

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

**Tuesday, March 31, 2015, 1 p.m.
Room E102/103, Vernon Campus**

Members Present: T. Styffe (Chair)
C. Denesiuk
C. Derickson
W. Favro
C. Gerbrandt
J. Hamilton (President)
S. Johal
S. Lupul
J. Maciel
D. Manning
B. McGowan
C. Mitchell
L. Thurnheer

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Observers: R. Vilene (BCGEU Support Staff)
T. Walters (OCFA) *arrived at 1:15, left at 2:40 p.m.*

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

Guests: J. Lister, Students OCSU (*left at 2:15 p.m.*)

There being a quorum present, the Chair called the meeting to order at 1 p.m.

1. APPROVAL OF AGENDA

Motion: C. Denesiuk/D. Manning

"BE IT RESOLVED THAT the March 31, 2015, OC Board open session meeting agenda is approved".

The motions in section 6.1 were revised as to order of approval.

MOTION CARRIED AS AMENDED

2. DECLARATION OF CONFLICT

No conflicts were declared.



**BOARD OF GOVERNORS
REGULAR MEETING
May 19, 2015; 12:30 p.m.
Room S103B, Kelowna Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the May 19, 2015 OC Board open session meeting agenda is approved".</i>		12:30 p.m.
2 DECLARATION OF CONFLICT		
3 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>		
3.1 MINUTES – March 31, 2015	A	
3.2 WRITTEN REPORTS		
3.2.1 President's Report (J. Hamilton)	B	
3.2.2 Education Council Report	C	
3.3 INFORMATION		
3.3.1 FTE Report (A. Coyle)	D	
4 BUSINESS ARISING FROM THE MINUTES		
5 PRESENTATIONS/DELEGATIONS		
5.1 Regional Dean Report (H. Schneider)	E	12:35 p.m.
6 NEW BUSINESS/RESOLUTIONS		
6.1 Finance, Audit and Risk Review Committee (B. McGowan)		12:50 p.m.
6.1.1 Audited Financial Statements – Report from In Camera		
6.1.2 Banking Agreement	F	1:00 p.m.
<u>Recommended Motion</u> <i>"BE IT RESOLVED that the Okanagan College Board of Governors approve an extension to the banking agreement with</i>		

TD Canada Trust for one year with four one-year renewals as recommended by the Finance, Audit and Risk Review Committee and as presented here”

6.1.3 Line of Credit G 1:05 p.m.
Recommended Motion

“BE IT RESOLVED that the Okanagan College Board of Governors approve a Line of Credit with TD Canada Trust in the amount of \$1 million as recommended by the Finance, Audit and Risk Review Committee and as presented here”

6.2 Education Council (A. Hay) H 1:10 p.m.

6.2.1 Program Approvals

Recommended Motions:

“BE IT RESOLVED THAT the Board approve the revision to the Metal Fabricator (fitter) Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the new program Automotive Collision Repair Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the new program Occupational Health and Safety Certificate, as recommended by Education Council and as presented”

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

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

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

“BE IT RESOLVED THAT the Board approve the revision to the Business Studies Certificate (all options), as recommended by Education Council and as presented”

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

“BE IT RESOLVED THAT the Board approve the revision to the Business Administration Diploma (all options), as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Post-Diploma Certificate in Business Administration, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Pathway to Professional Accounting, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Human Kinetics Pathway to the BBA, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the to the Bridging Program into the BBA – Associate of Arts Bridge, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the to the Bridging Program into the BBA – Technology and CIS Bridge, as recommended by Education Council and as presented”

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

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

“BE IT RESOLVED THAT the Board approve the new program Post-Baccalaureate Diploma in Marketing, as recommended by Education Council and as presented”

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

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

“BE IT RESOLVED THAT the Board approve the new program Accounting/Bookkeeping Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Teaching English as a Second Language Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the English for Academic Purposes Certificate, as recommended by Education Council and as presented”

7 VERBAL REPORTS

- 7.1 Board Chair Report (T. Styffe)
- 7.2 President’s Report (J. Hamilton)
- 7.3 Governance Chair Report (L. Thurnheer)
- 7.3.1 Reports from Association of Governing Boards (T. Styffe, L.

1:20 p.m.

OC Board of Governors
Open Session Meeting AGENDA
Room S103B, Kelowna Campus, May 19, 2015

7.4 Thurnheer, S. Johal)
Finance Committee Chair Report (B. McGowan)

8 INFORMATION

9 TOPICS FOR NEXT MEETING

10 OTHER BUSINESS

11 FOR THE GOOD OF THE INSTITUTION

12 DATE OF NEXT MEETING June 30, 2015, Kelowna Campus

13 ADJOURNMENT

1:45 p.m.

**Consent Agenda Resolutions
Attachment A**

Item 3.1

Recommended Motion

“BE IT RESOLVED THAT the March 31, 2015, open session minutes be approved.”

3. CONSENT AGENDA

Items Approved:

Motion: C. Gerbrandt/S. Lupul

“BE IT RESOLVED THAT the January 27, 2015, Open Session minutes were approved.”

“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”.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. PRESENTATION/DELEGATIONS

5.1 Regional Dean Report (J. Lister)

Although there has been an over expenditure on the track project, all is on schedule and showers will be added to the building once funding is secured for this component. The Grand Opening will be in July.

The Demonstration Garden has been worked on for four years; this is an investment from the community and it will continue to be used for programming purposes as well as there is a lease with Young Farmers. A grant has been awarded from the Okanagan Water Board to upgrade the irrigation and the Regional Dean will continue to work with the community on sustainable practices.

The third annual John Lent Prose Award is the focus of the Kalamalka Press. This will be made available to the Board once complete.

With regard to enrolment, head count is up at the Vernon Campus with trades and vocational being heavily subscribed to. The Regional Dean is working on a concept to offer a rotating trades program in Vernon. An area has been identified on campus for a Trades facility, this has been included in the Master Capital Plan.

There will be a presentation of natural playgrounds at the reception later today. This is a project the Regional Dean has been working on in conjunction with the Director of Learning and Teaching.

The District is experiencing declining registration in the schools, the campus is hosting an information session tonight. This decline is expected to level out in three to four years as registrations in primary schools are increasing.

T. Walters arrived at 1:15 p.m.

5.2 Student Presentation re: Tuition

5.2.1 Okanagan College Student Union. ¹ Presentation was given by Chelsea Gritsch.

Board members noted that they share the students' concerns with regard to access.

Questions included:

- A Board member asked for more information with regard to the statistics used in the presentation and requested more information with regard to the costs associated with attending the College.

¹ Presentation is posted on Board MyOkanagan website under Board/2015/Presentations

- It was noted that a large majority of the students take longer to complete their credential as they do not attend full time. This has occurred in the last two years and the data has not been compiled yet as this is a recent trend;
- It was noted that the comments with regard to regulations around bursaries needs to be looked into further.

Motion: D. Manning/C. Denesiuk

“BE IT RESOLVED THAT the Okanagan College Board of Governors direct administration to consult with OCSU and VSA to review the rules and regulations associated with scholarships and bursaries at Okanagan College and identify possible improvements”

MOTION CARRIED

5.2.2 Vernon Student Association. Representatives were unable to attend but sent the following statement by email:

“It was decided by student council last night at the student council meeting that, based upon the updated details of the budget that were provided by Roy, Jim and Allan last Thursday, the VSAOC really has nothing to contribute to the BOG decision today regarding tuition. While the VSAOC contends that all increases in tuition and fees negatively impact students and student accessibility to post-secondary education, the student council is pleased to see that OC has deferred the implementation of ABE tuition until the 2016/2017 academic year. The decision to increase tuition by the provincially legislated maximum of 2% was anticipated, and the student council is pleased that there are no planned program reductions or cuts”.

6. NEW BUSINESS/RESOLUTIONS

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

6.1.1 Okanagan College Budget 2015/16

a) Comments from Education Council (A. Hay)

The Acting Chair of Education Council was unavailable to attend the meeting, however the following comments were provided by the VP, Education:

“Education Council reviewed the draft Budget as presented by VP Roy Daykin at the March 23, 2015 meeting of Education Council. The budget was generally well received. Comments or questions were made regarding the magnitude of the contingency within the Budget, the importance of continuing to maintain current course and program offerings at each campus, and concern regarding the Government’s direction regarding tuition. Education Council asked that these comments be relayed to the Board, and moved to receive the Budget as presented.”

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

The Board attended a budget workshop in January, and the Finance, Audit and Risk Review Committee has met a number of times since then.

6.1.2 Tuition Recommendation 2015/16

Motion: B. McGowan/D. Manning

“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”

A Board member questioned if the 1% for domestic tuition and the 5% for international tuition had been considered (as recommended in the student presentation). The VP, Finance, stated that the numbers have been analyzed following the 8% increase to international tuition last year and the advice from the

Director of International Education was that a 2% increase would be recommended. Last year's 8% increase created a balance between domestic and international tuitions.

The OCFA representative noted that the OCFA has been lobbying government on behalf of the students and offered their assistance to administration to find alternative solutions to raising the cost of tuition. He raised a concern that consultation does not occur early enough in the budget planning process. He recommended not adopting the 2% increase.

MOTION CARRIED
1 opposed

6.1.3 International Tuition

Motion: B. McGowan/C. Derickson

"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"

MOTION CARRIED

6.1.4 Budget

Motion: B. McGowan/S. Johal

"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"

The unit plan process begins in the fall with the individual unit managers. They meet with the VPs in January and February and set out their short and long term priorities, the budget is then developed. Consultations occur with the employee groups and student union/association part way through the process to update them. Further consultation could occur at the department level earlier in the process. Administration committed to review this to improve the process prior to the 2016/17 budget year.

The Chair asked the OCFA representative to send the Board a letter outlining their suggestions; this will be taken to the Finance Committee for review.

MOTION CARRIED

6.1.5 ABE/ESL Tuition

Amended Motion: B. McGowan/D. Manning

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

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

A Board member noted that it is imperative to ensure that barriers to education are not created with the implementation of these fees.

Administration is taking direction from the Finance Committee in this motion, it is part of the College's mandate and strategic plan to not reduce access. Research and consultation will occur with the students so that all issues are considered.

MOTION CARRIED
1 Abstained

Students left at 2:15 p.m.

6.2 ITA Training Plan (A. Hay)

The Industry Training Authority funds most, if not all, of the Foundation level trades programs.

Motion: C. Gerbrandt/L. Thurnheer

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

MOTION CARRIED

6.3 Annual Programming Plan (A. Hay)

The ITA Training Plan is embedded in the Annual Programming Plan. This Plan outlines all the training that OC is planning on offering. This includes the programming that will remain unchanged as well as the programming that is undergoing change as well as discontinued programming. New initiatives are also noted. This is developed in conjunction with the regional and program deans.

Motion: S. Lupul/C. Denesiuk

"BE IT RESOLVED that the Okanagan College Board of Governors approve the Annual Programming Plan 2015/16 as recommended".

Questions with regard to Art X were addressed.

A member asked for information on aboriginal programming offered by Continuing Studies.

MOTION CARRIED

6.4 Education Council Submission (A. Hay)

6.4.1 Program Approvals

Motions: C. Denesiuk/C. Gerbrandt

"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”

It was noted that it is not unusual for a program (such as the SCMT Diploma) to require changes after the first year of offering. This will now be offered for the second year.

The BBA change is the result of three accounting bodies becoming one single body; and the Nursing Unit Assistant Certificate changes are to keep the program current.

T. Walters left at 2:40 p.m.

MOTIONS CARRIED

6.5 Revised 2015 Meeting Schedule

Motion; B. McGowan/J. Maciel

“BE IT RESOLVED that the Okanagan College Board of Governors approve the revised 2015 Board Meeting Schedule as recommended”.

MOTION CARRIED

7. VERBAL REPORTS

7.1 Board Chair Report (T. Styffe)

A number of events were attended: Business Reception, Trades Funding Announcement and a Minister’s visit in February, to name a few.

7.2 President’s Report (J. Hamilton)

The President acknowledged L. Thurnheer and R. Miller for the outstanding coaching they did that led the OC students to place first at the HR competition at Thompson Rivers University.

To celebrate student ambassadors, the President hosts an annual dinner to honour the students and their coaches. This event has grown from 38 to 108 students in just a few years.

8. INFORMATION

There is a community reception in the Vernon cafeteria at 4 p.m. after the Board meeting.

9. TOPICS FOR NEXT MEETING

Aboriginal programs offered by Continuing Studies.

10. OTHER BUSINESS

11. FOR THE GOOD OF THE INSTITUTION

12. DATE OF NEXT MEETING: May 19, 2015, Kelowna Campus

13. ADJOURNMENT

Motion to adjourn: C. Gerbrandt/B. McGowan

MOTION CARRIED

The meeting adjourned at 2:55 p.m.



President's Report To Board

May 2015

Engagement

- On May 1st over 90 students from 15 high schools throughout the region participated the 25th Annual Math contest which was held on the Kelowna Campus. The retirement of Professor Clint Lee, who has been instrumental in the success of the competition, was celebrated at the event.

Learning and Teaching

- The annual SkillsBC competition took place in April and once again Okanagan College students received medals in a number of events:
 - Plumbing - Nathan Schulte placed first
 - Automotive Service Technician – Ethan Delichte placed first and Maxwell Anderson place third
 - Automotive Collision repair – Daniel Forbes placed second
 - Aerospace Technology – Samantha Wardrop placed third
 - Cabinetmaking – Nathan Barh placed third

Nathan and Ethan will compete in the National Competition at the end of May.

- On May 13th we held our fourth annual Employee Excellence Awards ceremony. The awards are an opportunity for employees to socialize and show support for their peers. Recipients came from all four regions and were as follows:
 - Strong Start Award – Amanda Pope (Accessibility Services)
 - Scholarly Activity Award – Tim Walters (English)
 - Service Excellence Award (Individual) – Karen Friesen (Library)
 - Service Excellence Award (Team) – Rotating Trades Support Team (Trades)
 - Innovation Award – Bernard Casavant (Culinary Arts)
 - Leadership Award – Kathy Butler (Foundation and Alumni)
 - Key Directions Award – Corey Bransfield (Auto Mechanics)
 - Teaching Excellence Award (three awarded) – Corey Bell (Audio Engineering and Music Production), Doug Birtwistle (Mathematics & Statistics) and Howard Hisdal (History)
 - Career Achievement Award – Michael Douglas (Human Service Work)
- The College's Project Management program has received a designation as a Registered Education Provider for the Project Management Institute, the world's largest project management member association.
- Dr. Alix Hawley's first novel, **All True Not A Lie in It**, is a finalist for the Amazon.ca First Novel Award. Winners will be announced on May 21st.

Student Transition

- The Okanagan College Alumni Association has announced that Sareena Sharma Nickoli will be awarded the 2015 Distinguished Alumni Award and that John Perrott will receive the Young Alumni Award. The awards recognise the exceptional contributions these two alum have made to their communities. The official ceremony occurs on October 15th.
- On April 1st Continuing Studies launched Sophie, a virtual super cyber student who provides tips to help distance education students succeed in their online courses.

Collaboration and Partnership

- More than 100 Grade 10, 11 & 12 students received career advice and encouragement from members of various Salmon Arm Rotary Clubs at the annual career mentoring day held on April 23rd on the Salmon Arm Campus. The event was jointly organised by Okanagan College, local Rotary Clubs, the North Okanagan Shuswap School District and WorkBC.
- Almost 300 community members packed the Salmar Classic Theatre in Salmon Arm to hear a dozen budding entrepreneur teams pitch their business ideas for the third annual Shuswap Launch-a-Preneur event organised by Enactus. The winning pitch was made by Shawn Greek from Apollo Auto Centre, which will open this summer.

Sustainability

- The inaugural International Development Night was hosted at the Kelowna Campus on April 8th. It was an opportunity for the general public and students to explore issues facing developing countries and to hear from individuals and organisations in our community who are making a global impact.
- Second-year students Mike Kerkovius and Graeme Berber presented at the recent Okanagan Water Research Splashdown event held at UBCO. The event highlighted advances made in water research and included presentations from faculty, post-doc and graduate student. Mike and Graeme received an honorable mention from the judges for their presentation titled "The relationship between precipitation and the magnetic susceptibility of soils in the Okanagan Valley".

**Education Council
Report to the Board
May 2015**

April 9, 2015, Education Council meeting

Candidates approved for Graduation

Program	# of Students
Culinary Arts Certificate February 11, 2014 – February 6, 2015	6
Electrician Pre-apprenticeship Certificate (Kelowna) Sept 30/14 – Mar 27/15	14
Electrician Pre-apprenticeship Certificate (Penticton) Sept 22/14 – Mar 20/15	15
Heavy Mechanical Foundation Certificate – June 16/14 – Mar 20/15	14
Recreation Vehicle Service Technician Sept 2/14 – Mar 27, 15	5
Welder Foundation Certificate (Kelowna) Sept 2/14 – Mar 27/15	14
Total	68



Submission of Information from Senior Staff to the Board of Governors

Report Title:	FTE Report
Date:	May 15, 2015
Background Information: Information could include: <ul style="list-style-type: none">• Purpose• History• Other relevant information	Updated information
Action Required: <ul style="list-style-type: none">• For consultation• For information• For approval (including resolution)	No action required.
Comments from the President:	None required.
Report prepared and supported by:	Allan Coyle, Director, Public Affairs

*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

2015

2014-15 FTE Report

Draft 5

OKANAGAN COLLEGE 2014-15 FTE REPORT AND 10-YEAR TREND
JAN O'BRIEN

2014-15 FTE Report

Background information on FTE reporting over the last 10 years is available in an appendix.

Achieving Targets

This report is based on Draft 5 of the FTE report from May 11, 2015 and this is the last draft before submission to the Ministry of Advanced Education on May 15.

In 2014-15, Okanagan College achieved 105 per cent of its AVED target overall; it achieved 100 per cent of its Skills Gap Plan targets, and Base funded target overall. Individual programming area targets were met with the exceptions of Home Care Assistant (HCA) target (79 per cent of target) and Developmental target (98 per cent of target).

SUMMARY	FTEs		AVED Utilization
	Target	Actual	
NURS	48	50	103%
NLPN	86	145	169%
NHCA	170	134	79%
HLTH	105	198	188%
DEV	984	960	98%
AVED Other	3,358	3,518	105%
All Health	409	525	129%
TOTAL AVED	4,751	5,004	105%

As well, based on 80 per cent of the ITA Training Plan, the College is expected to achieve over 100 per cent of the ITA funded activity. Please note that these notional "targets" from AVED will be updated later in the year. These ITA targets are also under review.

(ITA funded)	Target FTEs	Actual FTEs	Estimated Utilization
ITA Foundation		391.7	
Apprenticeship Technical Training		1,723.6	
ITA Sub-total	2,017.6	2,115.4	105%
TOTAL College	6,751	7,119.8	105%

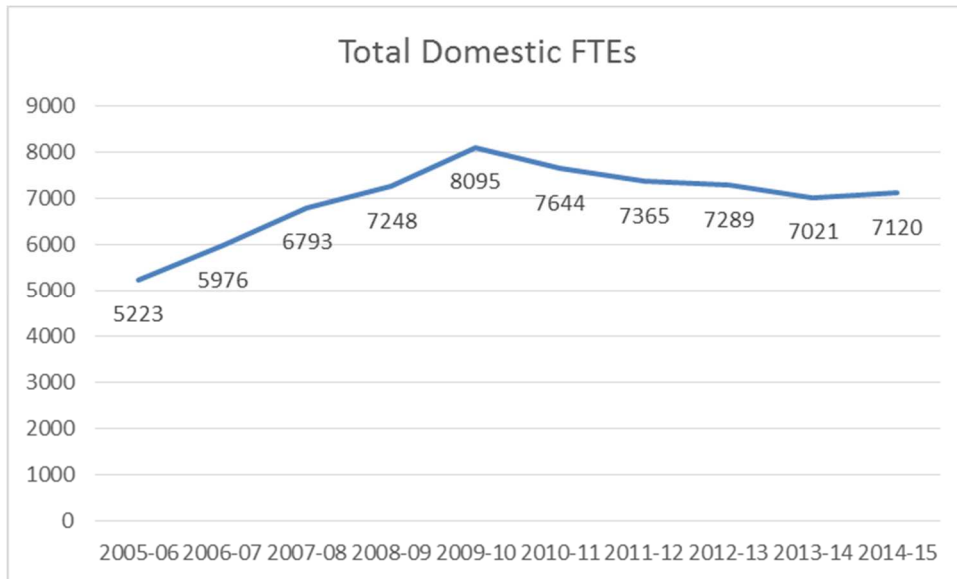
See the attachments for the FTE reports by Program and the Ministry FTE Report (blue sheet) for complete reporting.

Two recently added items appear on the blue sheet this year but do not have targets attached to them. The College achieved 433.6 international student FTEs, and 16.3 BC Campus FTEs. The international student numbers will inform the Ministry on their progress towards achieving the International Education Strategy target of increasing international students by about 14,000 in public post-secondary by 2015-16 (see http://www.aved.gov.bc.ca/internationaleducation/forms/InternationalEducationStrategy_WEB.PDF, pages 13, 14). This is also articulated in the Ministry of Advanced Education's 2015/16 – 2017/18 Service

Plan on pages 10 and 11: Goal 2, Objective 2.1: “Increase international participation throughout our education system” with performance measure 4 reflecting the strategy noted above.

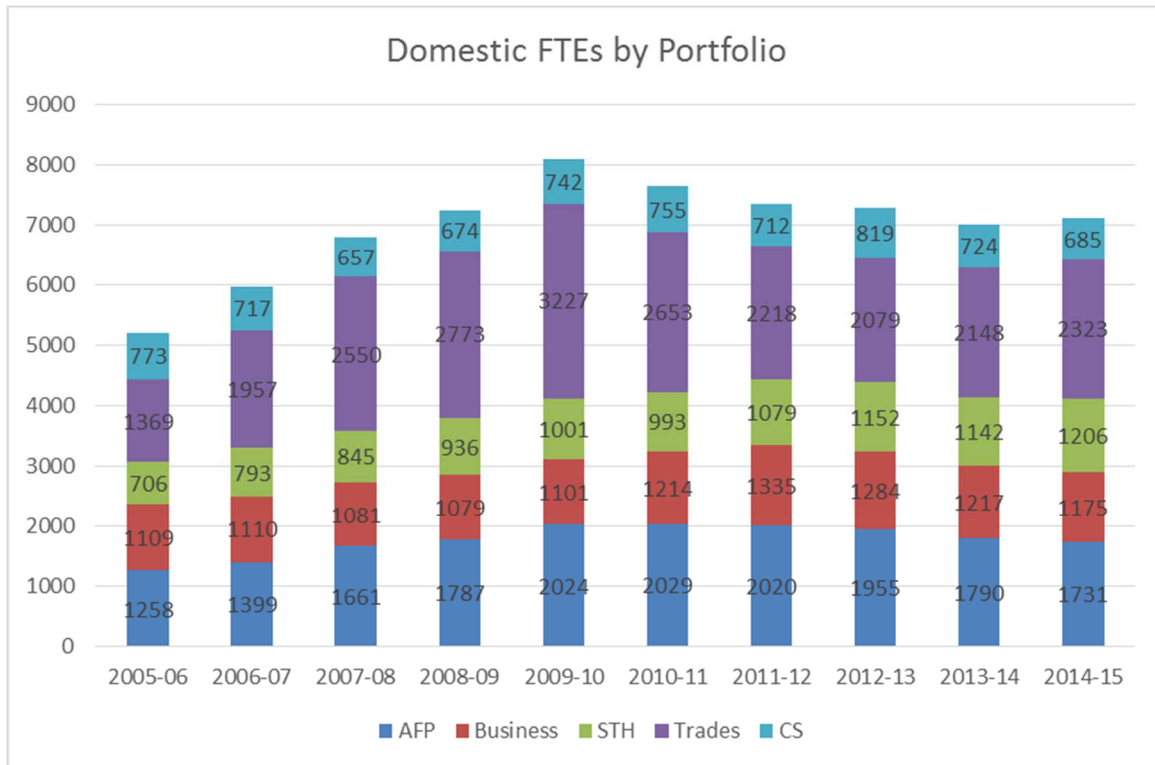
BC Campus is a collaborative venture with several post-secondary institutions. BC Campus coordinates the delivery of two online programs: Applied Business Technology (ABT) and Information and Communications Technology (ICT). The total system FTEs for BC Campus activity is just below 300 in 2014-15. Okanagan College participates in delivering ABT programming only; this delivery is reported in the Office Administration section of the FTE report. There is renewed interest in improved reporting of the BC Campus FTEs as several institutions are counting this activity towards their Skills Gap targets.

FTEs over Time and by Program Area

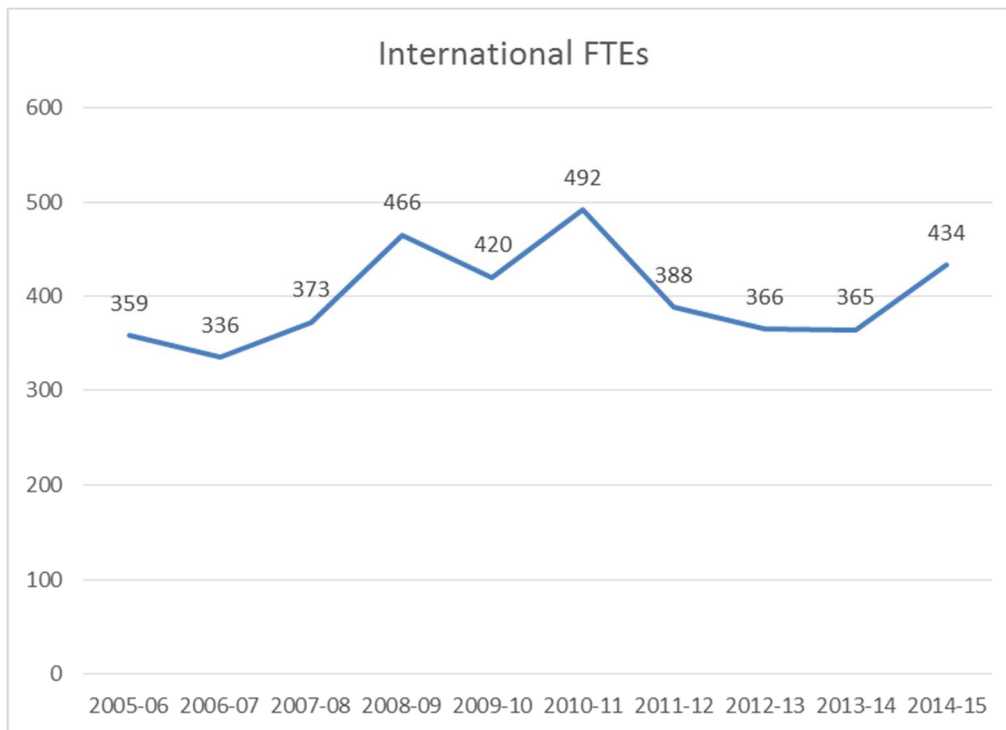


Enrolment by programming areas is affected by several factors including Grade 12 enrolment, transition rates from Grade 12, size of different population cohorts, the economy and unemployment rate, government funding, etc. The programming areas are not all affected the same way or by the same factors. For example, university transfer programming has historically been related to Grade 12 enrolment and transition, whereas Apprenticeship enrolment may be more affected by the economy. And there are institutional factors such as recruiting and marketing efforts, program offerings, etc., that affect enrolment. As demonstrated in the chart below, FTEs by program area do not all necessarily react to the same factors; while one area may be down, another area is growing.

FTEs at the College have gone up slightly from 2013-14, from 7,021 to 7,120 with improvements in Science, Technology and Health (STH) and Trades. The Business, Arts and Foundation (AFP) and Continuing Studies (CS) portfolios experienced enrolment declines this last year (see more charts in the next section for 10-year trends). The College has improved from the enrolment of 5,223 FTEs in 2005-06 (5,023 if not counting the UBC Okanagan business activity. See notes above in the background section for details). However, enrolment is down from the peak year of 2009-10 when a large expansion in Trades boosted overall College enrolment to 8,095 FTEs.

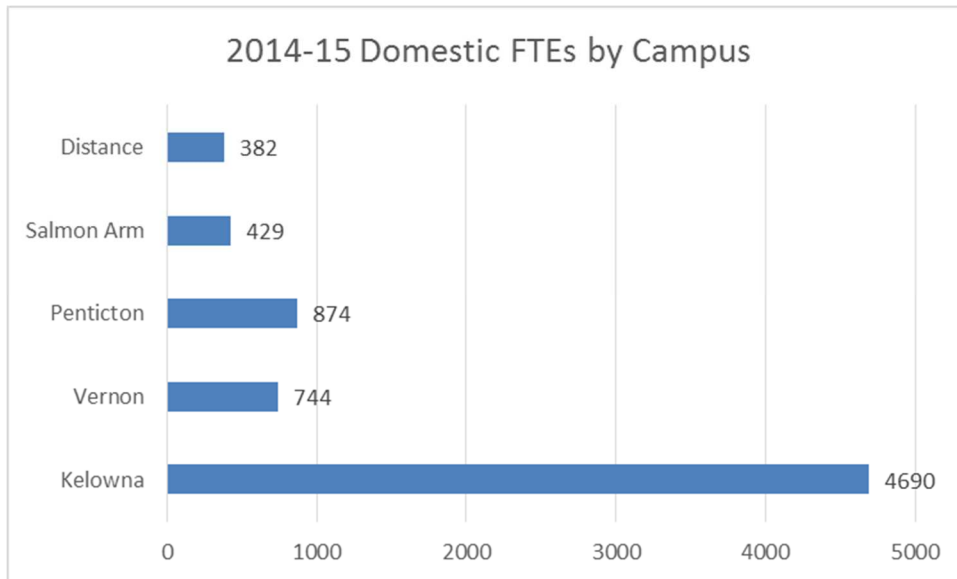


International FTEs have gone up by 69, or 19 per cent from 2013-14.



2014-15 FTEs by Campus

Kelowna is the largest campus by FTE production with 4,690, or two thirds of the total of 7,120 FTEs. The remaining third is split between three campuses and Distance Education (DE). Please note that while DE is a delivery method, it is also considered a campus in the report. FTEs by campus are counted at the campus that the activity took place; that is, a course running on site in Kelowna is counted towards Kelowna FTEs and courses run by distance are counted toward DE as a campus. Distance Education has seen growth in the last couple of years. See further comments about Distance Education below in the section by program area.

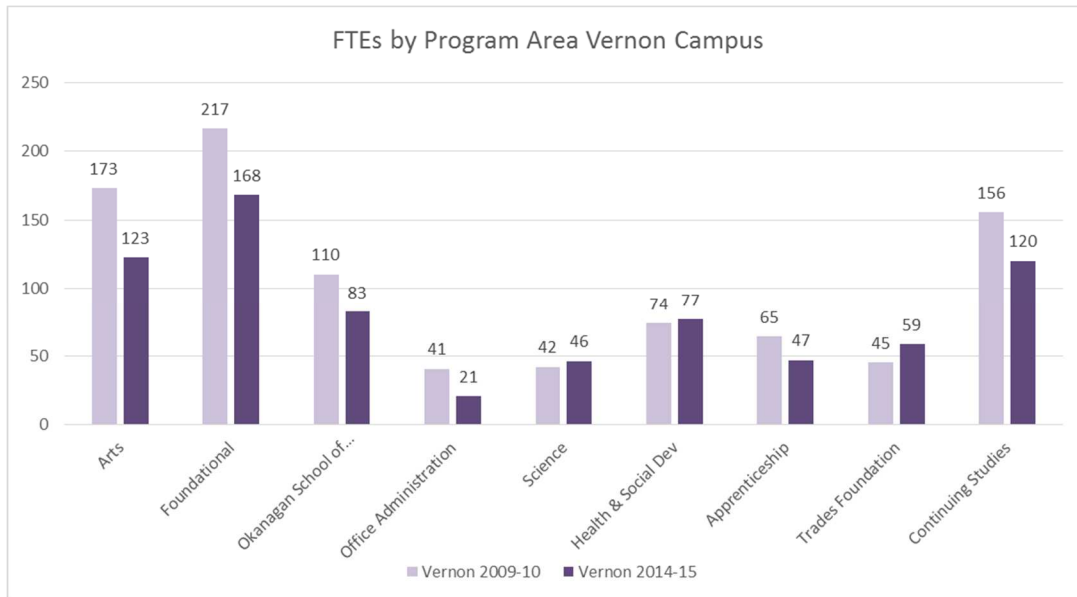


There were modest increases in enrolment at all campuses with the exception of Vernon, which is down 71 FTEs, approximately nine per cent this year over last. This year, Penticton has grown to be the second largest campus by FTE enrolment.

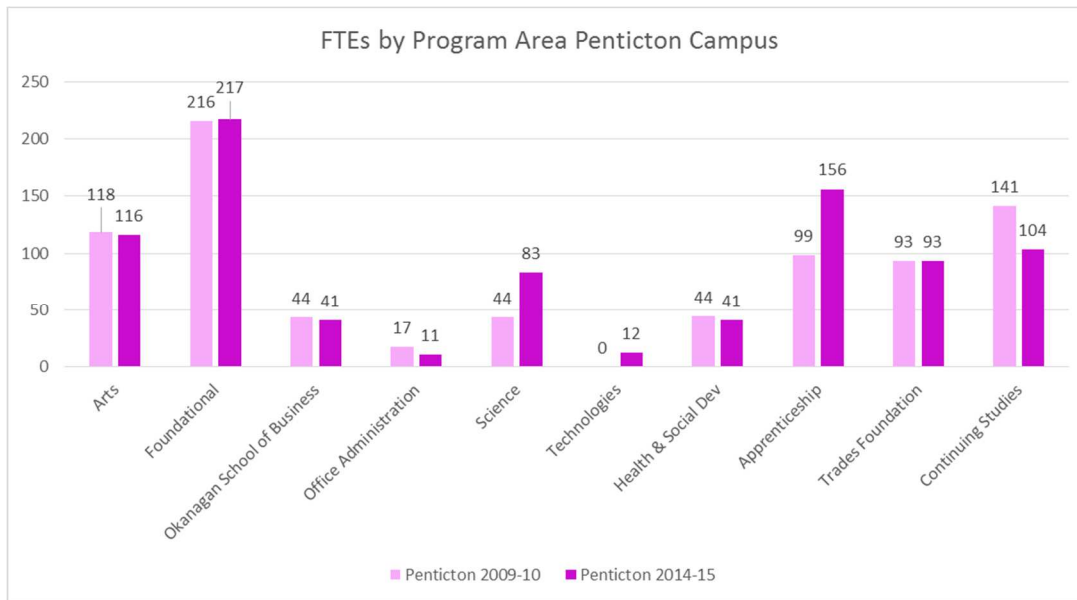
Campus	One Year Difference 2013-14 to 2014-15					Total FTEs
	Kelowna	Vernon	Penticton	Salmon Arm	Distance	
2014-15	4690	744	874	429	382	7120
2013-14	4594	815	826	410	374	7021
Difference	96	-71	48	19	8	99

Campus FTEs since 2009-10

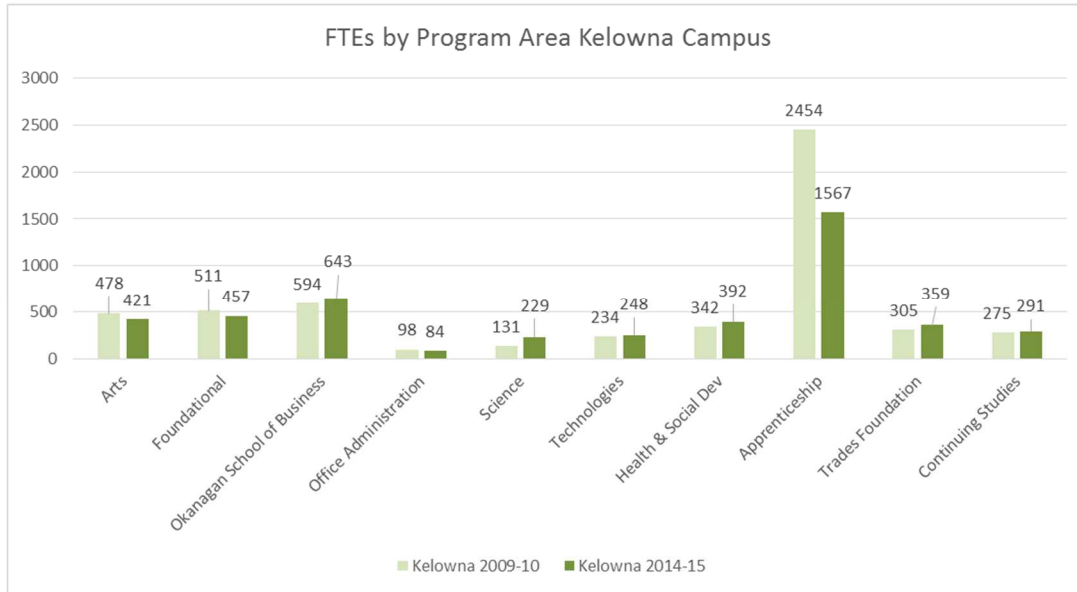
Since 2009-10, enrolment in Vernon has gone from 942 FTEs to 744 in 2014-15 (down 198 FTEs or 21 per cent), while Penticton has improved from 816 in 2009-10 to 874 in 2014-15 (up 58 or seven per cent).



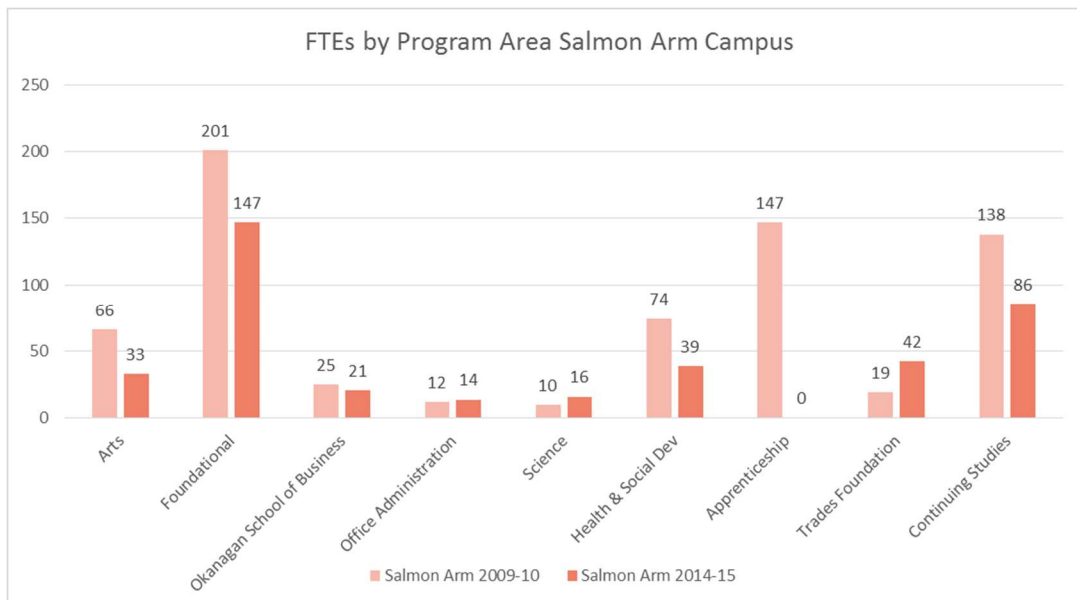
The changes in Penticton enrolment are varied with the largest increases in Science and Trades Apprenticeship. Continuing Studies has decreased from 141 to 104 FTEs since 2009-10.



Kelowna FTEs have improved this year over the previous year but are down 732 FTEs from 2009-10 totals (5,422 in 2009-10 to 4,690 in 2014-15).



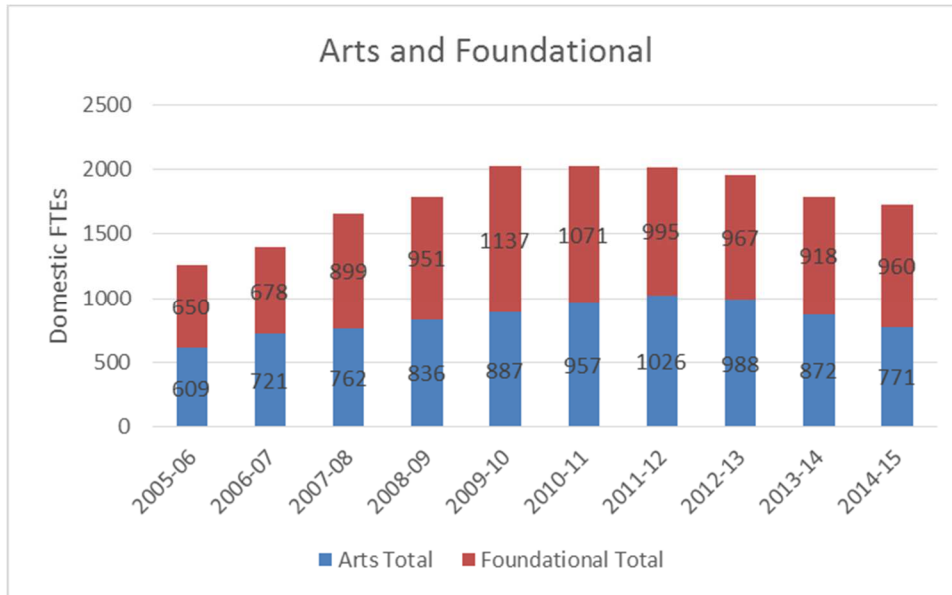
Salmon Arm FTEs have decreased by almost a third, from 626 in 2009-10 to 429 in 2014-15, or 197 FTEs.



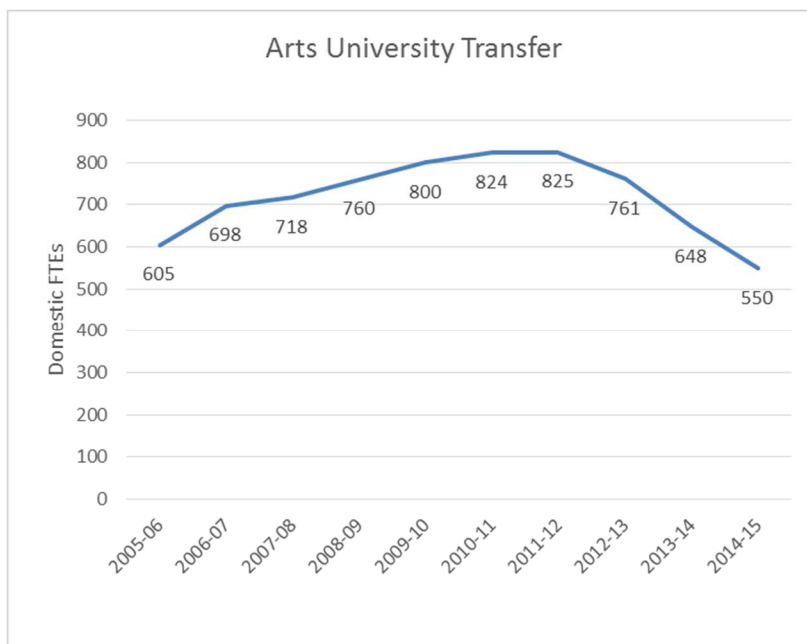
FTE Trends by Program Area 2005 to 2015

Arts and Foundational

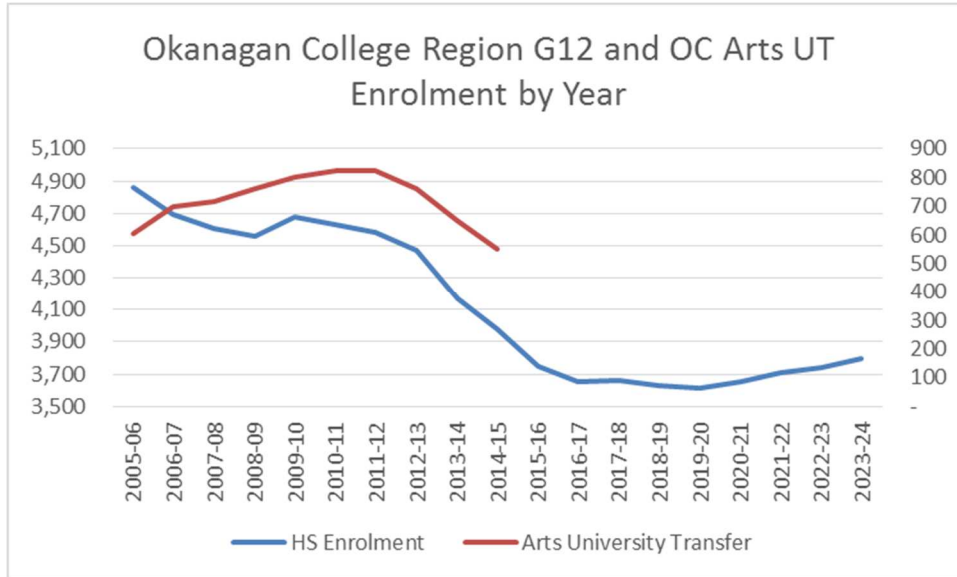
As discussed earlier, student enrolment in different programming areas is affected by different factors. Enrolment in Arts and Foundational programming has gone down slightly. Arts university transfer (also known as the Associate of Arts program) enrolment has declined nearly 300 FTEs from the height in 2011-12. However, Arts diplomas have compensated for some of the decline (see charts below).



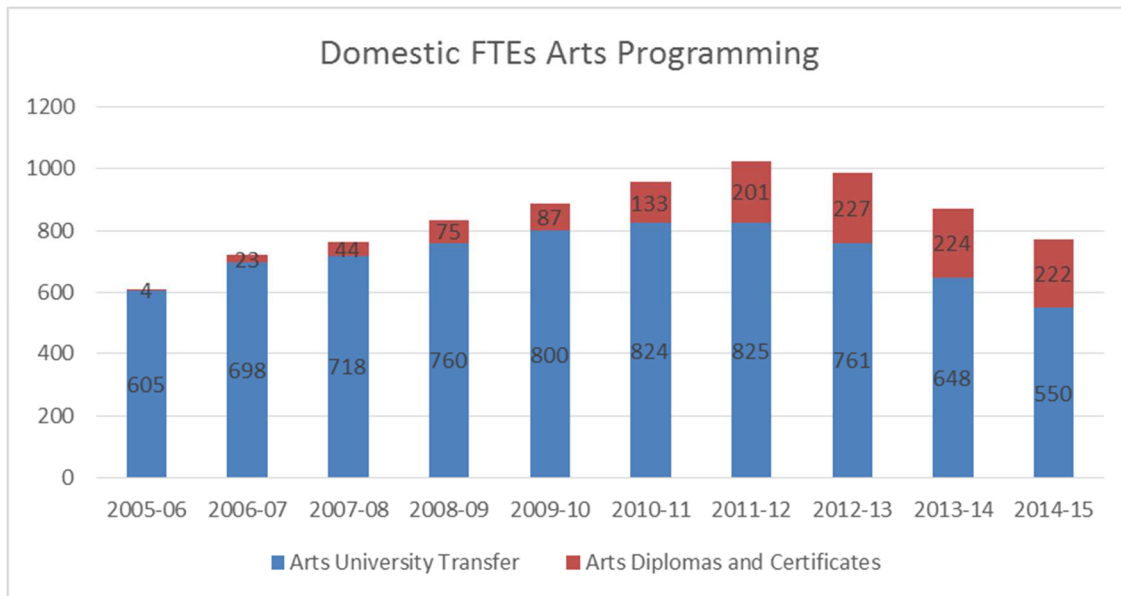
Arts



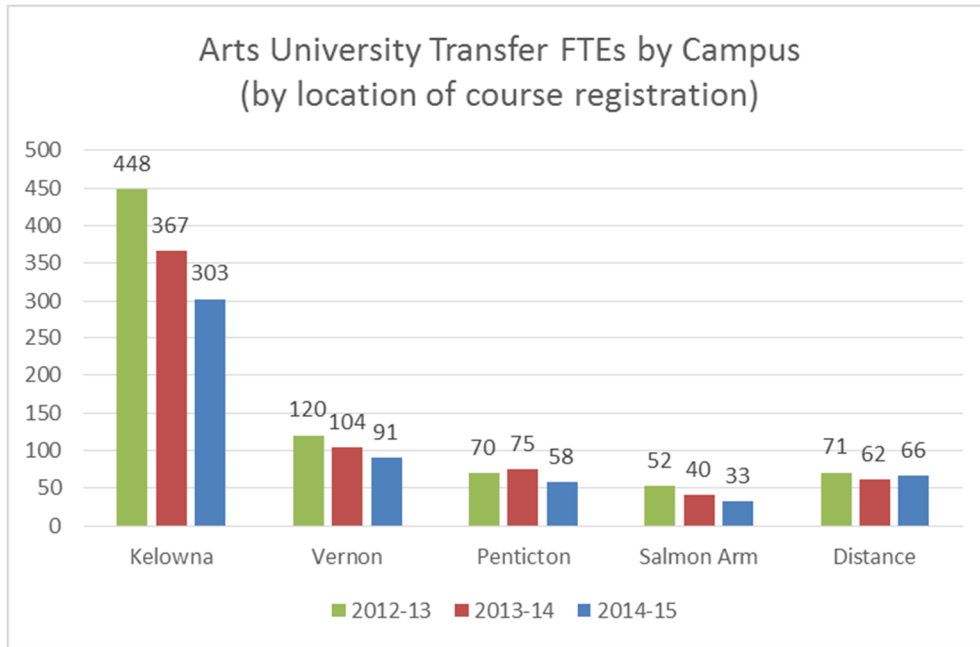
The Grade 12 and College Arts university transfer enrolment curves do not match perfectly, but there appears to be a relationship between the two. The chart below projects out Okanagan region Grade 12 class headcounts for the next few years. If the relationship holds, Arts university transfer enrolment may decline for several more years.



While university transfer is down, enrolment in Arts diploma programs has picked up some of the capacity.

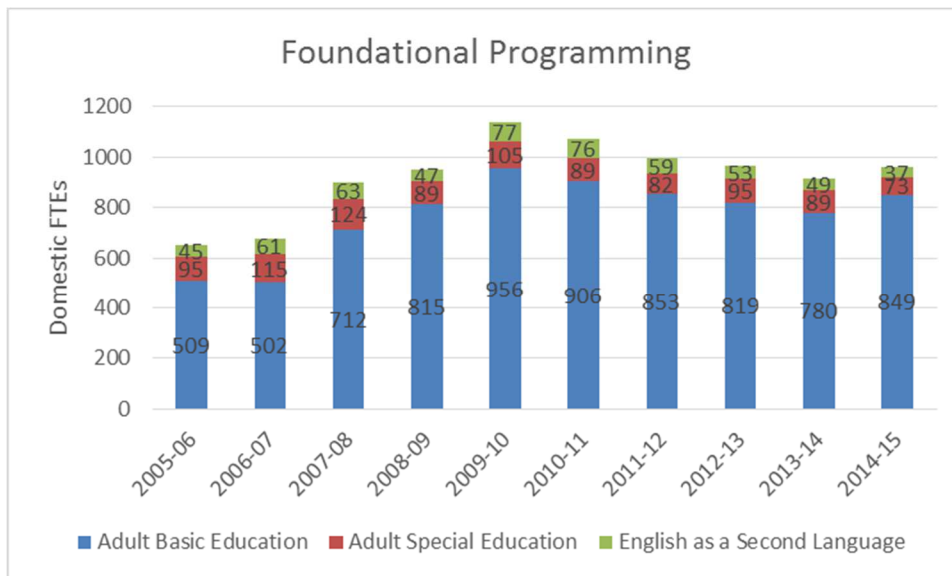


Arts university transfer enrolment has gone down at all campuses. There are now more Arts university transfer FTEs delivered online than in Penticton or Salmon Arm. Proportionately, Kelowna and Salmon Arm have seen the largest drops in the last three years of 32 and 37 per cent, respectively.



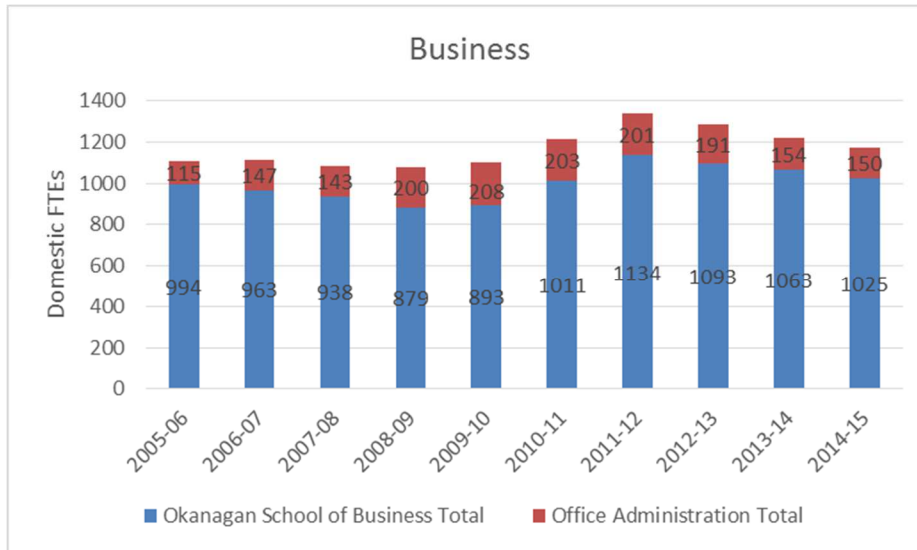
Foundational

Foundational (not to be confused with Trades Foundation programming, also called pre-apprenticeship) mainly consists of Adult Basic Education (ABE) or upgrading – at Okanagan College this programming is referred to Adult Academic and Career Preparation (AACP). Note that the chart below shows *domestic* English as a Second Language (ESL) enrolment only.

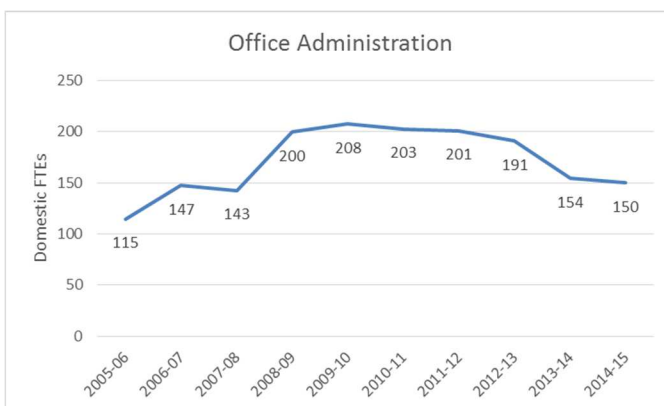
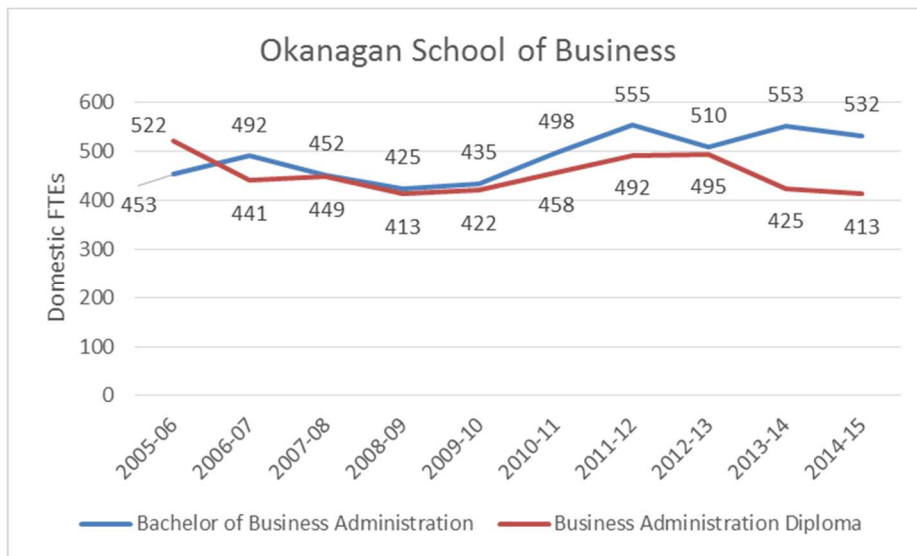


As discussed above, enrolment by program area has peaked at different times: AACP programming and Trades apprenticeship peaked in 2009-10, while Arts and Business enrolment each peaked in 2011-12. Science university transfer enrolment was its highest in 2012-13 and has dropped slightly since then.

Business: Okanagan School of Business and Office Administration



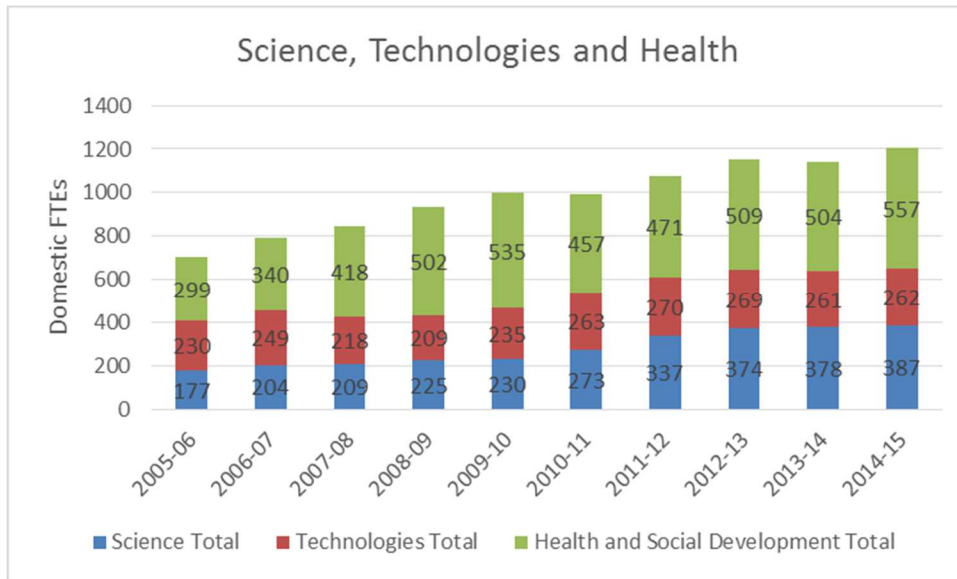
Historically, the BBA and Diploma have each hovered around 500 FTEs; there has been a decline in enrolment in the diploma of 82 FTEs with an increase in the degree of 22 FTEs in the last three years.



Office Administration enrolment has been stable the last two years.

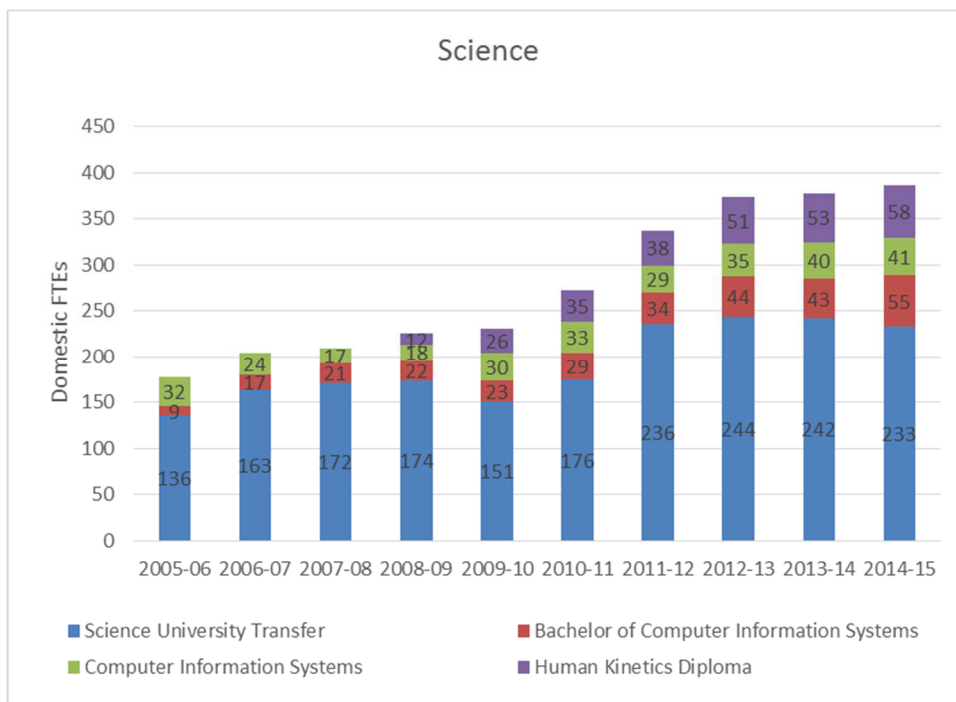
Science, Technology, Health

All three program areas have seen increases in enrolment in the last 10 years. This is partly reflected by several years of extra funding for seats in Health programs. See more detailed information below.



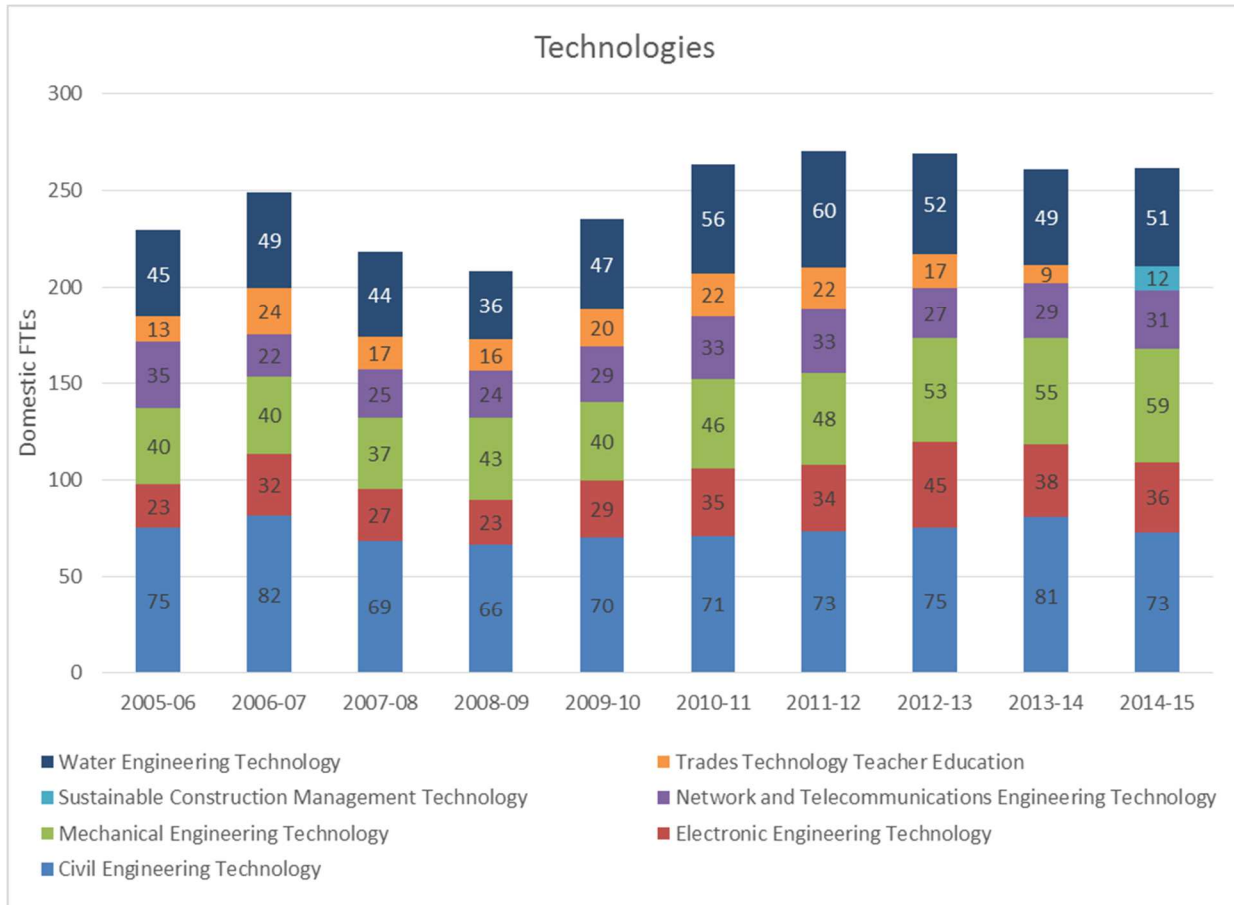
Science

Science university transfer (also known as the Associate of Science program) has seen an increase in the last 10 years. There has been modest growth in the Computer Information Systems programs. The Human Kinetics diploma program in Penticton has been well subscribed in the last three years.



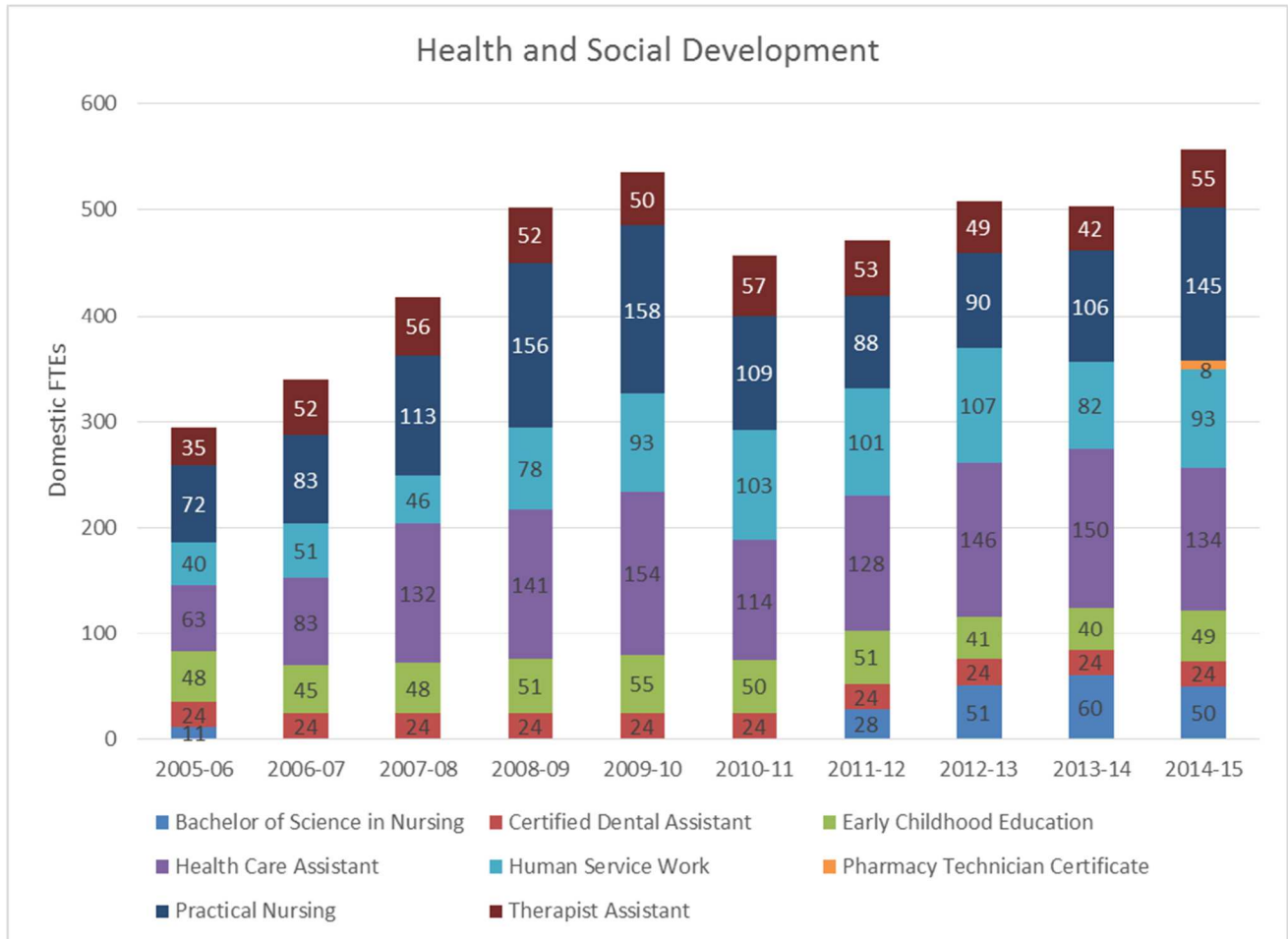
Technologies

Overall, enrolment in the technologies has been stable, with small fluctuations in individual programs. The Trades Technology Teacher Education program has been suspended and the Sustainable Construction Management Technology program has been launched in Penticton.



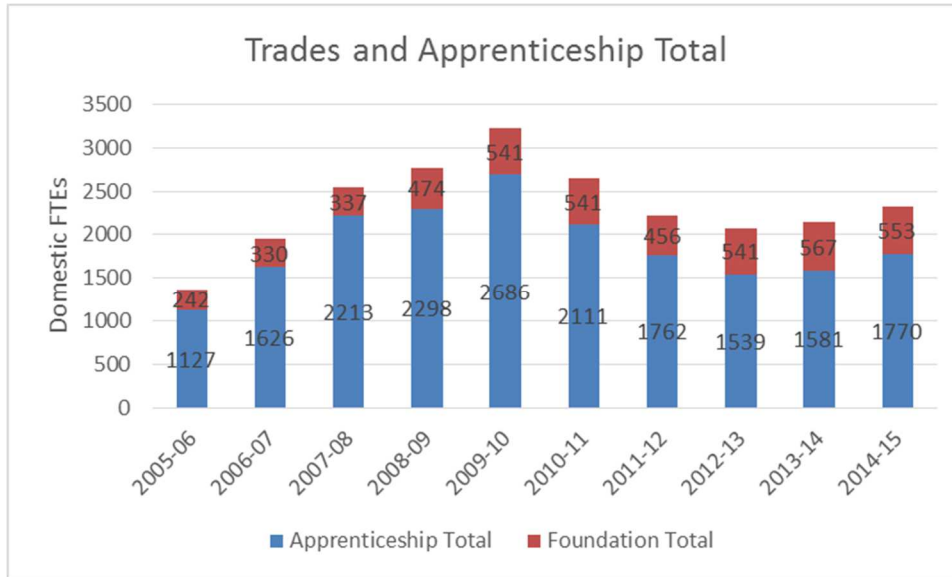
Health and Social Development

Enrolment in Health and Social Development programming has grown since 2005; it dropped slightly in 2010-11 but has been slowly increasing with the help of the introduction of the first two years of the Bachelor of Science in Nursing program in Kelowna, laddering to UBC Okanagan. Program changes and reporting cycles in Practical Nursing are responsible for a decrease in reported FTEs in that program in 2011-12, ground since regained.

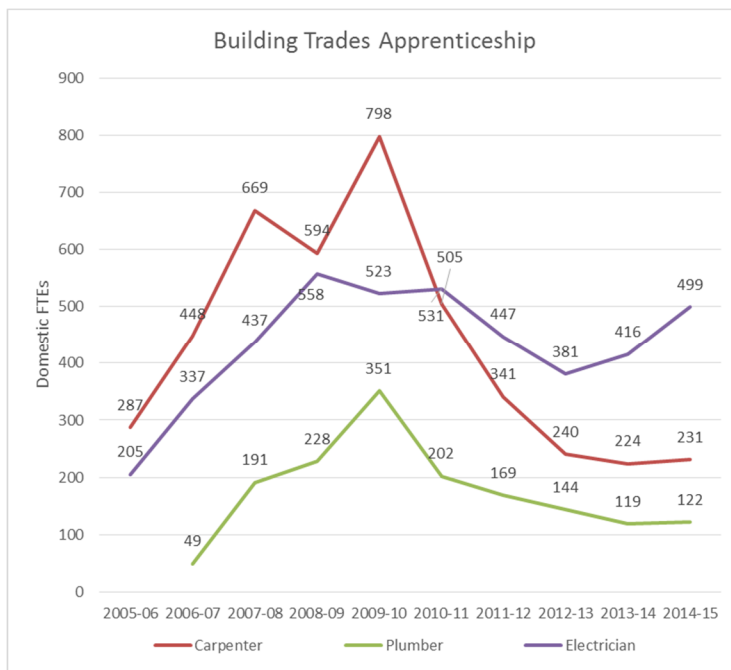


Trades Foundation and Apprenticeship

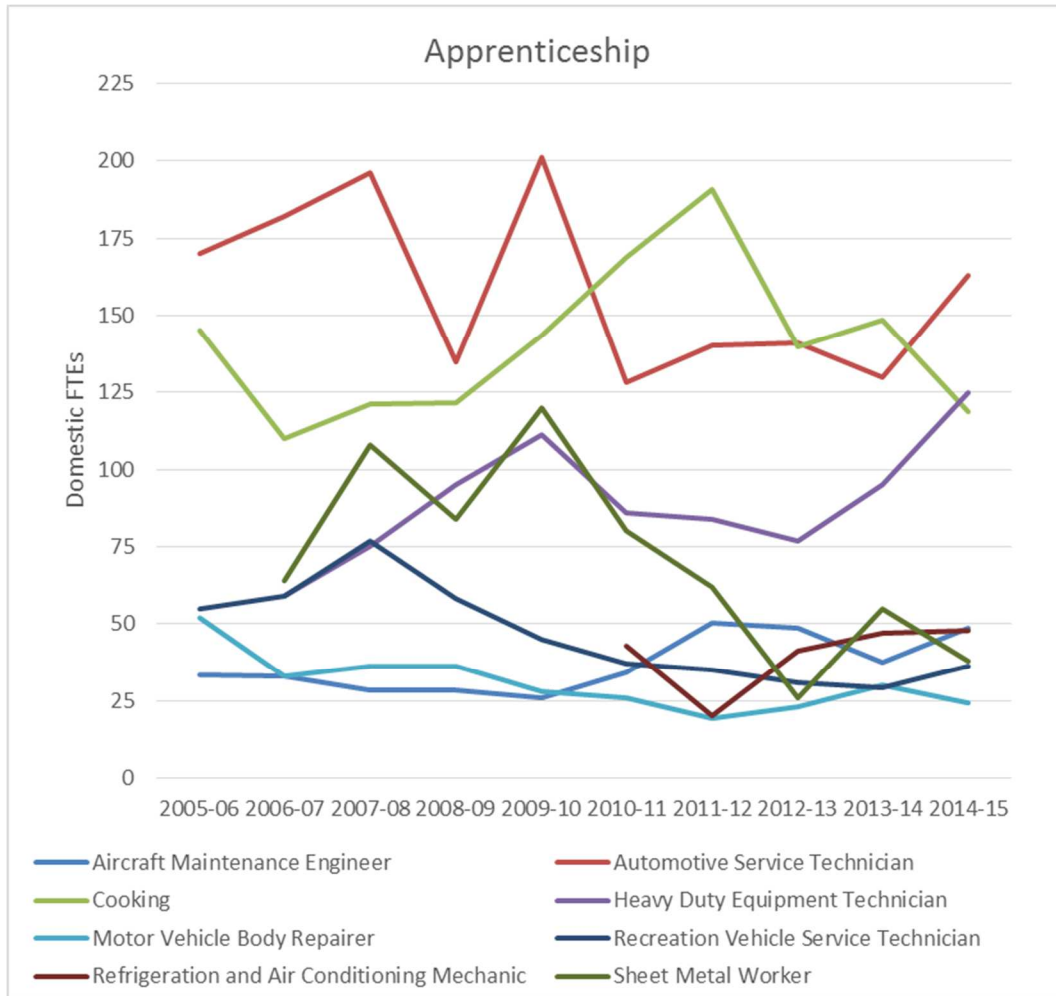
Most Trades Foundation and Apprenticeship training is funded by the Industry Training Authority (ITA), with some Foundation sections supported by special funding from AVED. Over the years there have also been cost-recovery sections offered at the College. Trades training enrolment is largely dependent on the funding available from ITA and on the economy.



Building trades FTEs are especially prone to the boom and bust economic cycles. Interestingly, Electrician Apprenticeship FTEs have improved the last two years and the other two program enrolments, in Plumbing and Carpentry, have leveled off with modest gains in 2014-15.

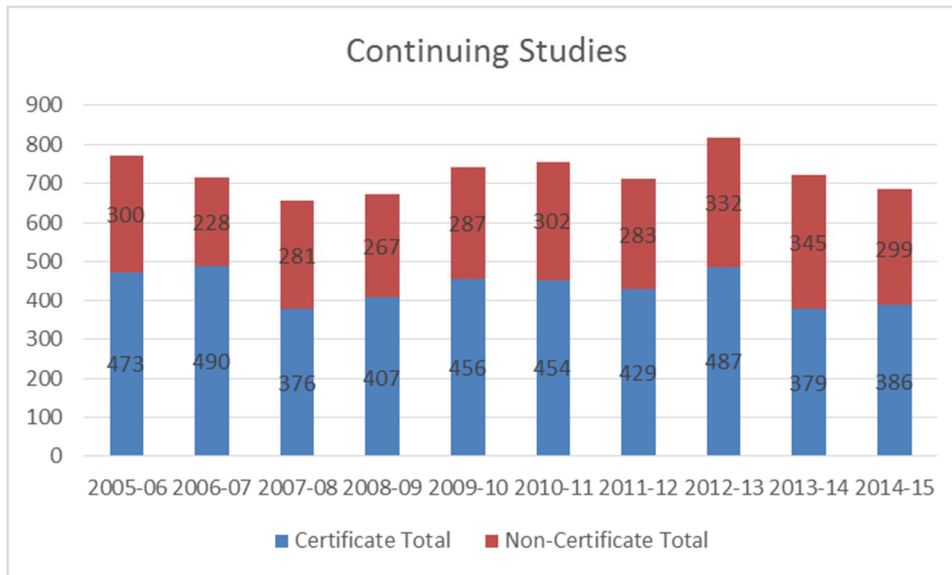


Select Apprenticeship Programs



Continuing Studies

Continuing Studies certificate enrolment is up modestly while non-certificate is down.



Conclusion

After the peak of 2009-10 the College experienced four years of declining enrolments, ending this year with a modest reported gain. There are many factors that affect enrolment and these factors are often specific to programs and campuses. Declining Grade 12 class size may have an effect on future enrolments for the next few years, and it is unclear how lower oil prices, shifting labour markets and demographics will affect the future.

References

BC's International Education Strategy

http://www.aved.gov.bc.ca/internationaleducation/forms/InternationalEducationStrategy_WEB.PDF,
pages 13, 14) Accessed April 28, 2015

BC Ministry of Advanced Education *2015/16 – 2017/18 Service Plan*, February 2015

<http://www.bcbudget.gov.bc.ca/2015/sp/pdf/ministry/aved.pdf>

(Pages 10, 11) Accessed April 30, 2015

ABE Profile March 2015, Office of Institutional Research

Appendix: Background to FTE Reporting Since 2005

In July 2005, Okanagan College opened its doors. However, the transition from Okanagan University College (OUC) to Okanagan College was not over when the doors opened for the College; while there was significant work starting up the new College, there was also, concurrently, significant work wrapping up OUC, work that continued for months and in some cases, years. It was an exciting but complex time. At fiscal year-end in March 2006, this was especially true as College administration had to complete reporting for two organizations.

At the fiscal year-end, the year 2005-06 was challenging for full-time equivalent enrolment (FTE) reporting at Okanagan College for several reasons. First, a new FTE counting method had just been introduced which was a complete break from the previous method employed since 1995. As well, Okanagan College had only nine months of activity in the fiscal year, while the other three months consisted of the remnants of OUC's academic activity during the summer term. How these OUC FTEs were going to be counted and for whom was not initially clear. In the end Okanagan College was able to count them, on two separate enrolment reports ("blue sheets") and they were submitted by Okanagan College to the Ministry of Advanced Education's finance unit while the data was submitted to AVED's data unit in the Central Data Warehouse (CDW). They now appear in Provincial Ministry reporting as Okanagan College activity. FTE reporting that year was also a challenge because for the first time continuing education activity, which is typically cost-recovery programming, called Continuing Studies (CS) at the College was able to be included. At Okanagan College, this activity was not yet in Banner and wouldn't be in Banner until fall 2007. The methodology for counting this activity and submitting it to the Central Data Warehouse (CDW) was very challenging due to CS's business practices which at the time were quite independent at each campus. Lastly, Okanagan College was delivering 200 FTEs of business programming on behalf of UBC Okanagan. These are removed from the blue sheet by a manual process, but appear in the CDW as instructional activity; this activity is included in our space utilization reporting but not part of FTE production. The same is true for the next three years as FTEs were delivered on a declining scale: 200, 150, 100, 50, and zero. The differences between reporting to finance and data units create small differences in FTE reporting, depending on scope of the question.

As time went on, the College's (and Ministry) efforts at reporting and CDW submission improved, along with the Ministry's own data improvements. For example, since 2009, there has been a more comprehensive Aboriginal indicator in the CDW to provide better reporting. Because of improvements to data and processes, it is not always possible to go back to 2005 and compare across all programs and demographics. Data quality and reporting issues continue. For example, there are issues with reporting BC Campus FTEs despite several conversations at system-level committees. This year it was decided not to submit the activity to the CDW but include the activity (reported by BC Campus) on the blue sheet only as a manual addition. This process is under review. As well, ITA FTE "targets" reported by the finance division are under review. Coordinating all of this activity at a system and institutional level is complex.

Institutional Research continues to work with Ministry units, Registrar's Office, Information Systems and other College departments to make the data the most comprehensive we can and to make sure reports are the most accurate possible. Thanks go out to these groups for their efforts in data cleaning and commitment to quality, because, to turn a phrase, "Quality In, Quality Out."

**2014/15 Final FTE Report
Okanagan College**

**Ministry of Advanced Education
Post-Secondary Finance**

Institution Contact: Kevin Trotzuk Phone Number: 250-762-5445 ext: 4207 Email: ktrotzuk@okanagan.bc.ca

Ministry Code	CIP Code ¹	Program Name	Target Funded FTEs			Actual FTEs				Comments		
			Skills Gap Plan Baseline	14/15 Skills Gap Plan	Total Target Funded	Base Funded Target	Total Target	Skills Gap Plan Baseline Final	14/15 Skills Gap Plan Final		Base Funded Final	Total Actuals
NURS	51.3801	Bachelor of Science in Nursing (4-year)	48		48		48	48		1.5	49.5	BSN
NLPN	51.3901	Practical Nurse	44		44	42	86	44		101.1	145.1	PPNUR, PNURS and PNSG
NHCA	51.3902	Health Care Assistant	132		132	38	170	132		1.9	133.9	HCA
HLTH	51.0000	Allied Health	62		62	43	105	62		56.8	118.8	All other 51 CIP (PHRM, MAA and 51 CIP CS)
HLTH	51.0601	Dental Assistant			-		-			24.0	24.0	DENTAL
HLTH	51.0803	Therapist Assistant			-		-			55.0	55.0	THERA
		Developmental Programs			-	984	984					
DEV	53.0101	DEV - Developmental Other			-		-				-	
ABE	53.0101	ABE			-		-			849.1	849.1	Tuition-free courses only
ESL	32.0109	ESL			-		-			37.4	37.4	Domestic ESL
ASE	32.0101	ASE			-		-			73.1	73.1	
AVED	5203	Bachelor of Business Admin (Accounting)		102	102		102		102		102.0	
AVED	Multiple	AVED Balance Not Targeted			-	3,256	3,256					
		Non-Targeted Programs			-		-			3,235.2	3,235.2	
		Trades Programs Funded by AVED			-		-			181.2	181.2	TRDI plus 2.04 FTEs funded by the SDSI Ministry
		AVED Sub-Total	286	102	388	4,363	4,751	286	102	4,616.5	5,004.5	105%
ITA Funded Programs												
ITEL/ITHS/ITOT	Multiple	Foundation									391.7	Foundation trades total minus Jobs Blueprint and Cost Recovery (Trades non-certificate)
ITAP	Multiple	Apprenticeship Technical Training									1,723.6	Apprenticeship total
		ITA Sub-total								105%	2,017.6	2,115.4
		TOTAL								105%	6,751	7,119.8

Supplementary FTE Information

Health Program FTEs

Multiple Health Programs Funded by AVED

526.4	<i>Practical Nursing Diploma (PNSG), Health Care Assistant Certificate (HCA), Therapist Assistant Diploma (THERA), Bachelor of Science in Nursing Year 1 and 2 (BSN), Certified Dental Assistant Certificate (DENTAL), Pharmacy Technician Certificate (PHRM), PNUR 113 (for Practical Nursing applicants) Course (PPNUR), Medical Administrative Assistant Certificate (MAA), Practical Nursing (PNURS), Home Support/Resident Care Attendant (HSRCA), Nursing Unit Assistant Certificate (ZNUA), Medical Device Reprocessing Technician Certificate (ZMEDR), Medical Office Assistant Certificate (ZMOA), Dental Office Administrative Assistant Certificate (ZDAA), Pharmacy Technician Certificate (ZPHAR), Palliative Care Certificate (ZPAL), Community Brain Injury Services Certificate (ZCBI), Nursing Unit Clerk (ZNUC), Introduction to Dental Office Reception Certificate (ZIDR)</i>

Multiple Health Programs Funded by Other Sources
(please list programs)

International FTEs

Multiple All programs

433.8	
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¹ All CIP 51 programs have been updated to CIP Canada 2011 Codes, where applicable.

SUMMARY	FTEs		Utilization
	Target	Actual	
NURS	48	50	103.2%
NLPN	86	145	168.7%
NHCA	170	134	78.8%
HLTH	105	198	188.4%
DEV	984	960	97.5%
AVED	3,358	3,518	104.8%
TOTAL	4,751	5,004	105.3%
All Health	409	526	128.7%

	FTEs		Utilization
	Target	Actual	
Base Funded	4,363	4,616	105.8%
SGP Baseline	286	286	100.0%
2014-15 SGP	102	102	100.0%
TOTAL	4,751	5,004	105.3%

Applied Business Technology (ABT) and/or Information & Communications Technology (ICT)

FTEs as Reported by BC Campus:

Activity/Program	ABT	ICT	Total
Teaching & Registered	3.22		3.2
Teaching, Not Registered	13.08		13.1
Total Teaching (AVED countable)	16.3	0.0	16.3
Registered, Not Teaching	31.9		31.9

FTEs as Reported by the Institution (reconciliation of FAT to FTE Report):

Report/Program	ABT	ICT	Total
FTE Audit Tool (FAT Report)	0		-
Manual Adjustment (this FTE Report)	16.3		16.3
Total Teaching (AVED countable)	16.3	0.0	16.3

2014-15 Draft FTE Report - Domestic

Program	Kelowna	Vernon	Penticton	Salmon Arm	Distance	Total
Arts and Foundational						
Arts						
Advanced Certificate in Communication		0.9	0.1			1.0
Arts University Transfer		302.5	90.6	58.2	32.6	65.7
Criminal and Social Justice		31.8	6.2	56.4	0.2	5.2
Diploma in Journalism Studies		16.5	1.5		0.1	0.3
Environmental Studies		26.3	3.9	0.8		2.9
International Development Diploma		14.9	0.2			2.7
Media and Cultural Studies		16.0	0.6			0.8
Writing and Publishing		11.7	19.6	0.4		1.8
Arts Total		420.6	122.7	115.8	32.9	79.4
Foundational						
Adult Basic Education		387.2	154.4	203.2	101.2	3.1
Adult Special Education		32.1	14.1	13.9	13.0	
English as a Second Language		37.4				0.1
Foundational Total		456.7	168.4	217.2	114.2	3.1
Arts and Foundational Total		877.2	291.2	333.0	147.1	82.5
Business						
Okanagan School of Business						
Bachelor of Business Administration		366.6	34.3	13.4	6.4	111.7
Business Administration Diploma		234.5	45.8	25.2	10.4	97.1
Business Administration Certificate		21.8	2.5	2.5	3.8	25.8
Commercial Aviation		6.8	0.2			0.3
Culinary Management Diploma		10.8	0.1	0.1		0.2
Post Baccalaureate Diploma in Accounting		2.6				2.2
Okanagan School of Business Total		643.2	82.8	41.2	20.6	237.3
Office Administration						
Accounting Assistant Certificate		9.4	1.9	2.0	1.0	2.2
Administrative Assistant		30.6	9.5	5.4	12.4	0.5
Administrative Assistant Fundamentals Certificate		6.8	1.0	1.0		
Legal Administrative Assistant		31.2				0.8
Medical Administrative Assistant Certificate						1.0
Office Assistant Certificate		6.1	8.2	2.4	0.2	
BC Campus Online						16.3
Office Administration Total		84.0	20.6	10.8	13.6	20.8
Business Total		727.2	103.4	51.9	34.2	258.1

2014-15 Draft FTE Report - Domestic

Program	Kelowna	Vernon	Penticton	Salmon Arm	Distance	Total
Science, Technologies and Health						
Science						
Science University Transfer	137.7	43.5	26.8	15.7	9.4	233.1
Bachelor of Computer Information Systems	50.1	2.9	0.8		1.4	55.2
Computer Information Systems	39.3		0.8		0.4	40.5
Human Kinetics Diploma	1.7		54.4		1.6	57.7
Science Total	228.8	46.4	82.8	15.7	12.8	386.5
Technologies						
Civil Engineering Technology	72.7				0.1	72.9
Electronic Engineering Technology	36.4					36.4
Mechanical Engineering Technology	58.8					58.8
Network and Telecommunications Engineering Technology	30.1				0.6	30.6
Sustainable Construction Management Technology			12.4			12.4
Water Engineering Technology	50.4				0.4	50.8
Technologies Total	248.4		12.4		1.1	261.9
Health and Social Development						
Bachelor of Science in Nursing	49.4				0.1	49.5
Certified Dental Assistant	24.0					24.0
Early Childhood Education	48.0				0.7	48.7
Health Care Assistant	70.1	30.7	18.0	15.0	0.1	133.9
Human Service Work	48.5	20.6	0.1	21.9	2.0	93.0
Pharmacy Technician Certificate	8.0					8.0
Practical Nursing	88.5	25.8	23.1	1.9	5.7	145.1
Therapist Assistant	55.0				0.1	55.0
Health and Social Development Total	391.6	77.1	41.2	38.8	8.6	557.3
Science, Technologies and Health Total	868.8	123.5	136.4	54.5	22.5	1205.8

2014-15 Draft FTE Report - Domestic

Program	Kelowna	Vernon	Penticton	Salmon Arm	Distance	Total
Trades and Apprenticeship						
Apprenticeship						
Aircraft Maintenance Engineer		17.5	31.1			48.7
Automotive Glass Technician		7.0				7.0
Automotive Painting and Refinishing		1.0				1.0
Automotive Refinishing Prep Technician		4.0				4.0
Automotive Service Technician		163.0				163.0
Carpenter		230.0				230.0
Construction Craft Worker		7.0				7.0
Cooking		119.8				119.8
Electrician		422.0		77.0		499.0
Heavy Duty Equipment Technician		125.0				125.0
Motor Vehicle Body Repairer		24.0				24.0
Plumber		122.0				122.0
Recreation Vehicle Service Technician		36.0				36.0
Refrigeration and Air Conditioning Mechanic				48.0		48.0
Sheet Metal Worker		38.0				38.0
Welding		250.3	16.0	31.0		297.3
Apprenticeship Total	1566.7	47.1	156.0			1769.8
Foundation						
Automotive Service Technician		37.0				37.0
Carpentry/Joinery		32.0				32.0
Collision Repair Technician		15.4				15.4
Electrician		80.0	40.0	20.0	17.0	157.0
Heavy Duty/Commercial Transport Technician		6.0				6.0
Heavy Mechanical Foundation		43.9				43.9
Metal Fabricator (Fitter)		8.0				8.0
Pastry Arts		16.2				16.2
Plumbing and Piping Trades		36.0		13.0	17.0	66.0
Recreation Vehicle Service Technician		12.0				12.0
Refrigeration and Air Conditioning Mechanic		1.0		35.0		36.0
Residential Construction			11.1	15.0	8.0	34.1
Studio Woodworking		8.0				8.0
Gateway Programs		29.0	7.2	10.2		46.4
Trades Non-Certificate		34.8	0.2		0.3	35.3
Foundation Total	359.3	58.5	93.2	42.3		553.3
Trades and Apprenticeship Total	1926.0	105.6	249.2	42.3		2323.1
Continuing Studies						
Certificate						
Business		8.4	6.8	5.7	1.6	8.5
Computers and Technology		17.9	7.1	2.2	22.2	49.4
Employment and Professional		56.8	34.9	27.4	40.5	3.5
Health		63.8	21.8	15.0		3.0
Horticulture		5.6		25.6	1.3	1.1
Languages and Communication		5.2	0.1			
Certificate Total	157.8	70.6	75.8	65.7	16.1	386.0
Non-Certificate						
Part-Time Vocational		52.5	37.5	20.5	75.2	3.0
General Interest		80.5	11.9	7.3	10.4	0.2
Non-Certificate Total	133.0	49.4	27.8	85.7	3.2	299.0
Continuing Studies Total	290.7	120.1	103.6	151.3	19.3	685.0
Grand Total	4690.0	743.8	874.1	429.5	382.5	7119.8

2010-11 to 2014-15 Draft FTE Trend Report - Domestic

Program	2010-11	2011-12	2012-13	2013-14	2014-15	1 Yr Change	Since 2010-11	Since 2005-06	
Arts and Foundational									
Arts									
Advanced Certificate in Communication		0.4	1.0	2.1	2.9	1.0	-1.9	0.6	1.0
Arts University Transfer		824.0	824.7	760.9	647.8	549.6	-98.2	-274.4	-55.2
Criminal and Social Justice		68.5	98.6	95.0	96.4	99.8	3.4	31.3	99.8
Diploma in Journalism Studies			4.6	15.7	16.8	18.4	1.6	18.4	18.4
Environmental Studies		19.5	43.9	43.1	38.2	33.9	-4.3	14.4	33.9
International Development Diploma			3.3	13.4	17.0	17.8	0.8	17.8	17.8
Media and Cultural Studies		18.8	20.6	21.1	18.0	17.4	-0.6	-1.4	17.4
Writing and Publishing		26.1	28.8	36.7	35.2	33.5	-1.7	7.4	33.5
Fine Arts Degree and Diploma									-3.8
Arts Total		957.2	1025.5	988.0	872.3	771.4	-100.9	-185.8	162.8
Foundational Programming									
Adult Basic Education		906.3	853.5	818.8	779.6	849.1	69.5	-57.2	339.9
Adult Special Education		88.9	82.2	94.8	89.1	73.1	-16.0	-15.8	-22.0
English as a Second Language		76.1	59.1	53.4	48.9	37.4	-11.5	-38.6	-8.0
Foundational Total		1071.3	994.7	967.0	917.6	959.6	42.0	-111.7	309.9
Arts and Foundational Total		2028.5	2020.3	1955.1	1789.9	1731.0	-58.8	-297.5	472.7
Business									
Okanagan School of Business									
Bachelor of Business Administration		497.5	554.5	510.1	553.2	532.4	-20.8	34.9	79.0
Business Administration Diploma		457.8	492.3	494.6	424.9	413.0	-11.9	-44.8	-109.1
Business Administration Certificate		39.1	59.7	51.2	54.5	56.4	1.8	17.3	56.4
Commercial Aviation		10.1	7.4	13.9	10.4	7.3	-3.1	-2.7	-8.0
Culinary Management Diploma		7.0	20.4	23.2	19.9	11.1	-8.8	4.1	8.1
Post Baccalaureate Diploma in Accounting						4.8	4.8	4.8	4.8
Okanagan School of Business Total		1011.5	1134.3	1093.0	1062.9	1025.0	-37.9	13.5	31.1
Office Administration									
Accounting Assistant Certificate		29.9	26.3	38.3	27.8	16.5	-11.3	-13.4	16.5
Administrative Assistant		73.1	51.4	54.5	61.5	58.4	-3.1	-14.6	-22.8
Administrative Assistant Fundamentals Certificate		14.2	27.2	19.8	14.3	8.8	-5.6	-5.4	8.8
Legal Administrative Assistant		33.9	35.2	32.5	16.8	32.0	15.2	-1.9	-1.5
Legal Access Certificate		0.1						-0.1	
Medical Administrative Assistant Certificate		3.7	11.2	9.0	8.7	1.0	-7.6	-2.7	1.0
Office Assistant Certificate		18.8	18.3	36.8	24.9	16.8	-8.1	-1.9	16.8
BC Campus Online		29.2	31.4			16.3	16.3	-12.9	16.3
Office Administration Total		202.8	201.0	190.9	154.1	149.9	-4.2	-53.0	35.2
Business Total		1214.3	1335.3	1283.9	1217.0	1174.9	-42.1	-39.5	66.3

2010-11 to 2014-15 Draft FTE Trend Report - Domestic

Program	2010-11	2011-12	2012-13	2013-14	2014-15	1 Yr Change	Since 2010-11	Since 2005-06
Science, Technologies and Health								
Science								
Science University Transfer	175.5	236.0	243.9	241.8	233.1	-8.7	57.6	96.9
Bachelor of Computer Information Systems	29.1	34.3	43.5	43.1	55.2	12.1	26.1	45.9
Computer Information Systems	33.4	29.1	35.4	39.9	40.5	0.6	7.1	8.7
Human Kinetics Diploma	34.5	37.6	51.3	52.8	57.7	4.9	23.2	57.7
Science Total	272.5	337.0	374.1	377.6	386.5	8.9	114.0	209.2
Technologies								
Civil Engineering Technology	71.3	73.4	75.1	80.9	72.9	-8.0	1.6	-2.2
Electronic Engineering Technology	34.8	34.5	44.8	37.7	36.4	-1.3	1.6	13.9
Mechanical Engineering Technology	46.2	47.8	53.4	54.8	58.8	4.0	12.6	19.3
Network and Telecommunications Engineering Technology	32.8	32.7	26.7	28.7	30.6	1.9	-2.2	-3.9
Sustainable Construction Management Technology					12.4	12.4	12.4	12.4
Trades Technology Teacher Education	22.5	21.9	17.4	9.5		-9.5	-22.5	-13.4
Water Engineering Technology	56.0	59.9	51.9	49.3	50.8	1.6	-5.1	6.2
Technologies Total	263.5	270.2	269.3	260.8	261.9	1.2	-1.6	32.3
Health and Social Development								
Bachelor of Science in Nursing		27.6	50.5	60.0	49.5	-10.4	49.5	38.6
Certified Dental Assistant	24.4	24.4	24.4	24.4	24.0	-0.4	-0.4	0.0
Early Childhood Education	50.3	50.7	40.8	39.9	48.7	8.7	-1.6	0.8
Health Care Assistant	113.6	127.7	145.8	149.5	133.9	-15.6	20.4	70.9
Human Service Work	103.4	100.6	107.3	82.1	93.0	11.0	-10.4	52.9
Pharmacy Technician Certificate					8.0	8.0	8.0	8.0
Practical Nursing	108.8	87.7	90.4	106.1	145.1	39.0	36.3	72.7
Therapist Assistant	56.6	52.5	49.5	41.9	55.0	13.1	-1.6	19.7
Bachelor of Social Work								-4.8
Health and Social Development Total	457.1	471.2	508.7	503.9	557.3	53.4	100.3	258.7
Science, Technologies and Health Total	993.1	1078.5	1152.1	1142.3	1205.8	63.5	212.7	500.2
Bachelor of Education								-8.9

2010-11 to 2014-15 Draft FTE Trend Report - Domestic

Program	2010-11	2011-12	2012-13	2013-14	2014-15	1 Yr Change	Since 2010-11	Since 2005-06
Trades and Apprenticeship								
Apprenticeship								
Aircraft Maintenance Engineer		34.0	50.3	48.5	37.6	48.7	11.1	14.7
Automotive Glass Technician						7.0	7.0	7.0
Automotive Painting and Refinishing		9.0	7.0		11.0	1.0	-10.0	-8.0
Automotive Refinishing Prep Technician		5.0		5.0		4.0	4.0	-1.0
Automotive Service Technician		128.0	140.0	141.0	130.0	163.0	33.0	35.0
Cabinet Maker		37.0	23.0					-37.0
Carpenter		505.0	341.0	240.0	224.0	230.0	6.0	-275.0
Commercial Transport Vehicle Mechanic		24.0						-24.0
Construction Craft Worker						7.0	7.0	7.0
Cooking		168.6	190.7	139.7	148.6	119.8	-28.8	-48.8
Domestic/Commercial Gasfitter		9.0	6.0					-9.0
Domestic/Residential Geothermal Technician								
Electrician		531.0	447.0	381.0	416.0	499.0	83.0	-32.0
Heavy Duty Equipment Technician		86.0	84.0	77.0	95.0	125.0	30.0	39.0
Metal Fabricator (Steel Fabricator)		9.0						-9.0
Motor Vehicle Body Repairer		26.0	19.0	23.0	30.0	24.0	-6.0	-2.0
Plumber		202.0	169.0	144.0	119.0	122.0	3.0	-80.0
Recreation Vehicle Service Technician		37.0	35.0	31.0	29.0	36.0	7.0	-1.0
Refrigeration and Air Conditioning Mechanic		43.0	20.0	41.0	47.0	48.0	1.0	5.0
Sheet Metal Worker		80.0	62.0	26.0	55.0	38.0	-17.0	-42.0
Welding		177.7	168.0	241.6	238.7	297.3	58.6	119.6
Cook Training Interprovincial Refresher								
Apprenticeship Total	2111.3	1762.0	1538.8	1580.9	1769.8		188.9	-341.5
Foundation								
Auto Refinishing		33.0	21.0	14.3	13.0		-13.0	-33.0
Automotive Service Technician		54.0	51.4	38.1	48.0	37.0	-11.0	-17.0
Carpentry		13.0	12.0	12.0				-13.0
Carpentry/Joinery		33.0	35.0	24.0	27.0	32.0	5.0	-1.0
Collision Repair Technician				12.3	13.3	15.4	2.1	15.4
Electrician		86.4	88.0	125.0	119.0	157.0	38.0	70.6
Heavy Duty/Commercial Transport Technician		53.0	37.8	49.9	63.5	6.0	-57.5	-47.0
Heavy Mechanical Foundation					6.0	43.9	37.9	43.9
Joinery								-9.0
Metal Fabricator (Fitter)		5.0	8.0	26.3	12.0	8.0	-4.0	3.0
Pastry Arts					10.8	16.2	5.4	16.2
Plumber		47.6	42.0	15.8				-47.6
Plumbing and Piping Trades				47.0	65.0	66.0	1.0	66.0
Recreation Vehicle Service Technician		12.0	7.0	22.0	20.0	12.0	-8.0	0.0
Refrigeration and Air Conditioning Mechanic		38.0	26.0	37.2	36.0	36.0		-2.0
Residential Construction		54.1	26.0	29.9	15.0	34.1	19.1	-20.0
Sheet Metal Worker								-14.0
Studio Woodworking		14.0	12.0	7.0	12.0	8.0	-4.0	-6.0
Gateway Programs				37.2	61.2	46.4	-14.8	46.4
Trades Non-Certificate		98.2	90.2	42.5	44.9	35.3	-9.6	-62.9
Foundation Total	541.3	456.4	540.6	566.7	553.3		-13.4	12.0
Trades and Apprenticeship Total	2652.6	2218.5	2079.4	2147.6	2323.1		175.5	-329.4
Continuing Studies								
Certificate								
Business			43.1	26.3	31.0		4.7	31.0
Computers and Technology			62.9	43.6	49.4		5.9	49.4
Employment and Professional			226.9	184.3	163.2		-21.1	163.2
Health			106.4	99.3	103.5		4.2	103.5
Horticulture			39.5	18.9	33.6		14.7	33.6
Languages and Communication			8.0	6.5	5.3		-1.2	5.3
Certificate Total	453.7	429.2	486.7	378.7	386.0		7.3	-67.7
Non-Certificate								
Part-Time Vocational			232.8	252.1	188.7		-63.5	188.7
General Interest			99.0	93.1	110.4		17.3	110.4
Non-Certificate Total	301.6	283.2	331.9	345.2	299.0		-46.2	-2.6
Continuing Studies Total	755.3	712.5	818.6	723.9	685.0		-38.9	-70.3
Grand Total	7643.8	7365.0	7289.0	7020.7	7119.8		99.2	-524.0

2014-15 Draft FTE Report - International

Program	Kelowna	Vernon	Penticton	Salmon Arm	Distance	Total
Arts and Foundational						
Arts						
Arts University Transfer	31.5	2.0	1.2		5.8	40.5
Criminal and Social Justice	1.9		2.7		0.7	5.3
Diploma in Journalism Studies	0.7					0.7
Environmental Studies	2.9					2.9
International Development Diploma	1.7				0.7	2.4
Media and Cultural Studies	1.0				0.1	1.1
Writing and Publishing	0.4	0.1			0.1	0.6
Arts Total	40.1	2.1	3.9		7.4	53.5
Foundational						
Adult Basic Education	7.1	1.7	1.1			9.9
English as a Second Language	155.6					155.6
Foundational Total	162.7	1.7	1.1			165.5
Arts and Foundational Total	202.8	3.8	5.0		7.4	219.0
Business						
Okanagan School of Business						
Bachelor of Business Administration	67.2		1.0		5.4	73.6
Business Administration Diploma	55.1	1.2	1.5		11.6	69.4
Business Administration Certificate	2.1				0.3	2.5
Commercial Aviation	0.5					0.5
Culinary Management Diploma	0.4				0.1	0.5
Post Baccalaureate Diploma in Accounting	1.6					1.6
Okanagan School of Business Total	126.9	1.2	2.5		17.4	148.1
Office Administration						
Legal Administrative Assistant	1.8					1.8
Office Administration Total	1.8					1.8
Business Total	128.7	1.2	2.5		17.4	149.9
Science, Technologies and Health						
Science						
Science University Transfer	18.8		0.6		0.3	19.7
Bachelor of Computer Information Systems	10.4				0.3	10.7
Computer Information Systems	4.6				0.4	5.0
Science Total	33.8		0.6		1.0	35.4
Technologies						
Civil Engineering Technology	1.5					1.5
Electronic Engineering Technology	3.2					3.2
Network and Telecommunications Engineering Technology	3.0					3.0
Sustainable Construction Management Technology			1.8			1.8
Water Engineering Technology	1.2					1.2
Technologies Total	8.9		1.8			10.7
Health and Social Development						
Early Childhood Education	0.5					0.5
Human Service Work	1.6					1.6
Practical Nursing					0.0	0.0
Therapist Assistant	1.9					1.9
Health and Social Development Total	4.0				0.0	4.0
Science, Technologies and Health Total	46.7		2.4		1.0	50.1

2014-15 Draft FTE Report - International

Program	Kelowna	Vernon	Penticton	Salmon Arm	Distance	Total
Trades and Apprenticeship						
Apprenticeship						
Aircraft Maintenance Engineer			3.5			3.5
Cooking		4.0				4.0
Welding		1.0				1.0
Apprenticeship Total		5.0	3.5			8.6
Foundation						
Heavy Duty/Commercial Transport Technician		1.0				1.0
Heavy Mechanical Foundation		3.0				3.0
Trades Non-Certificate		0.1				0.1
Foundation Total		4.1				4.1
Trades and Apprenticeship Total		9.1	3.5			12.6
Continuing Studies						
Certificate						
Business		0.1			0.4	0.5
Computers and Technology					0.2	0.2
Employment and Professional		0.2	0.6			0.8
Certificate Total		0.3	0.6		0.2	0.4
Non-Certificate						
Part-Time Vocational		0.1	0.0	0.0	0.1	0.3
General Interest		0.0		0.4		0.4
Non-Certificate Total		0.1	0.0	0.4	0.1	0.7
Continuing Studies Total		0.4	0.7	0.4	0.3	0.4
Grand Total		387.7	9.2	10.3	0.3	26.3
						433.8

2010-11 to 2014-15 Draft FTE Trend Report - International

Program	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	1 Yr Change	Since 2010-11	Since 2005-06
Arts and Foundational									
Arts									
Advanced Certificate in Communication			0.8						
Arts University Transfer	33.6	37.5	48.0	35.7	40.7	40.5	-0.2	6.9	16.9
Criminal and Social Justice	1.9	0.3	0.8	1.5	2.9	5.3	2.4	3.4	5.3
Diploma in Journalism Studies					0.6	0.7	0.1	0.7	0.7
Environmental Studies					0.6	2.9	2.3	2.9	2.9
International Development Diploma			0.4	1.0	0.8	2.4	1.6	2.4	2.4
Media and Cultural Studies	2.0	1.7	1.5	1.7	0.4	1.1	0.7	-0.9	1.1
Writing and Publishing				0.3	1.0	0.6	-0.4	0.6	0.6
Fine Arts Diploma									-0.5
Arts Total	37.5	39.5	51.5	40.2	47.0	53.5	6.5	16.0	29.4
Foundational									
Adult Basic Education	5.5	5.7	4.3	11.0	4.6	9.9	5.3	4.4	7.7
Adult Special Education		1.2	1.2	0.1					
English as a Second Language	205.8	259.1	144.7	139.5	151.8	155.6	3.8	-50.2	-26.7
Foundational Total	211.3	265.9	150.1	150.5	156.4	165.5	9.1	-45.8	-19.0
Arts and Foundational Total	248.8	305.4	201.6	190.7	203.4	219.0	15.6	-29.8	10.4
Business									
Okanagan School of Business									
Bachelor of Business Administration	101.9	114.1	93.7	77.6	56.2	73.6	17.4	-28.3	-35.8
Business Administration Diploma	27.1	31.5	45.4	48.4	57.0	69.4	12.4	42.3	41.7
Business Administration Certificate	4.4	3.9	3.4	0.3	3.8	2.5	-1.4	-1.9	2.5
Commercial Aviation	0.4	0.8	1.0	0.1	0.3	0.5	0.2	0.1	0.5
Culinary Arts Diploma	0.6	2.7	6.9	1.1	0.6	0.5	-0.1	-0.1	-0.7
Post Baccalaureate Diploma in Accounting						1.6	1.6	1.6	1.6
Okanagan School of Business Total	134.3	153.0	150.3	127.4	117.9	148.1	30.1	13.7	9.8
Office Administration									
Administrative Assistant			0.1	0.2					
Legal Administrative Assistant					0.5	1.8	1.3	1.8	1.8
BC Campus Online			0.2						
Office Administration Total			0.3	0.2	0.5	1.8	1.3	1.8	1.8
Business Total	134.3	153.0	150.7	127.6	118.4	149.9	31.5	15.5	11.6
Science, Technologies and Health									
Science									
Science University Transfer	9.0	8.0	9.6	7.7	10.4	19.7	9.3	10.7	13.7
Bachelor of Computer Information Systems	8.6	7.8	8.9	9.9	11.5	10.7	-0.8	2.1	7.8
Computer Information Systems	0.3	1.0	2.1	3.6	5.1	5.0	-0.1	4.7	4.9
Science Total	17.9	16.8	20.6	21.2	27.0	35.4	8.4	17.5	26.4
Technologies									
Civil Engineering Technology	1.9	0.4	0.3	2.9	1.5	1.5	0.0	-0.4	1.5
Electronic Engineering Technology	1.8	0.1	0.3		1.1	3.2	2.2	1.5	3.2
Mechanical Engineering Technology	0.8	0.3	1.2	0.9				-0.8	-0.8
Network and Telecommunications Engineering Technology	2.8	1.8	1.5	0.8	1.2	3.0	1.8	0.1	3.0
Sustainable Construction Management Technology						1.8	1.8	1.8	1.8
Water Engineering Technology	0.5	0.5	2.1	2.0	1.7	1.2	-0.6	0.7	0.8
Technologies Total	7.7	3.1	5.3	6.5	5.6	10.7	5.1	3.0	9.5
Health and Social Development									
Early Childhood Education	0.8	0.5		2.0	2.0	0.5	-1.5	-0.3	0.5
Health Care Assistant					1.0		-1.0		
Human Service Work	1.1	0.8	0.5	1.5	1.2	1.6	0.4	0.5	1.6
Practical Nursing						0.0	0.0	0.0	0.0
Pharmacy Technician Certificate					0.1		-0.1		
Therapist Assistant	0.1		1.0	1.4	1.0	1.9	0.9	1.8	1.9
Health and Social Development Total	2.0	1.3	1.5	5.0	5.4	4.0	-1.3	2.0	4.0
Science, Technologies and Health Total	27.6	21.2	27.4	32.6	37.9	50.1	12.2	22.5	40.0

2010-11 to 2014-15 Draft FTE Trend Report - International

Program	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	1 Yr Change	Since 2010-11	Since 2005-06
Trades and Apprenticeship									
Apprenticeship									
Aircraft Maintenance Engineer			2.3	3.3	4.2		3.5	3.5	3.5
Automotive Painting and Refinishing						1.0		-1.0	
Carpenter		1.0							-1.0
Cooking		3.5	2.0		2.0		4.0	4.0	0.5
Welding					1.0	2.0	1.0	-1.0	1.0
Cook Training Interprovincial Refresher									
Automotive Collision Repair Interprovincial Refresher									
Automotive Refinishing Interprovincial Refresher									
Apprenticeship Total		4.5	4.4	3.3	7.2	3.0	8.6	5.6	4.0
Foundation									
Automotive Collision Repair/Painting & Refinishing				2.0					
Automotive Service Technician		1.0	1.2						-1.0
Carpentry/Joinery		1.0							-1.0
Culinary Arts Certificate									
Electrician					1.0				
Heavy Duty/Commercial Transport Technician			1.0	1.0	1.0	1.0	1.0	0.0	1.0
Heavy Mechanical Foundation							3.0	3.0	3.0
Recreation Vehicle Technician									
Residential Construction			1.0		1.0				
Studio Woodworking			1.0						
Trades Non-Certificate		0.0	0.0	0.0	2.8	0.0	0.1	0.0	0.0
Foundation Total		2.0	4.2	3.0	5.8	1.0	4.1	3.0	2.0
Trades and Apprenticeship Total		6.6	8.6	6.4	13.0	4.0	12.6	8.6	6.1
Continuing Studies									
Certificate									
Business					0.1	0.4	0.5	0.1	0.5
Computers and Technology							0.2	0.2	0.2
Employment and Professional					0.3	0.1	0.8	0.8	0.8
Health					0.5	0.1		-0.1	
Horticulture									
Languages and Communication									
Certificate Total		2.7	3.2	0.7	0.9	0.5	1.5	1.0	-1.2
Non-Certificate									
Part-Time Vocational					1.0	0.5	0.3	-0.3	0.3
General Interest					0.1	0.1	0.4	0.3	0.4
Non-Certificate Total		0.4	0.8	1.7	1.1	0.7	0.7	0.0	0.3
Continuing Studies Total		3.1	4.0	2.4	2.0	1.2	2.2	1.0	-1.0
Grand Total		420.5	492.2	388.5	365.9	364.9	433.8	68.9	13.3
								73.9	



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Regional Dean Central Okanagan
Date:	May 19, 2015
Background Information:	<p>Report and presentation to the Board of Governors from the Regional Dean Central Okanagan</p> <p>An overview of the region; recent developments; campus highlights; and focus areas for 2015.</p>
Action Required:	For information.
Comments from the President:	Not required
Report prepared and supported by:	Heather Schneider, Regional Dean, Central Okanagan Charlotte Kushner, Vice President, Students



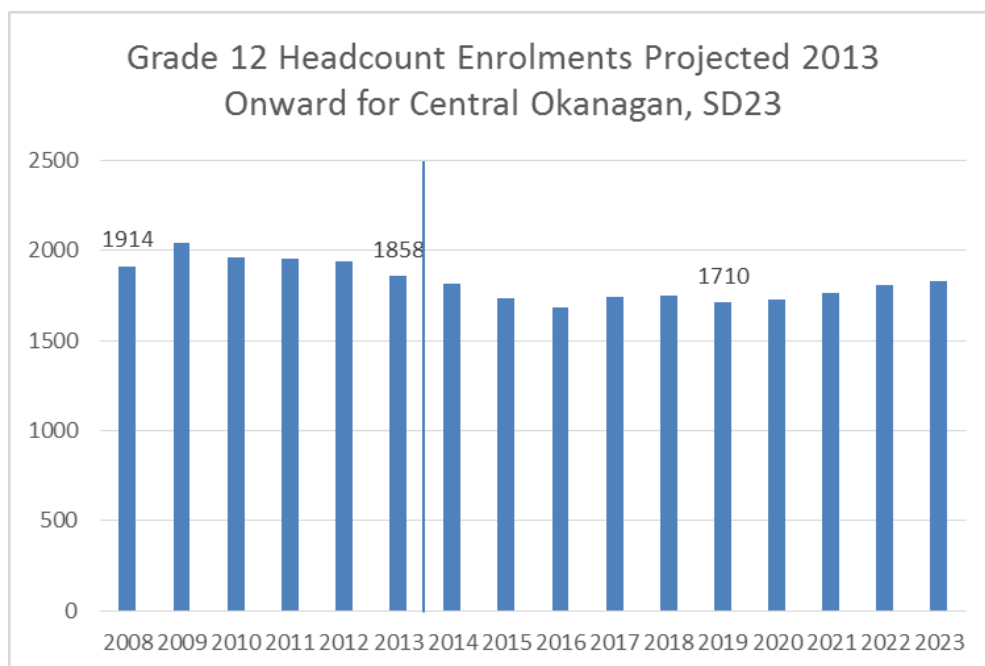
Introduction

Okanagan College has five locations where educational programming and services are delivered in the Central Okanagan: Kelowna Campus; Penno Road Centre; Acland Road Centre; and two locations at the Kelowna International Airport. It has been a positive year for the Okanagan College students and staff.

Central Okanagan Campus Highlights

1. The Okanagan College Foundation Bright Horizons campaign kicked off in October 2014 to raise funds for a new Trades Training Complex at the Kelowna campus. To date we have received donations from 70 donors totaling \$3.7 million. One highlight was the \$100,000 donated by the Okanagan College Students Union.
2. Phase two of the Trades Complex project was completed. This phase included the completion of the new Plumbing Shop; the start of construction of the three story tower; and demolition and renovation of sections of the East and West Wings of the Trades building.
3. The construction of a Trades Training House in the Trades Complex is set to begin this summer. The House will be used to support the applied learning needs of Electrical, Sheet Metal and Plumbing students. It is being developed in partnership with the College's Trades Department, Okanagan College Foundation and industry donations.
4. Food bikes and food trucks arrived on campus for the first time in April 2015 to support the diverse food service needs of students on the campus and, in part, to deal with the closure of O'Tools food service area as part of the Trades Complex construction project.
5. The Kelowna campus and, in particular, the Centre for Learning Atrium space, has become a very active community event centre. The many conferences, lectures, workshops, fundraisers, trades shows and other community events held on campus encourage the community to visit and become part of the campus and College. year since its opening in 2009.
6. A new, state-of-the-art Okanagan College Language Centre was created by remodeling classroom B223 and opened in September 2014. This new-30 seat classroom provides support to the campus' modern language and ESL students.

7. Completion of the KLO Road Transit project in September 2014 improved access to the campus for students, staff and visitors.
8. Students in our business, trades, engineering technology, computer information and arts programs continued to shine and place well at a variety of local, regional, national and international competitions.
9. Two new programs were started this year in the Central Okanagan. The Construction Craft Worker program began in Kelowna in April 2015 and the Pastry Arts program began in September 2014. A new “Arts Experience” (ArtsX) program will be starting in Fall 2015. The Early College Program, announced last year, was open for enrolment in 2015. School District 23 identified 9 students for the fall 2015 intake which fell short of the minimum needed. It will be re-advertised for a fall 2016 start.
10. Overall enrolment for the campus has been decreasing for the last few years due to changing economics and demographics in the region. However, in 2014/15 the FTE’s for the campus are predicted to be 4671 – up 78 FTE’s from the previous year. Fall 2015 applications numbers are up almost 10% indicating that the campus FTE’s are rebounding and should increase again in 2015/16. Headcount has also been stronger and, in some instances ahead of previous years’ numbers indicating that the campus is experiencing more part-time enrolment. Enrolment in Distance Education and International Education continues to increase. The recent enrolment and application increases are welcome news for the campus considering the fact that we could have fewer direct entry students from the region’s secondary schools over the next 1-2 years (see table below).



Kelowna Campus FTE's 2005 - 2014

Program Area	FTE 2005/2006	FTE 2009/2010	FTE 2012/2013	FTE 2013/2014	FTE 2014/15	% change 2014 to 2015	% change 2005-2015
Arts & Foundational (includes ESL)	703	992.2	1053.1	960.2	859.0	-10.5%	+22.1%
Business	773	702.4	847.5	734.8	727.5	-9%	-5.8%
Science	94.1	130.1	224	219	228.8	+4.4%	+143
Technologies	235.6	216.4	266.7	259.6	248.5	-5.0%	+5.4%
Health & Social Dev.	266.3	325.4	354.5	354	390.6	+10.3%	+46.6%
Trades	1286	2749.5	1723.3	1767.3	1926	+8.9%	+49.7 %
Continuing Studies	268	274.2	350	298	290.7	-2.4%	+8.4 %
Kelowna total	3626	5390.3	4819.2	4594.4	4671.1	+1.6%	+28.8%



Central Okanagan Trends in 2015

The Central Okanagan has a diversified economy with agriculture, forestry, tourism, manufacturing, health and education services being the main industries. The last census done in the Okanagan was in 2011. Census figures from 2011 show a population of 179,839 in the Central Okanagan representing nearly 50% of the Okanagan Valley's total population (80% in Kelowna and West Kelowna). Population growth in the Kelowna metropolitan area between 2006 and 2011 was 9.6% reflecting an average of 1.9% per annum over the five year period, one of the fastest

growing metropolitan areas in Canada.

By 2020, the population for the Central Okanagan is predicted to be 221,589. This is an increase of over 34,000 from 2011 population statistics. In 2014 and now in 2015, the economy continues to rebound with 93% of Central Okanagan businesses reporting that their business was steady or growing in 2014.

Kelowna is home to more than 9,200 licensed businesses of various types, about 95% of which have 20 or fewer employees, illustrating the entrepreneurial character of the local economy and business environment.

The two important Central Okanagan trends to watch with interest are predicted skills shortages and land developments.

Predicted Skill Shortages

An extensive Okanagan Valley wide labour market report was completed in June 2014: **Growing in the Okanagan.** One of the major findings of the study was that:

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

The College will be expected to play a central role in skills development in the region.

Central Okanagan Developments

Several exciting development projects have been approved and are underway in the region that will bring new and expanded economic development opportunities to the Central Okanagan.

They are:

- New Monaco near Peachland
- Okanagan Centre for Innovation
- Westcorp downtown Kelowna Hotel and Hiawatha Park development
- Redevelopment of the Coast Capri mall, West Kelowna shopping plaza, and Lake Country's main street development:
- Kelowna General Hospital, one of the most modern healthcare facilities of its kind, serves residents of the Central Okanagan Regional District is undergoing significant expansion program that extends to 2017

The region's housing market has been strong for over the past two years. The 2014 average residential sale price in Kelowna was estimated to be \$428,000, a rise of eight per cent over the previous year. The 2014 housing market was exceptionally active with an increase of 23 per cent year-over-year in unit sales. The region is projected to continue on this upward trend. Due to reduced inventory, the average residential sale price is expected to increase by seven per cent in 2015.

Okanagan College's major areas of focus in the Central Okanagan in 2015:

1. Trades Complex Project
2. Trades Training House
3. Bright Horizons Campaign
4. Increasing student enrolment and program offerings
5. Master Capital Plan



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Banking Agreement
Date:	May 12, 2015
Background Information:	<p>The last tendered Banking Agreement was awarded to TD Canada Trust and expired on June 30, 2013. On June 11, 2013 the Finance, Audit & Risk Review Committee recommended that the Board approve a two-year extension of the Banking Agreement. The Board of Governors approved that extension at their June 25, 2013 meeting. The extension expires on June 30, 2015.</p> <p>We are asking the Committee to consider recommending to the Board a one-year extension to this agreement with four one-year renewals. As part of the Administrative Service Delivery Transformation (ASDT) initiative, Shared Services BC is working on behalf of the post-secondary sector to establish "Tier One" pricing or "best rates" pricing with all of the major financial institutions operating in BC.</p> <p>The post-secondary institutions will be able to opt-in with their preferred financial institution. We may want to take advantage of the savings that will be available from this initiative. We expect agreements with some financial institutions from this ASDT initiative in the next year and do not want to be locked into a long-term agreement with a financial institution.</p> <p>The agreement conditions and rates we currently have with TD Canada Trust are favorable. TD Canada Trust has agreed to continue to offer the same pricing and interest rates as we have had for the past several years.</p>

Action Required:	<i>Proposed Resolution:</i> <i>"BE IT RESOLVED that the Okanagan College Board of Governors approve an extension to the banking agreement with TD Canada Trust for one year with four one-year renewals as recommended by the Finance, Audit and Risk Review Committee and as presented here"</i>
Comments from the President:	I support the motion.
Report prepared and supported by:	R. Daykin – Vice President, Finance and Administration A. Johnson – Director of Finance



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

Report Title:	Line of Credit
Date:	May 12, 2015
Background Information:	<p>Annually the Board approves a line of credit with TD Canada Trust. The line of credit has historically been \$1 million.</p> <p>We have not drawn on the line of credit and do not anticipate drawing on it in the current year. It is a safety valve if we run into unusual circumstances.</p>
Action Required:	<p><i>Proposed Resolution:</i> <i>“BE IT RESOLVED that the Okanagan College Board of Governors approve a Line of Credit with TD Canada Trust in the amount of \$1 million as recommended by the Finance, Audit and Risk Review Committee and as presented here”</i></p>
Comments from the President:	I support the motion.
Report prepared and supported by:	R. Daykin – Vice President, Finance and Administration A. Johnson – Director of Finance

Education Council - Report to the Board May 2015

Education Council met on April 9, 2015, and approved 16 new courses, 8 course revisions, 2 course deletions, 4 new programs, 17 program revisions and graduands.

April 9, 2015 Education Council meeting

Program revision - Metal Fabricator (Fitter) Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Metal Fabricator (fitter) Certificate, as recommended by Education Council and as presented”

Program revision

- Admission requirements

Rationale:

The Metal Fabrication industry requires our graduates to be able to fabricate and be proficient in welding. In the current program we only dedicate 60 hours in welding which does not lead to the required proficiency in this skill. By changing the admission requirements to be a graduate of our welding foundation or former Welding Level C program, the graduate of our Metal Fabricator program will be more employable in this industry.

Admission requirements:

Existing:

- B.C. 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.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%
- Math requirement:
Students graduating from secondary school in or prior to 2012: Mathematics 11 or an equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11, or Pre-Calculus 11, or an equivalent Intermediate Level Adult Basic Education Mathematics course or an ABLE mathematics score of at least 63%.

Proposed:

Successful completion of Welding Foundation or Welding Level C Certificate.

New program - Automotive Collision Repair Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new program Automotive Collision Repair Certificate, as recommended by Education Council and as presented”

Rationale

This is a request to reinstate the previously deleted program due to ITA requirements. The existing Collision Repair Technician program that "front-end loads" all three levels of technical training is no longer supported by the ITA. The directive from the ITA is to include only level one technician training. As a result of this directive level two and three technical training is being removed from the program resulting in a reduction of training weeks from 41 to 30.

Program description

This 30-week (900 hour) program has been designed to take a student with little or no previous experience in the automotive collision repair trade and supply them with the necessary skills to seek employment in this industry. Instruction in all subject matters relating to Level 1 technical training for Motor Vehicle Body Repairer (Automotive Collision Repair Technician) apprenticeship is included.

Graduates of this program will receive Industry Training Authority (ITA) credit for Level 1 technical training and 625 work-based hours towards their apprenticeship for Motor Vehicle Body Repairer.

Admission requirements

- B.C. 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.
- One of: English 10, English 10 First Peoples, an equivalent Intermediate Level Adult Basic Education English course, or an ABE reading comprehension score of at least 77%.
- A minimum of 50% in one of:
 - Mathematics Grade 10
 - Foundations of Mathematics and Pre-calculus Grade 10
 - Apprenticeship and Workplace Mathematics Grade 10
 - both ABE MATH 071/072
 - Or a minimum of 50% in the ABE Mathematics test. Test scores are only good for two (2) years.
 -

Graduation requirements:

Graduates must complete the 14 courses with a minimum passing grade of 70% in each course.

Program outline:

CNRP 101 Use Safe Work Practices	36 hours
CNRP 102 Process Technical Information	30 hours
CNRP 103 Tools and Equipment	60 hours
CNRP 104 Hardware and Trim	72 hours
CNRP 105 Surface Preparation	120 hours
CNRP 106 Oxy-Acetylene Heating and Cutting	30 hours
CNRP 107 MIG Welding	90 hours
CNRP 108 Sheet Metal Repair	234 hours
CNRP 109 Plastics and Composites	48 hours
CNRP 110 Undercoats	36 hours
CNRP 111 Panel Replacement	60 hours
CNRP 112 Mechanical Components	48 hours
CNRP 113 Preparation for Employment	30 hours
CNRP 114 Collision Repair Level I Exam	6 hours
Total Hours	900 hours

Proposed date of implementation: September 2015

CNRP 101 Use Safe Work Practices - 36 hours

Outline: This course introduces learners to safe work practices and to the WorkSafeBC Occupational Health and Safety Regulations relating to safety procedures in the Automotive Collision Repair industry.

CNRP 102 Process Technical Information - 30 hours

Outline: This course exposes the learners to the composition of reports, the use of collision repair manuals, and the necessary mathematics required in the collision repair industry.

CNRP 103 Tools and Equipment - 60 hours

Outline: This course involves the selection, maintenance and safe operation of automotive collision repair tools and equipment.

CNRP 104 Hardware and Trim - 72 hours

Outline: This course involves bolt-on panel replacement and alignment techniques as well as door, fixed glass, and moveable glass servicing.

CNRP 105 Surface Preparation - 120 hours

Outline: This course exposes learners to the various steps and processes involved in preparing a vehicle surface for the refinishing process.

CNRP 106 Oxy-Acetylene Heating and Cutting - 30 hours

Outline: This course involves oxy-acetylene heating and cutting techniques on sheet steel.

CNRP 107 MIG Welding - 90 hours

Outline: This course involves MIG butt, lap, and plug welding techniques on sheet steel.

CNRP 108 Sheet Metal Repair - 234 hours

Outline: This course exposes the learners to various sheet metal damage repair techniques used in the collision repair industry.

CNRP 109 Plastics and Composites - 48 hours

Outline: This course involves repair techniques to various types of automotive plastics and composites including fiberglass reinforced plastic and sheet moulded compound.

CNRP 110 Undercoats - 36 hours

Outline: This course exposes the learners to the types, proper usage, and application techniques of the various type of automotive undercoats used in preparation for the refinishing process.

CNRP 111 Panel Replacement - 60 hours

Outline: This course involves techniques used in the replacement of welded non-structural body components.

CNRP 112 Mechanical Components - 48 hours

Outline: This course involves diagnostic and servicing techniques to the automotive HVAC, electrical, and restraint systems as they apply to the collision repair process.

CNRP 113 Preparation for Employment - 30 hours

Outline: This course involves the preparation and review of resumes and exposes the student to job interview procedures.

CNRP 114 Collision Repair Level I Exam - 6 hours

Outline: This course involves curriculum review, preparation for final exam and completion of the Collision Repair Level 1 exam.

New Program - Occupational Health and Safety Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new program Occupational Health and Safety Certificate, as recommended by Education Council and as presented”

Rationale:

The Occupational Health and Safety (OH&S) Certificate will help meet the growing demand for occupational health and safety professionals in British Columbia that has resulted from the growth of key sectors including liquid natural gas (LNG), mining, and forestry. By nature, these industries have health and safety risks requiring OH&S specialists.

The January 2014 BC Labour Market Report states, "As we proceed into the next decade (2015-2025), British Columbia will experience a level of construction and resource development unparalleled in the Province's history. This work will likely include oil and gas extraction, mining, forestry, transportation, pipeline construction, LNG plant construction, power transmission, road building and the possible construction of our first new refinery in decades. Even if a small percentage of what is expected occurs, we will be looking at tens of thousands of new jobs and we will need occupational health and safety specialists to assist."

LNG labour market growth projections include the construction of five LNG plants in BC between 2015 and 2024. At the peak of construction in 2018, the LNG sector will require 58,700 workers. Financially, this sector has the potential for \$175 billion in industry investment over the next decade.

B.C.'s mining industry continues to grow and expand with new projects and construction. As an example, in August 2013, a new mine went into production (\$1.5 billion project and 350 permanent jobs). Safety is paramount to the mining sector and according to BC Labour Market research released in January 2014, "Mining continues to be one of B.C.'s safest heavy industries and has a lower injury rate than most of the other resource and industrial sectors".

In the winter of 2013/14, Continuing Studies conducted a survey of employers throughout the Okanagan to ascertain the local need for an Occupational Health and Safety Certificate. 24 responses were received. Industries represented include manufacturing, tourism, administration, oil and gas, education, construction, forestry, public works, employment, BCGEU, agriculture, management and mining. Of the 24 responses:

- 11 had 26+ employees and 5 had between 16-25 employees.
- 19 identified employees with specific health and safety responsibilities.
- 20 said they feel there is a demand for an Occupational Health and Safety Certificate.
- 18 recommended training be delivered using on-line or blended delivery.
- 17 recommended that the training be part-time.

Graduates of the proposed foundational level certificate in Occupational Health and Safety will be prepared for employment in entry level safety positions such as Health and Safety Advisor, Health and Safety Officer, Health and Safety Supervisor, Health and Safety Coordinator, Health and Safety Trainer and Health and Safety Manager.

Graduates of the Occupational Health and Safety Certificate may choose to go on and apply to write the exam to receive CRSP (Canadian Registered Safety Professional) designation through the BCRSP (Board of Canadian Registered Safety Professionals). To be eligible to write the CRSP examination there are three eligibility criteria. A student must have completed a minimum of a one year occupational health and safety college or university certificate or diploma or a two year non-OHS college or university program. A student must be able to demonstrate completion of professional development over the past five years. The third criteria is being currently employed full-time at a professional level in OHS and have had three years of continuous full-time OHS experience immediately prior to making the application. The proposed certificate will provide learners with the training requirement to write the exam. Learners will need to demonstrate the employment requirement independently from the program.

The BCRSP lists on their website colleges/universities that have "reported to the BCRSP that they used the CRSP examination blueprint as an input during the design and review of their OHS program. The BCRSP does not accredit or endorse the programs they have listed. The information is provided as a courtesy only". The only B.C. institution listed on their website is UVIC and their one year Environment and Occupational Health Certificate. I have emailed BCRSP and have their application. Their minimum requirement is a one year certificate of at least 250 hours and 8 courses. I have added my correspondence with them at the end of this document.

The proposed Okanagan College Occupational Health and Safety Certificate will be online and offered part-time basis to allow students to work while pursuing training. The certificate will take

one year to complete and will be paced as students move through the course as a cohort. We anticipate students will be required to spend approximately 10 hours/week working on the course. Using an online delivery method will increase accessibility as people can live and work in different parts of the province while taking the training.

There are two other public post-secondary institutions in BC delivering occupational health and safety training.

BCIT offers a two year full time Occupational Health and Safety diploma in September of each year. BCIT also offers a part-time OH&S Certificate program that takes an average 18-24 months to complete through distance education. Students have up to 7 years to complete the program.

Continuing Studies consulted with BCIT (David Wood) in the development of this certificate. David does not perceive the OC CS certificate as competition with BCIT's diploma or certificate. OC's OH&S certificate is cohort-based, online, and completed in one year. BCIT's program is not cohort based, is provided through print-based correspondence courses and an online component requiring weekly internet access. BCIT's two-year diploma provides more comprehensive training. We are in continuing discussions with BCIT about possible transfer credit towards their diploma program.

UNBC Continuing Studies offers an Occupational Health and Safety Certificate that is comprised of nine (four day in-person) courses. Home work is required in between the in-person sessions scheduled each month. The certificate can be taken at Prince George, Terrace or Fort St. John. They also offer a nine week condensed full-time in-person OH&S Certificate at the Prince George Campus.

Program description:

The 272 hour online Occupational Health and Safety Certificate provides the theoretical knowledge and practical skills required for a career as a health and safety professional. Health and Safety professionals assume roles such as Health and Safety Advisor, Health and Safety Officer, Health and Safety Supervisor, Health and Safety Coordinator, Health and Safety Trainer and Health and Safety Manager. These professionals play a vital role in a variety of fields including, but not limited to, construction, forestry, mining, manufacturing, education, health care, government, agriculture, and oil and gas.

Learners become familiar with effective health and safety systems, how to evaluate and continually improve health and safety systems, health and safety legislation, facilitation techniques, ability management, risk management, investigations and audits. Learners go beyond the development and management of a technically sound health and safety system to learning about facilitating a workplace that takes a team approach to health and safety by reducing the human factor in accidents.

Admission requirements:

- 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 one of: Foundations of Mathematics and Pre-Calculus Grade 10, or an equivalent Intermediate Level Adult Basic Education Mathematics course.
- A minimum grade of 60% in Okanagan College Continuing Studies Computer Fundamentals or the Okanagan College Continuing Studies Computer Fundamentals challenge exam.

Graduation requirements:

Students must pass each course and exam with a minimum grade of 70%.

Courses

OHS 111 Introduction to Health and Safety Systems – 42 hours

Short title: Intro Health and Safety Systems

This course provides learners with the skills required to understand how health and safety systems guide safety management systems and policies in the workplace. Learners prepare a health and safety related communication that illustrates key elements of a safety management system using health and safety legislation.

OHS 112

Management of Health and Safety Systems – 42 hours

Short Title: Mgmt Health and Safety Systems

This course provides learners with the strategies and processes needed to develop a safety management system that incorporates the core components of progressive health and safety systems. Learners evaluate the health and safety indicators of health and safety systems. Facilitation techniques used to advance safety practices and a culture of safety in organizations are identified.

OHS 113

Health and Safety Legislation - 35 hours

This course provides learners with a framework to navigate through key federal and provincial health and safety legislation applicable to workplaces. Learners understand how the roles and responsibilities of workers, supervisors and employers are related to health and safety practices and how legislation governs workplace health and safety processes.

OHS 114

Ability Management - 35 hours

This course provides learners with the skills required to identify and explain the key federal and provincial legislation that guides ability management in organizations. Learners understand the need to accommodate human rights legislation and then develop an ability management program that incorporates the principles of ability management and employee accommodation.

OHS 115

Human Factors - 24 hours

This course assists learners in identifying the hierarchy of safety controls and how various workplace factors such as fatigue, food intake, workstations and the circadian rhythms influence workplace safety. Learners create appropriate meal plans for night shift workers and design an ergonomic workstation based on an ergonomic assessment.

OHS 116

Training, Development and Facilitation - 24 hours

This course provides learners with adult learning principles to use when designing and implementing training and facilitating health and safety processes with workers. Learners apply principles of effective communication and interpret resources including those available through WorkSafe BC to develop and deliver training and facilitation activities.

OHS 117

Risk Management - 35 hours

This course provides learners with the skills required to direct risk management practices within the workplace. Learners use theories of incident causation and prevention, hazard recognition, assessment and the selection of appropriate controls to mitigate risk and develop risk analysis and action plans.

OHS 118

Investigation and Auditing - 35 hours

This course provides learners with the ability to conduct health and safety investigations, inspections and audits. Drawing upon the benefits of monitoring a workplace health and safety program, learners apply principles and monitoring strategies to determine root cause that aids with the correction of deficiencies and recommend actions to prevent recurrences.

Program table:

- OHS 111 - Introduction to Health and Safety Systems - 42 hours
- OHS 112 - Management of Health and Safety Systems - 42 hours
- OHS 113 - Health and Safety Legislation - 35 hours
- OHS 114 - Ability Management - 35 hours
- OHS 115 - Human Factors - 24 hours
- OHS 116 - Training, Development and Facilitation - 24 hours
- OHS 117 - Risk Management - 35 hours
- OHS 118 - Investigation and Auditing - 35 hours

Tuition: \$5995.00

Proposed date of implementation: June 2015

Program Revision - Electronic Engineering Technology Diploma

Recommended Motion:

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

Program revision

- Program outline

Rationale:

Offer CMNS 132 and ELEN 227 as concurrent courses in Semester 4. This will address the 2010 CTAB finding of allowing students to work on the ELEN 227 report as part of the CMNS 132 technical report assignment. CMNS 132 currently offered in semester 3 will be moved to semester 4 and PHYS 125 currently offered in semester 4 will be moved to semester 3. Contact hours in semester 3 will increase from 28.5 to 30 hours per week and contact hours in semester 4 will decrease from 31.5 to 30 hours per week.

Program outline:

Current ELEN Program Outline			Proposed ELEN Program Outline		
Course code	Title	Prereq/ Coreq	Course code	Title	Prereq/ Coreq
Semester 1					
ELEN 115	Computer Components and Peripherals		ELEN 115	Computer Components and Peripherals	
ELEN 116	Programming and Interfacing		ELEN 116	Programming and Interfacing	
ELEN 130	Electrical Circuits		ELEN 130	Electrical Circuits	
ELEN 132	Fabrication I		ELEN 132	Fabrication I	
ELEN 136	Introduction to Electronics	ELEN 130	ELEN 136	Introduction to Electronics	ELEN 130
MATH 137	Mathematics for Electronic Engineering Technology I		MATH 137	Mathematics for Electronic Engineering Technology I	
Semester 2					
ELEN 126	Digital Techniques	ELEN 116	ELEN 126	Digital Techniques	ELEN 116
ELEN 140	Electrical Circuits II	ELEN 130	ELEN 140	Electrical Circuits II	ELEN 130
ELEN 142	Fabrication II	ELEN 132	ELEN 142	Fabrication II	ELEN 132
ELEN 145	Communications I	ELEN 146	ELEN 145	Communications I	ELEN 146
ELEN 146	Electronic Circuits	ELEN 136	ELEN 146	Electronic Circuits	ELEN 136

MATH 147	Mathematics for Electronic Engineering Technology II	MATH 137	MATH 147	Mathematics for Electronic Engineering Technology II	MATH 137
Semester 3					
ELEN 215	Computer Systems II	ELEN 115	ELEN 215	Computer Systems II	ELEN 115
ELEN 216	Microcontroller Technology	ELEN 126	ELEN 216	Microcontroller Technology	ELEN 126
ELEN 254	Analog and Digital Systems I	ELEN 145 ELEN 146	ELEN 254	Analog and Digital Systems I	ELEN 145 ELEN 146
ELEN 256	Analog and Digital signal Processing	ELEN 146	ELEN 256	Analog and Digital signal Processing	ELEN 146
MATH 257	Mathematics for Electronic Engineering Technology III	MATH 147	MATH 257	Mathematics for Electronic Engineering Technology III	MATH 147
CMNS 132	Technical Communication I for Engineering Technology		PHYS 125	Physics for ELEN Technology	MATH 147
Semester 4					
ELEN 226	Embedded Systems	ELEN 216	ELEN 226	Embedded Systems	ELEN 216
ELEN 227	Project and Report	ELEN 226	ELEN 227	Project and Report	ELEN 226
ELEN 263	Control Systems	ELEN 256 MATH 257	ELEN 263	Control Systems	ELEN 256 MATH 257
ELEN 264	Analog and Digital Systems II	ELEN 254 ELEN 226	ELEN 264	Analog and Digital Systems II	ELEN 254 ELEN 226
ELEN 265	Communications II	ELEN 145	ELEN 265	Communications II	ELEN 145
PHYS 125	Physics for ELEN Technology	MATH 147	CMNS 132	Technical Communication I for Engineering Technology	

Proposed date of implementation: September 2015

Costs: n/a

Program Revision - Therapist Assistant Diploma

Recommended Motion:

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

Program revision

- Revision of Courses

Rationale:

The purpose of the program revision is to increase and reconfigure the Occupational Therapist Assistant, Physical Therapist Assistant and Recreational Therapist Assistant (OTA/PTA/RTA) clinical hours to meet industry best practices for RTA and align OTA/PTA hours with other provincial funded programs. The changes include:

- THER 141 RTA II Principles & Practice: changing from 30 hours in-class lab to 30 hours clinical time in community recreation therapy settings
- THER 150: Practicum I: decrease from 4 weeks of OTA/PTA/RTA practicum to 3 weeks RTA practicum
- THER 151 Practicum II: increase from 4 weeks to 5 weeks OTA/ PTA practicum
- THER 250 Preceptorship I OTA or PTA: Increase from 4 week to 5 weeks OTA or PTA practicum
- THER 251 Preceptorship II OTA or PTA: Increase from 4 weeks to 5 weeks OTA or PTA practicum

Note: The program currently is a blend of university transfer and vocational courses. In fourth semester, students do not have university transfer courses; therefore the exam period has been underutilized. In order to align with other provincial Therapist Assistant programs and to ensure that we are meeting minimum accreditation requirements the exam period will be used to

accommodate the additional second year practicum hours. There will be no additional costs to students.

Courses being revised:

- Ther 141 - RTA II PRINCIPLES & PRACTICE
- Ther 150 - PRACTICUM I: COMBINED OTA/PTA/RTA
- Ther 151 - PRACTICUM II: OTA AND /OR PTA PLACEMENT
- Ther 250 - PRECEPTORSHIP I OTA OR PTA PLACEMENT
- Ther 251 - PRECEPTORSHIP II OTA OR PTA PLACEMENT

Program Revision Table – Therapist Assistant Diploma

Current Program		Proposed Program	
Course Code	Title	Course Code	Title
Term One FALL		Term One	
BIOL 131	Human Anatomy & Physiology I	BIOL 131	Human Anatomy & Physiology I
PSYC 111	Introduction to Psychology: Basic Processes	PSYC 111	Introduction to Psychology: Basic Processes
One of: ENGL 100 ENGL 150 ENGL 151 ENGL 153	University Writing Critical Writing & Reading: Poetry & Drama Critical Writing & Reading: Short Fiction & the Novel Critical Writing & Reading: Narrative	One of: ENGL 100 ENGL 150 ENGL 151 ENGL 153	University Writing Critical Writing & Reading: Poetry & Drama Critical Writing & Reading: Short Fiction & the Novel Critical Writing & Reading: Narrative
Ther 102	Communication and Group Process	Ther 102	Communication and Group Process
Ther 103	Disease and Disability	Ther 103	Disease and Disability
Ther 140	RTA I : Principles & Practice	Ther 140	RTA I : Principles & Practice
Term Two Winter		Term Two Winter	
BIOL 133	Human Anatomy & Physiology II	BIOL 133	Human Anatomy & Physiology II
PSYC 121	Introduction to Psychology: Personal Functioning	PSYC 121	Introduction to Psychology: Personal Functioning
Ther 125	Practicum Preparation	Ther 125	Practicum Preparation
Ther 104	Client Care Principles & Practice	Ther 104	Client Care Principles & Practice
Ther 120	OTA I: Principles & Practice	Ther 120	OTA I: Principles & Practice
Ther 130	PTA I: Principles & Practice	Ther 130	PTA I: Principles & Practice
Ther 141	RTA II: Principles & Practice 30 hours (lab)	Ther 141	RTA II: Principles & Practice 30 hours (Clinical)
Ther 150	Practicum I: Combined OTA/PTA/RTA (4 weeks)	Ther 150	Practicum I: RTA (only) 3 weeks
Ther 151	Practicum II: OTA+/ PTA Placement (4 weeks)	Ther 151	Practicum II: OTA+/PTA 5 weeks
Term Three Fall		Term Three Fall	
Ther 201	Gross Anatomy & Kinesiology	Ther 201	Gross Anatomy & Kinesiology
Ther 203	Psychiatry & Mental Health	Ther 203	Psychiatry & Mental Health

Ther 204	Client Care Principles & Practice - Advanced	Ther 204	Client Care Principles & Practice - Advanced
Ther 220	OTA II: Principles & Practice	Ther 220	OTA II: Principles & Practice
Ther 230	PTA II: Principles & Practice	Ther 230	PTA II: Principles & Practice
Term Four Winter		Term Four Winter	
Ther 205	Therapeutic Modalities	Ther 205	Therapeutic Modalities
Ther 215	Professional Practice	Ther 215	Professional Practice
Ther 221	OTA III: Principles & Practice	Ther 221	OTA III: Principles & Practice
Ther 231	PTA III: Principles & Practice	Ther 231	PTA III: Principles & Practice
Ther 260	Capstone Project	Ther 260	Capstone Project
Ther 250	Preceptorship I: Occupational or Physical Therapist Assistant (4 weeks)	Ther 250	Preceptorship I: Occupational or Physical Therapist Assistant (5 weeks)
Ther 251	Preceptorship II: Occupational or Physical Therapist Assistant (4 weeks)	Ther 251	Preceptorship II: Occupational or Physical Therapist Assistant (5 weeks)

Proposed date of implementation: September 2015

Costs: none

Program Revision - Office Management Certificate

Recommended Motion:

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

Program revision

- Graduation requirements

Rationale:

The graduation requirements are missing.

Graduation requirements:

Existing:

None.

Proposed:

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

Implementation date: September 2015

Costs: n/a

Business Studies Certificate – all options

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Business Studies Certificate (all options), as recommended by Education Council and as presented”

Program revision

- Graduation requirements

Programs included

Business Studies Certificate - Accounting
Business Studies Certificate - Business Computer Applications
Business Studies Certificate - Financial Services
Business Studies Certificate - Tourism and Hospitality Management
Business Studies Certificate - Human Resources Management
Business Studies Certificate - Marketing
Business Studies Certificate - Operations Management
Business Studies Certificate for Healthcare Professionals
Business Studies Certificate - Entrepreneurship and Small Business Management

Reason:

The existing requirements do not include the requirement for a 60% graduating grade average. This was lost in the transition of the calendar to its current format. It was previously included in the section heading for all Business Administration Certificates see 2007/2008 paper calendar page 47 top of middle section.

Graduation requirements:

Existing:

Certificates will be awarded upon formal entry into the program and completion of 18 credit hours as outlined below.

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

Costs: n/a

Program Revision - Business Administration Certificate

Recommended Motion:

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

Program revision

- Graduation requirements

Rationale:

To create consistency with other BUAD graduation requirements

Graduation requirements:

Existing:

Graduation from the Business Administration Certificate program requires successful completion of the courses in the program outline with a minimum graduating grade average of 60%. Successful completion of a course requires a minimum grade of 50%. Some courses may require a higher minimum grade to be acceptable as prerequisites for subsequent courses.

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

Costs: n/a

Program Revision - Business Administration Diploma (all options)

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Business Administration Diploma (all options), as recommended by Education Council and as presented”

Program revision

- Graduation requirements

Programs included

Business Administration Diploma - Accounting Option
Business Administration Diploma - Financial Services Option
Business Administration Diploma - General Studies Option
Business Administration Diploma - Human Resources Management Option
Business Administration Diploma - Management Option
Business Administration Diploma - Marketing Option
Business Administration Diploma - Tourism and Hospitality Management Option

Reason:

The existing requirements do not refer to the program outline and could be interpreted that any program credits would be acceptable. The proposed wording makes it clear that the requirements detailed in the program outline must be met.

Graduation requirements:

Existing:

Students must obtain a minimum cumulative average grade of 60% to be eligible for a Diploma in Business Administration.

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

Costs: n/a

Program Revision - Post-Diploma Certificate in Business Administration

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Post-Diploma Certificate in Business Administration, as recommended by Education Council and as presented”

Program revision

- Program description

Rationale:

This certificate does not have an outline listing required courses and does not refer to BUAD courses in the description. This creates a situation where students with no BUAD credits can qualify for this certificate which is not the intent.

Program description:

Graduates with a diploma or degree in Business Administration may receive a post-diploma certificate in Business Administration by completing an additional 18 credits of BUAD courses, of which at least 15 credits must be courses numbered 200 or higher. This certificate will be of interest to students who have completed one option and now wish to broaden their studies in a second option. Certificates are available in Accounting, Financial Services, General Studies, Human Resource Management, Marketing, Management, and Tourism and Hospitality Management. Please contact the department chair for approval of your study plan.

Proposed date of implementation: September 2015

Costs: n/a

Program Revision - Pathway to Professional Accounting

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Pathway to Professional Accounting, as recommended by Education Council and as presented”

Program revision

- Graduation requirements

Rationale:

Consistency with other BUAD graduation requirements.

Graduation requirements:

Existing:

Graduation from the Pathway to Professional Accounting Certificate program requires successful completion of the courses in the program outline with a minimum graduating grade average of 65%. Successful completion of a course requires a minimum grade of 50%. Some courses may require a higher minimum grade to be acceptable as prerequisites for subsequent courses. Higher course grades may be required by the professional accounting associations for transfer credits to be granted.

Proposed:

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 65%.

Note: Higher course grades may be required by the professional accounting association for transfer credits to be granted.

Proposed date of implementation: September 2015

Costs: n/a

Program Revision - Human Kinetics Pathway to the BBA

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Human Kinetics Pathway to the BBA, as recommended by Education Council and as presented”

Program revision

- Graduation requirements

Rationale:

Consistency with other BUAD graduation requirements.

Graduation requirements:

Existing:

Graduation from the Bachelor of Business Administration Degree program requires successful completion of the courses in the Human Kinetics Diploma Pathway Program with a minimum graduating grade average of 60%. Successful completion of a course requires a minimum grade of 50%. Some courses may require a higher minimum grade to be acceptable as a prerequisite for subsequent courses.

Proposed:

Graduation from the Bachelor of Business Administration Degree via the Human Kinetics Diploma Pathway Program requires successful completion of the prescribed and elective courses in the program outline with a minimum graduating grade average of 60%.

Proposed date of implementation: September 2015

Costs: n/a

Program Revision - Bridging Program into the BBA – Associate of Arts Bridge

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the to the Bridging Program into the BBA – Associate of Arts Bridge, as recommended by Education Council and as presented”

Program revision

- Graduation requirements

Rationale:

Consistency with other BUAD graduation requirements.

Graduation requirements:

Existing:

Graduation from the Bachelor of Business Administration Degree program requires successful completion of the courses in the Associate of Arts Degree Bridge program outline with a minimum graduating grade average of 60%. Successful completion of a course requires a minimum grade of 50%. Some courses may require a higher minimum grade to be acceptable as prerequisites for subsequent courses.

Proposed:

Graduation from the Bachelor of Business Administration Degree via the Associate of Arts Bridge requires successful completion of the prescribed and elective courses in the program outline with a minimum graduating grade average of 60%.

Proposed date of implementation: September 2015

Costs: n/a

Program Revision - Bridging Program into the BBA – Technology and CIS Bridge

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the to the Bridging Program into the BBA – Technology and CIS Bridge, as recommended by Education Council and as presented”

Program revision

- Graduation requirements

Rationale:

Graduation requirements are missing.

Graduation requirements:

Existing:

None

Proposed:

Graduation from the Bachelor of Business Administration Degree via the Technology and CIS Bridge requires successful completion of the prescribed and elective courses in the program outline with a minimum graduating grade average of 60%.

Proposed date of implementation: September 2015

Costs: n/a

Program Revision - Bachelor of Business Administration (all specialties)

Recommended Motion:

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

Program revision

- Graduation requirements

Rationale:

The graduation requirements need to be modified to reference the program outline in all the following programs:

Bachelor of Business Administration

Bachelor of Business Administration- Accounting Specialty

Bachelor of Business Administration - Finance Specialty

Bachelor of Business Administration - Tourism and Hospitality Management Specialty

Bachelor of Business Administration - Human Resources Management Specialty

Bachelor of Business Administration - Management Specialty

Bachelor of Business Administration - Marketing Specialty

Graduation requirements:

Existing:

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

[Note: this is the only statement on the BBA and the 1st sentence of each BBA specialty.]

Proposed:

Replace the first sentence as follows:

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

Keep second sentence concerning specialties on each BBA specialty.

Reason:

The 1st sentence of the existing requirements does not refer to the program outline and could be interpreted that any 120 credits would be acceptable. The proposed wording makes it clear that the requirements detailed in the program outline must be met.

The second sentence is correct for each specialty

Proposed date of implementation: September 2015

Costs: n/a

Program Revision - Bachelor of Business Administration Honours Program

Recommended Motion:

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

Program revision

- Graduation requirements
- Program description
- Program outline

Rationale:

The program outline for the BBA Honours does not sufficiently describe the graduation requirements. The program outline heading needs to be replaced with the Graduation Requirements heading and content needs to be clarified.

Program description:

The Bachelor of Business Administration with Honours provides students the opportunity to undertake applied business research. Students who complete this program will learn to work independently with a high standard of competency in the business environment. The Honours program requires students to acquire sophisticated analytical and communication skills.

Graduation requirements:

Existing:

None

Proposed:

Successful completion of any of the BBA Degree programs listed below with a minimum graduating grade average of 76%. Successful completion of any of the program specialties must include successful completion of BUAD 491 and the completion of BUAD 492 with a minimum grade of 76%.

Bachelor of Business Administration

Bachelor of Business Administration- Accounting Specialty

Bachelor of Business Administration - Finance Specialty

Bachelor of Business Administration - Tourism and Hospitality Management Specialty

Bachelor of Business Administration - Human Resources Management Specialty

Bachelor of Business Administration - Management Specialty

Bachelor of Business Administration - Marketing Specialty

BBA via the Technology and CIS Bridge

BBA via the Associate of Arts Bridge

Human Kinetics Diploma Pathway to the BBA

Proposed date of implementation: September 2015

Costs: n/a

New Program - Post-Baccalaureate Diploma in Marketing

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new program Post-Baccalaureate Diploma in Marketing, as recommended by Education Council and as presented”

Rationale

This post baccalaureate diploma is aimed at students with a bachelor's degree in any business or non-business program other than those with a marketing major or specialty who wish to pursue a career in the marketing field. The British Columbia 2022 Labour Market Outlook projects that by 2022 there will be 11,900 job openings in British Columbia that will require post-secondary education in Marketing.

Program description

This 20-course post-baccalaureate diploma is aimed at students with a bachelor's degree in any business or non-business program other than those with a marketing major or specialty who wish to pursue a career in the marketing field.

Admission requirements

Successful completion of a recognized Bachelor's Degree in any business or non-business program other than those with a marketing major or specialty.

Graduation requirements:

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

Program outline:

Semester 1

Semester 2

BUAD 111	3	Financial Accounting 1		BUAD 176	3	Professional Selling
BUAD 113	3	Canadian Business		BUAD 195	3	Financial Management
BUAD 116	3	Marketing		BUAD 210	3	Introduction to Marketing Research
BUAD 123	3	Management Principles		BUAD 262	3	Organizational Behaviour
BUAD 128	3	Computer Applications		BUAD 264	3	Management Accounting

Semester 3

Semester 4

BUAD 266	3	Advertising and Sales Promotion		BUAD 340	3	Strategic Management
BUAD 272 or BUAD 293	3	One of Business Simulation or Entrepreneurship			3	BUAD Elective*
BUAD 345	3	Consumer Behaviour			3	BUAD Elective*
	3	BUAD Elective*			3	BUAD Elective*
	3	BUAD Elective*			3	BUAD Elective*

* The six BUAD Electives Must be chosen from the following:

STAT 124	3	Business Statistics
BUAD 209	3	Business Law
BUAD 297	3	Retailing
BUAD 333	3	Internet Marketing
BUAD 334	3	Sports and Events Marketing
BUAD 335	3	Electronic Commerce
BUAD 336	3	Services Marketing
BUAD 344	3	Applied Marketing Research
BUAD 470	3	Customer Relationship Management

Proposed date of implementation: September 2015

Costs: none

Program Revision - Administrative Assistant Certificate

Recommended Motion:

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

Program revision

- Addition of courses
- Admission requirements
- Deletion of courses

Rationale:

The Tier III Review completed in 2014 clearly identified the need to remove the Administrative Assistant Fundamentals certificate and make the Office Administration certificate structure more easily understood by both college staff and prospective students. To facilitate those changes, some minor changes are also required in the ten-month certificate.

Program description:

The 1110 hour (37 week) Administrative Assistant Certificate program is a certificate program which includes word processing, spreadsheet, database, desktop publishing, computerized accounting, and presentation software. Students will also learn business communications, business math, office procedures, effective job search techniques, accounting, and self-management skills. There is a three-week practicum component to this certificate.

The Administrative Assistant Certificate program is offered on campus as well as online. On-site students are normally enrolled full time; students wishing to take courses on campus on a part-time basis should consult with the department chair. Online students may complete the program part time.

Graduates may be employed as receptionists, general clerks, administrative or executive assistants, and other similar careers. Graduates may also continue their education as the Administrative Assistant Certificate program is recognized by other programs such as the Okanagan College Legal Administrative and Medical Administrative Assistant Certificate programs. As well, select courses transfer to the Okanagan College Business Administration, Canadian Institute of Bookkeepers, and the Canadian Payroll Association programs.

Admission requirements:

Existing:

- Graduation from Grade 12 (or equivalent); or mature student status (age 19 and out of full-time secondary school for at least one year prior to commencement of the program).
- Students graduating from secondary school in or prior to 2012: A minimum grade of 67% in Applications of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course; or a minimum score of 70% on a basic business mathematics assessment.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course or a minimum score of 70% on a basic business mathematics assessment.
- A minimum grade of 67% in English 11 or an equivalent Advanced Level Adult Basic Education course; or a minimum score of at least 70% on a basic English comprehension assessment.

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.
- Pass in English 11, English 11 First Peoples or Communications 11 (or equivalent) or an equivalent Advanced Level Adult Basic Education English course or a minimum score of 70 percent on an Okanagan College Office Administration English entrance test

Program outline:

Current			Proposed		
Course code	Course title	Hours	Course code	Course title	Hours
OADM 110	Communications	90	OADM 1110	Communications	90
OADM 111	Letter & Report Writing	50	OADM 111	Letter & Report Writing	60
OADM 127	Admin Assistant Simulation	45	OADM 127	Admin Assistant Simulation	60
OADM 175	Word Processing	115	OADM 128	Word Processing I	60
			OADM 129	Word Processing II	90
OADM 130	Business Math	60	OADM 130	Business Math	60
OADM 135	Records Management	30	OADM 135	Records Management	30
OADM 136	Office Procedures	75	OADM 136	Office Procedures	75
OADM 142	Payroll Accounting	45	OADM 142	Payroll Accounting	45
OADM 140	Accounting	120	OADM 143	Accounting I	60

OADM 152	Accounting Software I	60		OADM 152	Accounting Software I	60
OADM 165	Presentation Graphics	30		OADM 165	Presentation Graphics	30
OADM 167	Computer Essentials	50		OADM 167	Computer Essentials	45
OADM 168	Database	50		OADM 168	Database	45
OADM 169	Spreadsheets	50		OADM 169	Spreadsheets	60
OADM 171	Desktop Publishing	60		OADM 171	Desktop Publishing	60
OADM 174	Keyboarding	30		OADM 174	Keyboarding	30
OADM 181	Job Search	30		OADM 181	Job Search	30
OADM 180	Self-Management	30		OADM 180	Self-Management	30
OADM 182	Office Practicum	90		OADM 182	Office Practicum	90
	Total hours	1110			Total hours	1110

Proposed date of implementation: August 2015

Costs: n/a

Program Revision - Office Assistant Certificate

Recommended Motion:

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

Program revision

- Addition of courses
- Admission requirements
- Deletion of courses

Rationale:

The Tier III Review completed in 2014 clearly identified the need to remove the Administrative Assistant Fundamentals Certificate and make the Office Administration Certificate structure more easily understood by both college staff and prospective students. As well, feedback from employers indicated that some of the courses previously contained in the Office Assistant Certificate were not necessary for entry-level work. This certificate will now act as an entrance option for the Legal Administrative Assistant certificate(s) and Medical Administrative Assistant certificate (replacing the Administrative Assistant Fundamentals certificate in this capacity) as well as providing an employment-ready option for students.

Program description:

The 510-hour (17-week) Office Assistant Certificate program is an entry-level program for students interested in working in business offices. Students in this program learn essential business skills such as business communications, computer essentials, office procedures, business math, word processing, and spreadsheet software. Graduates may be employed as receptionists, file clerks, and office assistants. Graduates of this program may also choose to continue their education by enrolling in more advanced Office Administration programs such as the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, or Medical Administrative Assistant Certificate programs.

The Office Assistant Certificate program is offered on campus as well as online. On-site students are normally enrolled full time; students wishing to take courses on site on a part-time basis should consult with the department chair. Online students may complete the program part-time or full-time.

Admission requirements:

Existing:

- Graduation from Grade 12 (or equivalent); or mature student status (age 19 and out of full-time high school for at least one year prior to commencement of the program).
- Students graduating from secondary school in or prior to 2012: A minimum grade of 67% in Applications of Mathematics 11 or an equivalent Advanced Level Adult Basic

Education Mathematics course; or a minimum score of 70% on a basic business mathematics assessment.

- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course or a minimum score of 70% on a basic business mathematics assessment.
- A minimum of 67% in English 11 or an equivalent Advanced Level Adult Basic Education English course or a minimum score of at least 70% on a basic English comprehension assessment.
- Mature students are encouraged to contact the department for a review of prior learning.
- Keyboarding speed of 20 wpm is desirable

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.
- Pass in English 11, English 11 First Peoples or Communications 11 (or equivalent) or an equivalent Advanced Level Adult Basic Education English course or a minimum score of 70 percent on an Okanagan College Office Administration English entrance test

Reason:

Streamlining the entrance requirements to only those that are essential will allow more students the option of entering this certificate program. As OADM 130 Business Math and Electronic Calculators includes a section on basic math, the department (with the support of the PAC) feels that having a Grade 11 Math requirement is not necessary for a student to succeed in the OAC. Communications 11 has been added as an option along with English 11 to expand options for high school graduates.

To encourage students without the necessary English 11 or Communications 11 marks to consider the Office Assistant certificate, the option of a English entrance test has been retained.

Program outline:

Current			Proposed		
Course code	Course title	Hours	Course code	Course title	Hours
OADM 110	Communications	90	OADM 1110	Communications	90
OADM 175	Word Processing	115	OADM 128	Word Processing I	60
OADM 130	Business Math	60	OADM 130	Business Math	60
OADM 135	Records Management	30	OADM 135	Records Management	30
OADM 136	Office Procedures	75	OADM 136	Office Procedures	75
OADM 165	Presentation Graphics	30			
OADM 167	Computer Essentials	50	OADM 167	Computer Essentials	45
OADM 168	Database	50			
OADM 169	Spreadsheets	50	OADM 169	Spreadsheets	60
OADM 174	Keyboarding	30	OADM 174	Keyboarding	30

OADM 181	Job Search	30		OADM 181	Job Search	30
OADM 180	Self-Management	30		OADM 180	Self-Management	30
	Total hours	640			Total hours	510

Proposed date of implementation: August 2015

Costs: n/a

New Program - Accounting/Bookkeeping Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new program Accounting/Bookkeeping Certificate, as recommended by Education Council and as presented”

Rationale:

The Office Administration Department has offered an Accounting Assistant Certificate for many years on all campuses (and online). This certificate has traditionally been offered from January to early June each year with low enrollment on most campuses except Kelowna. The students have often found it very difficult to find practicum placements as the program finishes after the tax season. As well, the Tier III review clearly indicated that a more rigorous certificate dealing with accounting and bookkeeping topics would be well received by employers and students.

The plan is to offer the Accounting/Bookkeeping Certificate program at the KLO campus only for the time being, with possible expansion to other campuses should the need arise in the respective communities. This 600-hour certificate will be offered from September to mid-February, allowing students to more easily find practicum placements and employment in accounting and other financial offices. New courses will be created for this certificate that will increase its rigour and student employability.

Program description:

This 600-hour (20 week) program is for students who wish to be accounting assistants or bookkeepers. During the program, students will complete courses in business math and calculators, spreadsheets, payroll, manual and computerized accounting, and accounting office procedures, as well as a capstone course, and a three-week practicum. Graduates of the program may begin immediate employment as accounting assistants in small, medium and large businesses performing accounts payable, accounts receivable, payroll and general bookkeeping duties. Some graduates of this program may use their accounting skills to establish home-based bookkeeping businesses. Graduates may continue their education as selected courses are recognized by other organizations such as Okanagan College Business Administration, Canadian Institute of Bookkeeping (CIB) and the Canadian Payroll Association (CPA).

Admission requirements:

- Graduation from Grade 12 (or equivalent); or mature student status
- Pass in English 11 or Communications 11 (or equivalent) or a minimum score of 70 percent on an English entrance test
- Pass in Math 11 (or equivalent) or a minimum score of 70 percent on a math entrance test

OR

- Completion of Office Assistant Certificate

Graduation requirements:

Graduation from the Accounting/Bookkeeping Certificate program requires successful completion of all courses in the program with a minimum grade of 70 percent in each.

Program outline:

This is a cohort program that will be offered from September to mid-February each year.

OADM 130 - Business Math and Electronic Calculators	60 hours
OADM 142 - Payroll	45 hours
OADM 143 - Accounting I	60 hours
OADM 144 - Accounting II	60 hours
OADM 145 – Essential Skills	45 hours
OADM 152 - Accounting Software I	60 hours
OADM 155 - Accounting Software II	60 hours
OADM 156 - Accounting Simulation	30 hours
OADM 169 - Spreadsheets	60 hours
OADM 181 - Job Search	30 hours
OADM 183 - Accounting Practicum	90 hours
Total hours	600 hours

Proposed date of implementation: August 2015

Costs: n/a

Program Revision - Teaching English as a Second Language Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Teaching English as a Second Language Certificate, as recommended by Education Council and as presented”

Program revision

- Admission requirements

Rationale:

The Teaching English as a Second Language (TESL) Admission Requirements have been reviewed and require updating to be in line with Okanagan College wording and the updated ESL course changes. The Okanagan College ESL department re-organized courses and changed the program to have four levels now instead of six. The current ESL admission requirements, ELSE, ESLR and ESLW level 6, are being updated to the equivalent new EAPD, EAPR and EAPW level 4 requirements.

Admission requirements:

Existing:

General Admission Requirements

- BC Secondary School graduation or equivalent

Applicants who do not hold an undergraduate degree must also submit documentation of one of the following:

- English 12 with a minimum of 70%
- Technical and Professional Communications 12 with a minimum grade of 70%
- Completion of the Language Proficiency Index (LPI) with a minimum score of Level 5

Applicants who are non-native speakers of English must also submit documentation of one of the following:

- TOEFL score of at least 550 (paper based), 213 (computer based), or 79 (internet based)
- Band score of 6.5 on the academic version of IELTS
- A score exceeding level 6 on the Okanagan College English Language Assessment (OCELA)
- Minimum grade of 70% in each of ESLE 060, ESLW 061, and ESLR 062
- Transcript showing completion of an English Literature or composition course at a recognized university or college in Canada with a minimum grade of 60%

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.

English Requirement

One of:

- A minimum grade of 70% 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; Note: Communications 12 is not acceptable.
- A minimum score of level 5 on the LPI (Language Proficiency Index).
- TOEFL score of at least 550 (paper based), 213 (computer based), or 79 (internet based)
- A band score of 6.5 on the academic version of IELTS
- A score exceeding level 6 on the Okanagan College English Language Assessment (OCELA)
- A minimum grade of 70% in each of EAPD 040, EAPR 040, and EAPW 040
- A minimum grade of 60% in an English Literature or composition course at a recognized university or college in Canada

Reason:

Update the wording and subject codes to be in line with Okanagan College's wording and subject codes.

Proposed date of implementation: July 2015

Costs: none

Program revision - English for Academic Purposes Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the English for Academic Purposes Certificate, as recommended by Education Council and as presented”

Program revision

- Graduation requirements

Rationale:

When the department revised its courses in 2012, it neglected to change the course names on the program description.

Graduation requirements:

Existing:

Successful completion of EAPD 040, EAPW 041 and EAPR 042 with a minimum grade of 65 per cent in each course.

Proposed:

Successful completion of EAPD 040, EAPW 040 and EAPR 040 with a minimum grade of 65 per cent in each course.

Reason:

The new course codes need to replace the old course codes.

Proposed date of implementation: September 2015

Costs: none