



**BOARD OF GOVERNORS
REGULAR MEETING
November 24, 2015; 9:00 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 November 24, 2015, OC Board open session meeting agenda is approved"</i>		9:00 a.m.
2 ELECTION OF CHAIR AND VICE CHAIR		9:05 a.m.
3 OATH OF NEW MEMBER		9:10 a.m.
4 SIGNING OF CODE OF CONDUCT AND ACKNOWLEDGEMENT OF THE CHARTER OF EXPECTATIONS <i>(hard copy will be provided for signing)</i>	A	9:14 a.m.
5 DECLARATION OF CONFLICT		9:15 a.m.
6 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented"</i>		9:17 a.m.
6.1 MINUTES – September 29, 2015	C	
6.2 WRITTEN REPORTS		
6.2.1 President's Report (J. Hamilton)	D	
6.2.2 Education Council Report (C. Bransfield)	E	
6.3 APPROVALS		
6.3.1 Board Observers	B	
6.4 INFORMATION		
6.4.1 Report on New, Revised, Deleted, Education Council and Administrative Policies	F	
7 BUSINESS ARISING FROM THE MINUTES		

OC Board of Governors
 Open Session Meeting AGENDA
 Room S103B, Kelowna Campus, November 24, 2015

7.1	Rules and Regulations Associated with Scholarships (C. Kushner)	G	9:20 a.m.
7.2	Emergency Student Loan Fund (C. Kushner)	H	9:30 a.m.
8	PRESENTATIONS/DELEGATIONS		
9	NEW BUSINESS/RESOLUTIONS		
9.1	Strategic Plan	I	9:40 a.m.
	<u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors adopts the Strategic Plan as presented”</i>		
9.2	Finance, Audit and Risk Review Committee (B. McGowan)		
9.2.1	Tuition Process	J	10:10 a.m.
	<u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve adoption of the process outlined above for making a decision on tuition for 2016-2017, as recommended by the Finance, Audit and Risk Review Committee”.</i>		
9.3	Executive Committee (T. Styffe)	K	10:25 a.m.
9.3.1	Board Meeting Schedule 2016		
	<u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve Board Meeting Schedule for 2016 as presented here”</i>		
9.4	Education Council (C. Bransfield)	L	10:30 a.m.
9.4.1	Program Schedules		
	<u>Recommended Motions:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Adult Special Education Schedule as recommended by Education Council and presented here”</i>		
	<i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Adult Academic and Career Preparation (ABE) Schedule as recommended by Education Council and presented here”</i>		
	<i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 English as a Second Language Schedule as recommended by Education Council and presented here”</i>		
	<i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Office Administration Schedule as recommended by Education Council and presented here”</i>		
	<i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Vocational Health and Social Development Schedule as recommended by Education</i>		

Council and presented here”

9.4.2

Program Approvals

M

Recommended Motions:

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

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

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

“BE IT RESOLVED THAT the Board approve the new program Teaching English to Speakers of Other Languages Certificate, as recommended by Education Council and as presented”

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

“BE IT RESOLVED THAT the Board approve the revision to the Adult Basic Education Program, as recommended by Education Council and as presented”

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

“BE IT RESOLVED THAT the Board approve the new program 2D Animation Diploma, as recommended by Education Council and as presented”

10 VERBAL REPORTS

10:45 a.m.

- 10.1 Board Chair Report (T. Styffe)
- 10.2 President’s Report (J. Hamilton)
- 10.3 Governance Committee, Chair (L. Thurnheer)
- 10.3.1 Board Governance Goals

11. INFORMATION

- 11.1 Stable Enrolment Report (A. Coyle)

N

10:55 a.m.

12 TOPICS FOR NEXT MEETING

13 OTHER BUSINESS

14 FOR THE GOOD OF THE INSTITUTION

15 DATE OF NEXT MEETING January 26, 2016 Kelowna Campus

16 ADJOURNMENT

11:10 a.m.

**Consent Agenda Resolutions
Attachment B**

Item 6.1

Recommended Motion

“BE IT RESOLVED THAT the September 29, 2015, open session minutes be approved.”

Item 6.3.1

Recommended Motion

“BE IT RESOLVED that the be following persons be appointed as Board Observers for a one year term from November 24, 2015 to November 23, 2016:

Tim Walters, representing Okanagan College Faculty Association

Cam McRobb, representing the BCGEU Vocational Instructors

Ronda Vilene, representing BCGEU Support Staff

Mico Moffat, Student, Shuswap Revelstoke;

Philip Bradley Student, South Okanagan-Similkameen;

Theresa Thiessen, Student, Central Okanagan”

Code of Conduct for the Board of Governors of Okanagan College

1. PURPOSE

- 1.1. The fundamental relationship between a Board member and the Board on which they serve should be one of trust; essential to trust is a commitment to honesty and integrity. Ethical conduct within this relationship imposes certain obligations.
- 1.2. The purpose of this Code of Conduct is to set out minimum standards of ethical conduct expected of all members of the Board of Okanagan College.

2. SCOPE

- 2.1. This Code of Conduct applies to all Board members of Okanagan College, including those appointed or elected, voting or non-voting and ex officio.

3 DUTIES

- 3.1. The effective governance of Okanagan College is contingent on Board members fulfilling their roles and responsibilities with the highest standards of conduct.
- 3.2. Duty of Loyalty - Board members have a duty to be responsible first and foremost to the welfare of Okanagan College and must function primarily as a member of the Board, not as a member of any particular constituency. Members of specific constituency groups such as faculty, staff or students may bring forward to Board discussions the views of their respective constituency; however, in deliberations and voting they shall always act in accordance with the best interest of Okanagan College as a whole.
- 3.3. Duty of Care - Board members are expected to act at all times in a prudent and diligent manner by:
 - (a) informing themselves of the duties, ethics and legal obligations of Board members in general and conducting themselves according to such duties, ethics and legal obligations;
 - (b) informing themselves specifically as to the policies, business and affairs of Okanagan College and conducting themselves and exercising their judgment in light of such policies, business and affairs;
 - (c) regularly attending meetings and adequately preparing for and executing the duties expected of them;
 - (d) using their level of knowledge and expertise effectively in dealing with the affairs of Okanagan College; and
 - (e) exercising independent judgment.

- 3.4. Duty of Integrity – Board members are expected to act at all times honestly and in good faith
- 3.5. Duty of Confidentiality - Board members have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board.
- 3.6. Board members' conduct shall reflect social standards of courtesy, respect and dignity
- 3.7. Board members shall act in accordance with the principle that the Board speaks with one voice. The Board Chair or someone designated by the Chair represents the Board in public and Board members must refer to the Chair for public comments about the Board and its decisions in accordance with section 7 of the Bylaws.

4 COMPLIANCE WITH THE LAW

- 4.1. Board members shall act at all times in full compliance with both the letter and the spirit of all applicable laws.
- 4.2. In his/her relationship with Okanagan College, no Board member shall commit or condone an unethical or illegal act or instruct another Board member, employee, or supplier to do so.
- 4.3. Board members are expected to be sufficiently familiar with any legislation that applies to their work to recognize potential liabilities and to know when to seek legal advice. If in doubt, Board members are expected to ask for clarification.
- 4.4. Falsifying any record of transactions is unacceptable.
- 4.5. Board members shall not only comply fully with the law, but shall also avoid any situation which could be perceived as improper or indicate a casual attitude towards compliance.

5 CONFLICTS OF INTEREST

- 5.1. In general, a conflict of interest exists for Board members who use their position at Okanagan College to benefit themselves, friends or families.
- 5.2. A Board member shall not use his or her position with Okanagan College to pursue or advance the Board member's personal interests, the interests of a related person¹, the Board member's business associate, corporation, union or partnership, or the interests of a person to whom the Board member owes an obligation.
- 5.3. A Board member shall not directly or indirectly benefit from a transaction with Okanagan College over which a Board member can influence decisions made by Okanagan College.
- 5.4. A Board member shall not take personal advantage of any opportunity available to

¹ "related" person means a spouse, child, parent or sibling of a Board members

Okanagan College unless Okanagan College has clearly and irrevocably decided against pursuing the opportunity, and the opportunity is also available to the public.

- 5.5. A Board member shall not use his or her position with Okanagan College to solicit clients for the Board member's business, or a business operated by a related person, close friend, family Board member, business associate, corporation, union or partnership of the Board member, or a person to whom the Board member owes an obligation.
- 5.6. A Board member shall avoid any situation in which there is, or may appear to be, potential conflict² which could appear³ to interfere with the Board member's judgment in making decisions in the best interest of Okanagan College.
- 5.7. There are several situations that could give rise to a conflict of interest. The most common are accepting gifts, favors or kickbacks from suppliers, close or family relationships with outside suppliers, passing confidential information to competitors or other interested parties or using confidential information inappropriately. The following are examples of the types of conduct and situations that can lead to a conflict of interest:
 - (i) influencing Okanagan College to lease equipment from a business owned by the Board member's spouse or a related person;
 - (ii) influencing Okanagan College to allocate funds to an institution where the Board member or his or her relative works or is involved;
 - (iii) participating in a decision by Okanagan College to hire or promote a relative of the Board member;
 - (iv) influencing Okanagan College to make all its travel arrangements through a travel agency owned by a relative of the Board member;
 - (v) influencing or participating in a decision of Okanagan College that will directly or indirectly result in the Board member's own financial or other gain.
- 5.8. Board members shall fully disclose all circumstances that could conceivably be construed as a conflict of interest.

6 DISCLOSURE

- 6.1. Full disclosure enables Board members to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.
- 6.2. A Board member shall, immediately upon becoming aware of a potential conflict of interest situation disclose the conflict, in writing, to the Board Chair. This requirement exists even if the Board member does not become aware of the conflict until after a transaction is complete.

² "conflict" means a conflict of interest or apparent conflict of interest

³ "apparent" *conflict of interest* means any situation where it would appear to a reasonable person that the Board member is in a conflict of interest situation

- 6.3. If a Board member is in doubt whether a situation involves a conflict, the Board member shall immediately seek the advice of the Board Chair. If appropriate, the Board may wish to seek advice from Okanagan College's Governance Committee or legal advice. If the Board Chair determines that a conflict exists, then the Chair shall report the matter to the Board.
- 6.4. After disclosing the conflict, the Board member:
- (a) shall not take part in the discussion of the matter or vote on any questions in respect of the matter (although the Board member may be counted in the quorum present at the Board meeting);
 - (b) may remain in the room if the meeting is open to the public, but shall not take part in that portion of the meeting during which the matter giving rise to the conflict is under discussion, and shall leave the room prior to any vote on the matter giving rise to the conflict; and
 - (c) shall, if the meeting is not open to the public, immediately leave the meeting and not return until all discussion and voting with respect to the matter giving rise to the conflict is completed.
- 6.5. Unless the Board member is otherwise directed by the Board Chair, a Board member shall immediately take steps to resolve the conflict or remove the suspicion that it exists.
- 6.6. If a Board member is concerned that another Board member is in a conflict of interest situation, the Board member shall immediately bring his or her concern to the other Board member's attention and request that the conflict be declared. If the other Board member refuses to declare the conflict, the Board member shall immediately bring his or her concern to the attention of the Board Chair. If there is a concern with the Board Chair, the issue shall be referred to the Governance Committee
- 6.7. If a Board member does not agree that a conflict exists, the Board member shall leave the meeting and the Board Chair shall put the question to the Board for discussion and vote. A majority ruling by the Board shall determine the issue and the Board's decision shall be final.
- 6.8. Student members are not considered to be in conflict on issues related to fees and charges paid to Okanagan College by students, and may engage in the full debate and vote on these issues.

7 OUTSIDE BUSINESS INTERESTS

- 7.1. Board members shall declare possible conflicting outside business activities at the time of appointment. Notwithstanding any outside activities, Board members are required to act in the best interest of Okanagan College.
- 7.2. No Board member shall hold a significant financial interest, either directly or through a relative or associate, or hold or accept a position as an officer or Board member in an organization in a material relationship with Okanagan College, where by virtue of his or her position in Okanagan College, the Board member could in any way benefit the other organization by influencing the purchasing, selling or other decisions of Okanagan College, unless that interest has been fully disclosed in writing to Okanagan College.

- 7.3. A “significant financial interest” in this context is any interest substantial enough that decisions of Okanagan College could result in a personal gain for the Board member.
- 7.4. These restrictions apply equally to interests in companies that may compete with Okanagan College in all of its areas of activity.

8 CONFIDENTIAL INFORMATION

- 8.1. Confidential information includes proprietary technical, business, financial, legal or any other information which Okanagan College treats as confidential.
- 8.2. Board members shall not, either during or following the termination of their appointment, disclose such information to any outside person unless authorized by the Board Chair.
- 8.3. Similarly, Board members shall never disclose or use confidential information gained by virtue of their association with Okanagan College for personal gain, or to benefit friends, relatives, a related person or associates.
- 8.4. If in doubt about what is considered confidential, a Board member shall seek guidance from the Board Chair.

9 INVESTMENT ACTIVITY

- 9.1. Board members shall not, either directly or through relatives or associates, acquire or dispose of any interest, including publicly traded shares, in any company while having undisclosed confidential information obtained in the course of work at Okanagan College which could reasonably affect the value of such securities.

10 OUTSIDE EMPLOYMENT AND ASSOCIATION

- 10.1. A Board member, who accepts a position with any organization that could lead to a conflict of interest or situation prejudicial to the interest of Okanagan College, shall discuss the implications of accepting such a position with the Board Chair recognizing that acceptance of such a position might require the Board member’s resignation from the Okanagan College Board.

11 ENTERTAINMENT, GIFTS AND FAVOURS

- 11.1. It is essential to fair business practices that all those who associate with Okanagan College, as suppliers, contractors or Board members, have access to Okanagan College on equal terms.
- 11.2. Board members and related persons shall not accept entertainment, gifts or favors that create or appear to create a favored position for doing business with Okanagan College. Any firm offering such inducement shall be asked to cease.

- 11.3. Similarly, no Board member shall offer or solicit gifts or favors in order to secure preferential treatment for themselves or Okanagan College.
- 11.4. Under no circumstances shall a Board member offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. Any Board member experiencing or witnessing such an offer shall report the incident to the Board Chair immediately.
- 11.5. Gifts and entertainment shall only be accepted or offered by a Board member in the normal exchanges common to established business relationships for Okanagan College. An exchange of such gifts shall create no sense of obligation on the part of the Board member.
- 11.6. Inappropriate gifts received by a Board member shall be returned to the donor.
- 11.7. Full and immediate disclosure to the Board Chair of borderline cases will always be taken as good-faith compliance with these standards.

12 USE OF OKANAGAN COLLEGE PROPERTY

- 12.1. A Board member shall require Okanagan College's approval by the Vice President, Finance to use property owned by Okanagan College for personal purposes, or to purchase property from Okanagan College unless the purchase is made through the usual channels also available to the public.
- 12.2. Even then, a Board member shall not purchase property owned by Okanagan College if that Board member is involved in an official capacity in some aspect of the sale or purchase.

13 COMPLIANCE

- 13.1. Okanagan College shall behave, and be perceived, as an ethical organization and accordingly, each Board member shall adhere to the minimum standards described herein and to the standards set out in applicable policies, guidelines or legislation.
- 13.2. Integrity, honesty, and trust are essential elements of Okanagan College's success. Any Board member who knows or suspects a breach of this Code of Conduct has a responsibility to report it to the Board Chair.
- 13.3. To demonstrate determination and commitment, each Board member shall review and declare compliance with this Code of Conduct upon joining the Board and annually.

14 BREACH

- 14.1. A Board member found to have breached his/her duty by violating the minimum standards set out in this document may be liable to censure or a recommendation for dismissal to the Government or other actions as the Board determines is appropriate.
- 14.2. Within 7 days, a Board member may appeal a sanction to the full Board, in writing, and the decision of the Board shall be final.

15 WHERE TO SEEK CLARIFICATION

15.1. Normally, the Board Chair or the Chair of the Governance Committee shall be responsible to provide guidance on any item concerning standards of ethical behavior.

16 OATH OF OFFICE

All Board members are required to take the following oath:

I, _____, sincerely promise and swear (or affirm) that I will truly, faithfully and impartially, to the best of my ability execute the duties and responsibilities of my position as a Member of the Board of Okanagan College. I have read and agree to abide by the Bylaws of Okanagan College including the Code of Conduct and Conflict of Interest by-laws of Okanagan College.

The Oath of Office is to sworn, signed, and dated before the Board at the commencement of each member's first meeting with the Board.

Existing Board members are required to resign the Code of Conduct on an annual basis.

I ACKNOWLEDGE that I have read and considered the Code of Conduct for Board members of Okanagan College and agree to conduct myself in accordance with the Code of Conduct for Board members.

Signature

Print Name

Date

CHARTER OF EXPECTATIONS FOR DIRECTORS OF GOVERNING BOARDS¹

The Charter of Expectations for Directors of Governing Boards, as set out below, outlines for potential candidates the duties and expectations of board members generally.

Strategic Planning

- provide input to management on emerging trends and issues
- review and approve management's strategic plans, including significant capital allocations and expenditures

Performance Monitoring and Reporting

- monitor corporate performance against strategic and business plans
- evaluate corporate performance reporting
- evaluate performance of senior management

Risk Assessment

- identify principal risks of the Organization's operations and ensure that appropriate systems are in place to manage these risks

Public Policy

- appreciate the role of the Organization as an instrument of public policy
- monitor performance of Organization in relation to the strategic objectives of the shareholder

Senior Staff

- appoint, monitor and evaluate the performance of the CEO; replace if necessary
- ensure succession planning

Financial/Legal Integrity

- ensure ethical behaviour of entity and compliance with all laws and regulations:
- ensure accuracy of financial information and compliance with all accounting and audit principles

Personal Integrity

- ensure personal integrity in all dealings with and on behalf of the Organization, including ongoing responsibility to disclose conflict of interest

Governance

- establish appropriate governance structures to ensure efficient and prudent stewardship of the Organization
- assess board's own effectiveness including monitoring the effectiveness of individual board members

Material Transactions

- review and approve material transactions not in the ordinary course of business

Committees

- participate as appropriate on board committees including: Audit and Risk Management, Governance, Human Resources.

¹ Board Resourcing and Development Office, Office of the Premier, Province of British Columbia, Schedule "A" to Governing Board Candidate Profile and Declaration 2005.

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

**Tuesday, September 29, 2015, 10:30 a.m.
Room S103B, Kelowna Campus**

Members Present: T. Styffe (Chair)
A. Beaumont
C. Bransfield
C. Gerbrandt
J. Hamilton (President)
S. Johal
S. Lupul
J. Maciel
B. McGowan
L. Thurnheer

Regrets: C. Denesiuk (leave of absence)
C. Derickson
D. Manning

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Observers: J. O'Brien (Administrative Association), T. Walters (OCFA)

Regrets: R. Vilene (BCGEU Support Staff)
C. McRobb, BCGEU Vocational
K. Tracz, Student Observer
L. Stanley, Student Observer
J. Poirier, Student Observer
T. Leneveu, Student Observer, VSU

Guests: K. Butler (item 6.1)

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

1. APPROVAL OF AGENDA

Motion: B. McGowan/S. Johal

"BE IT RESOLVED THAT the September 29, 2015, OC Board open session meeting agenda is approved".

MOTION CARRIED

2. OATH OF NEW MEMBERS

A. Beaumont and C. Bransfield took their Oath.

3. DECLARATION OF CONFLICT

No conflicts were declared.

4. CONSENT AGENDA

Items Approved: S. Lupul/C. Gerbrandt

Motions:

“BE IT RESOLVED THAT the June 30, 2015, Open Session minutes were approved.”

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. PRESENTATION/DELEGATIONS

6.1 Foundation Annual Report (K. Butler)

The Annual report was distributed at table. The Director highlighted the revenues.

The Trades Campaign is going quite well, the College is approaching the \$5 million mark.

Three new directors have been appointed to the Foundation Board; a vacancy remains in the South Okanagan.

K. Butler left at 11:10 a.m.

7. NEW BUSINESS/RESOLUTIONS

8. VERBAL REPORTS

8.1 Board Chair Report (T. Styffe)

The Minister of AVED and MLAs, S. Thompson and N. Letnick, toured the new building this past summer.

The Board Chair attended the Union of British Columbia Municipalities conference where he met with mayors and counsellors from the communities in the College region.

He thanked Board members for attending various events the last couple of months.

8.2 President's Report (J. Hamilton)

Professor Alix Hawley has been shortlisted (one of 12) for the ScotiaBank Giller Prize for her novel *“All True Not a Lie in It”*.

The CiCan Indigenous Education Protocol was signed at the Pow Wow on September 24th. Under the new Strategic Plan the Board will be asked to consider indigenization as a key strategy for the College.

The Vernon Track opened on September 26th, there will be opportunity to use this facility in relation to programming at the Vernon Campus.

The President, Board Chair, S. Johal and L. Thurnheer (reception only) attended a dinner and reception at UBCO on September 28th to celebrate 100 years for UBC and 10 years for the College.

The Strategic Planning sessions are continuing; the draft will come to the Board on October 27th.

9. INFORMATION

9.1 Connections 2015 Video

https://www.youtube.com/watch?v=as_V_pDVp0w&feature=youtu.be

9.2 Enrolment Update (A. Hay)

The Stable Enrolment Report will come to the Board in November. Highlights from the fall 2015 are:

- Historically the College has never had so many students in Engineering Technology programs;
- There is a strong demand in the Pastry Arts program;
- Business programs are also in high demand;
- Overall there has been a 5.9% increase in enrolment (6,967 students);
- All four campuses have growth;
- International is up by 20%;
- Winter applications are up 17% over last year.

The published numbers do not include students in Continuing Studies programs or general interest courses.

10. TOPICS FOR NEXT MEETING

11. OTHER BUSINESS

12. FOR THE GOOD OF THE INSTITUTION

Past and future events were highlighted.

13. DATE OF NEXT MEETING: November 24, 2015, Kelowna Campus

14. ADJOURNMENT

Motion to adjourn: B. McGowan/J. Maciel

MOTION CARRIED

The meeting adjourned at 11:48 a.m.



President's Report To Board

November 2015

Learning and Teaching

- In late October I traveled with Russel Boris, Director of International Education, to Japan and Korea and visited six post-secondary institutions. Some of the institutions, such as Toyota Technical College, have long standing relationships with Okanagan College while others were initial visits. The result will be an increase in opportunities for our students to study overseas as well as impact our international student numbers.
- On November 7th, aspiring writers gathered at our four campuses to participate in the annual 3-Hour Short Story Contest. This year, more than sixty Okanagan College, Grade 11 and Grade 12 students took part. Participants were not only challenged with a time constraint but also had to find a way to incorporate the secret phrase "downy moustache" into their story. Second-year Associate of Arts degree student Daniel Greene from Vernon won the overall top prize for his story "Watercolours".
- November 16th -20th was International Education week. A number of events provided staff and students with the opportunity to "travel" around the world through interactive activities and performances as well as food and drink samples. The week concluded with an international fashion show and a selection of beverages from around the world.
- IT Services and Learning and Teaching have worked together to develop a lecture series called "Roundabout Learning". Topics have included "How to prevent Plagiarism", "Copyright Case Studies", "How to Write a Research Proposal", "Intro to Project Management" and "Go beyond PowerPoint and use Prezi".

Engagement

- Working in collaboration with students from the Human Service Worker program, a group of Okanagan College Adult Special Education students have formed an organization called Shuswap Connexions. The students decided the Shuswap community had a need for a self-advocacy group to raise awareness of the challenges individuals with disabilities experience. They have also been active in the community, including meeting with the Mayor to help improve transit services to those with disabilities, and have hosted information booths at various local festivals and fairs.
- Enactus OC has been selected as one of six groups invited to participate in the December 3rd ChangeUp event to be held in Kelowna. They will present to an audience of over 800 who will decide who should win the top prize in the four competing categories: For Profit, Non-Profit, Established Registered Charity and Youth Led Initiative. Over \$20,000 in prize money will be awarded. The groups they will be competing against include Big Brothers/Big Sisters, Clubhouse Childcare, Metro Moving, Shoe Bank Canada and Soil Mate.

- Now in its 10th year, the Okanagan College Alumni Association Pay it Forward Giving Challenge is underway. Started by Sarah Comba, a Business Administration Diploma graduate, the campaign encourages staff and student to go through their closets and donate warm clothing items that are then distributed to various community organizations.

Student Transition

- On October 29th I hosted the President's Entrance Scholars' Dinner. We welcomed seven award winners from four regions to their first year at Okanagan College.
- Our 34th Annual Career Fair took place on Sunday, November 1st, and saw hundreds of visitors from the community coming to the Kelowna campus seeking insights and opportunities about careers and educational paths.

Collaboration and Partnership

- Nearly 300 book lovers came out to the Salmar Theatre in Salmon Arm on Oct. 1st and 2nd to hear Canadian literary icons Eleanor Wachtel and Elizabeth Hay speak at Okanagan College's inaugural Shuswap BookFest. The festival was sponsored by the Rotary Club of Salmon Arm, the Prestige Harbourfront Resort, and by community partners the Salmar Community Association and the Shuswap Association of Writers. With this year's success, organizers hope to see BookFest become an annual event
- The annual Repair Café was held on the Kelowna Campus on November 7th. A collaboration between Okanagan College and the Regional District, the concept of the café is don't toss it, fix it.
- On September 26th I attended the official opening of the sports field and track on the Vernon Campus. Financed by the Regional District of the North Okanagan, the facility provides the local community with access to a range of sports and recreation facilities.
- On September 28th I was a guest and speaker at UBCO as they celebrated their 10th year in the community and UBC's 100th anniversary.

Aboriginal

- On October 23rd I attended the grand opening of the new Nicola Valley Institute of Technology Trades Facility. We continue to offer trades programming with NVIT while they continue to develop their trades programming.

Sustainability

- A total of 125 Okanagan College employees and students participated in the Campus Commuter Challenge held in late September. They logged a total of 14,562 km's of alternate transportation (i.e. walking, public transit), up from the 6,500 km logged last year.
- On November 5th-7th I attended the Colleges and Institutes Energy Partnership Conference held in Medicine Hat, where I participated in a keynote presentation with the Mayor of Medicine Hat. Rob St Onge (OC Energy Manager) presented on the Centre of Excellence and Michael Leckman (Principal, Diamond Schmitt Architects) spoke about the new Kelowna Trades Building.

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

**Candidates for Graduation – October 1, 2015 Education Council meeting
Program**

Program	# of Students
Administrative Assistant Fundamentals Certificate (BC Campus)	1
Automotive Service Technician (February 2 – August 29, 2015)	13
Carpentry/Joinery Certificate (February 2 – August 28, 2015) – Rescind Sept 18/15 motion & replaced with new motion to include students with late grades submitted.	-9
Carpentry/Joinery Certificate (February 2 – August 28, 2015)	12
Culinary Arts Certificate (September 2, 2014 – June 19, 2015)	16
Culinary Arts Certificate (out of sequence)	1
Welder Foundation Certificate (March 2 – September 11, 2015)	8
Total	42

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

**November 5th Education Council meeting
Program**

Program	# of Students
Accounting Assistant Certificate (BC Campus)	2
Advanced Certificate in Communications	1
Bachelor of Business Administration	1
Business Administration Diploma	1
Culinary Management Diploma	1
Health Care Assistant Certificate – Salmon Arm (May 1 – October 16, 2015)	19
Health Care Assistant Certificate – Kelowna (May 1 – October 16, 2015)	12
Heavy Mechanical Foundation Certificate (February 10 – October 30, 2015)	15
Office Assistant Certificate (BC Campus)	2
Medical Administrative Assistant Certificate (BC Campus)	2
Welder Foundation Certificate (March 24 – October 2, 2015)	13
Welder Foundation Certificate ((April 1 – October 30, 2015	15
Total	84



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Policy Update
Date:	November 17, 2015
Background Information: Information could include: <ul style="list-style-type: none">• Purpose• History• Other relevant information	<p>The Procedures of the Policy Development - Approval (Board, President, Education Council Policy state: <i>On an annual basis, at the last regularly scheduled Board meeting for the calendar year, the Board will be notified of any new, significantly revised or deleted policies which were approved by the President or Education Council during that year.</i></p> <p>No new or revised policies were approved by the President or Education Council in 2015.</p>
Action Required: <ul style="list-style-type: none">• For consultation• For information• For approval (including resolution)	For information only
Comments from the President:	
Report prepared and supported by:	L. Le Gallee, Assistant to the Board

*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



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Response to Board Motion passed at March 31 Open Session Meetings with Student Unions regarding Financial Aid & Awards
Date:	November 24, 2015
Background Information: Information could include: • Purpose • History • Other relevant information	At the March 31, 2015 Open Session, the Board passed the following motion: “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” Attached is the response to that motion.
Action Required: • For consultation • For information • For approval (including resolution)	None For information only
Comments from the President:	None required
Report prepared and supported by:	Charlotte Kushner, Vice President Students

*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

Meeting with student groups re: Financial Aid & Awards

“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”.

Two meetings were held:

Okanagan College Student Union (OCSU)

Thurs Sept 17, 2015

Attendees from OC: Charlotte Kushner; Allan Coyle; James Coble; Joelle Ebner; Alison Beaumont

Attendees from OCSU: Brianne Berchowitz; Chelsea Grisch; Lorreine Stanley; Delaney Sullivan

Vernon Students Association (VSA)

Wed Sept 23, 2015

Attendees from OC: Charlotte Kushner; Allan Coyle; James Coble; Joelle Ebner

Attendees VSA: Eric Reist; other members of VSA executive

The purpose of each meeting was to have a discussion about Financial Aid for students and to brainstorm ways to make it easier for students to find information, access advice, and apply for the support they need. The main goal was to make it easier for students to access financial aid, within the context of provincial government concerns regarding student loan repayment rates and within the context of limited resources within OC's Financial Aid & Awards Department. OC opened each meeting welcoming students to voice concerns, discuss issues and jointly make recommendations to move forward.

Outcomes

- 1) Both student groups indicated they would be using their OOHLALA platform (college mobile app) to communicate Financial Aid & Awards information to their constituents. The student groups will work with the College's Financial Aid & Awards Department to ensure accurate information is disseminated.
- 2) Members of both groups will provide more feedback to Financial Aid & Awards Department with regard to recent website changes and updates.
- 3) OCSU in particular is pursuing research into provincial student loan policy and if the outcome of that research suggests further discussions with OC are required, OCSU will contact James Coble and Allan Coyle to arrange future meetings.



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Response to Board Inquiry at June 30 Open Session Emergency Student Loan Fund
Date:	November 24, 2015
Background Information: Information could include: <ul style="list-style-type: none">• Purpose• History• Other relevant information	An overview of the programs and services provided by the Financial Aid and Awards Department was presented to the Board Open Session in June 2015. A Board member asked how much of the Emergency Student Loan Fund is being accessed. Attached is the response to that inquiry.
Action Required: <ul style="list-style-type: none">• For consultation• For information• For approval (including resolution)	None For information only
Comments from the President:	None required
Report prepared and supported by:	Charlotte Kushner, Vice President Students

*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

Available Amount of Emergency Funding

At the June 2015 Open Session meeting, a Board member asked how much of the Emergency Student Loan Fund is accessed.

The Emergency Student Loan Fund had an initial deposit of \$35,000. That balance, of course, goes down when a loan is made and is replenished when a loan is repaid.

In fiscal 2014-15, 13 students received a total of \$9,948 in Emergency Student Loans. So far in 2015-16, we have provided loans totalling \$4,426 to six students.



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Strategic Plan 2016-2020
Date:	November 18, 2015
Background Information: Information could include: <ul style="list-style-type: none">• Purpose• History• Other relevant information	Attached is the 2016-2020 Okanagan College Strategic Plan for final review and approval of the Board.
Action Required: <ul style="list-style-type: none">• For consultation• For information• For approval (including resolution)	For approval. Proposed Motion: <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors adopts the Strategic Plan as attached”.</i>
Comments from the President:	I support this recommendation
Report prepared and supported by:	Kerry Rempel, Strategic Plan Process Project Manager

*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*

Mission

Okanagan College transforms lives and communities.

We engage, lead and serve through:

- A high quality educational experience for our learners.
- An environment that supports employees and encourages personal and professional growth.
- Collaborative relationships that are responsive to our communities.

Core Values

These serve to guide decision-making as an organization and our actions as individuals.

1. **Learner Success.** Learners are at the heart of everything we do.
2. **Access.** We advocate and promote access to education.
3. **Continuous Improvement.** We strive to do better tomorrow than we did today.
4. **Collegiality.** In all our interactions we act with respect and integrity.
5. **Diversity.** We support an inclusive environment.
6. **Sustainability.** We strive for social, environmental and economic sustainability.
7. **Collaboration.** We embrace the opportunity to work with and learn from each other.
8. **Innovation.** We introduce, evaluate and embrace new ideas.

Key Directions

Supporting Learner Readiness and Success

Through their educational experience, learners are better prepared for work, life and further study.

- Improve pathways for students into, within and beyond Okanagan College.
- Provide the best possible support services for learners.
- Enhance the learner experience by improving administrative systems and processes, and by creating an engaging college environment.
- Implement an internationalization plan so that students better understand the world around them.

Excelling in Teaching, Programming and Applied Research

Students, employers, and the community will benefit from the College's commitment to innovative and responsive education.

- Use the best combination of course delivery methods, such as face-to-face, E-learning, and blended approaches, to address diverse learner and community needs.
- Provide an array of programming that effectively responds to the needs of our students, employers and communities.
- Provide opportunities for teaching professionals to continuously enhance their skills, knowledge and practice.
- Significantly develop applied research, scholarly activity, and knowledge transfer activities to better serve students, communities and employers.

Working With, and Learning From, the Indigenous Community

The College values and respects indigenous culture and ways of knowing and is working towards indigenization. The goal is an authentic partnership that benefits all parties and enriches the education of learners.

- Develop an indigenization plan through consultation with indigenous communities. The plan will address
 - Enhancing ties with Indigenous education partners.
 - Strengthening support services that are available to Indigenous learners.
 - Increasing opportunities for the college community to learn from indigenous knowledge and culture.
 - Identifying possible changes to College policies, structure, and processes that will benefit all.

Serving and Engaging the Community

Strengthening relationships with alumni, employers and community groups contributes to the health and prosperity of the region the College serves.

- Increase the number and strength of connections.
- Build and sustain relationships with alumni and donors.
- Increase opportunities for engagement with all communities through approaches such as applied research, experiential learning, student employment programs, guest speakers, and events.

Focusing on Organizational Sustainability

The College needs to address the human and financial resources, infrastructure, and environmental challenges that will accompany anticipated demographic, economic and social changes.

- Seek additional sources of funding to sustain and further develop the College.
- Ensure there are sustainable operations in each of the four regions.
- Augment the College's human resource plan through improved strategies in key areas such as succession planning, employee development and the recruitment and retention of a diverse employee base.
- Complete and implement a sustainability plan that addresses environmental, financial and social sustainability.



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Domestic Tuition Process
Date:	November 10, 2015
Background Information: Information could include: • Purpose • History • Other relevant information	<p>Each year the Ministry of Advanced Education provides a maximum tuition increase percentage to institutions. As part of the budget process, the Board makes a decision on tuition.</p> <p>Over the past few years we have adopted the following process to make that decision. The process has worked well:</p> <ol style="list-style-type: none"> 1. Management provides context information to the Board in the fall. 2. Management provides context information to the Okanagan College Student Association and the Kalamalka Student Association at meetings in December or January. 3. Student representatives are invited to present to the Board Finance, Audit and Risk Committee in January. 4. The Board makes a decision in a public meeting at the February Board meeting.
Action Required: • For consultation • For information • For approval (including resolution)	<p>For approval.</p> <p>Proposed Motion: <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors adopts the process outline above for making a decision on tuition for 2016-17.”</i></p>
Comments from the President:	I support this recommendation
Report prepared and supported by:	Roy Daykin, Vice President, Finance and Administration

*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*

2016 Meeting Dates Okanagan College Board of Governors

Month	Committee Meetings <i>all meetings are in Kelowna</i>	Board Meeting	Location of Board Meeting <i>To Be Determined</i>
January	January 12 <i>Executive Finance</i>	January 26	
February	February 9 <i>Finance</i>	February 23 <i>Conference call or in person</i>	
March	March 15 <i>Executive Finance Governance</i>	March 29	
April	April 12 <i>Executive HR PRC</i>	April 26 <i>(if required)</i>	
May	May 17 <i>Executive Finance Governance</i>	May 31	
June	June 14 <i>Executive Finance</i>	June 28	
July	no meeting	no meeting	
August	no meeting	no meeting	
September	September 13 <i>Executive Finance</i>	September 27	
October	October 11 <i>Executive</i>	<i>Board Development Session (In Camera Session)</i> <i>October 24 4-6 p.m. October 24 – Dinner @ 7 October 25 9-noon</i>	
November	November 15 <i>Executive Finance HR PRC</i>	November 29	
December	<i>Finance conference call to approve Forecast, date to be determine</i>	no meeting	

2016 Meeting Dates Okanagan College Board of Governors

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

Association of Governing Boards – National Trustees Conference is in Washington DC from April 17th – 19th, 2016
Colleges and Institutes Canada Conference is in Quebec City, PQ from May 29th-31st, 2016

DRAFT

Education Council - Report to the Board November 2015

Education Council met on October 1, November 5 and November 12, 2015, and approved 2 new programs, 6 program revisions, 34 new courses, 1 course revision and graduands.

October 1, 2015 Education Council Meeting

Program Revision – Legal Administrative Assistant Certificate - Litigation

Recommended Motion:

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

Program revision

- Admission requirements

Admission requirements:

Current:

- Grade 12 or equivalent (ABE Provincial Level)
- a minimum keyboarding speed of 50 net wpm
- one full year of secretarial experience within the past three years, or successful completion (within the past two years) of the post-secondary level equivalent to Okanagan College's Administrative Assistant Fundamentals Certificate program with a 70% average; or a score of at least 70% on an English, mathematics and computer challenge examination.

Proposed:

- Successful completion of Okanagan College's Office Assistant Certificate or equivalent;
- Or the following:
 - 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 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 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:

- PAC and instructors agree that a lower keyboarding entrance level is sufficient for success in the program
- With the removal of the Administrative Assistant Fundamentals Certificate in 2015, the entrance requirement needs to be update to indicate that the Office Assistant certificate is applicable as an entrance option

Proposed date of implementation: January 2016

Program Revision – Legal Administrative Assistant Certificate – Corporate/Conveyancing

Recommended Motion:

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

Program revision

- Admission requirements

Rationale:

Some content in LSEC 160 Wills and Estates has been removed due to in the law; thereby requiring a revision to the Legal Administrative Assistant Certificate (Corporate/Conveyancing) program.

Admission requirements:

Current:

- Grade 12 or equivalent (ABE Provincial Level)
- a minimum keyboarding speed of 50 net wpm
- one full year of secretarial experience within the past three years, or successful completion (within the past two years) of the post-secondary level equivalent to Okanagan College's Administrative Assistant Fundamentals Certificate program with a 70% average; or a score of at least 70% on an English, mathematics and computer challenge examination.

Proposed:

- Successful completion of Okanagan College's Office Assistant Certificate or equivalent;
- Or the following:
 - 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 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 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:

- PAC and instructors agree that a lower keyboarding entrance level is sufficient for success in the program
- With the removal of the Administrative Assistant Fundamentals Certificate in 2015, the entrance requirement needs to be update to indicate that the Office Assistant certificate is applicable as an entrance option

Proposed date of implementation: January 2016

Program Revision – Medical Administrative Assistant Certificate

Recommended Motion:

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

Program revision

- Admission requirements

Admission requirements:

Current:

- Grade 12 or equivalent (ABE Provincial Level)
- a minimum keyboarding speed of 50 net wpm
- one full year of secretarial experience within the past three years, or successful completion (within the past two years) of the post-secondary level equivalent to Okanagan College's Administrative Assistant Fundamentals Certificate program with a 70% average; or a score of at least 70% on an English, mathematics and computer challenge examination.

Proposed:

- Successful completion of Okanagan College's Office Assistant Certificate or equivalent;
- Or the following:
 - 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 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 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:

- PAC and instructors agree that a lower keyboarding entrance level is sufficient for success in the program
- With the removal of the Administrative Assistant Fundamentals Certificate in 2015, the entrance requirement needs to be update to indicate that the Office Assistant certificate is applicable as an entrance option

Proposed date of implementation: January 2016

New Program – Teaching English to Speakers of Other Languages Certificate
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Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new program Teaching English to Speakers of Other Languages Certificate, as recommended by Education Council and as presented”

Rationale:

Okanagan College has opportunities to deliver an online version of a Teaching English as a Second Language certificate program. In the past several years, China, Japan, and South Korea have decreased the grade school level at which children begin to learn English. This change has resulted in a need for current teachers to gain more background in teaching English. Specifically, South Korean English teachers are looking to upgrade their language education. The OC TESOL Certificate will address this pedagogical need for South Korea and potentially other countries.

The request is to create this new certificate Teaching English to Speakers of Other Languages (TESOL) and to meet international student needs and professional international industry standards for successful employment of the graduates in those countries.

The program delivery will be in an online format, using a Learning Management System (such as Moodle) and interactive software to deliver TESOL course and program content appropriate for the target culture. Continuing Studies will develop the online courses for the TESOL certificate to ensure students outside of Canada gain a comparable level of learning as the students who take the program in Canada in a more traditional face-to-face delivery model. The program's development will use existing TESL curriculum as a

base and develop new courses that capture key learning outcomes of TESL, modify content to suit an e-learning format, and provided alternate appropriate online assessment.

We are recommending that in order to make this distinction, we continue to offer the TESL certificate, which is recognized by TESL Canada, and use the term TESL for graduates taking this program in Canada, and we offer a TESOL certificate, which is not recognized by TESL Canada, and use the term TESOL for graduates taking this new program outside of Canada.

Program description:

The 160-hour Teaching English to Speakers of Other Languages (TESOL) certificate is designed for international students who live outside of Canada, have a competent understanding of English and are teaching English to non-English speaking students. This program explores the theories, techniques and methods of teaching the four basic language skills: listening, speaking, reading and writing. The basic grammatical, lexical and phonetic systems of the English language are also studied, with the end goal of supporting students in being able to identify underlying concepts for application in a principled way. The communicative approach is emphasized through examination of communicative methodologies, practices and procedures. Inter-cultural competence and awareness are also included in the program. Upon successful completion of the program, graduates will receive an Okanagan College certificate.

This TESOL Certificate is for non-residents of Canada. For residents of Canada, please refer to the Teaching English as a Second Language (TESL) Certificate program.

Admission requirements:

General Admission Requirement

- Documentation confirming status as a current EFL teacher who has a minimum of 50 hours teaching EFL.

Applicants must submit documentation of one of the following:

- TOEFL score of at least 550 (paper based), 213 (computer based), or 79 (internet based)
- An overall band score of 6.5 on the academic version of IELTS
- Transcript showing completion of an English Literature or composition course at a recognized university or college where English is the language of the course's host program with a minimum grade of 60%

Graduation requirements:

Students must pass each course with a minimum grade of 70% to receive a certificate.

Program table

TEOL 100: Cross-cultural Communication - Concepts (10 hours)
TEOL 101: Cross-cultural Communication - Classroom Implications (10 hours)
TEOL 102: Overview of TESOL (20 hours)
TEOL 103: Teaching and Learning (20 hours)
TEOL 104: Teaching Listening (10 hours)
TEOL 105: Teaching Speaking (10 hours)
TEOL 106: Teaching Vocabulary (10 hours)
TEOL 107: Teaching Pronunciation (10 hours)
TEOL 108: Grammatical Concepts (10 hours)
TEOL 109: Teaching Grammar (10 hours)
TEOL 110: Teaching Reading (10 hours)
TEOL 111: Teaching Writing (10 hours)
TEOL 112: Capstone (20 hours)
TOTAL HOURS: 160

Courses

TEOL 100 Cross-cultural Communication – Concepts 10 hours

Short title - Cross-cultural Comm-Concepts

This course examines the impact of culture on communication and on cross-cultural communication skills. Cultural concepts are studied as they relate to multicultural classroom considerations, teacher-student relations, and other language acquisition.

TEOL 101 Cross-cultural Communication – Classroom Implications 10 hours

Short title – Cross-cultural Comm-Classroom

This course focuses on examining how culture influences both language and non-verbal communication and on building inter-cultural competence in the classroom.

TEOL 102 Overview of TESOL 20 hours

This course is designed to introduce students to the concepts of second language acquisition, teaching principles, classroom management, and diversity in learning styles. Attention will also be paid to types of curricula, teaching objectives, and material selection and development.

TEOL 103 Teaching and Learning 20 hours

In this course, testing and assessment, textbook selection and lesson planning are covered, including how to write learning outcomes. Suggestions for ongoing professional development are also included.

TEOL 104 Teaching Listening 10 hours

This course focuses on teaching theory and methodology used to develop English language students' listening skills in a second language classroom and it offers practical applications toward improving these skills.

TEOL 105 Teaching Speaking 10 hours

The focus of this course is on developing speaking skills, distinguishing between accuracy and fluency, and practicing teaching techniques. Various techniques for fostering motivation, targeting student challenges, and directing student progress in speaking are addressed.

TEOL 106 Teaching Vocabulary 10 hours

In this course, students receive training in how to integrate vocabulary into their teaching. Students will be introduced to basic linguistic tools for pedagogical use and will examine various techniques to create engaging and effective activities for teaching vocabulary.

TEOL 107 Teaching Pronunciation 10 hours

In this course, current trends in teaching pronunciation are investigated and various pronunciation activities are demonstrated. The sounds of English and intonation patterns are explored and suggestions are made on how to integrate pronunciation into most lessons.

TEOL 108 Grammatical Concepts 10 hours

In this course, students will study the most important concepts of English grammar to apply to English Language Teaching.

TEOL 109 Teaching Grammar 10 hours

In this course students receive training in grammar teaching methodology and examine various teaching techniques to create engaging and effective grammar lessons.

TEOL 110 Teaching Reading 10 hours

This course focuses on teaching theory and methodology used to develop students' reading in a foreign language classroom. It also offers practical application in teaching reading, using various techniques for fostering motivation, targeting student challenges, and directing students' progress in reading.

TEOL 111 Teaching Writing 10 hours

The focus of this course is on developing writing skills and responding to errors in writing. Process writing and genres are included.

TEOL 112 Capstone 20 hours

In this course, students will review and reflect on the TESOL course in conjunction with their own teaching and classroom experience. Students will examine an online-based e-portfolio in order to identify ways to develop their own portfolio. Students will also review their own teaching philosophy and consider practical ways to continue pursuing their own professional development.

Tuition: \$3428.00 Subject to change

Proposed date of implementation: September 2015

November 5, 2015 Education Council Meeting

Program Revision – Health Care Assistant Certificate

Recommended Motion:

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

Program revision

- Program description

Rationale:

To have the number of weeks in the program reflect the correct number of hours of instruction.

Description:

The 745-hour program is approximately a 25-week or six-month program (based on a typical 30-hour instruction week) designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as direct client care providers and respected members of the health-care team, in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centered care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients/residents. Upon successful completion of the program, graduates are prepared to work in any level of continuing care, including: home support, adult day care, assisted living, and complex care (including dementia care units).

Proposed date of implementation: January 2016

Costs: n/a

Program Revision – Adult Basic Education

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Adult Basic Education Program, as recommended by Education Council and as presented”

Program revision

- Admission requirements

Rationale:

To ensure/promote student success. The changes amend admission requirements for AACP English and Science Courses and make them consistent with those for Mathematics. Specifically, it is proposed that students must have been completed prerequisites for science courses within the five years prior to the start date for the AACP science course in which they wish to register. This change will enhance student preparedness for successful completion of the courses.

Admission requirements

Current:

Canadian citizen, permanent resident, landed immigrant, or student authorization issued by Immigration Canada.

Age Requirement: Applicants must: be at least 19 years of age, or 18 years of age and have been out of the public school system for at least 12 months, or have a senior secondary graduation diploma.

All students entering any Fundamental Level English or Basic Literacy course for the first time are required to complete an individual admission interview with a Fundamental Level English instructor as a prerequisite. Prospective students should contact the Fundamental Level English instructor or the Volunteer Literacy Tutoring Program Coordinator at the receiving Okanagan College campus to arrange an admission interview before registration.

Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counsellor and be referred to the Adult Academic and Career Preparation Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if recommended by the Committee and space is available.

While no specific academic background is required, students entering some Adult Academic and Career Preparation courses may be required to complete a skills assessment if they do not meet specific course prerequisites.

AACP Mathematics Courses:

Students must have completed the prerequisites within the five years prior to the start date of the AACP mathematics course in which they wish to register. Any student not meeting this requirement will be required to write a mathematics skills assessment to determine their Math Skills Indicator (MSI) level. The MSI level is determined by a score on the Adult Basic Learning Examination (ABLE), the Penticton Adult Academic and Career Preparation Mathematics Skills Assessment, or the Basic Algebra Skills Test.

AACP English and Science Courses:

Students may gain admission to the AACP English courses and science courses with an English competency requirement based on a score on the Adult Basic Learning Examination (ABLE) and writing assessment. Interviews may also be conducted to help determine the appropriate level.

Proposed:

Canadian citizen, permanent resident, landed immigrant, or student authorization issued by Immigration Canada.

Age Requirement: Applicants must: be at least 19 years of age, or 18 years of age and have been out of the public school system for at least 12 months, or have a senior secondary graduation diploma.

All students entering any Fundamental Level English or Basic Literacy course for the first time are required to complete an individual admission interview with a Fundamental Level English instructor as a prerequisite. Prospective students should contact the Fundamental Level English instructor or the Volunteer Literacy Tutoring Program Coordinator at the receiving Okanagan College campus to arrange an admission interview before registration.

Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counsellor and be referred to the Adult Academic and Career Preparation Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if recommended by the Committee and space is available.

While no specific academic background is required, students entering some Adult Academic and Career Preparation courses may be required to complete a skills assessment if they do not meet specific course prerequisites.

AACP Mathematics Courses:

Students must have completed the prerequisites within the five years prior to the start date of the AACP mathematics course in which they wish to register. Any student not meeting this requirement will be required to write a mathematics skills assessment to determine their Math Skills Indicator (MSI) level. The MSI level is determined by a score on the Adult Basic Learning Examination (ABLE), the Penticton Adult Academic and Career Preparation Mathematics Skills Assessment, or the Basic Algebra Skills Test.

AACP English and Science Courses:

Students must have been completed prerequisites for science courses within the five years prior to the start date for the AACP science course in which they wish to register. Students may gain admission to the AACP English courses and science courses with an English competency requirement based on a score on the Adult Basic Learning Examination (ABLE) and writing assessment. Interviews may also be conducted to help determine the appropriate level.

Reason:

To be successful in courses, students must possess the skills required to complete prerequisite courses. These skills must have been acquired within 5 years of course registration to ensure the skills are current and retained.

Proposed date of implementation: January 2016

Costs: n/a

Program Revision – International Development Diploma

Recommended Motion:

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

Program revision

- Addition of courses
- Deletion of courses
- Program description
- Program outline

Rationale:

The Program's founding proposal document, approved by EdCo in 2011, recognizes the possibility of periodic revision in order to sustain and enrich the Diploma's goals of appealing to non-traditional and diverse learners (Long-Term Education Plan, 2011: 10-13). This revision is designed to maintain responsiveness to student needs, to enrich the learning experience, and to update course offerings to reflect new trends in the field and changes to the College Calendar. To this end, this revision will add new courses, re-balance the required and elective course offerings, and increase the breadth and choice of electives. This revision is meant to be an enhancement of the existing strengths of the Program.

Description:

The International Development Diploma is designed for learners who are interested in working with organizations involved in development projects across the globe. The program provides learners an opportunity to engage with current global issues such as poverty; environmental degradation; racial and gender discrimination; corruption and lack of economic and financial transparency; and political deficiency. Upon successful completion of this program, learners will acquire a multidisciplinary understanding of the current issues in international development and will apply appropriate techniques to analyze the issues and problems of development in the global context.

The diploma has two options:

I. International Development Governance. In this option, students will have a choice of further emphases in:

- a. Women and Development;
- b. Environment and Development.

II. International Development Management, a joint Diploma Program between Arts and Business.

All Arts courses in this Diploma program have university studies credits, providing students with the option of further study in either international development or other related disciplines. Business courses are transferred on a course-by-course basis.

Students are advised to verify with the appropriate Department Chair or Dean that the specific course offerings will be offered within a two-year cycle if students intend to complete the Diploma in two years. Students should refer to the most recent BC transfer guide at <http://www.bctransferguide.ca/>.

Program changes:

Rationale:

The Program's founding proposal document, approved by EdCo in 2011, recognizes the possibility of periodic revision in order to sustain and enrich the Diploma's goals of appealing to non-traditional and diverse learners (Long-Term Education Plan, 2011: 10-13). This revision is designed to maintain responsiveness to student needs, to enrich the learning experience, and to update course offerings to reflect new trends in the field and changes to the College Calendar. To this end, this revision will add new courses, re-balance the required and elective course offerings, and increase the breadth and choice of electives. This revision is meant to be an enhancement of the existing strengths of the Program, and is aligned with disciplinary norms in the field of International Development Studies.

Overview of Revisions: ¹

The following specific revisions are proposed:

1. add POLI 112 (Understanding Development) as a Required Course – all options
2. remove the POLI Elective (POLI 210, 202, 211, or 240) for the Management Option [replace with POLI 112 requirement]
3. add POLI 206 to the POLI Electives --- Governance Option
4. add HIST 271 to the Arts Electives Governance Option---no emphasis
5. add GEOG 201 to the Arts Electives Governance Option---Environment and Development emphasis
6. add the following wording to the Program description:
“Students are advised to verify with the appropriate Department Chair or Dean that the specific course offerings will be offered within a two-year cycle if students intend to complete the Diploma in two years.”
7. add the following note to description of ECON 271 in ECON Electives [Governance Option]

¹ Please note: for a complete list of all courses and categories in the program, including Arts Electives and the respective current and proposed Emphases, please see Tables at the end of this Appendix.

“Students in the Environment and Development Emphasis [Governance Option] with credit for ECON 271 as their ECON elective cannot also take it as an Arts elective in their emphasis.”

Required Courses Current and Proposed

Current – all options [24 credits]	Proposed – all options [27 credits]
Required Courses BUAD 201 - Conflict Resolution and Negotiation ECON 115 - Principles of Microeconomics ECON 125 - Principles of Macroeconomics ECON 261 - Economics of Developing Countries POLI 101 - Introduction to Politics POLI 220 - The Politics of Human Rights POLI 221 - Global Politics POLI 222 - Global Political Economy	Required Courses BUAD 201 - Conflict Resolution and Negotiation ECON 115 - Principles of Microeconomics ECON 125 - Principles of Macroeconomics ECON 261 - Economics of Developing Countries POLI 101 - Introduction to Politics POLI 112 – Understanding Development POLI 220 - The Politics of Human Rights POLI 221 - Global Politics POLI 222 - Global Political Economy
Current- Governance Option [9 credits]	Proposed - Governance Option [9 credits]
ANTH 121 - Introduction to Cultural Anthropology HIST 115 - Contemporary World from 1900 to World War II HIST 125 - Contemporary World from World War II to the Present	No change
Current- Management Option [24 Credits]	Proposed- Management Option [24 Credits]
BUAD 111 - Financial Accounting I BUAD 116 - Marketing BUAD 123 - Management Principles BUAD 128 - Computer Applications I BUAD 195 - Financial Management BUAD 209 - Business Law BUAD 262 - Organizational Behaviour BUAD 269 - Human Resources Management	No change

English/Communication Requirements

Current- Governance Option [6 Credits]	Proposed - Governance Option [6 Credits]
ENGL 100 - University Writing ENGL 150 - Critical Writing and Reading: Poetry and Drama ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel ENGL 153 - Critical Writing and Reading: Narrative ENGL 199 - Arts Studies in English	No change
Current- Management Option [6 Credits]	Proposed - Management Option [6 Credits]
CMNS 112 - Professional Writing I	No change

<p>CMNS 122 - Professional Writing II</p> <p>Or two of the following acceptable ENGL courses:</p> <p>ENGL 100 - University Writing ENGL 150 - Critical Writing and Reading: Poetry and Drama ENGL 151 - Critical Writing and Reading: Short Fiction and the Novel ENGL 153 - Critical Writing and Reading: Narrative ENGL 199 - Arts Studies in English</p>	
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ECON Electives Current and Proposed

Current- Governance Option ECON Electives [3 Credits]	Proposed - Governance Option ECON Electives [3 Credits]
ECON 210 - Women and the Economy (or WMST 211)* ECON 260 - Poverty and Inequality ECON 271 - Environmental and Natural Resource Economics	No change
Current- Management Option ECON Electives [3 Credits]	Proposed - Management Option [3 Credits]
ECON 205 - Managerial Economics ECON 210 - Women and the Economy (or WMST 211) ECON 260 - Poverty and Inequality ECON 271 - Environmental and Natural Resource Economics	No change

POLI Electives Current and Proposed

Current- Governance Option POLI Electives [3 Credits]	Proposed - Governance Option POLI Electives [3 Credits]
POLI 202 - Women and Politics (or WMST 202) POLI 211 - Comparative Government POLI 240 - Contemporary Political Ideologies	POLI 202 - Women and Politics (or WMST 202) POLI 206 – Religion and Politics POLI 211 - Comparative Government POLI 240 - Contemporary Political Ideologies
Current - Management Option POLI Electives [3 Credits]	Proposed - Management Option POLI Electives [0 Credits]
POLI 202 - Women and Politics (or WMST 202) POLI 240 - Contemporary Political Ideologies POLI 211 - Comparative Government POLI 210 - Canada and the United States	POLI 202 – Women and Politics (or WMST 202) POLI 240 – Contemporary Political Ideologies POLI 211 – Comparative Government POLI 210 – Canada and the United States

Governance Option Arts Electives – Current and Proposed

Current- Electives [15 credits]	Proposed - Electives [12 credits]
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No Emphasis	No Emphasis
ANTH 180 - Communicating Across Cultures ANTH 213 - Women in Cross-cultural Perspective (or WMST 213) ANTH 245 - Culture and the Environment CMNS 100 - Introduction to Communications CMNS 230 - Communication and Culture GEOG 129 - Human Geography: Resources, Development and Society ENGL 222 - Studies in International Literature in English HIST 241 - Late Imperial China HIST 250 - Post-Independence Latin American History HIST 251 - The Chinese Republics HIST 251 - The Chinese Republics PHIL 241 - Contemporary Moral Issues PHIL 251 - Environmental Ethics PSYC 121 - Introduction to Psychology: Personal Functioning SOC1 111 - Introduction to Sociology I SOC1 121 - Introduction to Sociology II SOC1 202 - Introduction to Social Problems WMST 100 - Introduction to Women's Studies	ANTH 180 - Communicating Across Cultures ANTH 213 - Women in Cross-cultural Perspective (or WMST 213) ANTH 245 - Culture and the Environment CMNS 100 - Introduction to Communications CMNS 230 - Communication and Culture GEOG 129 - Human Geography: Resources, Development and Society ENGL 222 - Studies in International Literature in English HIST 241 - Late Imperial China HIST 250 - Post-Independence Latin American History HIST 251 - The Chinese Republics HIST 271 – Modern India PHIL 241 - Contemporary Moral Issues PHIL 251 - Environmental Ethics PSYC 121 - Introduction to Psychology: Personal Functioning SOC1 111 - Introduction to Sociology I SOC1 121 - Introduction to Sociology II SOC1 202 - Introduction to Social Problems WMST 100 - Introduction to Women's Studies

Governance Option Arts Electives – Emphases - Current and Proposed

Current- Env & Dev Emphasis [15 Credits]	Proposed - Env & Dev Emphasis [12 Credits]
ANTH 245 - Culture and the Environment ANTH 260 - Ethnobotany: Plants and People ECON 271 - Environmental and Natural Resource Economics EESC 101 - Environmental Science GEOG 129 - Human Geography: Resources, Development and Society PHIL 251 - Environmental Ethics	ANTH 245 - Culture and the Environment ANTH 260 - Ethnobotany: Plants and People ECON 271 - Environmental and Natural Resource Economics EESC 101 - Environmental Science GEOG 129 - Human Geography: Resources, Development and Society GEOG 201 – Food and Society PHIL 251 - Environmental Ethics
Current - Women & Dev Emphasis [15 Credits]	Proposed - Women & Dev Emphasis [12 Credits]
ANTH 213 - Women in Cross-cultural Perspective ECON 210 - Women and the Economy (or WMST 211) POLI 202 - Women and Politics (or WMST 202) WMST 100 - Introduction to Women's Studies WMST 215 - Women and Popular Culture WMST 222 - Eco-Feminism	No change in course selections.

Proposed date of implementation: January 2016

Costs:

	One-time	Ongoing
Library	2715.00	4443.00

November 12, 2015 Education Council Meeting

New Program – 2D Animation Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new program 2D Animation Diploma, as recommended by Education Council and as presented”

Rationale:

To respond to industry demand and growth in the field of Animation in the Okanagan Region as well as globally.

Calendar description:

In partnership with Capilano University (CAPU), Okanagan College, offers a 2D Animation diploma program.

The 2D Animation program will prepare students for careers in the animation industry where artistic skills are in high demand. Drawing, design and animation skills are emphasized in this program. Successful graduates may find employment as character designers, storyboard artists, concept artists, layout artists, background painters or animators. They may also transfer into degree programs or become self-employed, working on commercials, illustrations, interactive games or their own independent films.

This program reflects the substantial changes in the technological environment of animation production and the diverse but competitive new opportunities for graduates.

Admission requirements:

- B.C. secondary school graduation (or equivalent)
- English 12 with minimum 60% or [alternatives](#).
- Interview and portfolio assessment. Please refer to program website for more details. (link required)

Applicants may be required to complete a drawing exercise for further review as part of their application.

Program outline:

FIRST SEMESTER

ANIM 103 - DESIGN ELEMENTS IN ANIMATION I
ANIM 104 - STUDIO: GESTURE AND FORM
ANIM 105 - SURVEY OF WESTERN CINEMA ANIMATION
ANIM 116 - ANIMATION: TIMING AND PRINCIPLES
ANIM 117 - ANIMATION: INTRODUCTION TO CHARACTER DRAWING
ENGL 100 - UNIVERSITY WRITING

SECOND SEMESTER

ANIM 106 - ANIMATION: QUADRUPEDS AND EFFECTS
ANIM 107 - CHARACTER ANIMATION I
ANIM 108 - DESIGN ELEMENTS IN ANIMATION II
ANIM 109 - STUDIO: ADVANCED DRAWING TECHNIQUES I
ANIM 110 - PRODUCTION DESIGN FOR ANIMATION
ENGL OR CMNS 100 LEVEL OR HIGHER

THIRD SEMESTER

ANIM 200 - CHARACTER ANIMATION II
ANIM 201 - VISUAL STORYTELLING
ANIM 202 - STUDIO: ADVANCED DRAWING TECHNIQUES II

ANIM 203 - DIGITAL PRODUCTION TOOLS FOR ANIMATION
ANIM 204 - ADVANCED PRODUCTION DESIGN FOR ANIMATION

FOURTH SEMESTER

ANIM 205 - CHARACTER ANIMATION III
ANIM 206 - STUDIO: DRAWING MASTERCLASS
ANIM 207 - VISUAL DEVELOPMENT AND CONCEPT DESIGN
ANIM 208 - PROFESSIONAL STUDIES IN ANIMATION
ANIM 209 - ANIMATION: EMERGING TECHNOLOGIES
ANIM 210 - ENTREPRENEURSHIP IN THE ANIMATION INDUSTRY

Implementation date: September 2016

Cost to student:

- 600.00 (approx.) per year for books and supplies
- 16,000.00 (approx.) per year for tuition – cost recovery program
-

Development Costs:

	One-time	Ongoing
Introduction		
Computers	177,424	
Other equipment & supplies	190,186	
Library	2,220	275
Staffing		
Travel	10,000	10,000
Other costs (renovating, etc)		
Total estimated costs	379,830	10,275

PROGRAM SCHEDULES

November 5, 2015 Education Council Meeting

Recommended Motion

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Adult Special Education Schedule as recommended by Education Council and presented here”

Adult Special Education Schedule 2016 – 2017

Fall 2016

Semester One: September 6, 2016 to January 27, 2017

2016

September 5	Labour Day (no classes)
September 6	Classes start (Orientation)
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas break
December 23	College closes at 3 p.m.
December 24 – January 2	Christmas closure (no classes) – Okanagan College will be closed to the public

2017

January 1	New Year's Day
January 2	Statutory Holiday (no classes)
January 3	Classes resume
January 27	Classes end Semester One
Jan 30, 31	Semester break (no classes)

Winter 2017

Semester Two: February 1, 2017 to June 21, 2017

2017

February 1	Classes start
February 13	Family Day (no classes)
February 14	Study break (no classes)
March 13 – 17	Study break (no classes)
Apr 14 -17	Easter (no classes)
May 22	Victoria Day (no classes)
June 21	Classes end Semester Two

Recommended Motion

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Adult Academic and Career Preparation (ABE) Schedule as recommended by Education Council and presented here”

Adult Academic and Career Preparation (ABE) Schedule 2016 - 2017

Fall 2016

September 5	Labour Day (no classes)
September 6	College-wide orientation day
September 7	Classes begin – all campuses
October 10	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
December 21	Classes and exams end
December 23	College closes at 3 p.m.
December 24 – January 2	Christmas closure (no classes) - Okanagan College will be closed to the public

Continuous intake classes may be available. Check at the campus you wish to attend.

Winter 2017

January 1	New Year's Day
January 2	Statutory Holiday (no classes)
January 3	Classes begin – all campuses
February 13	Family Day (no classes)
March 20 to 24	Study break – All campuses (no classes)
April 14 - 17	Easter (no classes)
April 26	Classes and exams end for four-month classes
May 22	Victoria Day (no classes)
May 24	Classes and exams end for five-month classes: Salmon Arm

Continuous intake classes may be available. Check at the campus you wish to attend.

Spring (Summer Session I) 2017

May 2	Two-month classes begin
May 22	Victoria Day (no classes)
June 22	Classes and exams end

Summer (Summer Session II) 2017

No classes offered Penticton, Vernon and Salmon Arm this session

July 3	Statutory Holiday (no classes)
July 4	Two-month classes begin: Kelowna
August 7	BC Day (no classes)
August 24	Classes and exams end

Recommended Motion

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 English as a Second Language Schedule as recommended by Education Council and presented here”

**English as a Second Language Schedule
2016-2017**

Fall 2016

August 31	New students must attend the Scheduled English Language Assessment [OCELA]*
September 5	Labour Day (no classes)
September 6	College-wide orientation
September 7	Classes begin
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 21	Classes and exams end
December 23	College closes at 3 pm
December 24 – January 2	Christmas closure (no classes) – Okanagan College will be closed to the public

Winter 2017

January 2	Statutory Holiday (no classes)
January 3	New students must attend the Scheduled English Language Assessment [OCELA]*
January 6	Classes begin
February 13	Family Day (no classes)
February 14-17	Study Break (no classes)
April 14-17	Easter (no classes)
April 28	Classes and exams end

Summer Session I 2017

May 1	New students must attend the Scheduled English Language Assessment [OCELA]*
May 4	Classes begin
May 22	Victoria Day (no classes)
June 27	Classes and exams end

Summer Session II 2017

June 28	New students must attend the Scheduled English Language Assessment [OCELA]*
July 3	Statutory Holiday (no classes)
July 4	Classes begin
August 7	BC Day (no classes)
August 25	Classes and exams end

*OCELA/Okanagan College English Language Assessment is available at other times throughout the year.

Recommended Motion

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Office Administration Schedule as recommended by Education Council and presented here”

Office Administration Schedule 2016-2017

Accounting/Bookkeeping Certificate (20 weeks)

Kelowna

2016

September 5	Labour Day (no classes)
September 6	Orientation
September 7	Classes start
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas break
December 23	College closes at 3 p.m.
December 24 – January 2	Christmas Closure (no classes) – Okanagan College closed to the public

2017

January 3	Classes resume
February 9	Classes end

Administrative Assistant Certificate (37 weeks)

Kelowna, Salmon Arm, Vernon

2016

September 5	Labour Day (no classes)
September 6	Orientation
September 7	Classes start
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas break
December 23	College closes at 3 p.m.
December 24 – January 2	Christmas Closure (no classes) – Okanagan College closed to the public

2017

January 3	Classes resume
February 13	Family Day (no classes)
March 20 - 24	Mid-Semester Break (no classes)
April 14 - 17	Easter (no classes)
May 22	Victoria Day (no classes)
June 22	Classes End

Office Assistant Certificate (17 weeks)

Kelowna, Salmon Arm, Vernon

2016

September 5	Labour Day (no classes)
September 6	Orientation
September 7	Classes start
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas break
December 23	College closes at 3 p.m.
December 24 – January 2	Christmas Closure (no classes) – Okanagan College closed to the public

2017

January 3	Classes resume
January 19	Classes end

Office Assistant Certificate (17 weeks)

Kelowna

2017

February 14	Classes start
March 20 - 24	Mid-Semester Break (no classes)
April 14 - 17	Easter (no classes)
May 22	Victoria Day (no classes)
June 23	Classes end

Legal Administrative Assistant Certificate (Litigation - 19 weeks)

Kelowna only

2016

September 5	Labour Day (no classes)
September 6	Orientation
September 7	Classes start
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 20	Last day of classes before Christmas break
December 23	College closes at 3 p.m.
December 24 – January 2	Christmas Closure (no classes) – Okanagan College closed to the public

2017

January 3	Classes resume
January 30	Classes end

Legal Administrative Assistant Certificate (Corporate/Conveyancing 20 weeks)

Kelowna only

2016

January 31	Classes Start
February 13	Family Day (no classes)
April 14 - 17	Easter (no classes)
May 22	Victoria Day (no classes)
June 20	Classes end

Recommended Motion

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Vocational Health and Social Development Schedule as recommended by Education Council and presented here”

**VOCATIONAL HEALTH & SOCIAL DEVELOPMENT
SCHEDULE 2016-17**

Early Childhood Education Diploma

Kelowna

2016

August 29	Classes start for Semester I and Semester III
September 5	Labour Day (no classes)
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 16	Classes end for Semester I and Semester III
December 23	College closes at 3 p.m.
December 24 – January 2	Christmas closure (no classes) – Okanagan College closed to the public

2017

January 1	New Year's Day (no classes)
January 2	Statutory Holiday (no classes)
January 3	Classes start for Semester II and Semester IV
February 13	Family Day (no classes)
April 14 - 17	Easter (no classes)
May 5	Classes end for Semester II
May 12	Classes end for Semester IV
May 13	Infant/Toddler Practicum begins
June 17	Infant/Toddler Practicum ends

**Therapist Assistant Diploma
Kelowna**

2016

September 5	Labour Day (no classes)
September 6	Classes start
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 6	Classes end
December 9 - 20	Final exam period
December 23	College closes at 3 p.m.
December 24 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2017

January 1	New Year's Day (no classes)
January 2	Statutory Holiday (no classes)
January 3	Classes start
February 13	Family Day (no classes)
April 10	Classes end
April 12 – 26	Final exam period
April 14 - 17	Easter (no classes or exams)
April 18	Start of Fall Intake 2015 Preceptorship
May 1	Start of Fall Intake 2016 Practicum
June 23	End of Fall Intake 2015 Preceptorship
June 23	End of Fall Intake 2016 Practicum

**Human Service Work Diploma
Kelowna and Salmon Arm**

2016

September 5	Labour Day (no classes)
September 6	Classes start (Program + College Wide Orientation) for Semester I
September 7	Classes start Semester III
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 6	Classes end
December 9-20	Final exam period
December 23	College closes at 3 p.m.
December 24 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2017

January 1	New Year's Day (no classes)
January 2	Statutory Holiday (no classes)
January 3	Classes start for Semester II
January 3	Classes start for Semester IV
February 13	Family Day (no classes)
April 10	Classes end
April 12 – 26	Final exam period

April 14 - 17	Easter (no classes or exams)
April 18	Start of Practicum Period (all intakes) (Note: practica agencies will usually accommodate students' exam schedules)
June 23	End of Practicum Period (all intakes)

**Practical Nursing Diploma
Kelowna, Vernon (August 2016)**

2016

August 22	Classes start for Semester I
September 5	Labour Day (no classes)
October 10	Thanksgiving Day (no classes)
October 27	Classes end for Semester I
October 31	Consolidated Practice Experience (CPE) 1 starts
November 11	Remembrance Day (no classes or CPE)
November 17	Consolidated Practice Experience 1 ends
November 17	Semester I ends
November 21	Classes start for Semester II
December 15	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes or CPE) – Okanagan College closed to the public

2017

January 1	New Year's Day (no classes or CPE)
January 3	Classes resume
February 13	Family Day (no classes or CPE)
February 16	Classes end for Semester II
February 20	Consolidated Practice Experience 2 starts
March 16	Consolidated Practice Experience 2 ends
March 16	Semester II ends
March 20	Classes start for Semester III
April 14-17	Easter (no classes or CPE)
May 22	Victoria Day (no classes or CPE)
May 25	Classes end for Semester III
May 29	Consolidated Practice Experience 3 starts
July 1	Canada Day (no classes or CPE)
July 13	Consolidated Practice Experience 3 ends
July 13	Semester III ends

July 17 – August 18	Summer Break
August 21	Classes start for Semester IV
September 4	Labour Day (no classes or CPE)
October 9	Thanksgiving Day (no classes or CPE)
October 12	Classes end for Semester IV
October 16	Consolidated Practice Experience 4 starts
October 26	Consolidated Practice Experience 4 ends
October 30	Transition starts
November 2	Transition ends
November 6	Preceptorship starts
November 11	Remembrance Day (Preceptorship will run)
December 14	Preceptorship ends
December 14	Semester IV ends

Kelowna, Penticton (January 2017)

2017

January 1	New Year's Day (no classes or CPE)
January 3	Classes start for Semester I
February 13	Family Day (no classes or CPE)
March 9	Classes end for Semester I
March 13	Consolidated Practice Experience (CPE) 1 starts
March 30	Consolidated Practice Experience 1 ends
March 30	Semester I ends
April 3	Classes start for Semester II
April 14-17	Easter (no classes or CPE)
May 22	Victoria Day (no classes or CPE)
June 15	Classes end for Semester II
June 19	Consolidated Practice Experience 2 starts
July 1	Canada Day (no classes or CPE)
July 13	Consolidated Practice Experience 2 ends
July 13	Semester II ends
July 17 – August 18	Summer Break
August 21	Classes start for Semester III
September 4	Labour Day (no classes or CPE)
October 9	Thanksgiving Day (no classes or CPE)
October 26	Classes end for Semester III
October 30	Consolidated Practice Experience 3 starts

November 11	Remembrance Day (no classes or CPE)
December 14	Consolidated Practice Experience 3 ends
December 14	Semester III ends
December 23	College closes at 3 p.m.
December 24 – January 1	Christmas closure (no classes or CPE) - Okanagan College closed to the public

2018

January 1	New Year's Day (no classes or CPE)
January 2	Classes start for Semester IV
February 12	Family Day (no classes or CPE)
February 22	Classes end for Semester IV
February 26	Consolidated Practice Experience 4 starts
March 8	Consolidated Practice Experience 4 ends
March 12	Transition starts
March 15	Transition ends
March 19	Preceptorship starts
March 30-April 2	Easter (no classes, Preceptorship will run)
April 26	Preceptorship ends
April 26	Semester IV ends

Certified Dental Assistant

Kelowna

2016

August 29	Classes start for Semester I
September 5	Labour Day (no classes)
October 10	Thanksgiving Day (no classes)
October 27	Classes end for Semester I
November 11	Remembrance Day (no classes)
December 15	Semester I ends
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2017

January 1	New Year's Day (no classes)
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January 3	Semester II starts
February 13	Family Day (no classes)
March 30	Semester II ends
April 3	Classes start for Semester III
April 14-17	Easter (no classes)
May 22	Victoria Day (no classes)
June 21	Classes end for Semester III

Health Care Assistant Certificate

Kelowna

Fall 2016

August 22	Classes start
September 5	Labour Day (no classes)
October 10	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 23	Last day of classes before Christmas closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2017

January 1	New Year's Day (no classes)
January 3	Classes resume
February 13	Family Day (no classes)
February 22	Classes End

Penticton, Vernon

Fall 2016

October 24	Classes start
November 11	Remembrance Day (no classes)
December 23	Last day of classes before Christmas closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2017

January 1	New Year's Day (no classes)
January 3	Classes resume
February 13	Family Day (no classes)
April 14-17	Easter (no classes)
April 26	Classes End

Winter 2017 and Summer 2017 (Kelowna)

TBA

Pharmacy Technician Certificate

To be determined after the Practical Nursing schedule is approved as both programs share lab space. The 2016-17 Pharmacy Technician Certificate program dos not start until April 2017.



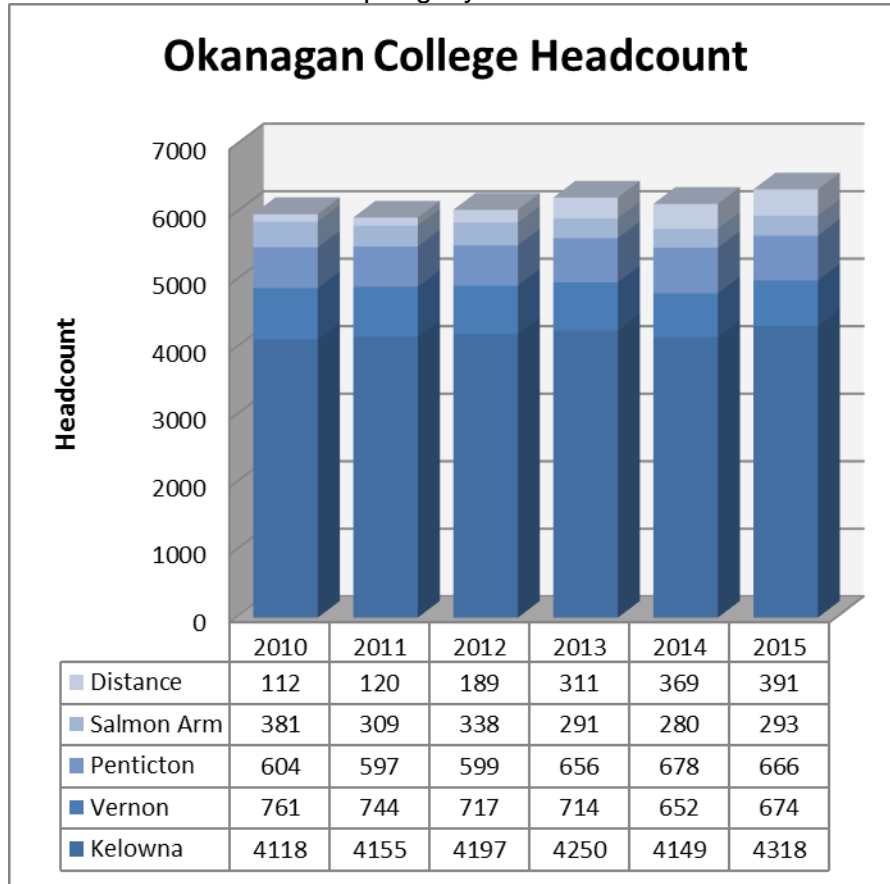
Submission of Information from Senior Staff to the Board of Governors

Report Title:	Stable Enrolment Report
Date:	Nov. 16, 2015
Background Information: Information could include: <ul style="list-style-type: none"> • Purpose • History • Other relevant information 	<p>This report is to provide the Okanagan College Board of Governors with a synopsis of September 2015 enrolment numbers at stable enrolment date, the last date to add an academic course.</p> <p>This report gives a partial picture of the overall enrolment of students at Okanagan College. It includes all programs where students begin their studies in September, but does not fully address programs with start dates prior or following the beginning of September. It also does not include any Continuing Studies enrolments. These counts do include International and Domestic students but not exchange, visiting, or unclassified academic students.</p> <p>There are two different methods of counting students used in this report:</p> <ol style="list-style-type: none"> 1) Headcount: counts individual students in a program, regardless of the number of courses the student is taking. It does not differentiate between full time and part time students; each is counted as one headcount. 2) Credits: counts the total number of billing credits being taken in a discipline area. This is directly related to tuition revenue. <p>Credits are reflective of all students taking a particular course; for example, an English course may have students from Arts, Business and Science attending. This is quite different from headcount, which simply counts students enrolled in a particular program. Credits are a better predictor of tuition revenue.</p>
Action Required: • For consultation	For information
Comments from the President:	None required
Report prepared and supported by:	The Office of Institutional Research for Allan Coyle, Director, Public Affairs

Stable Enrolment: Report for Board of Governors November 2015

Okanagan College Total Fall Headcount

Fall 2015 headcounts are up slightly over 2014 stable enrolment date.

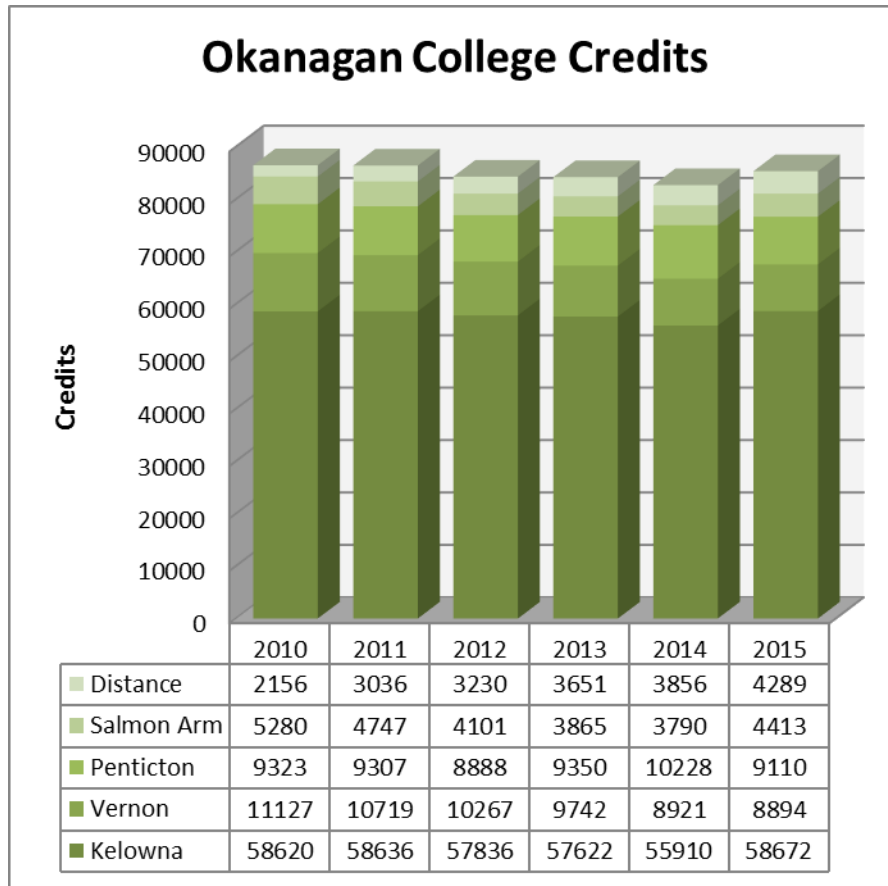


September Headcount, all programs

Okanagan College Domestic and International Headcount	2013	2014	2015	OC Headcount % change fall 2014 to fall 2015	Grades 12 class % change fall 2014 to fall 2015
<i>Kelowna</i>	4250	4149	4318	4.1%	3.4%
<i>Vernon</i>	714	652	674	3.4%	0.3%
<i>Penticton</i>	656	678	666	-1.8%	-1.7%
<i>Salmon Arm</i>	291	280	293	4.6%	-3.5%
<i>Distance</i>	311	369	391	6.0%	
Total	6222	6128	6342	3.5%	0.6%

It is worth noting that overall Okanagan College enrolments have not reflected the decline in Grade 12 graduating classes in the region. An exception would be first year Arts and Science university-transfer because these programs attract the greatest proportion of students that attend directly from high school.

Okanagan College Total Fall Credits

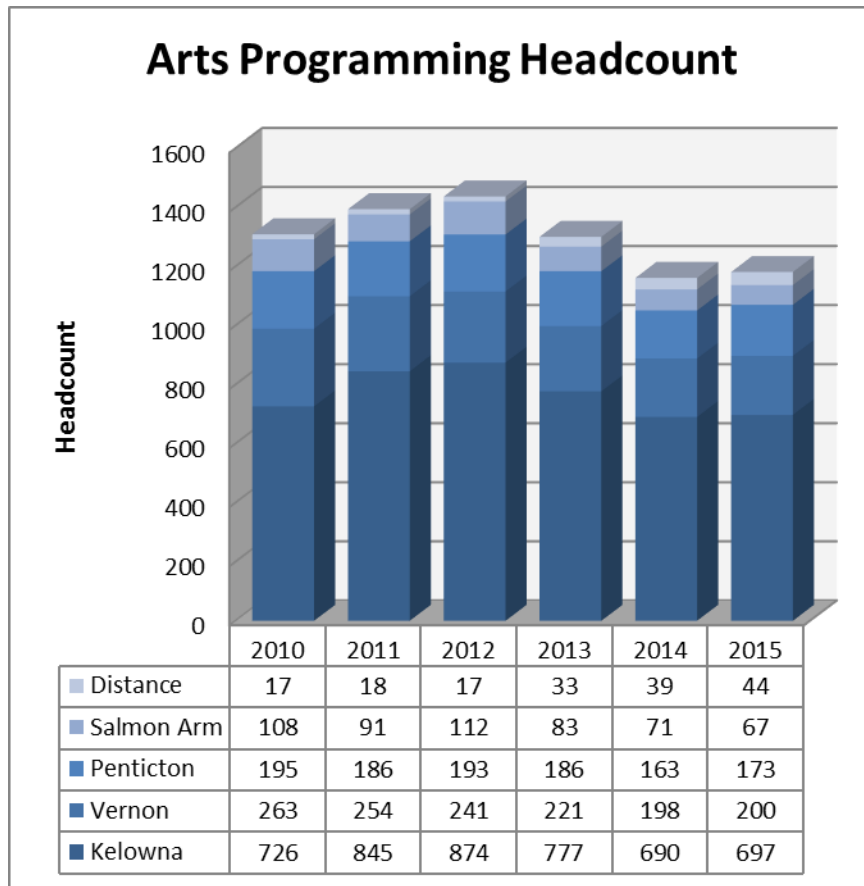


September Credits, all programs

<i>Okanagan College Domestic and International Credits</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	57622	55910	58672	4.9%
<i>Vernon</i>	9742	8921	8894	-0.3%
<i>Penticton</i>	9350	10228	9110	-10.9%
<i>Salmon Arm</i>	3865	3790	4413	16.4%
<i>Distance</i>	3651	3856	4289	11.2%
Total	84230	82706	85377	3.2%

Note that headcounts are tied to a particular program, whereas billing credits are tallied by the respective discipline (see appendix). Business students taking Arts course will be counted as heads in Business, but the billing credits are counted under Arts. There is not necessarily a direct relationship between the two measures. Total College billing credits are also up by over three per cent this year over last (in the fall snapshot).

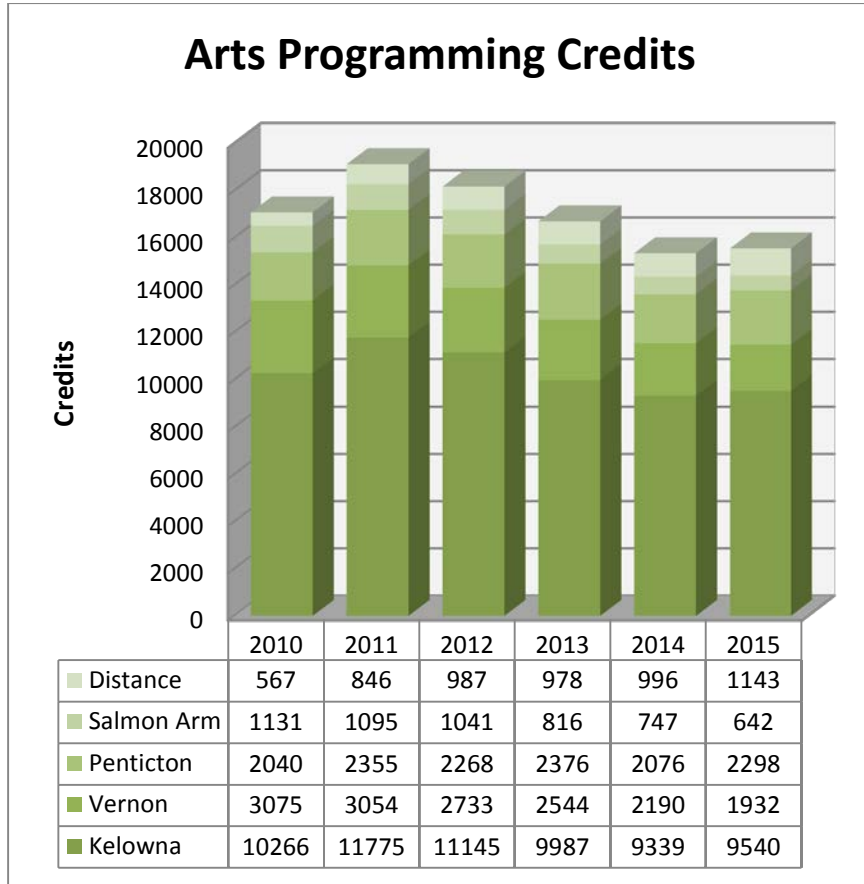
Arts Fall Headcount and Credits



September Headcount, Arts programs (university transfer and diplomas)

<i>Arts Headcount</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	777	690	697	1%
<i>Vernon</i>	221	198	200	1%
<i>Penticton</i>	186	163	173	6%
<i>Salmon Arm</i>	83	71	67	-6%
<i>Distance</i>	33	39	44	13%
Total	1300	1161	1181	2%

Arts headcounts are up slightly overall with larger increases in Penticton and Distance and a decrease in Salmon Arm; headcounts for Kelowna and Vernon increased slightly.

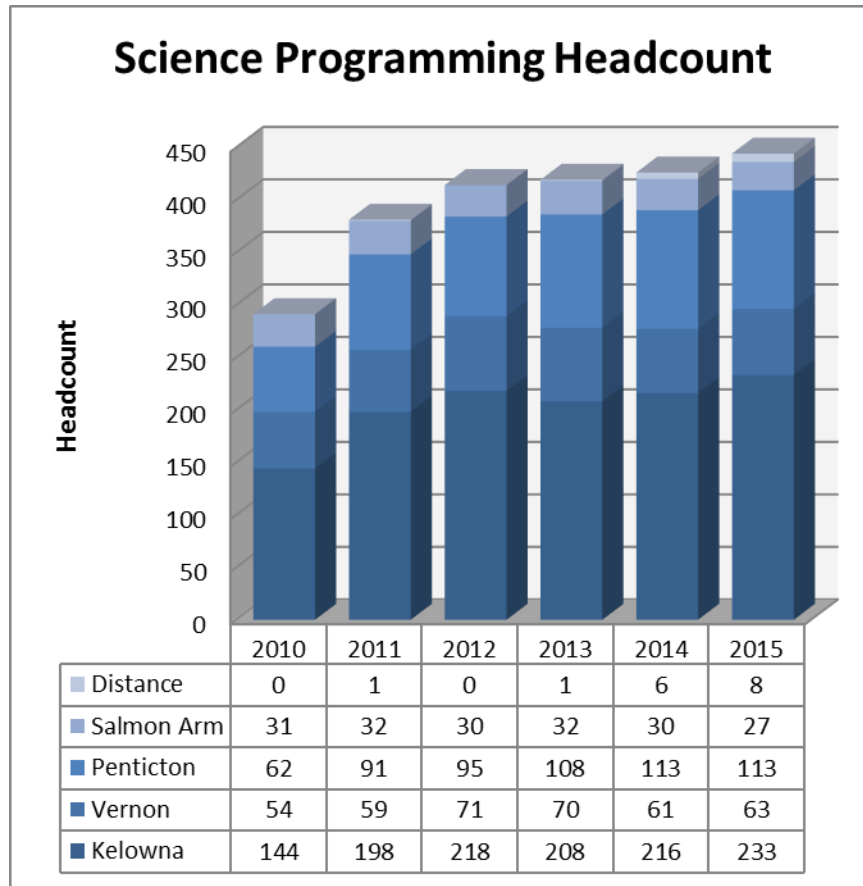


September Credits, Arts programs (university transfer and diplomas)

Arts Credits	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	9987	9339	9540	2%
<i>Vernon</i>	2544	2190	1932	-12%
<i>Penticton</i>	2376	2076	2298	11%
<i>Salmon Arm</i>	816	747	642	-14%
<i>Distance</i>	978	996	1143	15%
Total	16701	15348	15555	1%

Overall Arts programming credits (by discipline) are up slightly, with larger decreases in Vernon and Salmon Arm. Since 2010, distance has seen an increase of over 100 per cent in arts billing credits. In the same timeframe, Kelowna, Vernon, and Salmon Arm have seen decreases in billing credits (7, 37, and 43 per cent, respectively). Penticton has seen an increase in Arts billing credits of 13 per cent. Arts programming is closely tied to Grade 12 enrolments.

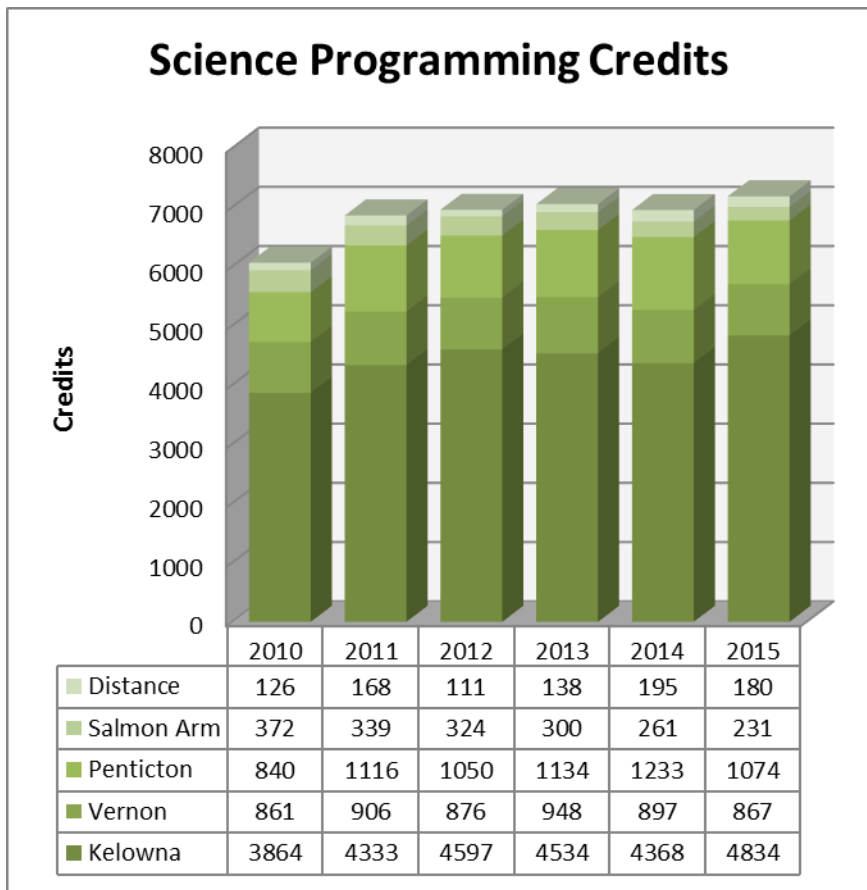
Science Fall Headcount and Credits



September Headcount, Science programs (university transfer and diplomas; excluding computer science)

<i>Science Headcount</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	208	216	233	8%
<i>Vernon</i>	70	61	63	3%
<i>Penticton</i>	108	113	113	0%
<i>Salmon Arm</i>	32	30	27	-10%
<i>Distance</i>	1	6	8	33%
Total	419	426	444	4%

Science headcounts are up by four per cent overall, with a decrease in Salmon Arm of 10 per cent and an increase in Distance by two people since 2014.

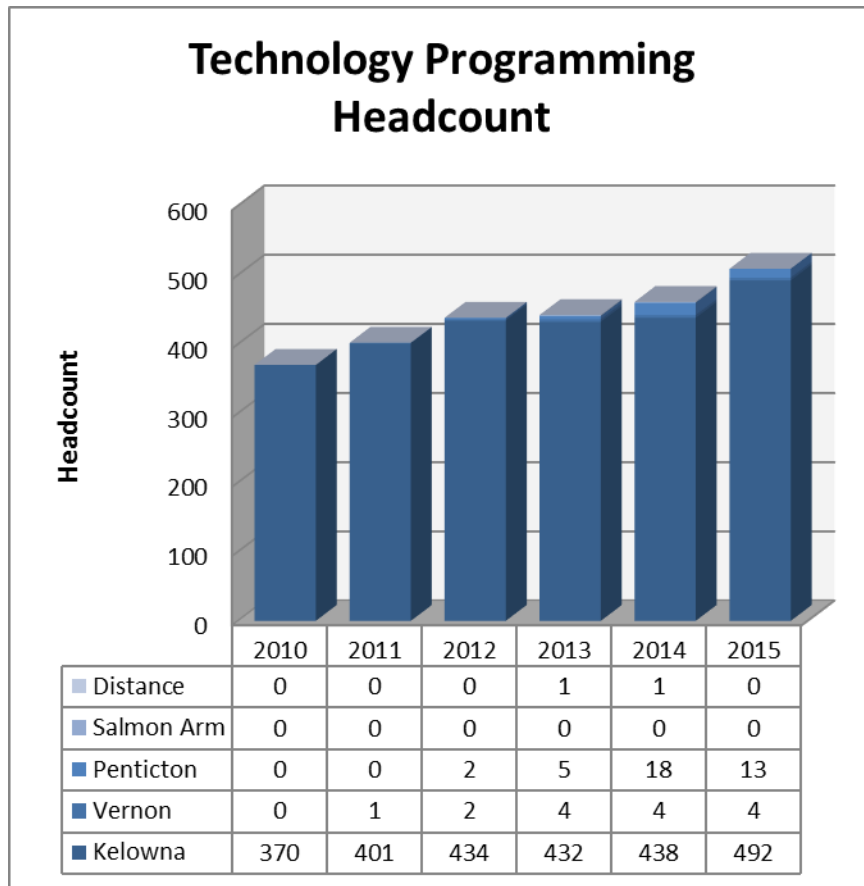


September Credits, Science programs (university transfer and diplomas; excluding computer science)

<i>Science Credits</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	4534	4368	4834	11%
<i>Vernon</i>	948	897	867	-3%
<i>Penticton</i>	1134	1233	1074	-13%
<i>Salmon Arm</i>	300	261	231	-11%
<i>Distance</i>	138	195	180	-8%
Total	7054	6954	7186	3%

Science credits are up by three per cent, with gains in Kelowna only.

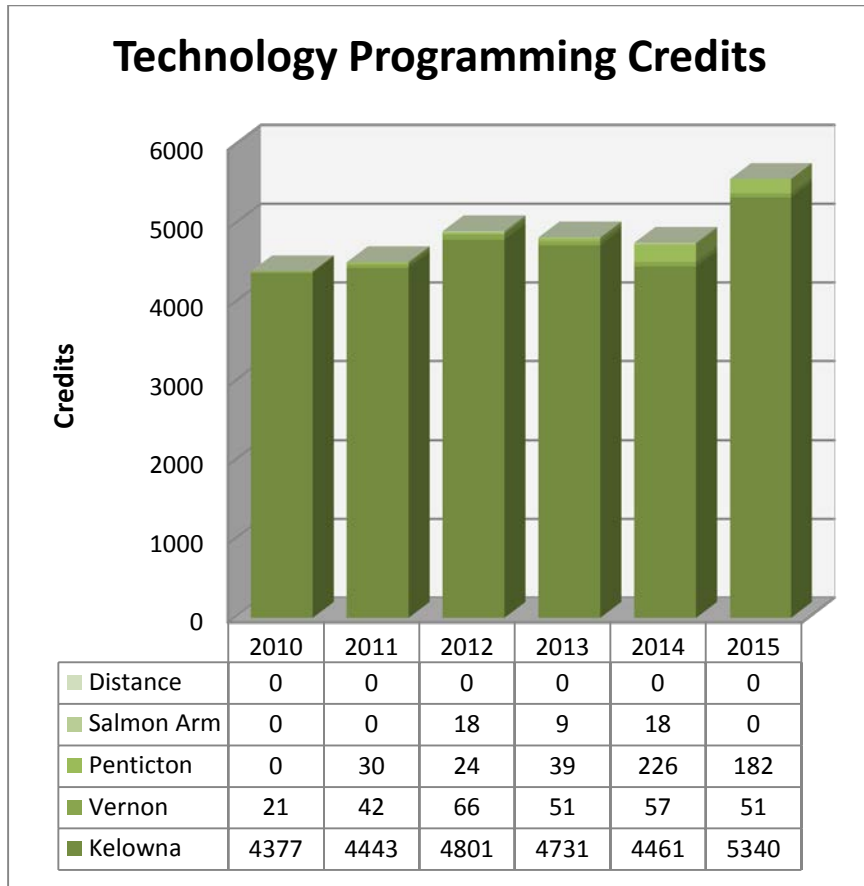
Technology Fall Headcount and Credits



September Headcount, Technology programs (including computer science)

<i>Technology Headcount</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	432	438	492	12%
<i>Vernon</i>	4	4	4	0%
<i>Penticton</i>	5	18	13	-28%
<i>Salmon Arm</i>	0	0	0	
<i>Distance</i>	1	1	0	-100%
Total	442	461	509	10%

Technology (including Computer Science) headcounts are up by 10 per cent overall with gains in Kelowna of 12 per cent. Penticton has five fewer students.

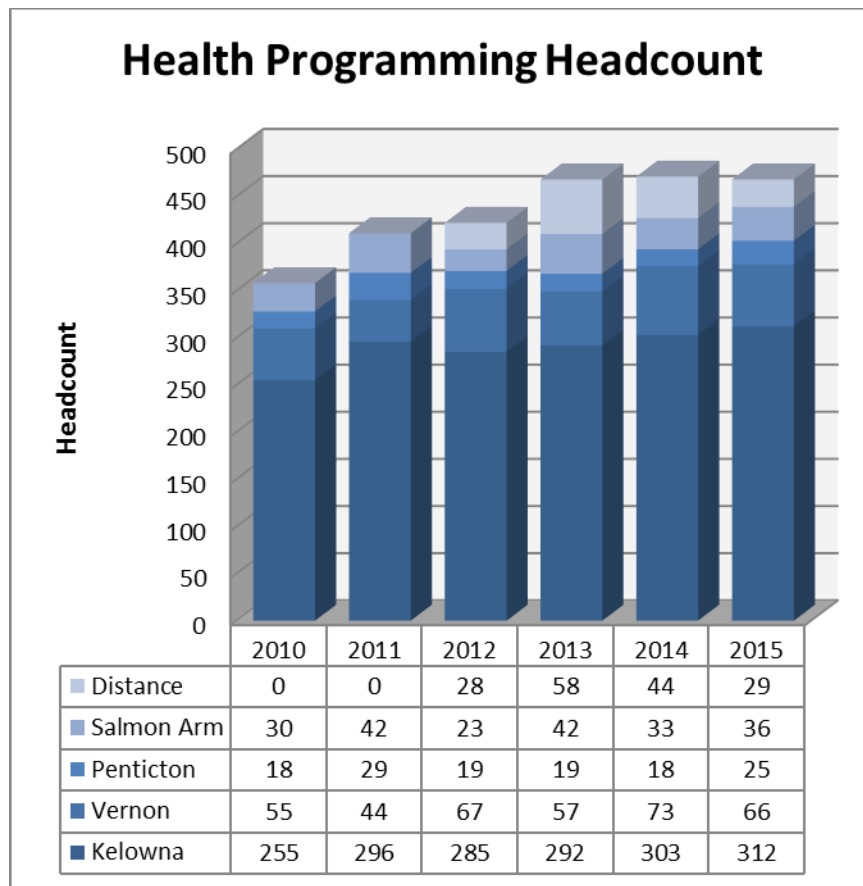


September Credits, Technology programs (including computer science)

<i>Technology Credit</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	4731	4461	5340	20%
<i>Vernon</i>	51	57	51	-11%
<i>Penticton</i>	39	226	182	-19%
<i>Salmon Arm</i>	9	18	0	-100%
<i>Distance</i>	0	0	0	
Total	4830	4762.	5573	17%

Technology credits are up by 17 per cent overall, with a 20 per cent gain in Kelowna.

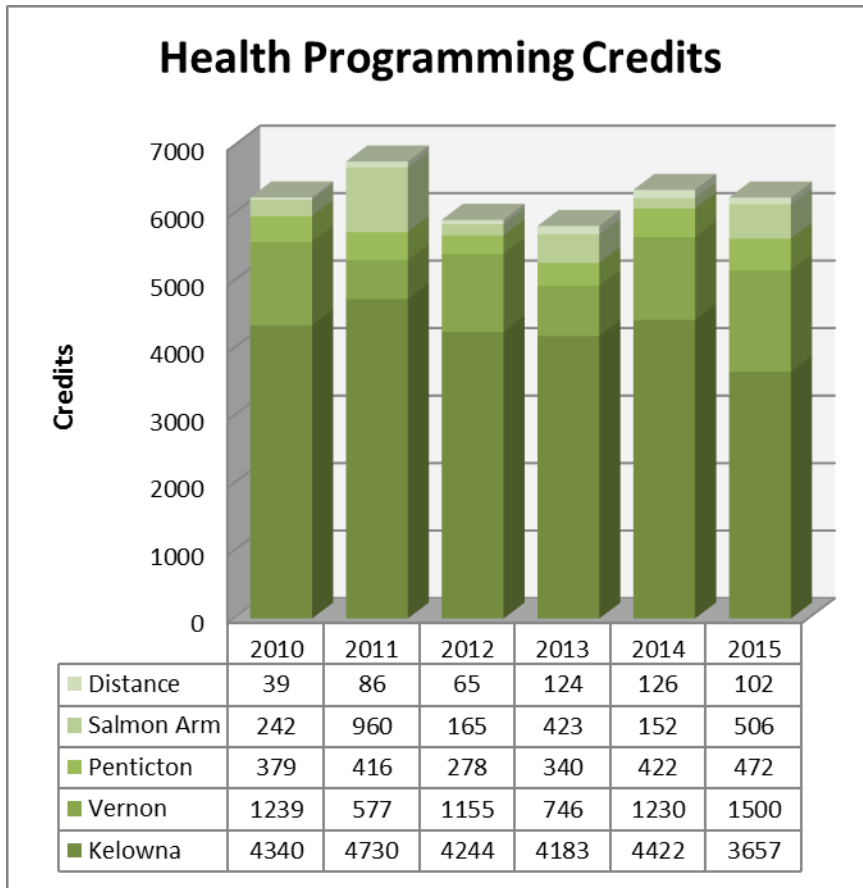
Health Fall Headcount and Credits



September Headcounts, Health programs

<i>Health Headcount</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	292	303	312	3%
<i>Vernon</i>	57	73	66	-10%
<i>Penticton</i>	19	18	25	39%
<i>Salmon Arm</i>	42	33	36	9%
<i>Distance</i>	58	44	29	-34%
Total	468	471	468	-1%

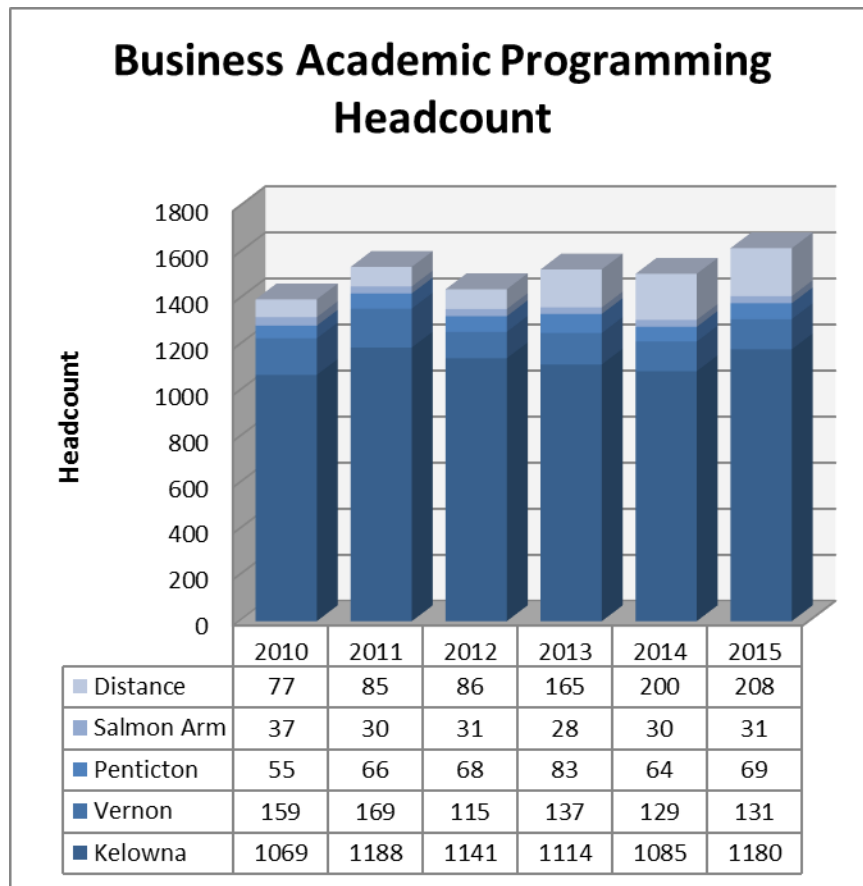
Health and social development program headcounts have changed slightly (down one per cent), and program credits have decreased by two per cent. Practical Nursing is a rotating program (see appendix for more information). It ran in Salmon Arm in fall 2015 but not in fall 2014. Practical Nursing ran in Vernon in fall 2014. Human Service Worker, year one, ran in fall of 2014 and year two ran in fall 2015; year two would have slightly fewer students than year one due to attrition.



September Credits, Health programs

<i>Health Credits</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	4183	4422	3657	-17%
<i>Vernon</i>	746	1230	1500	22%
<i>Penticton</i>	340	422	472	12%
<i>Salmon Arm</i>	423	152	506	234%
<i>Distance</i>	124	126	102	-19%
Total	5815	6351	6236	-2%

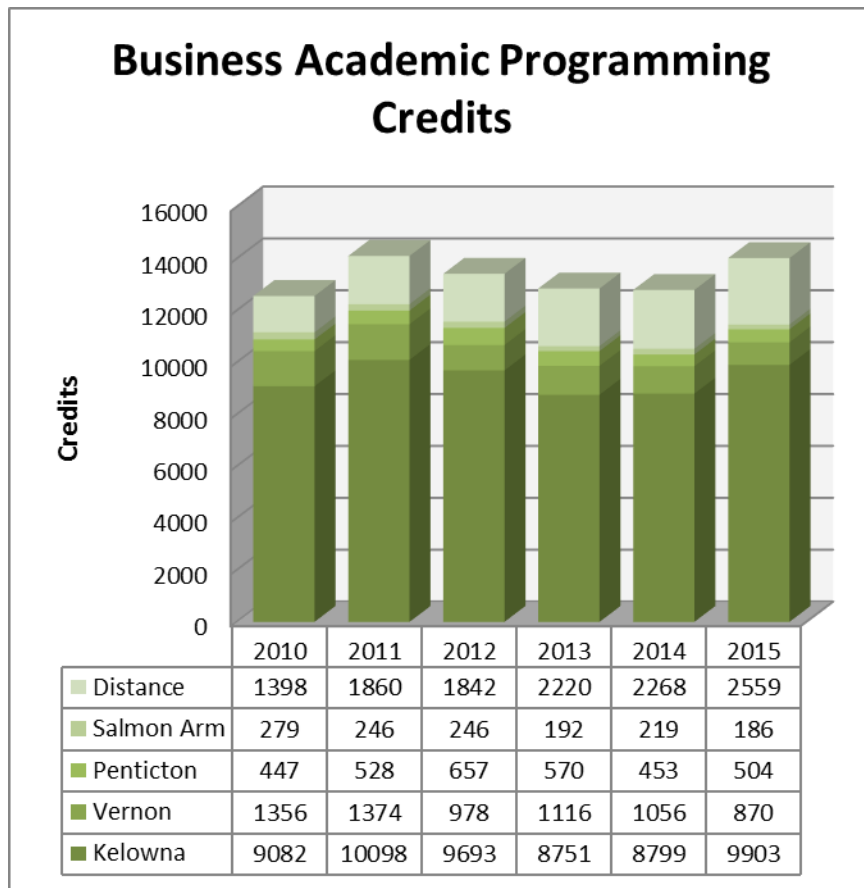
Business Academic Fall Headcount and Credits



September Headcount, Business Academic programs (includes Business Administration degree and diploma, Commercial Aviation, and Advanced Culinary Arts), excluding distance education campus

Business Academic Headcount	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelownna</i>	1114	1085	1180	9%
<i>Vernon</i>	137	129	131	2%
<i>Penticton</i>	83	64	69	8%
<i>Salmon Arm</i>	28	30	31	3%
<i>Distance</i>	165	200	208	4%
Total	1527	1508	1619	7%

Headcounts in the Academic Business programs are up seven per cent overall, and are up at all campuses.

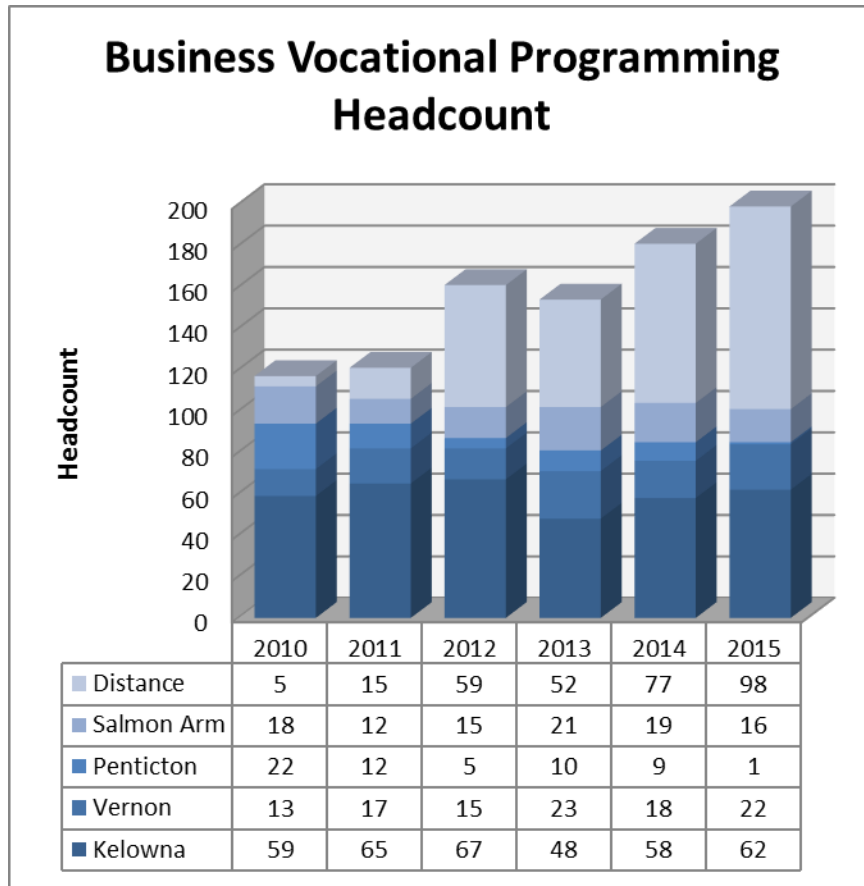


September Credits, Business Academic programs (includes Business Administration degree and diploma, Commercial Aviation, and Advanced Culinary Arts)

<i>Business Academic Credits</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	8751	8799	9903	13%
<i>Vernon</i>	1116	1056	870	-18%
<i>Penticton</i>	570	453	504	11%
<i>Salmon Arm</i>	192	219	186	-15%
<i>Distance</i>	2220	2268	2559	13%
Total	12849	12795	14022	10%

Academic Business credits are up by 10 per cent overall, but down in Vernon and Salmon Arm.

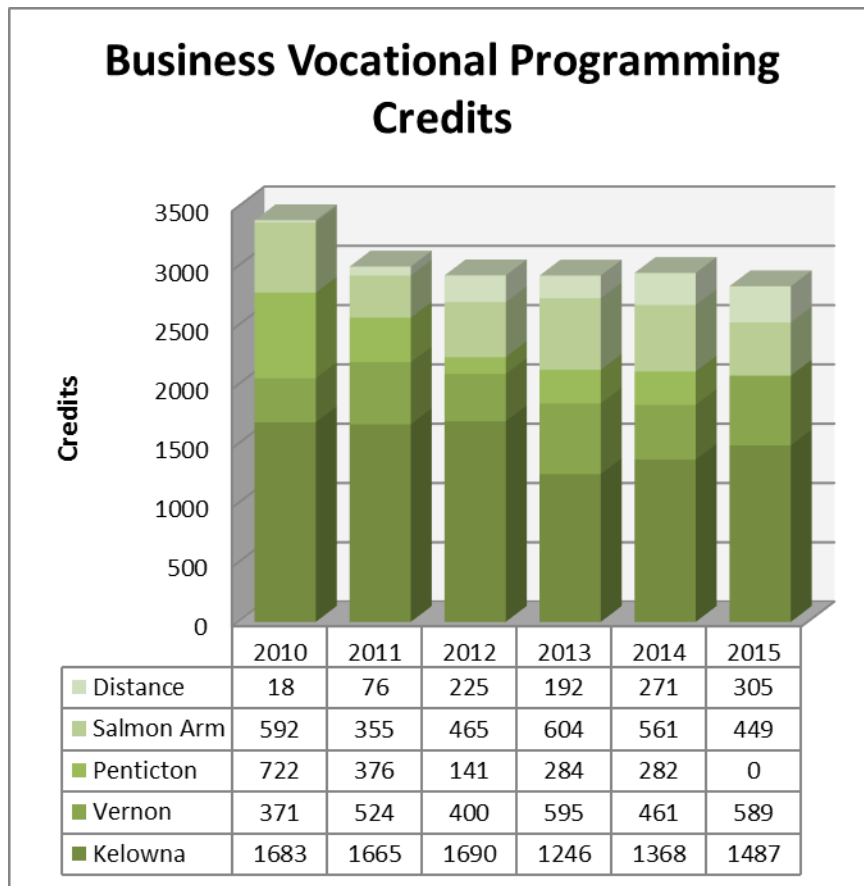
Business Vocational Fall Headcount and Credits



September Headcount, Business Vocational programs (includes Office Administration certificate programs), excluding distance education campus

<i>Business Vocational Headcount</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	48	58	62	7%
<i>Vernon</i>	23	18	22	22%
<i>Penticton</i>	10	9	1	-89%
<i>Salmon Arm</i>	21	19	16	-16%
<i>Distance</i>	52	77	98	27%
Total	48	58	62	7%

Business vocational (Office Administration) program headcounts by 12 per cent overall, with a large increase in distance, from 77 to 98 students due to BC Campus enrolments. The program is no longer offered in Penticton.

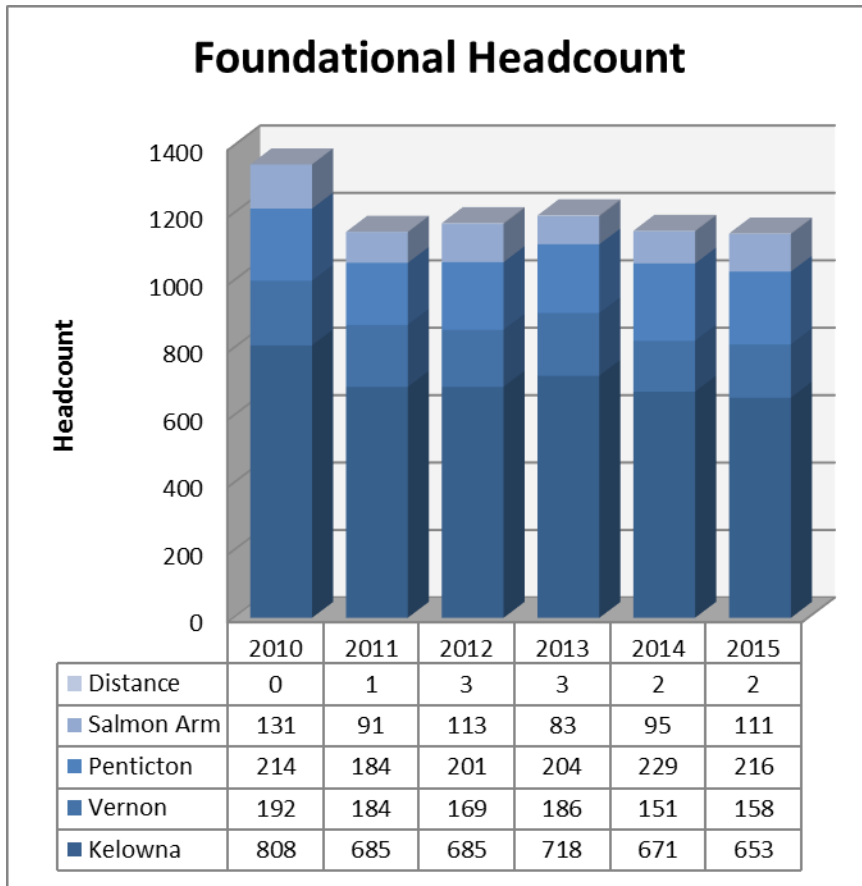


September Credits, Business Vocational programs (includes Office Administration certificate programs), excluding distance education campus

<i>Business Vocational Credits</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	1246	1368	1487	9%
<i>Vernon</i>	595	461	589	28%
<i>Penticton</i>	284	282	0	-100%
<i>Salmon Arm</i>	604	561	449	-20%
<i>Distance</i>	192	271	305	12%
Total	2920	2942	2830	-4%

Headcount has decreased by four per cent overall.

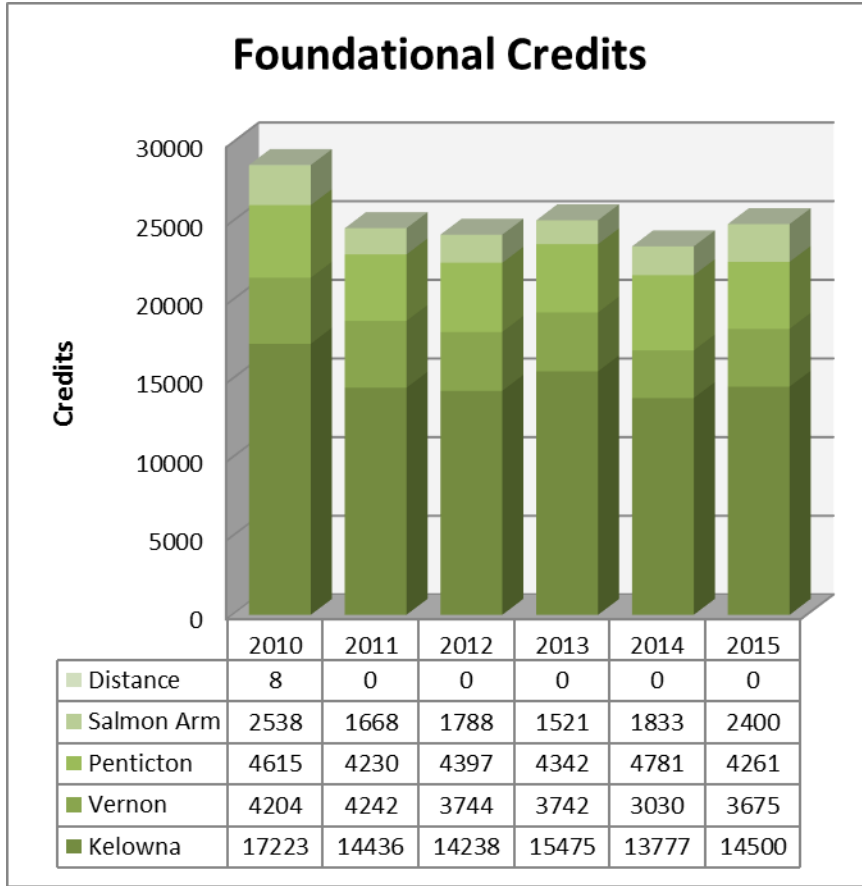
Foundational Fall Headcount and Credits



September Headcount, Foundational programs (includes Adult Academic Career Prep, Adult Special Education and English as a Second Language)

Foundational Headcount	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	718	671	653	-3%
<i>Vernon</i>	186	151	158	5%
<i>Penticton</i>	204	229	216	-6%
<i>Salmon Arm</i>	83	95	111	17%
<i>Distance</i>	3	2	2	0%
Total	1194	1148	1140	-1%

Foundation headcounts are down slightly by one per cent with gains in Vernon and Salmon Arm.



September Credits, Foundational programs (includes Adult Academic Career Prep, Adult Special Education and English as a Second Language)

<i>Foundational Credits</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	15475	13777	14500	5%
<i>Vernon</i>	3742	3030	3675	21%
<i>Penticton</i>	4342	4781	4261	-11%
<i>Salmon Arm</i>	1521	1833	2400	31%
<i>Distance</i>	0	0	0	
Total	25080	23420	24835	6%

Credits are up overall by six per cent, especially in Vernon and Salmon Arm. There is no foundational programming done by distance education.

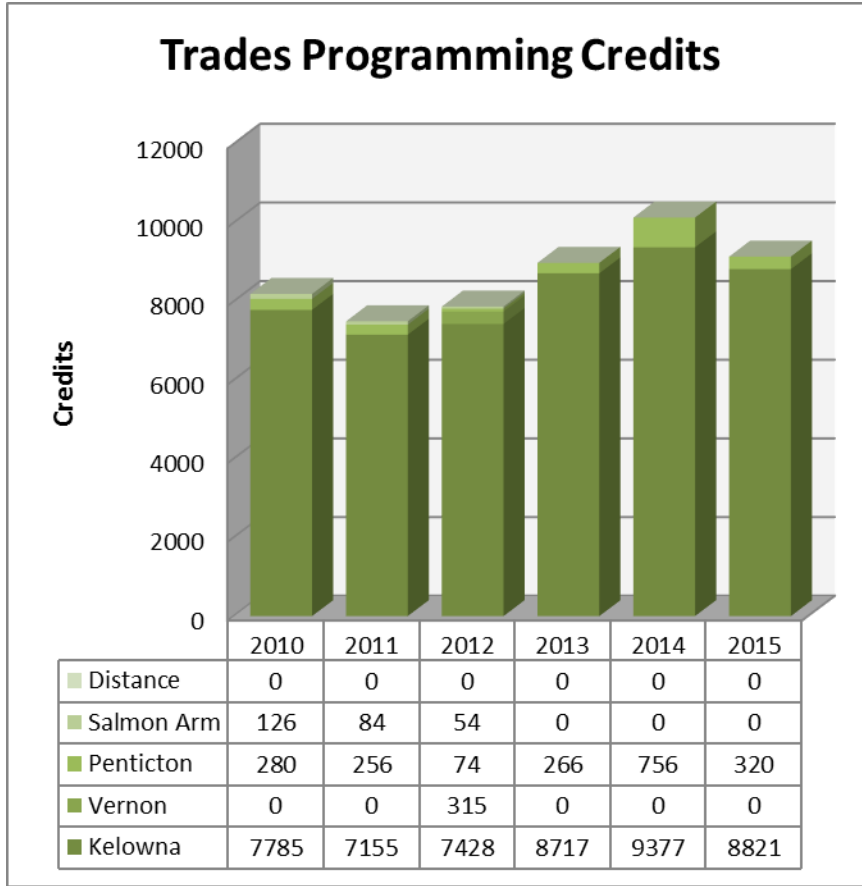
Trades Fall Headcount and Credits



September Headcount, Trades programs (includes apprenticeship and foundation programs)

<i>Trades Headcount</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	602	644	689	7%
<i>Vernon</i>	16	18	30	67%
<i>Penticton</i>	40	64	56	-13%
<i>Salmon Arm</i>	2	2	5	150%
<i>Distance</i>	0	0	0	
Total	660	728	780	7%

The Trades September headcount is up by seven per cent. There were no rotating trades in the fall term in the last two years at Salmon Arm or Vernon. In Penticton in 2014, there were both foundation and apprentice electrician programs running whereas in 2015, there was only one apprentice electrician intake.



September Credits, Trades programs (includes apprenticeship and foundation programs)

<i>Trades Credits</i>	2013	2014	2015	% change fall 2014 to fall 2015
<i>Kelowna</i>	8717	9377	8821	-6%
<i>Vernon</i>	0	0	0	
<i>Penticton</i>	266	756	320	-58%
<i>Salmon Arm</i>	0	0	0	
<i>Distance</i>	0	0	0	
Total	8983	10133	9141	-10%

Trades fall headcount is up by seven per cent and credits down by 10 per cent. Trades intakes often vary from year to year. There is no trades training that is done via the distance office, although there is some programming that is conducted by distance. This activity is reported by the Kelowna campus usually.

Appendix: Notes on the Stable Enrolment Report

Every fall and winter the Registrar's office produces a series of enrolment reports leading up to and including stable enrolment date. Stable enrolment date is the last day that students may add and drop classes without penalty. It is after this day that the class numbers should be considered stable. Students may, of course, drop classes later in the semester, but usually without refund.

This report is derived from the Registrar's Enrolment Report drafted after stable enrolment date. It should be noted that this report is especially useful to describe academic enrolments, and enrolments in those programs that follow an academic schedule, September to April. However, not all college programs follow this timeframe or the same billing business practices. For these non-academic programs, this report has challenges. In terms of billing for many non-academic programs, fee codes and billing are determined not by individual course (billing credits), but may be attached entirely to the first course section of the program, and not to each course. Thus billing credits may not appear as expected in this report. As well, there may be anomalies between a student's "home" or declared campus, and the campus he or she are actually attending, even for academic programs. For example, a Kelowna student may be travelling to Penticton to attend Criminal and Social Justice courses. In this case, the student would be counted in the Kelowna headcount but billing credits would appear in the Penticton campus. Thus a headcount by campus may not yield the expected billing credits by campus.

Several programs in trades, health, and social development rotate between the smaller campuses year to year, providing access to programming to smaller markets. Because of this, headcounts at campuses may fluctuate.

Another issue is that students may be listed in a program but also attending general interest or skills training courses. This is the case in this report where 20 plumbing and pipefitting Vernon students are enrolled in the summer semester for their trades training and not appearing here as attending the fall semester. However, 14 of these students are also taking first aid (a Continuing Studies program) in the fall semester. Thus these 14 students are in the Vernon fall headcount, with no credits assigned to them. This report has been left as it is with these anomalies left in. These are easier to identify with smaller campuses, but are much more difficult to determine in larger ones. Tracking all of these would be difficult.

There is no "one size fits all" enrolment report. This report is a reflection of academic programs. Other reports complete the view for the College's enrolment picture, including the interim and final FTE reports.