



**BOARD OF GOVERNORS
REGULAR MEETING**

Schedule of Events
Tuesday, May 23, 2017
Kelowna Campus, S103B

<u>Time</u>	<u>Event</u>	<u>Location</u>
9:00 a.m.	In Camera Meeting	S103B
11:00 a.m.	Open Session Meeting	S103B
12:00 p.m.	Lunch (<i>provided</i>)	S105C

This month's news clippings have been posted to the Board website,
Inside Okanagan College, at:

http://www.okanagan.bc.ca/about/Board_of_Governors/Press_Clippings.html

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



**BOARD OF GOVERNORS
REGULAR MEETING**

May 23, 2017; 11:00 a.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 23, 2017 OC Board open session meeting agenda is approved".</i>		11:00 a.m.
2. DECLARATION OF CONFLICT		11:05 a.m.
3. CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>		
3.1 MINUTES – March 28, 2017	A	
3.2 WRITTEN REPORTS		
3.2.1 President's Report (J. Hamilton)	B	
3.2.2. Education Council Report (D. Silvestrone)	C	
3.3 INFORMATION		
4. BUSINESS ARISING FROM THE MINUTES		
5. PRESENTATIONS/DELEGATIONS		
6. NEW BUSINESS/RESOLUTIONS		11:10 a.m.
6.1 Finance, Audit and Risk Review Committee (B. McGowan)		
6.1.1 Chair Report		
6.1.2 Audited Financial Statements – Report from In Camera		11:20 a.m.
6.2 Education Council (D. Silvestrone)		11:35 a.m.
6.2.1 Program Revisions	D	
<u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Board approve the program revision: Legal Administrative Assistant - Litigation, as recommended by Education Council and as presented."</i>		
<u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Board approve the program revision: Business Administration Diploma – Marketing Option, as recommended by Education Council and as presented."</i>		

Recommended Motion:

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

Recommended Motion:

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

Recommended Motion:

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

Recommended Motion:

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

Recommended Motion:

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

Recommended Motion:

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

- 6.3 Memorandum of Understanding (MOU) (A. Hay, H. Banham) E 11:40 a.m.

Recommended Motion:

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

7. VERBAL REPORTS 11:50 a.m.

- 7.1 Board Chair Report (C. Denesiuk)
- 7.2 President’s Report (J. Hamilton)
- 7.3 Reports from Conferences Attended

8. INFORMATION

9. TOPICS FOR NEXT MEETING

10. OTHER BUSINESS

11. FOR THE GOOD OF THE INSTITUTION

12. DATE OF NEXT MEETING - June 27, 2017 in S103B, Kelowna Campus

13. ADJOURNMENT 12:00 p.m.

**Consent Agenda Resolutions
Attachment A**

Item 3.1

Recommended Motion

“BE IT RESOLVED THAT the March 28, 2017 open session minutes be approved.”



MINUTES OF **OPEN SESSION** MEETING OF THE
OKANAGAN COLLEGE BOARD OF GOVERNORS

March 28, 2017, 1:00 p.m.
Room E102/103, Vernon Campus

Members Present: C. Denesiuk (Chair)
A. Beaumont
R. Gakhal
C. Gerbrandt
J. Hamilton (President)
S. Johal
C. Derickson
J. Maciel
B. McGowan
D. Silvestrone

Regrets: G. Morgan
M. Kananga
L. Thurnheer
B. Berg

Board Secretary: M. Johnson

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

Directors: A. Coyle

Union Observer: T. Walters (OCFA)

Guests: Christine Ulmer – Public Affairs
Jane Lister – Regional Dean, North Okanagan Region

1. APPROVAL OF AGENDA

Motion: R. Gakhal/C. Gerbrandt

“BE IT RESOLVED THAT the March 28, 2017, OC Board open session meeting agenda is approved”.

MOTION CARRIED

2. DECLARATION OF CONFLICT

No conflicts were declared

3. CONSENT AGENDA

Motion: S. Johal/C. Gerbrandt

“BE IT RESOLVED THAT the Consent Agenda be approved as presented.”

Motion: S. Johal/C. Gerbrandt

“BE IT RESOLVED THAT the January 31, 2017 open session minutes be approved.”

Motion: S. Johal/A. Beaumont

“BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2017/18 on behalf of the Okanagan College Student Union and the Vernon Student Association as outlined in the submissions that are included in the agenda”.

MOTIONS CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. PRESENTATIONS/DELEGATIONS

5.1 Regional Dean Report (J. Lister)

The Regional Dean provided a written report to the Board and noted the following highlights:

- Construction of a new Trades building on the Vernon Campus. We expect to break ground in the spring. This will be a \$6.2 million project with the College expected to raise \$1 million.
- Increasing summertime use of the campus buildings is a focus. A number of ideas are being considered including increasing international study tours and continuing studies programming.
- Recruitment and retention of students is a key focus. Applications have increased substantially in the last year.
- Development of an Indigenous garden on campus is under way.
- Maintenance of facilities continues to be an issue.

Questions raised by the Board included:

- Will parking be an issue as it is in Kelowna? Jane noted that based on this year’s campus activity, we do not expect to have an issue.
- Will community access to the Patchwork garden be impacted by the new trades building construction? Jane noted that the contractors will work together with the college and the community to minimize the impact.

Jim Hamilton informed the Board that Jane is leading the Sexual Violence & Misconduct Committee and her leadership is greatly appreciated.

6. NEW BUSINESS/RESOLUTIONS

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

- The committee met on March 14th to review the operating & capital budgets.
- The operating budget increased by \$7 million.

6.1.1 Okanagan College 2017/18 Budget (R. Daykin)

Over the past few weeks, Jim Hamilton and Roy Daykin visited each campus to present the budget in “town hall” type meetings.

The VP, Employees and Corporate Services provided a presentation on the 2017/18 Budget.¹

The following were discussed:

- While reliance on funds from International students is a risk, there continues to be a strong demand for post-secondary education internationally. International issues should not cause a negative impact on our numbers as we have always exceeded our targets. If we were as reliant on our international students as other institutions are, it would be a concern. The Internationalization Plan is focusing on these questions and modest growth and the need for balance.
- Adult Upgrading Grants (AUG) have provided much needed support to our students and the government is expected to continue to provide funds.
- The suggestion from the OCSU/VSA that a student bursary and scholarship expo take place continues to be explored.
- A .5 position has been added to Kelowna counselling. This addition was made following a suggestion from the OCSU.

¹ This presentation is available on the Board Moodle site and can be made available upon request.

Motion: B. McGowan/C. Derickson

“BE IT RESOLVED THAT the Board of Governors approve the 2017/18 balanced operating budget of \$107.8 million as recommended by the Finance, Audit and Risk Review Committee”.

MOTION CARRIED

6.1.2 2017/18 Capital Budget

Motion: B. McGowan/R. Gakhal

“BE IT RESOLVED THAT the Board of Governors, approve the 2017/18 capital budget of \$17.7 million subject to receipt of funding as recommended by the Finance, Audit and Risk Review Committee”.

MOTION CARRIED

6.2 Forgiveness of Foundation Loan

Motion: B. McGowan/C. Derickson

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the forgiveness of the loan from the Okanagan College Foundation for actual capital campaign expenses up to \$450,000. The forgiveness of the loan must be done without creating a year end consolidated deficit for Okanagan College.”

MOTION CARRIED

6.3 ITA (Industrial Training Authority) Training Plan (A. Hay)

Andrew reviewed the Training Plan. The plan was developed on a status quo budget as the ITA has informed us that there will be no new funding. The following was also noted:

- We have been delivering more ITA training by adding more sections to courses.
- The impact of no new funding will result in larger waitlists.

Motion: C. Gerbrandt/S. Johal

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

MOTION CARRIED

6.4 Annual Programming Plan (A. Hay)

Andrew provided the Annual Programming Plan for the Board's review and approval. Some of the highlights noted were:

- New programs include Resistance and Revolution, Animation, and Viticulture.
- The focus will be on packaging programs that already exist to promote further education.
- Applications are being accepted for the Animation program. We had 19 as of last week. External companies, Yeti Farms & Bardel, are backing and promoting the program and have agreed to hire students once they have completed training.

Motion: C. Gerbrandt/J. Maciel

“BE IT RESOLVED that the Okanagan College Board of Governors approve the Annual Programming Plan 2017/18 as recommended”.

MOTION CARRIED

6.5 Education Council (D. Silvestrone)

Program Revisions:

Motion: D. Silvestrone/R. Gakhal

“BE IT RESOLVED THAT the Board approve the program revision: Electronic Engineering Technology Bridge to UBC Okanagan Electrical Bridge, as recommended by Education Council and as presented.”

Motion: D. Silvestrone/S. Johal

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

Motion: D. Silvestrone/A. Beaumont

“BE IT RESOLVED THAT the Board approve the program revision: Bachelor of Computer Information Systems, as recommended by Education Council and as presented.”

Motion: D. Silvestrone/C. Gerbrandt

“BE IT RESOLVED THAT the Board approve the revised schedule: Office Administration, as recommended by Education Council and as presented.”

Motion: D. Silvestrone/R. Gakhal

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

MOTIONS CARRIED

7. VERBAL REPORTS

7.1 Board Chair Report (C. Denesiuk)

Congratulations to Laura Thurnheer on her nomination for the Kelowna Chamber of Commerce and BDO's *Top 40 over 40* which showcases mentors, champions and role models in the community. Laura's reputation as an educator, mentor and leader, particularly in the area of women's leadership, has earned her the respect of her peers that nominated her for the honour.

7.2 President's Report (J. Hamilton)

Whitney Buggiey, a retired Okanagan College Administrator, has penned and published a 720 page novel entitled "Eva's Child".

Further recognition has been awarded for the Centre of Excellence in Penticton. PCL recently received a national *Environmental Achievement Award* for their work on the Centre of Excellence.

8. INFORMATION

9. TOPICS FOR NEXT MEETING

10. OTHER BUSINESS

11. FOR THE GOOD OF THE INSTITUTION

12. DATE OF NEXT MEETING

May 23, 2017, Kelowna Campus

13. ADJOURNMENT

Motion to adjourn: C. Gerbrandt

MOTION CARRIED

The meeting adjourned at 2:18pm



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

Learner Readiness and Success

- Okanagan College students captured an impressive twelve medals at the annual Skills Canada BC Competition on April 5th, in Abbotsford. The medals included:
 - Gold
Brendan Battersby – IT, Network Systems Administration
Kurt Breton – Automotive Service
Lukas Pfof – Carpentry
Andreas Roth – Automotive Collision Repair
 - Silver
Jason Clair – Electrical
Caleb Loewen – Automotive Collision Repair
Tijana Nelson – Cabinetmaking
Brandon West – Heavy Mechanical
 - Bronze
Marcel Kaemmerzell – Automotive Collision Repair
Ptryk Norek – Automotive Service
Bryce Mackay – Aerospace Technology
Rob Cordonier – Refrigeration
- I attended the Bachelor of Science in Nursing Transition lunch at the Harvest Golf Club on April 10th. This was a celebration event for the 26 students who have finished the first two years in the program at Okanagan College and are moving on to complete their degree at UBCO.
- On April 10th, I hosted our largest ever Student Ambassadors Dinner for 181 students and their mentors. The event recognizes students who have represented Okanagan College at non-athletic competitions and events such as business case competitions, Skills Canada, computer programming events, conferences, and culinary contests.
- The Enactus National competition was held on May 9th in Vancouver. Okanagan College was once again very successful and the only institution to win first and second-place National Challenge titles. We won in the following categories:
 - First place in the Capital One Financial Education Challenge for the CANSave program

- Second place in the Scotiabank Youth Empowerment Challenge for the CANSave program
- In addition:
- Okanagan College Administration was recognized with the Top Campus Administration Award;
 - Student Cody Troutman was awarded, along with only 12 other students, the John Dobson Leadership Bursary worth \$2500; and
 - Okanagan College Alumnus Drew Vincent was named the Enactus National Top Alumni Over 30.

Community Engagement and Service

- After hosting two successful “Soup’s On” events in Salmon Arm, Enactus students hosted inaugural events in Kelowna and Vernon this April. Combined, the two events raised more than \$5,200 in support of local social service providers.
- I have continued visits to City Councils and other groups in our region to update them on activities at the College. Those in the last month include:
 - Salmon Arm City Council on April 3rd with Joan Ragsdale
 - Westbank First Nation Council on May 9th with Heather Schneider
- On April 20th, I participated on a panel with Rob Foord from KalTire at an event hosted by the Institute of Corporate Directors BC. We were asked to discuss strategic planning from both Board and Management perspectives.
- I attended the North Okanagan Literacy and Youth Initiatives 10th Annual Spelling Bee Challenge on April 26th in Vernon.
- On May 10th, we held our 6th Annual Employee Excellence Awards. The recipients were:
 - President’s Award – Dr. Heather Banham
 - Strong Start Award – Maxwell Dickeson
 - Scholarly & Creative Activity Award – Jeremy Beaulne
 - Service Excellence Awards:
 - Individual – Stephanie Bodden & Carlyn Young
 - Team – Sexual Violence Team: Heather Carson, James Coble, Derrick Doige, Ken Langedyk, Jane Lister, Tina Miller, Donna Olsen, Chris Rawson, Dawn Southern
 - Continuous Improvement Award – Angela Godder
 - Leadership Award – Kerry Rempel
 - Key Directions – Chef Danny Capadouca
 - Teaching Excellence Awards (three awarded) – Dr. Shona Harrison, Kerry Rempel, & Angus Wood
 - Career Achievement – Richard Christie

Teaching, Programming and Applied Research

- The Research, Innovation and Partnerships Expo (RIPE) took place on May 9th at Okanagan College’s Kelowna Campus. RIPE is the first major showcase of applied research projects at the College, and was an opportunity for employers, researchers and students alike to learn about how applied research is growing new partnerships and enriching the educational experience for students at the College.

Indigenization

- Kory Wilson, Executive Director, Indigenous Initiatives & Partnerships at BCIT guided our Leadership Team through discussions on Indigenization and unconscious bias at our annual Leadership Team Strategic Planning session on May 15th and 16th.

Organizational Sustainability

- On April 7th I attended the official opening of the Okanagan Centre for Innovation and on April 20th we signed an MOU with Accelerate Okanagan to signify our continued partnership with them and our use of the Centre. Our new Animation program will be located in the building and will start in September.
- I attended the CIGan 2017 Conference in Ottawa April 30th – May 2nd and a number of Board members and other OC employees joined me at the conference. While in Ottawa I took the opportunity to meet with Stephen Fuhr, MP for Kelowna-Lake Country.
- High school students from around the South Okanagan experienced what it's like to attend college through the Experience OC event at the Penticton Campus on May 2nd.



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Education Council Report

DATE

May 23, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Education Council provides a report to the Board of Governors on the candidates who were approved for graduation.

Candidates for Graduation approved – April 6, 2017 Education Council Meeting

Program	# of Students
Accounting/Bookkeeping Certificate	1
Associate of Arts Degree	3
Bachelor of Business Administration	2
British Columbia Adult Graduation Diploma	3
Business Administration Diploma	1
Business Administration Certificate	1
Business Administration Diploma	11
Business Studies Certificate	3
Civil Engineering Technology	1
Culinary Arts Certificate	1
Culinary Management Diploma	1
Electrician Pre-Apprenticeship Certificate	19
Health Care Assistant Certificate	9
Heavy Mechanical Foundation Certificate	16
Journalism Studies Diploma	1
Legal Administration Assistant-Corporate/Conveyancing Certificate	1
Recreation Vehicle Service Technician Certificate	14
Therapist Assistant Diploma	1
Welder Foundation Certificate	6
Total	95

Candidates for Graduation approved – May 11, 2017 Education Council Meeting

Program	# of Students
Associate of Arts Degree	1
Automotive Service Technician	15
BC Adult Graduation Diploma	1
Carpentry/Joinery Certificate	12
Commercial Aviation Diploma	1
Diploma in Criminal and Social Justice	1
Health Care Assistant (Vernon)	26
Health Care Assistant (out of sequence)	1
Health Care Assistant (Penticton)	14
Practical Nursing Diploma (Kelowna)	18
Practical Nursing Diploma (Penticton)	8
Welding Foundation Certificate	1
Total	99

ACTION REQUIRED

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

For information only.

STRATEGIC PLAN ¹ALIGNMENT

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

Key Directions:

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

COMMENTS FROM THE PRESIDENT

None required

REPORT PREPARED AND SUPPORTED BY (include name and title)

D. Silvestrone- Director, Continuing Studies

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

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

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

Education Council – Report to the Board May 2017

Education Council met on April 6, 2017 and May 11, 2017 and approved 12 new courses, 64 course revisions, and 14 program revisions, which are included in this report.

April 6, 2017 Education Council meeting

Revised Programs

Recommended Motion:

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

Legal Administrative Assistant - Litigation

Program revision:

- Admission requirements

Rationale:

Clarification of requirements - confusion among Admissions staff and students.

Admission requirements:

Current:

- 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.
- A minimum keyboarding speed of 35 net words per minute
- A minimum score of 50% in English 11 or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test; and
- One full year of experience as an administrative assistant/secretary within the past three years; or
- A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.

Proposed:

- Completion of Okanagan College's *Office Assistant Certificate* or equivalent **OR**
 1. 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, **AND**
 2. A minimum score of 50% in English 11 or **alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test; AND**
 3. A minimum keyboarding speed of 35 net wpm, **AND**
 4. **ONE** of the following:
 - a) One full year of secretarial or administrative assistant experience within the past three years **OR**
 - b) A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.

Reason:

This is really a specialization of the office administration programming - seen as the 2nd year of the office administration. Clarification is needed for admission staff and students.

Implementation date: March 2017

Costs: n/a

Recommended Motion:

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

Business Administration Diploma – Marketing Option

Program revision:

- Deletion of courses

Rationale:

The program needs to be revised to remove BUAD 336 Services Marketing which now requires third year standing. The Business Administration Marketing subcommittee has conducted a review of the marketing courses and program. They determined that this course is not appropriate for 2nd year students and should be removed from the diploma. The past addition of BUAD 200 Digital Marketing provides the needed diversity of electives.

Program description:

No changes except to remove BUAD 336 Services Marketing from the list of courses in the marketing option under the heading "Plus two of:"

Program outline:

Current Marketing option portion of program outline	Proposed Marketing option portion of program outline
<p>Marketing Option Offered at all campuses BUAD 176 Professional Selling BUAD 210 Introduction to Marketing Research Plus two of: BUAD 200 Digital Marketing BUAD 266 Advertising and Sales Promotion BUAD 278 Marketing Management BUAD 290 Introduction to Merchandising BUAD 291 Designing the Retail Environment BUAD 292 Merchandise Display Strategy BUAD 293 Entrepreneurship BUAD 297 Retailing BUAD 298 Small Business Management BUAD 336 Services Marketing</p>	<p>Marketing Option Offered at all campuses BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research Plus two of: BUAD 200 Digital Marketing BUAD 266 Advertising and Marketing Communications BUAD 278 Marketing Management BUAD 290 Introduction to Merchandising BUAD 291 Designing the Retail Environment BUAD 292 Merchandise Display Strategy BUAD 293 Entrepreneurship BUAD 297 Retailing BUAD 298 Small Business Management</p>

Implementation date: September 2017

Costs: n/a

Recommended Motion:

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

Bachelor of Business Administration – Marketing Specialty

Program revision:

- Program outline

Rationale:

The marketing subcommittee in the Business Administration department is working on a full review of the marketing specialization. Some new courses have been added to the program and others have been revised. This proposal updates the required and elective course listings in the program outline. The subcommittee determined that BUAD 210 Introduction to Marketing Research provides sufficient knowledge in the marketing research area and that students can take BUAD 344 Marketing Analytics and Data Analysis as an elective if they wish to specialize in the marketing research area. Adding BUAD 200 Digital Marketing as a required course modernizes the required course set to include the three major areas of marketing - sales and promotion, digital, and research.

Program outline:

Existing Program Outline	Revised Program Outline
<p>Marketing Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:</p>	<p>Marketing Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:</p>
<p>BUAD 176 Professional Selling BUAD 210 Introduction to Marketing Research* BUAD 266 Advertising and Sales Promotion* BUAD 344 Marketing Analytics and Data Analysis</p>	<p>BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research* BUAD 266 Advertising and Marketing Communications* BUAD 200 Digital Marketing</p>
<p>Plus four of:</p> <p>BUAD 200 Digital Marketing BUAD 278 Marketing Management BUAD 297 Retailing BUAD 305 Logistics and Supply Chain Management BUAD 333 Internet Marketing BUAD 334 Events Management and Marketing BUAD 335 Electronic Commerce BUAD 336 Services Marketing BUAD 338 Selected Topics: Marketing BUAD 345 Consumer Behaviour BUAD 415 New Product Development BUAD 470 Customer Relationship Management</p>	<p>Plus four of:</p> <p>278 Marketing Management BUAD 297 Retailing BUAD 305 Logistics and Supply Chain Management BUAD 333 Search Marketing BUAD 334 Events Management and Marketing BUAD 335 Electronic Commerce BUAD 336 Services Marketing BUAD 338 Selected Topics: Marketing BUAD 344 Marketing Analytics and Data Analysis BUAD 345 Consumer Behaviour BUAD 415 New Product Development BUAD 470 Customer Relationship Management</p>

<p>Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.</p>	<p>Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.</p>
--	--

Implementation date: September 2017

Costs: n/a

Recommended Motion:

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

Bachelor of Business Administration – Human Resource Management

Program revision:

- Program outline

Rationale:

The human resources management subcommittee in Business Administration department has completed a full review of their program. The Human Resources Management degree has been accredited by the Human Resources Management Association of BC in 2015. As a result of this review it was determined that BUAD 201 Conflict Resolution and Negotiations does not need to be a required course. The committee has decided to move it to the list of electives. This move also increases flexibility for students.

Program outline:

Current Human Resources Management Specialty portion of the program outline	Proposed Human Resources Management Specialty portion of the program outline
<p>Human Resources Management Specialty While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management: BUAD 201 Conflict Resolution and Negotiation BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 375 Strategic Human Resource Planning BUAD 376 Compensation and Benefits Plus two courses from the following list, with at least one at the 400 level. BUAD 279 Industrial Relations BUAD 374 Employment Law BUAD 379 Selected Topics: Human Resources BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management</p>	<p>Human Resources Management Specialty While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management: BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 375 Strategic Human Resource Planning BUAD 376 Compensation and Benefits Plus three courses from the following list, with at least one at the 400 level. BUAD 201 Conflict Resolution and Negotiation BUAD 279 Industrial Relations BUAD 374 Employment Law BUAD 379 Selected Topics: Human Resources BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management</p>

Implementation date: September 2017

Costs: n/a

Recommended Motion:

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

Animation Diploma

Program revision:

- Addition of courses
- Deletion of courses

Rationale:

Current communication courses are being replaced with two new hybrid communication courses specific to Animation.

Course additions/deletions:

- CMNS 113 – Technical Communication for Information is being replaced with CMNS 101 – Communication Fundamentals.-
- CMNS 123 – Analysis and Reporting for Information Technology will be replaced with CMNS 201 – Career Communications and Strategy.

Program outline:

Animation Diploma – Program table

Current	Proposed
----------------	-----------------

Year One		Year One	
ANIM 111	Life Drawing I	ANIM 111	Life Drawing I
ANIM 112	Animation Principles I	ANIM 112	Animation Principles I
ANIM 114	Layout and Design I	ANIM 114	Layout and Design I
ANIM 116	Character Design I	ANIM 116	Character Design I
ANIM 120	Animation History	ANIM 120	Animation History
CMNS 113	Technical Communications	CMNS 101	Communication Fundamentals
ANIM 121	Life Drawing II	ANIM 121	Life Drawing II
ANIM 122	Animation Principles II	ANIM 122	Animation Principles II
ANIM 124	Layout and Design II	ANIM 124	Layout and Design II
ANIM 126	Character Design II	ANIM 126	Character Design II
ANIM 127	Storyboarding I	ANIM 127	Storyboarding I

Year Two		Year Two	
ANIM 221	Life Drawing III	ANIM 211	Life Drawing III
ANIM 212	Animation Principles III	ANIM 212	Animation Principles III
ANIM 214	Layout and Design III	ANIM 214	Layout and Design III
ANIM 216	Character Design III	ANIM 216	Character Design III
ANIM 217	Storyboarding II	ANIM 217	Storyboarding II
ANIM 221	Life Drawing IV	ANIM 221	Life Drawing IV
ANIM 222	Animation Principles IV	ANIM 222	Animation Principles IV
ANIM 230	Demo Reel Production	ANIM 230	Demo Reel Production
CMNS 123	Analysis and Reporting	CMNS 201	Career Communication and Strategy

Implementation date: September 2017

Costs: n/a

May 11, 2017 Education Council meeting

Revised Programs

Recommended Motion:

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

Animation Diploma

Program revision:

- Admission requirements

Rationale:

Update the English 12 minimum grade of 60% to be consistent with technology programs

Admission requirements:

Current:

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- For applicants whose first language is English: English 12 or alternatives (link required).
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, computer=220, internet=83, or English Language Assessment (ELA)+145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6.
- Interview and portfolio assessment. Please refer to program website for more details. (link required)
- Applicants may be required to complete a drawing exercise.

Proposed:

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- For applicants whose first language is English: English 12 **with a minimum of 60%** or alternatives (link required).
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, computer=220, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6.
- Interview and portfolio assessment. Please refer to program website for more details. (link required)
- Applicants may be required to complete a drawing exercise.

Implementation date: September 2017

Costs: n/a

Recommended Motion:

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

Pharmacy Technician Certificate

Program revision:

- Program outline

Rationale:

Standard 12 of the document of The Standards for Accreditation of Pharmacy Technician Programs in Canada (revised Aug. 2015) released by The Canadian Council for Accreditation of Pharmacy Programs (CCAPP) states that the didactic program must be a minimum of 650 hours delivered over a minimum of 26 weeks plus the experiential component as defined under the Practice Experience Standard. Therefore in order to maintain the full accreditation awarded to the program by CCAPP, the program needs to

extend from 20 weeks to 26 weeks in length. An additional 36.5 hours will also be added to the program to maintain 30 hours per week.

Cost to students: Tuition increase related to additional length of program - approximately \$300 for the program.

Program outline:

Pharmacy Technician Program Outline

Current			Proposed			
Course	Hours	Pre-requisites	Course	Hours	Pre-requisites	Co-reqs
PHRM 101	21	Admission to program	PHRM 101	21	Admission to program	
PHRM 102	63	Admission to program	PHRM 102	63	Admission to program	
PHRM 103	42	Admission to program	PHRM 103	42	Admission to program	
PHRM 104	42	PHRM 101	PHRM 104	47.5		PHRM 101
PHRM 105	42	Admission to program	PHRM 105	42	Admission to program	
PHRM 106	91	PHRM 101	PHRM 106	91		PHRM 101
PHRM 107	77	PHRM 104	PHRM 107	102.5	PHRM 104	
PHRM 108	91	PHRM 101	PHRM 108	91	PHRM 101	
PHRM 109	77	PHRM 106, PHRM 107	PHRM 109	77		PHRM 106, PHRM 107
PHRM 110	105	PHRM 101, PHRM 104, PHRM 106, PHRM 107, PHRM 108	PHRM 110	110.5	PHRM 101 PHRM 104	PHRM 106, PHRM 107, PHRM 108
PHRM 111	150	PHRM 102, PHRM 103, PHRM 105, PHRM 109, PHRM 110	PHRM 111	150	PHRM 102, PHRM 103, PHRM 105, PHRM 106, PHRM 107, PHRM 108, PHRM 109, PHRM 110	
PHRM 112	140	PHRM 102, PHRM 103, PHRM 105, PHRM 109, PHRM 110	PHRM 112	140	PHRM 102, PHRM 103, PHRM 105, PHRM 106, PHRM 107, PHRM 108, PHRM 109, PHRM 110	

Recommended Motion:

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

Accounting/Bookkeeping Certificate

Program revision:

- Other - Added hours to one course which lengthened the program by 30 hours.

Rationale:

The department has conducted a thorough review of the Office Administration programs and has determined that a minor realignment of hours and content is needed. When the program was revised two years ago, we changed our Accounting I course by deleting content and thus hours. We, in effect, also deleted a transfer credit to the Business Administration program and other accounting certification bodies for those students who want to continue their education (60 students in a 5-year period). We are adding the content back into the course to keep those laddering opportunities open for students and to give the student more content that will help them succeed in their prospective careers.

Costs to students:

30 more hours means more tuition will be charged for students in the Accounting/Bookkeeping Certificate.

Program table:

**Accounting/Bookkeeping
Certificate**

COURSE CODE	HOURS	Total Hours	Increase/ Decrease	New Hours
OADM 130	Business Math & Calculators	60		60
OADM 143	Accounting I	60	30	90
OADM 145	Essential Office Skills	45		45
OADM 169	Spreadsheets	60		60
OADM 181	Job Search	30		30
OADM 144	Accounting II	60		60
OADM 142	Payroll Accounting	45		45
OADM 152	Accounting Software I	60		60
OADM 155	Accounting Software II	60		60
OADM 156	Accounting Simulation	30		30
OADM 183	Accounting Practicum	90		90
		600	30	630

Implementation date: September 2017

Costs: Approximately \$120.00 tuition and related fees.

Recommended Motion:

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

Business Administration Diploma (all options)

Program revision:

- Addition of courses

Rationale:

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

Program table:

Business Administration Diploma Program Outlines for each option.

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

Current	Proposed
<p>Marketing Option</p> <p>Offered at all campuses</p> <p>BUAD 176 Professional Sales</p> <p>BUAD 210 Introduction to Marketing Research</p> <p>Plus two of:</p> <p>BUAD 200 Digital Marketing</p> <p>BUAD 266 Advertising and Marketing Communications</p> <p>BUAD 278 Marketing Management</p> <p>BUAD 290 Introduction to Merchandising</p> <p>BUAD 291 Designing the Retail Environment</p> <p>BUAD 292 Merchandise Display Strategy</p> <p>BUAD 293 Entrepreneurship</p> <p>BUAD 297 Retailing</p> <p>BUAD 298 Small Business Management</p> <p>Note: modified March 2017 CPRC</p>	<p>Marketing Option</p> <p>Offered at all campuses</p> <p>BUAD 176 Professional Sales</p> <p>BUAD 210 Introduction to Marketing Research</p> <p>Plus two of:</p> <p>BUAD 200 Digital Marketing</p> <p>BUAD 226 Selected Topics: Marketing</p> <p>BUAD 266 Advertising and Marketing Communications</p> <p>BUAD 278 Marketing Management</p> <p>BUAD 290 Introduction to Merchandising</p> <p>BUAD 291 Designing the Retail Environment</p> <p>BUAD 292 Merchandise Display Strategy</p> <p>BUAD 293 Entrepreneurship</p> <p>BUAD 297 Retailing</p> <p>BUAD 298 Small Business Management</p>

Current	Proposed
<p>Accounting Option</p> <p>Offered at all campuses</p> <p><u>BUAD 121</u> Financial Accounting II</p> <p><u>BUAD 263</u> Intermediate Accounting I</p> <p>Plus two of:</p> <p><u>BUAD 208</u> Canadian Income Tax I</p> <p><u>BUAD 236</u> Accounting Computer Applications</p> <p><u>BUAD 273</u> Intermediate Accounting II</p> <p><u>BUAD 283</u> Management Information Systems</p> <p><u>BUAD 296</u> Long-term Capital Management</p> <p><u>BUAD 365</u> Cost Accounting</p>	<p>Accounting Option</p> <p>Offered at all campuses</p> <p><u>BUAD 121</u> Financial Accounting II</p> <p><u>BUAD 263</u> Intermediate Accounting I</p> <p>Plus two of:</p> <p><u>BUAD 208</u> Canadian Income Tax I</p> <p><u>BUAD 236</u> Accounting Computer Applications</p> <p><u>BUAD 273</u> Intermediate Accounting II</p> <p><u>BUAD 222 Selected Topics: Accounting</u></p> <p><u>BUAD 283</u> Management Information Systems</p> <p><u>BUAD 296</u> Long-term Capital Management</p>

<u>BUAD 369</u> Canadian Income Tax II	<u>BUAD 365</u> Cost Accounting <u>BUAD 369</u> Canadian Income Tax II
--	---

Current	Proposed
<p>Financial Services Option Offered in Kelowna <u>BUAD 235</u> Wealth Management and Estate Planning <u>BUAD 251</u> Personal Financial Planning Plus Two of: <u>BUAD 176</u> Professional Selling <u>BUAD 208</u> Canadian Income Tax I <u>BUAD 233</u> Financial Planning Fundamentals <u>BUAD 234</u> Risk and Retirement Planning: Comprehensive Practices <u>BUAD 250</u> Canadian Securities <u>BUAD 296</u> Long-term Capital Management <u>BUAD 356</u> Contemporary Practices in Financial Planning <u>BUAD 369</u> Canadian Income Tax II</p>	<p>Financial Services Option Offered in Kelowna <u>BUAD 235</u> Wealth Management and Estate Planning <u>BUAD 251</u> Personal Financial Planning Plus Two of: <u>BUAD 176</u> Professional Selling <u>BUAD 208</u> Canadian Income Tax I <u>BUAD 233</u> Financial Planning Fundamentals <u>BUAD 234</u> Risk and Retirement Planning: Comprehensive Practices <u>BUAD 250</u> Canadian Securities <u>BUAD 223</u> Selected Topics: Finance <u>BUAD 296</u> Long-term Capital Management <u>BUAD 356</u> Contemporary Practices in Financial Planning <u>BUAD 369</u> Canadian Income Tax II</p>

Current	Proposed
<p>Human Resources Management Option Offered in Kelowna <u>BUAD 269</u> Human Resources Management Plus three of: <u>BUAD 201</u> Conflict Resolution and Negotiation <u>BUAD 246</u> Recruitment and Selection <u>BUAD 247</u> Training and Development <u>BUAD 248</u> Occupational Health and Safety <u>BUAD 279</u> Industrial Relations</p>	<p>Human Resources Management Option Offered in Kelowna <u>BUAD 269</u> Human Resources Management Plus three of: <u>BUAD 201</u> Conflict Resolution and Negotiation <u>BUAD 246</u> Recruitment and Selection <u>BUAD 247</u> Training and Development <u>BUAD 248</u> Occupational Health and Safety <u>BUAD 224</u> Selected Topics: Human Resources <u>BUAD 279</u> Industrial Relations</p>

Current	Proposed
<p>Management Option Offered in Kelowna and Vernon <u>BUAD 176</u> Professional Selling <u>BUAD 269</u> Human Resources Management Plus two of: <u>BUAD 207</u> (or HOSP 220 - Hotel Management) <u>BUAD 220</u> Hotel Management (or HOSP 238 - Restaurant Cost Controls) <u>BUAD 279</u> Industrial Relations <u>BUAD 283</u> Management Information Systems <u>BUAD 289</u> Purchasing and Materials Management <u>BUAD 293</u> Entrepreneurship</p>	<p>Management Option Offered in Kelowna and Vernon <u>BUAD 176</u> Professional Selling <u>BUAD 269</u> Human Resources Management Plus two of: <u>BUAD 215</u> Restaurant Management <u>BUAD 220</u> Hotel Management <u>BUAD 225</u> Selected Topics: Management <u>BUAD 279</u> Industrial Relations <u>BUAD 283</u> Management Information Systems <u>BUAD 289</u> Purchasing and Materials Management <u>BUAD 293</u> Entrepreneurship <u>BUAD 298</u> Small Business Management</p>

<p><u>BUAD 298</u> Small Business Management <u>BUAD 382</u> Operations Management (or BUAD 282 - Operations Management)</p>	<p><u>BUAD 382</u> Operations Management (or BUAD 282 - Operations Management)</p>
	<p>NOT TO BE PUBLISHED: BUAD 207 HAS BEEN DELETED and should have been removed from this option completely. BUAD 238 Restaurant Cost Control has been replaced with BUAD 215 Restaurant Management. It looks like things got a bit mixed up in the calendar. The above is the correct outline with addition of BUAD 225.</p>

Current	Proposed
<p>While satisfying all the requirements outlined above for the Business Administration diploma, students must include the following courses in their elective choices to specialize in Tourism and Hospitality Management: <u>BUAD 206</u> The Business of Tourism <u>BUAD 215</u> Restaurant Management <u>BUAD 230</u> Wine and Culinary Tourism <u>BUAD 220</u> Hotel Management Consider the following courses when selecting additional electives: <u>BUAD 176</u> Professional Selling <u>BUAD 266</u> Advertising and Sales Promotion <u>BUAD 269</u> Human Resources Management <u>BUAD 293</u> Entrepreneurship <u>BUAD 299</u> Conventions Management</p>	<p>Tourism and Hospitality Management Option: <u>BUAD 206</u> The Business of Tourism <u>BUAD 215</u> Restaurant Management <u>BUAD 230</u> Wine and Culinary Tourism <u>BUAD 220</u> Hotel Management <u>BUAD 269</u> Human Resources Management Consider the following courses when selecting additional electives: <u>BUAD 176</u> Professional Selling <u>BUAD 266</u> Advertising and Sales Promotion <u>BUAD 293</u> Entrepreneurship <u>BUAD 299</u> Conventions Management <u>BUAD 227</u> Selected Topics: Tourism and Hospitality</p>
	<p>NOT TO BE PUBLISHED: BUAD 336 requires 3rd year standing. It needs to be removed from the Tourism and Hospitality option. BUAD 332 is replaced by BUAD 227</p>

Implementation date: September 2017

Costs: n/a



Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Double Degree Agreement between Okanagan College and University of Applied Sciences – Worms

DATE

May 10, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The University of Applied Sciences – Worms (UASW) is a public university located in Worms, Germany, approximately 60 km southwest of Frankfurt. Okanagan College and UASW have been working together for quite some time through student exchange agreements and visiting faculty, with Professor Derek Cook of the Okanagan School of Business having taught a condensed Finance course several times at UASW. Over the past few years, UASW has not only sent exchange students to OC, but also regular fee paying international students. Discussions between OC and UASW have now led to the creation of a strong relationship between OC and UASW.

This agreement formalizes a relationship between OC and UASW whereby students from OC and UASW who take a prescribed set of courses at each institution can attain both institution's degree credentials in business, namely the OC Bachelor of Business Administration and the UASW Bachelor of Arts International Management.

ACTION REQUIRED

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

Recommended Motion:

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

STRATEGIC PLAN¹ ALIGNMENT

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

Key Directions:

- Support learner readiness and success
- Excelling in teaching, programming, and applied research
- Working with, and learning from, the Indigenous community
- Serving and engaging the community
- Focusing on organizational sustainability

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

- Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

I support this.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Andrew Hay, Vice President, Education

*This document is intended to be a cover sheet only (e.g. one page)
If supporting documents are required, please attach them.
Material is to be submitted to the relevant Vice President for review and submission to the President*

DOUBLE DEGREE AGREEMENT

Okanagan College
1000 KLO Road, Kelowna, BC V1Y 4X8, Canada

and

University of Applied Sciences – Worms (UASW)
Erenburgerstr. 19, 67549 Worms, Germany

agree to develop and promote double degree cooperation at the bachelor level between the degree programmes: **Bachelor of Business Administration – International Management Focus (BBA) and Bachelor of Arts International Management (BA IM)** (the “Double Degree Programme”). The Double Degree cooperation framework includes the following:

1. The strategic goals of both partners

- The Double Degree cooperation enhances the competitiveness of both partners by adding value to their existing degrees. The cooperation aims to achieve increased professional insight, deeper intercultural experience and higher competence for the involved students and academic staff.
- Both partners agree on the value of the Double Degree, and will promote the Double Degree cooperation.
- Both partners are committed to support the implementation of the Double Degree Programme.

2. The general purpose of the Double Degree is to give students from both institutions the opportunity to

- get extra benefits of completing two degrees;
- gain substantial competencies in the fields of International Management through education and research;
- study and gain practical experience abroad;
- learn about the cultures in the host country and its surrounding countries; and
- learn the basics of the host country's native language.

3. Implementation of the Double Degree Programme

- The Double Degree Programme will be implemented as part of the existing degree programmes at both institutions:

OC: Bachelor of Business Administration International Management Focus (120 CR (=Okanagan College Credits))

UASW: Bachelor of Arts International Management (180 ECTS)

- Both degrees are granted to those students who meet the UASW (BA IM) and the OC (BBA) requirements. Students from UASW (BA IM) are required to achieve 240 ECTS in total and students from OC (BBA) in total 240 ECTS (=120 CR).
- The Double Degree Programme will include one year of academic studies at the host institution.
- Students from OC (BBA) will study at UASW during the fifth and sixth semesters.
- Students from UASW, degree program in International Management will study at the OC during the third and fourth semesters.

4. Student admissions

- Students who wish to enter the Double Degree scheme must be registered students of either of the two participating institutions. They must fulfil the selection criteria for higher education studies determined in the home country of the student.
 - Students must also fulfil the criteria of the Double Degree Programme: number of credits earned, study success, language skills, motivation and commitment to double degree studies etc.
 - The competency in the English language must correspond to level B2 in the Common European Framework of Reference for Languages.
- Students who wish to take a double degree must apply to the Double Degree Programme at the home institution.
- The home institution makes pre-selection and sends a proposal of preselected students to the host institution.
- Acceptance procedure at the partner institution has to be completed by the partner institution.
- Students from OC are accepted as students of UASW and students from UASW are accepted as students of OC.
- Students should address any possible complaints concerning admission to the institution that made the decision.

5. Curriculum

- The learning outcomes of the Double Degree Programme are compatible with national qualifications frameworks and the European Qualifications Framework.

- The course offering consists of the regular courses of the corresponding study programme as it is shown in the Study Plan/Learning Agreement in the Appendix. Personal study plans will be used to make any necessary curriculum adjustments.
- Recognition of prior learning will be applied in the personal study plan.

Each institution agrees to provide the other with at least sixty (60) days' notice of any substantive changes planned to the Double Degree Programme. A substantive change is any change in curriculum that could alter the learning outcomes, admission requirements or graduation requirements of the Double Degree Programme.

- Studies completed at the host institution will be fully acknowledged by the home institution.
- Students who have successfully completed their coursework will be awarded a degree by the host institution, as well as by their home institution.
- Double Degree students are entitled to all academic counselling, student counselling and advice as well as other facilities and resources (library, IT, study environment etc.), that are available to regular degree students. Double Degree students have the same rights and responsibilities as regular degree students.

6. Thesis

The bachelor thesis will be written in German or in English. The responsible supervisor will be a member of academic staff/professor from the UASW, International Management Department. The supervisor will guide the thesis according to the UASW's (International Management Department) standards which are mutually accepted by this agreement.

7. Assessment and examinations

- Assessment is based on the principles of the ECTS framework.
- The regulations of the institution where the studies are conducted are observed concerning assessment criteria, exam procedures and retake exams.
- Remaining exams after the exchange period may be administered by the student's home institution.
- The regulations of the host institution determine the maximum time for completing the programme and procedures in the event that a student fails to complete the studies within the specified timeframe.

8. Degree certificate and Diploma Supplement

- The degrees to be conferred fall within the official degree systems of the countries participating in provision of the programme.
- The student is awarded two national degree certificates.
- The certificate indicates participation in the Double Degree Programme. The studies completed and additional information (e.g. which studies have been completed at each institution) are recorded in the Diploma Supplement.

9. Tuition and other fees

- Students will pay the tuition fees if any to their home institution, not to the host institution. Administrative fees may apply at host institution.
- Students will be responsible for their living and travel expenses, student association fees and the acquisition of their own study materials.
- Orientation, tutoring, a social programme and other services related to studies and living in the host country will be provided by the host institution.
- The host institution will assist with finding accommodation for the study period.
- UASW and OC do not have financial obligations to each other.

10. Timetable for the implementation of the Double Degree

The Double Degree Programme will be implemented at the beginning of the academic year 2016/2017.

11. Capacity

Both institutions agree that a maximum of 5 students per academic year will be admitted to the programme at this stage. The number of students admitted may be increased once the programme has been established. This will be discussed further and decided after the pilot phase.

12. Teaching and research

- Both parties agree to foster teaching staff exchange and cooperation in the field of research.
- The host institution will assist with finding accommodation for the mobility period.
- Orientation and other services relevant to the exchange will be provided by the host institution

13. Quality assurance

In Germany as well as in Canada a system of accreditation is used to ensure and maintain the high quality of the institution's system. Both partners will inform each other of ongoing and completed processes and the results achieved.

14. Expanding the Double Degree network

- The Double Degree cooperation will be open to additional partners at a later date.
- The expansion of the Double Degree cooperation will take place by mutual agreement.


15. Termination of the agreement

Either institution may terminate this agreement in writing before February 1st for the next academic year. In such a case, termination will not affect the exchange of students already accepted for participating in the Double Degree Programme, nor will it affect the obligations of each institution with regard to the exchange balance arising prior to the date of receipt of the termination notice.

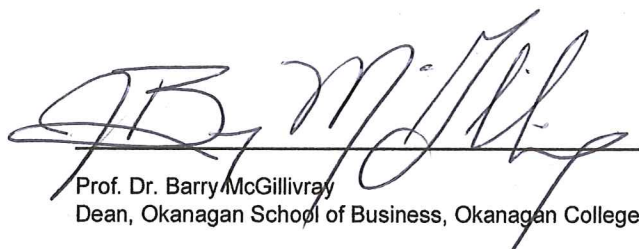
16. This Agreement may only be amended in writing signed by the parties.

Place and date: WORMS, 11 / May 2016.

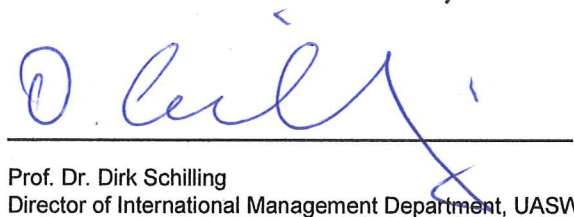
Signatures:



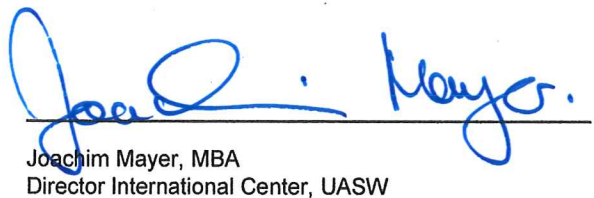
Prof. Dr. Jens Hermsdorf
President UASW



Prof. Dr. Barry McGillivray
Dean, Okanagan School of Business, Okanagan College



Prof. Dr. Dirk Schilling
Director of International Management Department, UASW



Joachim Mayer, MBA
Director International Center, UASW



Mr. Jim Hamilton
President Okanagan College

Plan for HS Worms Student (Revised November 26, 2015)

BBA – International Management Focus

Double Degree Program with Okanagan College, Kelowna, Canada

Year 1 – University of Applied Science, Worms

Semester 1:			Semester 2:		
Course:	ECTS:	CR*	Course:	ECTS:	CR*
Preparatory course – Excel	0	3	Leadership and Organization (Organization – 2 ECTS, Leadership Development – 3 ECTS)	5	3
Preparatory course – English	0	3	International Marketing (Marketing Basics – 2 ECTS, Marketing Intelligence – 6 ECTS)	8	6
Preparatory course – Spanish	0	3	Introduction to Business Informatics	6	3
Basics in International Business Mgmt. (Management Basics – 3 ECTS and Strategy (3 ECTS)	6	6	Professional, Social and Methodological Competencies (Research Theory and Academic Writing – 2 ECTS, Qualitative Research Methods and Research Ethics – 2 ECTS, Project, Self and Time Management – 2 ECTS)	6	3
Introduction to Accounting (Accounting – 2 ECTS, Investment Appraisal and Basics of Financing – 2 ECTS, Cost Accounting 3 ECTS)	7	6	Courses in Business Language II (French or Spanish)	5	3
International Economics (International Private Law – 3 ECTS, Basics of International Economics – 3 ECTS)	6	6			
Quantitative Methods (Statistics- 3 ECTS, Mathematics – 3 ECTS)	6	6			
Courses in Business Language I (English 1 – 2 ECTS, English 2 – 3 ECTS)	5	3			
	30	36		30	18

*CR = Okanagan College (OC) Credits. OC credits have been assigned based on comparison of course content between courses taken at HS Worms and comparable courses at Okanagan College.

Year 2 – Okanagan College

Summer

Summer Semester 1		Summer Semester 2	
Course:	Cred-its:	Course:	Cred-its:
Buad315 – Management Science (A)	3	Buad425 - Business & Canadian Government Policy (A)	3

Fall and Winter

Semester 3 - Fall:		Semester 4 - Winter:	
Course:	Cred-its:	Course:	Cred-its:
Buad209 – Business Law (A)	3	Buad308 – Multicultural Management (B)	3
Phil350 – Business Ethics (A)	3	Buad401 – International Trade (B)	3
Business Elective from 300/400 level courses (C)	3	Business Elective from 300/400 level courses (C)	3
Business Elective from 300/400 level courses (C)	3	Business Elective from 300/400 level courses (C)	3
Business Elective from 300/400 level courses (C)	3	Business Elective from 300/400 level courses (C)	3
TOTAL	18	TOTAL	18

- (A) These courses are required for all students doing a BBA degree at Okanagan College
- (B) These courses are recommended for HS Worms students in the dual degree program
- (C) Electives to be chosen in consultation (Cook/Schilling) to meet the double degree requirements for HS Worms and Okanagan College.

Year 3 – University of Applied Science, Worms

Semester 5:			Semester 6:		
Course:	ECTS:	CR*	Course:	ECTS:	CR*
Accounting and Balancing (Balance Sheet and Income Statement – 3 ECTS, Financial Management – 3 ECTS)	6	3	Accounting (Financial Statement Analysis – 3 ECTS, Financial Management – 3 ECTS) or International Business-to-Business and High Tech Marketing	6	3
International Marketing and Sales Management	6	3	Human Resources Management (Human Resource Development – 5 ECTS, Employment Law – 1 ECTS)	6	3
International Management (Strategic Management – 2 ECTS, Operational Control of International Corporations – 2 ECTS, Internationalization Strategies – 2 ECTS)	6	3	Management Skills (Corporate Social Responsibility – 3 ECTS, Change Management – 3 ECTS) Or Intercultural Aspects and Challenges	6	3
International Accounting (Basics of IFRS/International Accounting Standards – 4 ECTS, Accounting of Groups – 2 ECTS)	6	3	Bachelor Thesis (Written Paper – 8 ECTS, Colloquium – 4 ECTS)	12	6
International Cases	6	3			
TOTAL	30	15	TOTAL	30	15

*CR = Okanagan College (OC) Credits. OC credits have been assigned based on comparison of course content between courses taken at HS Worms and comparable courses at Okanagan College.

Total OC Credits assigned: 120. Meets requirements of Okanagan College BBA

Plan for Okanagan College Student (Revised November 26, 2015)

BBA – International Management Focus

Double Degree Program with University of Applied Science, Worms, Germany

Year 1 – Okanagan College

Fall:		Winter:	
Course:	Cred-its:	Course:	Cred-its:
Buad111 – Financial Accounting I	3	Cmns122 – Professional Writing II	3
Buad123 – Management Principles	3	Buad116 - Marketing	3
Math114 – Business Math	3	Buad195 – Financial Management	3
Cmns112 – Professional Writing I	3	Buad121 – Financial Accounting II or Buad176 – Professional Selling	3
Buad128 – Computer Applications	3	Econ115 - Microeconomics	3
	15		15

30 credits = 60 ECTS

Year 2 – Okanagan College

Fall:		Winter:	
Course:	Cred-its:	Course:	Cred-its:
Buad209 – Business Law	3	Buad269 – Human Resources Mgmt.	3
Buad262 – Organizational Behavior	3	Buad293 – Entrepreneurship or Buad272 – Business Simulation	3
Buad264 – Management Accounting	3	Stat124 – Business Statistics	3
Econ125 - Macroeconomics	3	Buad308 – Multicultural Mgmt.	3
Germ111 – Intro German I	3	Germ 121 – Intro German II	3
	15		15

30 credits = 60 ECTS

Year 3 – University of Applied Science, Worms

Fall:		Winter:	
Course:	ECTS:	Course:	ECTS:
Basics of International Financial Reporting Standards/International Accounting Standards	4	Financial Statement Analysis	3
International Cases	6	Financial management	3
Strategy	3	Research theory and academic writing	2
European Studies	2	Organization	2
Intercultural challenge	6	Leadership development	3
Basics of international economics	3	Business language II	5
Strategic management	2	Bachelor thesis	12
Internationalization strategies	2		
Qualitative Research Methods and Research Ethics	2		
	30		30

60 ECTS = 30 credits

Year 4 – Okanagan College

Fall:		Winter:	
Course:	Cred-its:	Course:	Cred-its:
Buad340 – Strategic Management	3	Buad425 – Business and Canadian Government Policy	3
Buad330 – International Business	3	Buad370 - Leadership	3
Phil.350 – Business Ethics	3	Buad309 – Social Entrepreneurship	3
Buad333 – Internet Marketing	3	Buad315 – Management Science	3
Buad334 – Sports & Event Marketing or Buad336 – Services Marketing	3	Elective	3
	15		15

30 Credits = 60 ECTS