewhere in the local community or further afield.

The program follows the Problem-Based Learning (PBL) approach to influence, shape and guide the emerging generation of construction professionals. The learning outcomes of the program will follow a problem-based approach, so that learners can influence the resiliency of projects in the industry in which many graduates will find themselves working. Learners have an opportunity to gain work experience by participating in paid co-op work with a construction-related company. Such experience increases learners' employment opportunities and their value to their employers upon graduation.

On graduation, there will be a wide choice of career opportunities as a site superintendent, general contractor, subcontractor, material supplier, field coordinator, quantity surveyor, estimator, inspector, project manager, scheduler or contract manager. The business elements of the program may also offer opportunities to establish a new construction company - one which specializes in sustainable development and construction.

The College intends to obtain certification for this program with the Applied Science Technologist and Technicians of British Columbia (ASTTBC) and the Canadian Technology Accreditation Board (CTAB).

**Graduation requirements:**

**Existing:**

Students must complete the 95 credits of prescribed study with a minimum graduating grade average of 60% for all courses counting towards the diploma.

**Proposed:**

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

**Reason:**

The description is more clear and concise, emphasis being placed on the 60% passing grade as opposed to the 95 credits (which is now proposed at 97 credits).

ORIGINAL PROGRAM							REVISED PROGRAM					
T.	Course Code	Course Title	Le c	La b	Cre dits	Comm ent	Course Code	Course Title	Le c	La b	Cre dits	Comme nt
1	SCMT 111	Procurement Process I	3	3	1		SCMT 111	Procurement Process I	6	0	2	<i>Revised</i>
1	SCMT 112	Quantity Surveying I	1.5	1.5	3		SCMT 112	Introduction to Quantity Surveying	3	0	3	<i>Revised</i>
1	SCMT 121	Construction Methods – Equipment	1	1	2	<i>Delete</i>	SCMT 115	Construction Methods I	3	3	4	<i>New Course</i>
1	SCMT 122	Construction Methods – Materials	1	1	2	<i>Delete</i>						

1	SCMT 131	Environmental Impacts	1.5	1.5	3	<i>Delete</i>	SCMT 114	Introduction to Sustainability	3	0	3	<i>New Course</i>	
1	MATH 134	Mathematics for SCMT	4	0	3		MATH 134	Mathematics for SCMT	4	0	3		
<b>Total</b>			<b>12</b>	<b>8</b>	<b>14</b>		<b>Total</b>			<b>19</b>	<b>3</b>	<b>14</b>	
2	SCMT 113	Estimating I	1.5	1.5	3		SCMT 113	Introduction to Estimating	2	1	3	<i>Revised</i>	
2	SCMT 123	Construction Management: Scheduling	1	1	2		SCMT 123	Construction Management-Scheduling	1	1	2	<i>Revised</i>	
2	SCMT 124	Sustainable Construction	1.5	1.5	3		SCMT 124	Sustainable Construction	3	0	3	<i>Revised</i>	
2	SCMT 132	Intro. to Sustainability Assessments	1.5	1.5	3		SCMT 132	Sustainability Assessments	3	0	3	<i>Revised</i>	
2	CMNS 133	Technical Writing and Communication I	3	0	3		CMNS 133	Technical Writing and Communication I	3	0	3		
2	SCMT 151	Foundations, Formwork & Framing	0	4	4	<i>Delete</i>	SCMT 125	Construction Methods II	3	3	4	<i>New Course</i>	
<b>Total</b>			<b>8.5</b>	<b>9.5</b>	<b>18</b>		<b>Total</b>			<b>15</b>	<b>5</b>	<b>17</b>	
3	SCMT 211	Quantity Surveying II	1.5	1.5	3	<i>Delete</i>	SCMT 214	Green Building Principles	3	0	3	<i>New Course</i>	
3	SCMT 221	Construction Management: Cost Control	1.5	1.5	3		SCMT 221	Construction Management-Cost Control	3	0	3	<i>Revised</i>	
3	SCMT 222	Sustainable Construction Methods	1.5	1.5	3		SCMT 222	Sustainable Construction Technologies	3	0	3	<i>Revised</i>	
3	SCMT 231	Sustainable Infrastructure Assessments	1.5	1.5	3		SCMT 231	Sustainable Infrastructure Assessments	3	0	3	<i>Revised</i>	
3	CIEN 134	Statics and Strength of Materials	2	2	3		CIEN 134	Statics and Strength of Materials	2	2	3		
3	BUAD 128	Computing Applications I	2	2	3		BUAD 128	Computing Applications I	2	2	3		
<b>Total</b>			<b>10</b>	<b>10</b>	<b>18</b>		<b>Total</b>			<b>16</b>	<b>4</b>	<b>18</b>	
4	SCMT 212	Estimating II	1.5	1.5	3		SCMT 212	Advanced Quantity Surveying & Estimating	3	0	3	<i>Revised</i>	
4	SCMT 223	Sustainable Construction Materials	1	1	2		SCMT 223	Sustainable Construction Design & Practice	2	2	3	<i>Revised</i>	
4	SCMT 232	Sustainable Business Case	1.5	1.5	3	<i>Delete</i>	SCMT 224	Greening Existing Infrastructure	3	0	3	<i>New Course</i>	
4	CIEN 248	Construction Law	3	2	3		CIEN 248	Construction Law	3	2	3		
4	BUAD 123	Management Principles	3	0	3		BUAD 123	Management Principles	3	0	3		
<b>Total</b>			<b>10</b>	<b>6</b>	<b>14</b>		<b>Total</b>			<b>14</b>	<b>4</b>	<b>15</b>	
5	SCMT 311	Procurement Process II	1.5	1.5	3		SCMT 311	Procurement Process II	3	0	3	<i>Revised</i>	
5	SCMT 321	Construction Management – Conflicts	1.5	1.5	3		SCMT 321	Construction Management – Conflicts	2	1	3	<i>Revised</i>	



5	SCMT 331	Sustainable Design and Development	1.5	1.5	3		SCMT 331	Sustainable Design and Development	3	0	3	<i>Revised</i>	
5	CMNS 143	Technical Writing and Communication II	3	0	3		CMNS 143	Technical Writing and Communication II	3	0	3		
5	SCMT 351	Project: Planning	0	4	4		SCMT 351	Project: Planning	0	4	3	<i>Revised</i>	
<b>Total</b>			<b>7.5</b>	<b>8.5</b>	<b>16</b>		<b>Total</b>			<b>11</b>	<b>5</b>	<b>15</b>	
6	SCMT 322	Construction Management – Teamwork	1	1	3		SCMT 322	Construction Management – Leadership	3	0	3	<i>Revised</i>	
6	SCMT 312	Quantity Surveying & Estimating III	1.5	1.5	3	<i>Delete</i>	SCMT 324	Renewable Energy Technologies	2	2	3	<i>New Course</i>	
6	SCMT 332	Financial Models and Sustainable Development	1.5	1.5	3	<i>Delete</i>	SCMT 334	Sustainable Business Case	3	0	3	<i>New Course</i>	
6	SCMT 352	Project: Delivery	0	4	4		SCMT 352	Project: Delivery	0	4	3	<i>Revised</i>	
6	BUAD 269	Human Resources Management	3	0	3		BUAD 269	Human Resources Management	3	0	3		
							SOCI 303	Environmental Sociology	3	0	3	<i>New Course</i>	
<b>Total</b>			<b>7</b>	<b>8</b>	<b>16</b>		<b>Total</b>			<b>14</b>	<b>6</b>	<b>18</b>	
<b>TOTAL</b>			<b>55</b>	<b>50</b>	<b>96</b>		<b>TOTAL</b>			<b>89</b>	<b>27</b>	<b>97</b>	

**February 5, 2015 Education Council meeting**

**Program Revision – Bachelor of Science in Nursing (Years 1 and 2)**

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the revision to the Bachelor of Science in Nursing Years 1 and 2, as recommended by Education Council and as presented”***

**Program revision**

- Addition of courses
- Admission requirements
- Program description
- Program outline

**Rationale:**

The BSN program is a partnership program with UBCO. OC nursing faculty have worked in collaboration with the School of Nursing at UBCO to revise the nursing program to meet current and future changes in nursing and align the program with the UBCO program.

**Program description:**

Okanagan College (OC), in partnership with the University of British Columbia's Okanagan Campus (UBCO) offers Years one and two of the four-year Bachelor of Science in Nursing (BSN) program offered at UBCO. Both programs are recognized by the College of Registered Nurses of BC (CRNBC).

OC students who successfully complete all courses in Years 1 and 2, according to the requirements listed below, will be granted admission to the BSN program at UBCO to complete the final two years of the program.

Admission to the Nursing program at UBCO cannot be guaranteed for students who take a leave after completing the first two years of the program at Okanagan College.

OC applicants are advised to consult the admissions section of the Academic Calendar for UBC and the program specific admission requirements.

Requirements for transfer to UBCO are:

- A minimum grade of 60% in each nursing course;
- A minimum grade of 60% in each non-nursing course taken as part of the BSN program; and,
- An overall (cumulative) grade average of 65% or greater.
- Students completing BSN Years 1 and 2 with no more than one semester where their GPA is below 65% (but at least 60) who have satisfactorily completed BSN Year 1 & 2 practice courses will be admitted to UBCO and placed on academic probation for BSN Year 3.

It is important for students to note that the curriculum of the nursing program at OC and UBCO is different than the curriculum of the nursing program at UBC's Vancouver Campus. The partnership between OC and UBCO does not provide for direct transfer to UBC's Vancouver Campus.

Following successful completion of the four-year BSN program, graduates are eligible to write the National Council Licensure Examination (NCLEX) - RN and to apply for registration as a Registered Nurse with the College of Registered Nurses of British Columbia (CRNBC).

Upon graduation and application to be a registered nurse, graduates are required to meet the Competencies in the Context of Entry-Level Registered Nurse Practice in British Columbia and the Standards of Practice for Registered Nurses in British Columbia. For students to obtain the Competencies for Entry Level Registered Nursing Practice certain basic skills and abilities are required and it is important that students are aware of these prior to applying for admission to the nursing program. The requirements are called the Requisite Skills and Abilities and can be viewed at <https://crnbc.ca/Standards/Lists/StandardResources/464requisiteskillsabilities.pdf>

### **Program Goals**

Learning outcomes within each course in the BSN program are achieved by the interaction among students, clients, faculty, and practice partners in a process of lifelong learning. At completion of the nursing program, graduates will:

- Practice nursing within a framework of promoting health and healing through the integration of the art and science of nursing within a variety of contexts and with diverse client populations.
- Be accountable practitioners providing care and making decisions based on relationships with others, nursing knowledge, and different ways of knowing.
- Influence the current reality and future of nursing practice and health care at the economic, political, social, environmental and professional levels by anticipating and responding to the changing needs of society.
- Be critically reflective, independent and motivated practitioners with an inquiry approach to lifelong learning.

### **Overview of the Program**

The BSN Program, Years 1 & 2, at Okanagan College offers the same courses as the first two years of the BSN program at UBCO. Beginning in September 2015, OC and UBCO will be phasing in a revised nursing curriculum. During the transitional years in which the new curriculum structure is being phased in, the previous curriculum structure will be phased out, year by year.

Regardless of the year in which students entered the program, graduates of the BSN program must meet the same exit requirements.

In the revised nursing curriculum, each year has two semesters, during which the student takes classroom, lab and practice courses. The courses focus on Nursing, Biology, and English. Students also take one elective course. Practice experiences are an integral part of the nursing program and may be offered at various sites (e.g. hospitals, residential care facilities, and community agencies) throughout the Okanagan Valley. Students are responsible for transportation to various practice sites.

A program outline for BSN Years 1 & 2 beginning in September 2015 is listed below. In the revised curriculum there are 66 required credits in years one and two at OC. The 64 credits required in years three and four at UBCO must be taken at UBCO to meet residency requirements. To view an outline of years three and four of the program, please see the UBCO Calendar. (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,288,848,1003>)  
View the OC Student Guide, Policies & Scope of Practice ([http://www.okanagan.bc.ca//Assets/Departments+\(Education\)/Nursing/BSN+Student+Guide-Scope+2014-15.pdf](http://www.okanagan.bc.ca//Assets/Departments+(Education)/Nursing/BSN+Student+Guide-Scope+2014-15.pdf)) for program and college policies on the College website.

**Admission requirements:**

**NOTE – there is no change to the admission requirements for applicants from secondary school. The change is for Transfer applicants only.**

**Existing:**

**Transfer Applicants**

Applicants should present transfer credit in Biology, Chemistry, English, and Mathematics. If an applicant is not able to fulfill these requirements at the post-secondary level, they must be fulfilled at the secondary school level. Regardless of the number of credits earned, students with unsatisfactory standing or who have been required to withdraw from another post-secondary institution may not be considered for admission. Students who have completed course work, transferable to UBCO, at Okanagan College or another accredited post-secondary institution will be considered for admission. A minimum grade average of 65% is required to be considered for admission.

Depending on the amount of transferable courses the student has taken, the admission average is calculated as follows:

- 0-6 credits taken - admission average based on high school average only
- 7-23 credits taken - admission average based on high school average and college GPA (calculated using all transferable credits taken)
- 24-30 credits taken - admission average based on college GPA (calculated using all transferable credits taken)
- More than 30 credits taken - admission average based on the 30 most recently completed transferable credits

Post-secondary courses that were taken more than 10 years ago may be accepted for admission, but will not be used for transfer credits within the BSN program.

Applicants to the OC BSN program, Years 1 & 2, with prior post-secondary education credits (transferable to UBCO), may not be able to apply these credits towards their nursing degree at UBCO due to UBC's residency requirements. Applicants with transfer credit are advised to consult with Academic Advising at UBCO.

Recommended courses at Okanagan College are:

- BIOL 121/122, BIOL 131/133, BIOL 231/235
- one of ENGL 100, ENGL 150, ENGL 151, ENGL 153
- CHEM 112
- MATH 120

- one three-credit university-transferable course

Once the general admission requirements are met, regular applicants and transfer applicants are ranked in separate categories according to grade average in the required courses. Seats are offered to applicants in rank order beginning with those that have the highest average from each category. The class will have the same proportion of regular and transfer students as the applicant pool. All interim grades must be received by Okanagan College by the last Friday in March at 4 p.m. Failure to submit interim grades will result in cancellation of your application. Because of enrolment limitations, not every qualified applicant will be admitted.

### **Proposed**

#### Transfer Applicants

Applicants applying to the program with university-level course work

Applicants with prior university-level course work will be required to submit three credits of English, Mathematics, and Chemistry and six credits of Biology. Credit at OC which meets these requirements are:

- one of ENGL 100, ENGL 150, ENGL 151, or ENGL 153
- MATH 120
- CHEM 112
- BIOL 121/122, or BIOL 131/133, or BIOL 231/235

Applicants completing and submitting credit from another university or college in B.C. should check the BC Transfer guide to ensure their course work is equivalent to the OC courses listed above. Out of province applicants should submit their transcript to OC as soon as possible to determine transferability. Applicants who are unable to fulfill these university credit requirements must meet these requirements at the secondary school level.

Regardless of the number of credits earned, students with unsatisfactory standing or who have been required to withdraw from another post-secondary institution may not be considered for admission. Students who have completed course work, transferable to UBCO, at Okanagan College or another accredited post-secondary institution will be considered for admission. A minimum grade average of 65% is required to be considered for admission.

Depending on the transferable credits the student has taken, the admission average is calculated as follows:

- 0-6 credits taken - admission average based on high school average only
- 7-23 credits taken - admission average based on high school average and college GPA (calculated using all transferable credits taken)
- 24-30 credits taken - admission average based on college GPA (calculated using all transferable credits taken)
- More than 30 credits taken - admission average based on the 30 most recently completed transferable credits

Post-secondary courses that were taken more than 10 years ago may be accepted for admission, but will not be used for transfer credits within the BSN program.

Applicants to the OC BSN program, Years one and two, with prior post-secondary education credits (transferable to UBCO), may not be able to apply these credits towards their nursing degree at UBCO due to UBCO's residency requirements. Applicants with transfer credit are advised to consult with Academic Advising at UBCO.

Once the general admission requirements are met, regular applicants and transfer applicants are ranked in separate categories according to grade average in the required courses. Seats are offered to applicants in rank order beginning with those that have the highest average from each category. The class will have the same proportion of regular and transfer students as the applicant pool. All interim grades must be received by Okanagan College by the last Friday in March at 4 p.m. Failure to submit interim grades will result in cancellation of your application.

Because of enrolment limitations, not every qualified applicant will be admitted.

**March 5, 2015 Education Council meeting**

**Program Revision – Bachelor of Business Administration – Accounting Specialty**

**Recommended Motion:**

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

**Program revision**

- Addition of courses
- Deletion of courses

**Rationale:**

The three separate accounting bodies in Canada are in the process of merging into a single body, namely the Chartered Professional Accountants (CPA). This new body has worked to merge and revise the educational requirements for accounting students. This information is contained in the CPA Canada Competency Map which has been distributed to all post-secondary educational institutions. To maintain our accreditation with CPA Canada we must meet the requirements of this new competency map.

The new competency map significantly increased the content to be delivered at an undergraduate level for assurance (audit). An attempt was made to add the additional content to the exiting course BUAD 364 Internal Control and Audit. However, the contact hours were not sufficient and students struggled with understanding core concepts. Unsolicited comments from students suggested the course moved too fast (as we must cover two chapters of material every week). In addition, these students suggested that the course did not allow them to practice the material enough to solidify the concepts.

Some students continued onto BUAD 420 Audit Practice Set which is offered in the following term and is an elective course. BUAD 420 allows students to practice the audit concepts in a comprehensive audit case format using industry accepted auditing software. Often these students would comment that they understood the core concepts better after taking BUAD 420. The new competency map does not require the material in BUAD 420 however, in our experience the hands on nature of this course provides valuable skills to students.

To address these issues, we would like to replace BUAD 364 and BUAD 420 with two new courses. Incorporating all the competencies required by CPA Canada and the hands-on experience of BUAD 420. BUAD 363 will focus on audit planning and BUAD 463 will focus on audit execution. Both courses will use an in-house developed comprehensive audit case which will allow students to practice the material in the same week as the theoretical concepts are discussed. This should solidify the theoretical concepts and improve the students understanding of the material. We believe this will improve the student learning experience. In addition, it will better prepare our students with the rigor found in the CPA Professional Education Program (PEP) and accelerate the student's development as a professional within the accounting industry.

**Under the heading “Plus four of:”**

**Course additions:**

- BUAD 363 – Audit Planning
- BUAD 463 – Internal Control & Auditing

**Course deletions:**

- BUAD 364 – Internal Control & Audit

- BUAD 420 – Audit Practice Set

**Proposed date of implementation:** September 2015

<b>Program Revision – Post –Baccalaureate Diploma in Accounting</b>
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**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the revision to the Post-Baccalaureate Diploma in Accounting, as recommended by Education Council and as presented”***

**Program revision**

- Addition of courses
- Deletion of courses
- Graduation requirements
- Program description

**Rationale:**

1. Revise the graduation requirements to be consistent with other BUAD programs being revised.
2. The three separate accounting bodies in Canada are in the process of merging into a single body, namely the Chartered Professional Accountants (CPA). This new body has worked to merge and revise the educational requirements for accounting students. This information is contained in the CPA Canada Competency Map which has been distributed to all post-secondary educational institutions. To maintain our accreditation with CPA Canada we must meet the requirements of this new competency map.

The new competency map significantly increased the content to be delivered at an undergraduate level for assurance (audit). An attempt was made to add the additional content to the exiting course BUAD 364 Internal Control and Audit. However, the contact hours were not sufficient and students struggled with understanding core concepts. Unsolicited comments from students suggested the course moved too fast (as we must cover two chapters of material every week). In addition, these students suggested that the course did not allow them to practice the material enough to solidify the concepts.

Some students continued onto BUAD 420 Audit Practice Set which is offered in the following term and is an elective course. BUAD 420 allows students to practice the audit concepts in a comprehensive audit case format using industry accepted auditing software. Often these students would comment that they understood the core concepts better after taking BUAD 420. The new competency map does not require the material in BUAD 420 however, in our experience the hands on nature of this course provides valuable skills to students.

To address these issues, we would like to replace BUAD 364 and BUAD 420 with two new courses. Incorporating all the competencies required by CPA Canada and the hands-on experience of BUAD 420. BUAD 363 will focus on audit planning and BUAD 463 will focus on audit execution. Both courses will use an in-house developed comprehensive audit case which will allow students to practice the material in the same week as the theoretical concepts are discussed. This should solidify the theoretical concepts and improve the students understanding of the material. We believe this will improve the student learning experience. In addition, it will better prepare our students with the rigor found in the CPA Professional Education Program (PEP) and accelerate the student's development as a professional within the accounting industry.

**Program description:**

**Existing:**

This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 18 courses required as prerequisites to the CPA Professional Education program and 2 electives to be chosen by the student.

**Proposed**

This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 19 courses required as prerequisites to the CPA Professional Education Program and 1 elective.

**Course additions to Semester III and Semester IV respectively:**

- BUAD 363 – Audit Planning
- BUAD 463 – Internal Control & Auditing

**Course deletions from Semester III and Semester IV respectively:**

- BUAD 364 – Internal Control & Audit
- BUAD 420 – Audit Practice Set

**Graduation requirements:**

**Existing:**

Completion of 60 credits in the program and a minimum graduating grade average of 60% to be eligible for the Post-Baccalaureate Diploma in Accounting.

**Proposed:**

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

**Proposed date of implementation:** September 2015

<b>Program Revision – Medical Office Assistant Certificate</b>
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**Recommended Motion:**

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

**Program revision**

- Other – update to MOA 01 Medical Terminology

**Rationale:**

The revision to the Medical Office Assistant Certificate consists of an updated course description and learning outcomes for MOA 01 (Medical Terminology) which reflect the changes made to this course in the Nursing Unit Assistant Certificate.

**Course description:**

**Existing**

**MOA 01 Medical Terminology - 72 Hours**

This course is designed to introduce students to human anatomy, including the ten major body systems. Students will learn basic word structure, prefixes, suffixes, terms pertaining to the body as a whole, and those related to general body systems. Abbreviations, an overview of basic medical terminology with an emphasis on the roots of complex terms and symbols, will also be covered.

**Proposed  
MOA 01 Medical Terminology - 72  
Hours**

This course introduces learners to medical terminology focusing on accurate spelling and pronunciation of terms. Learners build knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots, and combining vowels. Learners practice using anatomical, physiological, and pathological terminology as it relates to the body systems.

**Rationale**

This course is offered in both the Nursing Unit Assistant (NUA) and Medical Office Assistant (MOA) certificate programs. Both NUA and MOA students take this course at the same time and then they continue with either the NUA or MOA certificate. The course description and learning outcomes are updated to accommodate both streams of training. The NUA students will cover the topics in more depth compared to the MOA students. For example: NUA's work closely with patient charts, hospital departments, doctors, nurses, and other hospital professionals. MOA's keep the medical office running smoothly, booking appointments, stocking examining rooms, cleaning equipment, setting up examining trays, and assisting the doctor with patient examinations.

**Proposed date of implementation:** June 2015

**Costs:** n/a

<b>Program Revision – Nursing Unit Assistant Certificate</b>
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**Recommended Motion:**

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

**Program revision**

- Addition of courses
- Admission requirements
- Deletion of courses
- Graduation requirements
- Program description
- Program outline

**Rationale:**

The Nursing Unit Assistant (NUA) certificate program is reviewed annually by an AdHoc Review Committee (ARC) to ensure that it continues to meet student needs and industry standards for successful employment of our graduates. The ARC included past students and the primary student practicum site and employer, Interior Health Authority (IHA).

The key findings of the consultation resulted in revisions of course names, course descriptions, course hours, and learning outcomes throughout the certificate. The ARC advised that the role of a NUA has evolved and the resulting course changes include:

- MOA 01 (Medical Terminology) Updated course description and learning outcomes. This course is also part of the Medical Office Assistant Certificate so there is no change to this subject code.
- NUC 01 (Communication Skills for Nursing Unit Clerks) to NUA 100 (Communication Skills for Nursing Unit Assistants). Updated subject code, course name, course description, and learning outcomes.
- NUC 02 (Patient Chart Records) to NUA 110. Updated subject code, course description, and learning outcomes.



- NUC 03 (Admissions, Transfers, and Discharges) to NUA 120. Updated subject code, course description, and learning outcomes.
- NUC 04 (Pharmacology I) to NUA 130 (Pharmacology). Updated subject code, course name, course description, and learning outcomes.
- NUC 05 (Processing Medication Orders) to NUA 140. Updated subject code, course description, and learning outcomes.
- NUC 06 (Processing Laboratory Orders I) to NUA 150 (Processing Laboratory Orders). Updated subject code, course name, course description, learning outcomes, and added an additional 20 hours which is the result of merging with NUC 07.
- NUC 07 (Processing Laboratory Orders). Delete this course and merge course content and 20 hours with NUA 150. Ten hours from this course are added to the practicum (NUA 180).
- NUC 08 (Processing Diagnostic Orders) to NUA 160. Updated subject code, course description, and learning outcomes.
- NUC 09 (Processing Surgical and Treatment Orders) to NUA 170 (Processing Interventional Orders). Updated subject code, course name, course description, and learning outcomes.
- NUC 21 (Practicum) to NUA 180. Updated subject code, hours 100 to 125 (ten hours come from old NUA 07), course description, learning outcomes, and prerequisites (to reflect the subject code changes).
- The current program hours, 424, increase to 439 (an addition of 15 hours).

Further revisions include minor changes of clarification to the admission requirements. The subject codes of the certificate NUC courses have been changed to better reflect the name of the certificate. The program description was revised to reflect the changes to the certificate.

**Admission requirements:**

**Existing:**

- BC Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of English 12, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable.
- A minimum grade of 60% in Computer Fundamentals or equivalent as approved by the department head.
- Successful completion of a Standard First Aid and CPR Level C course no more than 12 months before admission. Document proof required.
- Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive).
- Keyboarding speed of 50 net wpm.
- 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:**

- BC secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples, or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult

Basic Education English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

- A minimum grade of 60% in Okanagan College's Continuing Studies' Computer Fundamentals or the Okanagan College's Continuing Studies' Computer Fundamentals challenge test.
- Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive).
- Keyboarding speed of 50 net wpm.
- 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.

**Reason:**

- **English Requirement:** Add `English 12 First Peoples' to keep the wording in line with OC's.
- **Computer Fundamentals Requirement:** Update wording to be in line with other CS Certificates' wording for this admission requirement.
- **Remove First Aid Requirement:** This is not required for training or employment.

**Graduation requirements:**

**Existing:**

Students must complete the ten core courses with a minimum passing grade of 60% on each course and receive a pass on NUC 21 (Practicum).

**Proposed:**

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

**Reason:**

The increase in the graduation requirements will bring the NUA Certificate graduation requirements in line with all other health-related CS certificate programs. For example: Medical Device Reprocessing Certificate, Medical Office Assistant Certificate, and the Staffing Services Clerk Certificate.

**Deletion of courses:**

NUC 01, NUC 02, NUC 03, NUC 04, NUC 05, NUC 06, NUC 07, NUC 08, NUC 09, NUC 21

**Program description:**

The Nursing Unit Assistant is a key member of the healthcare team, has frequent contact with nursing and medical staff, and performs a wide range of clerical duties related to the operation of a patient/resident care facility.

This 439-hour Nursing Unit Assistant Certificate program focuses on the theory and application skills of the various roles and responsibilities of a Nursing Unit Assistant through classroom demonstrations and a 125-hour supervised practicum at accredited facilities. Topics include: medical terminology and abbreviations, coordinating patient/resident appointments, transcribing and processing physicians' orders, communicating with other healthcare departments and hospitals, assembling/maintaining patient/resident charts, performing keyboarding and data-entry responsibilities, arranging patient/resident tests and receiving results, telephone answering, and receiving and directing visitors.

**Program outline:**

<b>Course code</b>	<b>Existing course title</b>	<b>Hours</b>	<b>Course code</b>	<b>Proposed course title</b>	<b>Hours</b>
MOA 01	Medical Terminology	72	MOA 01	Medical Terminology	72
NUC 01	Communication Skills for Nursing Units Clerks	21	NUA 100	Communication Skills for Nursing Unit Assistants	21
NUC 02	Patient Chart Records	15	NUA 110	Patient Chart Records	15
NUC 03	Admissions, Transfers, and Discharges	21	NUA 120	Admissions, Transfers, and Discharges	21
NUC 04	Pharmacology 1	30	NUA 130	Pharmacology	30
NUC 05	Processing Medication Orders	30	NUA 140	Processing Medication Orders	30
NUC 06	Processing Laboratory Orders I	30	NUA 150	Processing Laboratory Orders	50
NUC 07	Processing Laboratory Orders II	30			
NUC 08	Processing Diagnostic Orders	30	NUA 160	Processing Diagnostic Orders	30
NUC 09	Processing Surgical and Treatment Orders	45	NUA 170	Processing Interventional Orders	45
NUC 21	Practicum	100	NUA 180	Practicum	125
	<b>Total hours</b>	<b>424</b>		<b>Total hours</b>	<b>439</b>

## Revised 2015 Meeting Dates Okanagan College Board of Governors

Month	Committee Meetings <i>all meetings are in Kelowna</i>	Board Meeting	Location of Board Meeting
January	January 13	January 27	Central Okanagan
February	no meeting	no meeting	no meeting
March	March 17	March 31	North Okanagan
April	April 28	No meeting	Central Okanagan
May	May 12	May 19	Central Okanagan
June	June 16	June 30	Central Okanagan
July	no meeting	no meeting	no meeting
August	no meeting	no meeting	no meeting
September	September 15	September 29	Central Okanagan
October	October 13	October 27 <i>Retreat- In Camera Session</i>	South Okanagan
November	November 10	November 24	Central Okanagan
December	no meeting	no meeting	no meeting

*Board meetings are normally the last Tuesday of the month with the exception of May.*

Colleges and Institutes Canada Conference (formerly ACCC) is in Winnipeg, MB May 24<sup>th</sup>-26<sup>th</sup>, 2015

Committee Meetings:

**Executive** will meet every month unless otherwise notified.

**Finance, Audit and Risk Review** will meet: March, May (Audit), June, September, and November.

**Campus Planning** will meet as needed

**Human Resources** will meet in April and November

**Governance** will meet in ~~April~~, May, September, and November

**PRC** will meet in April and November