Board of Governors
Open Session Meeting Agenda

Tuesday, January 26, 2021
10:30 a.m. – 12:00 p.m.
Meetings to be held via the Zoom (www.zoom.us)

- To join the meeting, click HERE
- Meeting ID: 681 4084 7118
- Passcode: OPEN
- To join by phone dial: 1-778-907-2071 (Vancouver) and use meeting ID: 681 4084 7118#
  ***please note that long distance charges may apply*

We respectfully acknowledge that we are meeting on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.

	Related Pages	*Time*
1. APPROVAL OF AGENDA Recommended Motion: ***"BE IT RESOLVED THAT the January 26, 2021 Okanagan College Board of Governors Open session meeting agenda is approved."***		10:30am
2. DECLARATION OF CONFLICT		
3. CONSENT AGENDA Recommended Motion: ***"BE IT RESOLVED THAT the Consent Agenda be approved as presented."***		
3.1. Previous Minutes – November 24, 2020	4-10	
3.2. Written Reports		
3.2.1. President's Report (J. Hamilton)	11-12	
4. BUSINESS ARISING FROM THE MINUTES		
5. PRESENTATIONS		
5.1. Okanagan College Student Union (B. Berchowitz and guests)	13-15	10:35am
6. NEW BUSINESS		
6.1. Post-Employment Restrictions Senior Executives Policy (D. Olson) Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Post-Employment Restrictions for Senior Executives Policy as recommended by the Director, Legal Services and Policy Development and as presented."***	16-19	11:00am

6.2. Finance, Audit and Risk Review Committee		
6.2.1. Chair Report (D. Safinuk)		11:10am
6.2.2. Budget 2021/2022 Update (C. Morcom)	20-34	11:20am
6.2.3. Domestic Tuition (D. Safinuk) Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase in domestic tuition and mandatory fees of 2%, effective the fall 2021 semester, as recommended by the Finance, Audit and Risk Review Committee."***	35	11:30am
6.3. Education Council (C. Newitt)		11:40am
6.3.1. Program Revisions Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Culinary Arts Certificate as recommended by Education Council and as presented."*** Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Culinary Management Diploma as recommended by Education Council and as presented."*** Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves that the following programs' admission requirements be revised as recommended by Education Council and as presented."*** Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Infrastructure and Computer Technology Diploma as recommended by Education Council and as presented."*** Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Okanagan College to UBC Okanagan Civil Engineering Bridge as recommended by Education Council and as presented."*** Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Okanagan College to UBC Okanagan Electrical Engineering Bridge as recommended by Education Council and as presented."*** Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Okanagan College to UBC Okanagan Mechanical Engineering Bridge as recommended by Education Council and as presented."***	36-56	

	Related Pages	Time
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Basic Skills Certificate A as recommended by Education Council and as presented."***		
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Basic Skills Certificate B as recommended by Education Council and as presented."***		
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Advanced Skills Certificate as recommended by Education Council and as presented."***		
6.3.2. New Programs	57-60	
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Post – Baccalaureate Diploma in Health Analytics as recommended by Education Council and as presented."***		
6.3.3. Schedules	61-66	
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Office Administration, Health Care Assistant, Adult Basic Education, and Practical Nursing schedules as recommended by Education Council and as presented."***		
7. VERBAL REPORTS **7.1. Board Chair Report** (G. Morgan) **7.2. President's Report** (J. Hamilton)		11:50am
8. INFORMATION		
9. TOPICS FOR NEXT MEETING		
10. FOR THE GOOD OF THE BOARD		
11. ADJOURNMENT		12:00pm

Important Dates:

Next regular Board meeting: February 23, 2021 (*if required*)

Board of Governors
Open Meeting Minutes - Draft

Tuesday, November 24, 2020, 9:00 a.m. – 9:10 a.m. / 10:35 a.m. – 12:00 p.m.
Meeting to be held via the Zoom

BOARD MEMBERS PRESENT:
- Gloria Morgan, Chair
- Juliette Cunningham, Vice Chair
- Marcel Beerkens
- Sanya Choudhary
- Shelley Cook
- JoAnn Fowler
- Jim Hamilton
- Tina Lee
- Devin Rubadeau
- Dale Safinuk
- Karley Scott
- Nicolette Thiel

REGRETS:
- Andrea Alexander

OTHER STAFF:0
- Curtis Morcom, Vice President, Employee & Corporate Services
- Andrew Hay, Provost and Vice President, Academic
- Meri Kim Oliver, Vice President, Students
- Allan Coyle, Associate Vice President, External and Strategic Initiatives

GUESTS:
- Bob Burge, Registrar

	ACTION
Quorum was established and the meeting was called to order at 9:08 a.m. *It was respectfully acknowledged that the meeting was held on the unceded traditional lands of the Indigenous people who inhabited and used the lands since time immemorial.*	
1. APPROVAL OF AGENDA Motion: ***"BE IT RESOLVED THAT the November 24, 2020, Okanagan College Board of Governors Open session meeting agenda is approved".***	D. Rubadeau CARRIED
2. INTRODUCTION OF NEW MEMBERS	
3. OATH OF OFFICE The oath of office was taken by Nicolette Thiel and Sanya Choudhary.	

4. DECLARATION OF CONFLICT

No conflicts were declared.

Meeting reconvened at 10:39 a.m.

5. CONSENT AGENDA

Motion:

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

T. Lee
CARRIED

5.1. Previous Minutes – September 29, 2020

5.2. Written Reports

5.2.1. President's Report

5.3. Approvals

5.3.1. Board Observers

Motion:

"BE IT RESOLVED that the following persons be appointed as Board Observers for a one-year term from November 24, 2020 to November 23, 2021:

Sharon Mansiere, representing Okanagan College Faculty Association,
Cam McRobb, representing BCGEU Vocational Instructors,
Paula Faragher, representing BCGEU Support Staff,
Inga Wheeler, representing Okanagan College Admin. Association
Erica Stewart, representing Okanagan College Admin. Association
Jordyn Battista, Student Representative for Central Okanagan, and
Lorreine Stanley, Student Representative for South Okanagan, and
Evan Smith, Student Representative for Shuswap/Revelstoke."

5.4. Information

5.4.1. Annual Policy Report

5.4.2. Annual Meeting Schedule

Motion:

"BE IT RESOLVED that the Okanagan College Board of Governors approve the Meeting Schedule for 2021."

6. ELECTION OF CHAIR AND VICE CHAIR

An election for the position of Chair and Vice Chair was conducted by C. Morcom:

- Nominations called for Chair. A nomination for Gloria Morgan was the only one received and as a result she was acclaimed.
- Nominations called for Vice Chair. A nomination for Juliette Cunningham was the only one received and as a result she was acclaimed.

7. BUSINESS ARISING FROM THE MINUTES

8. NEW BUSINESS/PRESENTATIONS

8.1. Student Satisfaction Survey

MK. Oliver noted that the regular Student Satisfaction Survey provided to the Board was primarily conducted prior to COVID. In order to understand the students current

experience a second survey is being conducted online and by phone to first year students. The results of the second survey are still be analyzed.

8.2. Finance, Audit and Risk Review Committee

8.2.1. Chair Report

The Chair of the Committee noted they met on November 10th and discussed a number of items some of which are being brought forward to the Board for further discussion today.

8.2.2. International Tuition

C. Morcom noted that this request would normally come to the Board in May of the preceding year to allow students to plan for the tuition fees. Approval was given to delay the request until an assessment of COIVD could be made. Recommendation is a result of assessing the market and benchmarking ourselves. Approving the increase now allows Administration to factor it into the 2021/22 Budget.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase of 2 per cent to international tuition, effective September 2021, as recommended by the Finance, Audit and Risk Review Committee."

S. Cook
CARRIED

8.3. Governance Committee

8.3.1. Chair Report

S. Cook, Chair of the Committee, noted that the committee met on November 10th and discussed a number of items such as:

- the October 26th Board information session,
- identifying ways to increase Board participation in evaluations, and
- developing new orientation documentation.

8.3.2. Terms of Reference

The Governance Committee requested an adjustment to their Terms of Reference.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Governance Committee Terms of Reference as presented."

J. Cunningham
CARRIED

8.4. HR Committee

8.4.1. Chair Report

T. Lee, Chair of HR Committee, noted that the Committee meet on November 10th. They reviewed their Terms of Reference and did not identify any changes. The Committee also had the opportunity to review a report from the Human Resources Department on employee data and health and safety reports.

8.5. Academic Schedule Policy

A. Hay noted that the academic schedule is set annually based on the Academic Schedule Policy. The Registrar noted that the proposal before the Board to delay the Winter semester start day until January 11th is being made for several reasons including:

- It will be beneficial for students who will have more of a break from the online learning environment.
- It will provide more preparation time for faculty and students for those programs included in the academic schedule.
- It will allow educational technologists more time to assist professors/instructors with course design and development of Moodle shells.
- It will provide the Registrar's Office additional time to review student registrations and complete pre-requisite checking before the Winter course add/drop period.

A member raised concerns regarding possible negative financial impact on students and workload in the Financial Services Department. The Registrar assured the Board that he had discussed these issues with the Director of Student Services and has identified ways to mitigate the impact on students and address workload issues. He also assured the Board that a process was in place to delay dropping students for non-payment to ensure this change did not negatively impact them.

Another member spoke in support of the motion and noted that the advantage to students and teaching staff was significant and that any increase in workload was outweighed by the reduction of stress on students.

The President assured the Board that students would be provided with information to on emergency loans. He further noted that logistics would be dealt and that the goal was to reduced student stress.

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an exemption to the Academic Schedule Policy to allow 2020/2021 Winter Semester classes to begin on January 11, 2021, as recommended by Education Council."

D. Rubadeau
CARRIED

8.6. Education Council

8.6.1. Program Revisions

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Bookkeeping Certificate as recommended by Education Council and as presented."

J. Cunningham
CARRIED

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Bachelor of Business Administration – Marketing Specialty as recommended by Education Council and as presented."

J. Cunningham
CARRIED

The following two motions were proposed in an omnibus motion:

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Post – Baccalaureate Diploma in Marketing as recommended by Education Council and as presented."

T. Lee
CARRIED

Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Commercial Aviation Diploma as recommended by Education Council and as presented."***	CARRIED
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Audio Engineering and Music Production Certificate as recommended by Education Council and as presented."***	D. Safinuk CARRIED
The following three motions were proposed in an omnibus motion: Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions AutoCAD Certificate as recommended by Education Council and as presented."***	T. Lee CARRIED
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Medical Device Reprocessing Certificate as recommended by Education Council and as presented."***	CARRIED
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Nursing Unit Assistant Certificate as recommended by Education Council and as presented."***	CARRIED
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Occupational Health and Safety Certificate as recommended by Education Council and as presented."***	J. Cunningham CARRIED
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Dental Office Administrative Assistant Certificate as recommended by Education Council and as presented."***	S. Cook CARRIED
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Bachelor of Business Administration – Accounting Specialty as recommended by Education Council and as presented."***	D. Safinuk CARRIED
The following two motions were proposed in an omnibus motion: Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Post Baccalaureate Diploma in Accounting as recommended by Education Council and as presented."***	S. Cook CARRIED
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Culinary Management Diploma as recommended by Education Council and as presented."***	CARRIED

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Tourism Management Diploma as recommended by Education Council and as presented."

S. Cook
CARRIED

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Bachelor of Business Administration – Tourism and Hospitality Management Specialty as recommended by Education Council and as presented."

D. Safinuk
CARRIED

8.6.2. Academic Schedule(s)

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Adult Special Education, Certified Dental Assistant, English Language, Human Service Work Diploma, Pharmacy Technician Certificate, Therapist Assistant Diploma, and Early Childhood Education Diploma schedules as recommended by Education Council and as presented."

D. Safinuk
CARRIED

9. VERBAL REPORTS

9.1. Board Chair Report

G. Morgan noted that she had recently signed a number of employee recognition certificates and congratulated all employees who had reached milestone dates and those that are retiring.

9.2. President's Report

J. Hamilton noted that a survey of employees was currently being conducted to assess the impact of COVID changes on various employee groups.

10. INFORMATION

10.1. Fall Stable Enrolment Report

A. Hay outlined the report provided to the Board and noted that it is only a synopsis of September 2020 enrolment numbers as of the stable enrolment date. It provides a partial picture of the overall enrolment of students at Okanagan College as it only includes programs that begin in early September. The enrolment numbers include both international and domestic students. Overall headcount is down 10.6% from 2019 and is comparable to our 2017 headcount. Also, course registrations have decreased by 11.2% from 2019 and are again comparable to 2017 numbers.

11. TOPICS FOR NEXT MEETING

No topics were suggested for the next meeting

12. OTHER BUSINESS

13. FOR THE GOOD OF THE BOARD

14. ADJOURNMENT The meeting adjourned at 12:02 p.m.	S. Cook CARRIED

Date of the next meeting: January 26, 2021

President's Report
to the
Okanagan College Board of Governors

January 2021

Learner Readiness and Success

- On January 23rd, more than 2000 Okanagan College students were recognized during the College's first-ever online convocation ceremony. The ceremony saw credentials conferred on students across all programs including Arts, Science, Business, Technologies, Trades and Health and Social Development.

- From January 15-17th, three Okanagan College business teams competed virtually in the Queens Intercollegiate Business Case Competitions. The Accounting, Finance and HR teams made it to the final round, with the Accounting team placing third in their division.

Community Engagement and Service

- On January 21st, we held a virtual celebration to honor our 2020 Honorary Fellows, Pamela & Grouse Barnes, Don Turri, Robert Foord and Louis Thomas, as well as the Distinguished Service Award Recipient, Dr. Jayne Brooks.

- Our Enactus team kicked off the new year with a new community-partnered initiative. Working with a local marketing company, Twirling Umbrellas, the "Ivy Collective Project" was launched. It is a free skills development program that supports young females through a series of online training workshops.

- The Okanagan College Student Union's "Pantry Hamper Project" was launched on January 22nd and will supply 60 in-need students with packed hampers every Friday until April 30, for a total of 900 hampers.

- The "What We Cooked: A Compilation of Recipes During COVID Times" cookbook was published in December. The brainchild of the College Library staff, the cookbook included recipes submitted by current staff, alumni, community members and retired faculty. The book can be purchased for $20 from Mosaic Books in Kelowna with proceeds going towards supporting the OCSU and VSAOC on-campus food banks.

- A group of our Bachelor of Science in Nursing students formed a Global Health & Professional Practice Committee to collect donations for a warm clothing drive.

Teaching, Programming and Applied Research

- Okanagan College recently received a research grant of $750,000 from the Lawson Foundation, for a collaborative project with Bow Valley College, New Brunswick Community College and Saskatchewan Polytechnic to support an innovative approach to advancing outdoor early learning and teaching across Canada. The project is called *Outdoor Pedagogy in Early Childhood Education: From Colleges to Communities*.

- A new online course aimed at new and experienced health care providers has been created to explore rapidly-evolving medical cannabis use in Canada. The two-day course, *Medical Cannabis Essentials for Health Professionals*, is the result of a partnership between Okanagan College, Durham College and Norquest College.

Indigenization

- The College recently received a $25,000 donation from CIBC, along with funding from Indspire – an Indigenous national charity that invests in the education of First Nations, Inuit and Métis people – creating a $44,000 award fund to provide new opportunities for Indigenous students who want to enter health and social development programs at Okanagan College.

Organizational Sustainability

- While we were not able to hold our usual Employee Recognition event due to COVID, we still found ways to honour the 168 employees who had achieved 10 plus years of service or reached retirement in 2020. Each employee was able to select the means with which they would receive their recognition gifts and I was even able to meet some of the employees in person.

January 12, 2021

Okanagan College Students' Union Presentation for the Finance Committee
Presented by Jennifer Gullins, & Joseph Welton, OCSU Board Members

The Okanagan College Students Union (OCSU) represents students studying in Kelowna, Penticton, and Salmon Arm. Today we will be speaking on various topics that are imperative to students at Okanagan College.

Open Education Resources (OERs)
OERs are free, accessible, and adaptable, peer-reviewed online textbooks and course materials. They are available online. For students or instructors who prefer hard copies, they can be printed at a low cost. We have seen an uptake in usership of OERs due to the excessive increase of textbook prices, as costs have doubled since 2002.

We believe that through the increased use of Open Textbooks, the major financial barrier of overpriced books and learning tools will be removed for countless students. We have been working with our OER taskforce, which includes various campus partners, to help raise awareness of OERs. We know there is limited time and resources available for the curation and/or implementation of OERs by our instructors. To combat this issue we are requesting the Board support the ongoing efforts in easing the financial burden of post-secondary.

International Student Tuition Fees
International students pay three times more for their education compared to domestic students. In 2019/2020 our province was the 2nd most popular study destination in the country, and hosted one quarter of all International Students nationwide. In BC, as in most of Canada, international tuition fees are unregulated and can increase at any time with no notice. Domestic student tuition fees are only permitted an increase of 2% per year. This cap is due to the BC government's Tuition Fee Limit Policy. Meanwhile, tuition fees for International Students in BC have increased by 64% since 2006.

Due to the unregulated and unpredictable fees for International Students, we believe establishing an internal policy limiting the potential fee increases on international students would create fairness, consistency and predictability.

Mental Health Support
In a recent survey of 43,000 students across 41 Canadian post-secondary institutions by the American College Health Association, it was shown that 42.6% of students reported feeling above average stress relating to post-secondary, and this was prior to the COVID-19 global pandemic.

20% of students surveyed in Fall 2020 reported their biggest issues with online learning were learning environment distractions, focusing on their course work, and maintaining motivation. These issues are not unique to students, we are well aware that faculty, instructors and the entirety of the campus community are also feeling the impacts.

Okanagan College has demonstrated its value for student wellness on the OC website Wellness section indicating:

> "*We firmly believe that having a healthy mind and body contribute to academic and career success. We have a responsibility and opportunity to impact positively on the health and wellness of our students and employees*."

Mental health continues to be a pressure point for students at Okanagan College, now more so than ever. The challenges that students face are wide ranging, but nevertheless have deep impacts on their mental health. Counselling remains a vital service at Okanagan College, but continues to be challenged in meeting student needs.

We are once again asking the Board of Governors to allocate more resources into the counselling department and expand outreach efforts into improving students' mental health.

A Progressive Approach To A Better Campus Culture

In 2016 the BC government mandated all institutions to publish a sexual violence policy, and Okanagan College was one of the first to complete this task, finishing ahead of the mandated timeline. Since then, the policy has been through a revision, and a Sexual Violence Committee has been struck, of which we are a part of, and continues to meet and endeavors to do work regarding sexual violence & misconduct, and consent culture, for the entire OC community.

Students now have access to a short voluntary sexual violence course called "Not Anymore" on the OC website, but uptake has been slow. We realize that sexual violence, and consent are complicated topics, and not easy to discuss, but are vital conversations for post-secondary campuses to engage in. The vision of OC includes "*a high quality educational experience for our learners, an environment that supports employees and encourages personal and professional growth, and collaborative relationships that are responsive to our communities…"*

We are asking this Board to make it mandatory for all OC staff, faculty and students to complete the "Not Anymore" online course. We also encourage all Board of Governors members to complete the "Not Anymore" course and reflect on the intersectional importance of this topic.

The statements we make today are entirely within the capacity of Okanagan College. Our requests align with the College's own statements in that this is an institution that strives to offer '*a high quality educational experience for our learners*' with core values that focus on learner success, student access, continuous improvement, and innovation. We believe that a continuation of a student success-centered approach will lead to a more successful institution.

Thank you for your time.

References:

Okanagan College Mission and Core Values
https://www.okanagan.bc.ca/strategic-plan-2020

Okanagan College Wellness Statement
https://www.okanagan.bc.ca/student-health-and-wellness

> *Wellness matters. Here at Okanagan College, we take the health and wellness of our students and employees seriously. Our team is committed to investing in you, as you navigate the highs and lows of being a student and employee. Explore our page for resources, important contacts and other information pertaining to your wellness.*

What is wellness?

> *Wellness is characterized by feelings of positivity and happiness and realizing one's full potential, often as a result of the holistic and strength-based pursuit of health. It is about flourishing physically, emotionally, mentally and spiritually.*
> *We firmly believe that having a healthy mind and body contribute to academic and career success. We have a responsibility and opportunity to impact positively on the health and wellness of our students and employees.*

Here2Talk media release and interview with OCSU representative Jennifer Gullins
https://news.gov.bc.ca/releases/2020AEST0055-002096

Okanagan College “Not Anymore” Course Registration
https://okanagan-bc.safecolleges.com/register?token=ebb8d29f

Minister Kang 2020 Mandate Letter
https://news.gov.bc.ca/files/AEST-Kang-mandate.pdf

Budget 2021 Consultation Report. OCSU and OC referenced on pages 15, 16 & 17
https://www.leg.bc.ca/content/CommitteeDocuments/41st-parliament/5th-session/fgs/Reports/Budget%202021%20Consultation%20Report_Volume%20I.pdf

2019 Canadian Post-Secondary Student Survey
https://www.mentalhealthcommission.ca/sites/default/files/2018-10/Scoping_Review_Post_Secondary_Student_Mental_Health_eng.pdf

Fairness for international students
https://www.wearebcstudents.ca/international_students_and_covid_19
https://www.wearebcstudents.ca/fairness_for_international_students

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Post-Employment Restrictions for Senior Executives Policy

DATE

January 19, 2021

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Summary

In 2014, the BC Government made a request to all Public Post-Secondary Board Chairs that post employment restrictions and conflict of interest provisions be included in a College policy to address the government's guidance on standards of conduct. Since the College had an existing policy with conflict of interest language, the Code of Ethical Practices Policy (2014), the post-employment restrictions were added to that policy.

Recommendation #1 – Move Post-Employment Restrictions to a separate Board-approved policy:

The Code of Ethical Practices Policy (2014) applies to all employees and is currently a President-approved policy. The Post-Employment Restrictions outline terms of employment only for senior executives including the President. Due to its limited application to senior executives, it is recommended that the Post-Employment Restrictions for Senior Executives be included in a separate policy and that the Board be responsible for approval and administration of this policy.

Recommendation #2 – Forgo 30-day Board consultation process:

While normal practice for a Board policy is to conduct a broad consultation by posting a Board policy for comment by the OC community, it is recommended that this policy be approved without additional consultation for the following reasons:

1. The Board has the discretion to direct Board policy development, including which policies are posted for consultation under section 6.0 of its *Policy Approval Authority – Board, Education Council and President Policy*.
2. This is not a new policy and has been in place since 2014.
3. We are changing the approving body of the policy only. No language changes are being made to the policy. The Public Sector Employers' Council approved this language in 2014.
4. The post-employment restrictions outlined in this policy apply only to Senior Executives at Okanagan College.

Attachments:

1. Draft Board policy for approval – Post-Employment Restrictions for Senior Executives Policy
2. Link to Code of Ethical Practices Policy (approved November 5, 2014)

ACTION REQUIRED

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

For approval:

Recommended Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Post-Employment Restrictions for Senior Executives Policy as recommended by the Director, Legal Services and Policy Development and as presented."

STRATEGIC PLAN [1] ALIGNMENT

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

Key Directions:

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

COMMENTS FROM THE PRESIDENT

I support this motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Donna Olson, Director, Legal Affairs and Policy Development

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

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

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

Title:	Post-Employment Restrictions for Senior Executives Policy
Policy Area:	Human Resources
Policy Number:	Policy Number
See also: **(related policies)**	Code of Ethical Practices Policy

Effective Date of Policy:	January 27, 2021
Approval Date:	January 26, 2021
Applies to:	Senior Executives at Okanagan College
Approving Body:	Board of Governors
Supersedes or New:	This policy language is being moved into a separate policy. It was originally approved on November 5, 2014 as part of an amendment to the Code of Ethical Practices Policy.
Authority:	*College and Institute Act*

The following are responsible for the administration of this policy

Primary Office:	**Contact:**
President's Office	Manager, Executive Office

1. Definitions

1.1. For the purpose of the post-employment restrictions set out below:

(a) "**Senior Executive**" means a person employed by Okanagan College as President, Vice President, or Associate Vice President; and

(b) "**Outside Entity**" means a person or entity other than a public sector employer as defined in Section 1 of the Public Sector Employers Act.

2. After Leaving Okanagan College

2.1. The following is a condition of a Senior Executive's employment with Okanagan College. If the Senior Executive had a substantial involvement in dealings with an Outside Entity on behalf of Okanagan College at any time during the year immediately preceding the end of the Senior Executive's employment with Okanagan College then, for one year after the end of the Senior Executive's employment, the Senior Executive must not:

(a) accept an offer of employment with, an appointment to the board of directors of, or a contract to provide services to, that Outside Entity, or

(b) provide consulting or other services to that Outside Entity, in connection with its dealings with Okanagan College.

3. Reduction of One-Year Limitation

3.1. The President, or the Okanagan College Board of Governors if the Senior Executive is the President, may reduce a Senior Executive's one-year restriction, upon application, after considering the following:

(a) the circumstances under which the Senior Executive's employment ended;

(b) the Senior Executive's general employment prospects;

(c) the significance to Okanagan College of information the Senior Executive possessed by virtue of the Senior Executive's position with Okanagan College;

(d) the desirability of a rapid transfer of the Senior Executive's skills to an employer other than Okanagan College;

(e) the degree to which the new employer might gain unfair commercial advantage by hiring the Senior Executive;

(f) the authority and influence the Senior Executive possessed while employed by Okanagan College;

(g) the disposition of other cases.

3.2. The decision of the President, or the Board of Governors if the Senior Executive is the President, on the application to reduce the Senior Executive's one-year restriction shall be issued in writing within ten (10) working days of receipt of the application.

3.3. If the President reduces the one-year restriction for a Vice President, the President shall report the change to the Board of Governors at the next regularly scheduled meeting.

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Domestic Tuition Rates for 2021-22

DATE

January 12, 2021

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The BC government has a tuition limit policy for domestic tuition and mandatory fees as noted on the Ministry of Advanced Education and Skills Training website. The maximum annual increase allowable since September 2005 has been 2%.

The 2021-22 tuition limit has not yet been publicized by government but the sector is expecting the Ministry to maintain the 2% increase maximum. OC management is recommending a tuition fee increase of 2%. This assists with offsetting rising costs of the College and the loss of revenue due to COVID-19. A 2% increase in domestic tuition will result in approximately $250,000 increased tuition revenue for 2020-21 and increased tuition revenue of approximately $270,000 ongoing.

ACTION REQUIRED

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

For approval.

Proposed Resolution:
"*BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase in domestic tuition and mandatory fees of 2%, effective the Fall 2021 semester, as recommended by the Finance, Audit and Risk Review Committee.*"

STRATEGIC PLAN [1] ALIGNMENT

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

Key Directions:

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

COMMENTS FROM THE PRESIDENT

I support the motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

C. Morcom –Vice President, Employee and Corporate Services
A. Johnson – Director, Financial Services

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

Education Council – Report to the Board

January 26, 2021

Education Council met on December 3rd, 2020 and January 14th, 2021 and approved 7 new courses, 1 course revisions, 10 program revisions, 1 new program and several academic schedules.

PROGRAM REVISIONS

1. Culinary Arts Certificate

Recommended Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Culinary Arts Certificate as recommended by Education Council and as presented."

Program revision:

- **Graduation requirements**

Rationale:

The changes will align the program with the industry certification standards for this trade (as set by the ITA) and enable the students to achieve graduation with still having to achieve the set benchmark, but being able to make up missing marks in other kitchens, along the way.

Graduation requirements:

Existing	Proposed
Completion of all courses in the program with a minimum grade of 70% in each.	Overall minimum grade of 70% upon completion of the Culinary Arts Certificate, with a minimum of 60% for each course. Students must provide proof of completion of 400 work-based training hours.

Implementation date: January 2021
Cost: N/A

2. Culinary Management Diploma

Recommended Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Culinary Management Diploma as recommended by Education Council and as presented."

Program revision:

- **Graduation requirements**

Rationale:

The changes will align the program with the industry certification standards for this trade (as set by the ITA) and enable the students to achieve graduation with still having to achieve the industry set benchmark, but being able to make up missing marks in other kitchens, along the way.
Continuing Studies Wine 21 and Wine 31 has historically been a challenge integrating into the Culinary Management diploma, so when significant revisions were made to these courses it provided an opportunity to update the diploma. The priority moving forward is to remove Wine 21 and 31 from the diploma and to be replaced with more business centric courses - in particular TOUR 105 Intro to Tourism and a second business elective.

Graduation requirements:

Existing	Proposed
Students must successfully complete all program components and must provide proof of completion of 400 work-based training hours. Successful completion of Business Administration courses requires a minimum grade of 50% per course and a minimum average grade of 60%. Successful completion of Culinary Arts courses requires a minimum grade of 70% per course and a minimum average grade of 80%. Successful completion of Wine courses requires a minimum grade of 60%.	Overall minimum grade of 70% upon completion of the Culinary Arts Certificate, with a minimum of 60% for each course. Students must provide proof of completion of 400 work-based training hours. Successful completion of Business Administration courses requires a minimum grade of 50% per course and a minimum average grade of 60%.

Implementation date: January 2021
Cost: N/A

3. Automotive Service Technician, Carpentry/ Joinery, Carpenter Foundation, Collision Repair Technician, Culinary Arts Certificate, Electrical Pre-Apprenticeship, Heavy Mechanical Foundation, Pastry Arts, Refrigeration and A/C Mechanic, RV Technician, Plumbing and Piping Trades, Sheet Metal Worker, Studio Woodworking, Welder Foundation, Aircraft Maintenance Technician (Maintenance), Aircraft Maintenance Engineer (Structure), Automotive Service Technology, Collision Repair Technician

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves that the following programs' admission requirements be revised as recommended by Education Council and as presented."

Program revision:

- **Admission requirements**

Rationale:
Omnibus motion to replace current ABLE entrance test with the Trades Entrance Assessment (TEA) for Trades certificate and diploma programs.
The Trades Entrance Assessment has been developed in-house to include relevant trades questions which are more inclusive and equitable than the previous ABLE questions. As well, this new entrance test will be offered on-line and will include a pathway to success, with practice tests and suggested study materials.

Admission requirements:

	English ABLE requirement (former)	English TEA requirement (new)	Math ABLE requirement (former)	Math TEA requirement (new)	Number of Math Questions
Foundation Programs					
Automotive Service Technician	**77%**	**77%**	**63%**	**63%**	**38**
Carpentry/ Joinery	**77%**	**77%**	**63%**	**63%**	**50**
Carpenter Foundation	**77%**	**77%**	**63%**	**63%**	**50**
Collision Repair Technician	**77%**	**77%**	**50%**	**50%**	**38**
Culinary Arts Certificate	**77%**	**77%**	**50%**	**50%**	**19**
Electrical Pre-Apprenticeship	**88%**	**88%**	**85%**	**85%**	**50**
Heavy Mechanical Foundation	**77%**	**77%**	**63%**	**63%**	**38**
Pastry Arts	**77%**	**77%**	**50%**	**50%**	**19**

Refrigeration and A/C Mechanic	**77%**	**77%**	**50%**	**50%**	**50**
RV Technician	**77%**	**77%**	**63%**	**63%**	**50**
Plumbing and Piping Trades	**77%**	**77%**	**50%**	**50%**	**50**
Sheet Metal Worker	**77%**	**77%**	**50%**	**50%**	**38**
Studio Woodworking	**77%**	**77%**	**50%**	**50%**	**50**
Welder Foundation	**77%**	**77%**	**63%**	**63%**	**38**
Diploma Programs					
Aircraft Maintenance Technician (Maintenance)	**77%**	**77%**	**63%**	**63%**	**50**
Aircraft Maintenance Engineer (Structures)	**83%**	**83%**	**63%**	**63%**	**50**
Automotive Service Technology	**77%**	**77%**	**63%**	**63%**	**38**
Collision Repair Technician	**77%**	**77%**	**50%**	**50%**	**38**

Implementation date: January 2021
Cost: N/A

4. Infrastructure and Computer Technology Diploma

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Infrastructure and Computer Technology Diploma as recommended by Education Council and as presented."

Program revision:

- **Addition of courses**
- **Resequencing of courses/program outline**

Rationale:
The recent rise in the importance of cyber security to businesses, governments, and organizations has driven a review of market fit for ICT graduates. Current demand emphasizes an awareness of cyber security and this program revision realigns the coursework with the present marketplace.

Addition of courses:
ICT 212

Resequencing of courses/program outline:

Existing	Proposed
First Year	
Semester One	
ICT 111 Computer Components and Peripherals	ICT 111 Computer Components and Peripherals
ICT 112 Computer Programming I	ICT 112 Computer Programming I
ICT 113 Voice and Data Communications Infrastructure	ICT 113 Voice and Data Communications Infrastructure
ICT 117 Networks and Telecommunications I	ICT 117 Networks and Telecommunications I
CMNS 113 Technical Communication for Information Technology	CMNS 113 Technical Communication for Information Technology
MATH 127 Math for Network & Telecom Engineering Tech I	MATH 127 Math for Network & Telecom Engineering Tech I

Semester Two	
ICT 123 Network Applications of Analog and Digital Systems	ICT 123 Network Applications of Analog and Digital Systems
ICT 127 Local Area Network Management	ICT 127 Local Area Network Management
ICT 137 Routing and Switching I	ICT 137 Routing and Switching I
CMNS 123 Analysis and Reporting for Information Technology	CMNS 123 Analysis and Reporting for Information Technology
ICT 128 Scripting for Network and System Administrators	ICT 128 Scripting for Network and System Administrators
One elective (3 credits)	One elective (3 credits)
Extended Semester (2 weeks)	Extended Semester (2 weeks)
ICT 199 Topics in Internetworking	ICT 199 Topics in Internetworking
Second Year	
Semester Three	
ICT 207 Enterprise Telecommunications	ICT 207 Enterprise Telecommunications
ICT 211 Virtualization for Enterprise System Administrators	ICT 211 Virtualization for Enterprise System Administrators
	ICT 212 Cybersecurity Analysis
ICT 217 Routing and Switching II	ICT 217 Routing and Switching II
ICT 219 Linux Server Management	ICT 219 Linux Server Management
Two electives (6 credits)	One elective (3 credits)
Semester Four	
ICT 225 Internetwork Security I	ICT 225 Internetwork Security I
ICT 227 Carrier Telecommunications	
ICT 223 Internet of Things	ICT 223 Internet of Things
ICT 299 Network Project	ICT 299 Network Project
	One elective (3 credits)

Technical, Business Administration and Communication Electives

9 credits of electives are included in the program.

6 of these credits must be approved Information Technology courses, or Electronics courses, or Computer Science courses eligible for credit towards the Bachelor of Computer Information Systems (BCIS) program, or Math courses eligible for credit towards the BCIS program. COSC 109, COSC 115, COSC 122 and COSC 127 or any course offering similar content to an existing course in the NTEN program are not eligible for credit towards the NTEN diploma. Any student considering a course that may offer similar content should consult with the chair prior to registration.

3 of these credits must be either Business Administration (BUAD) courses eligible for credit towards the Bachelor of Business Administration (BBA) program or Communication (CMNS) courses.

Implementation date: September 2021
Cost: N/A

5. Okanagan College to UBC Okanagan Civil Engineering Bridge

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Okanagan College to UBC Okanagan Civil Engineering Bridge as recommended by Education Council and as presented."

Program revision:
- **Addition of courses**
- **Removal of courses**

Rationale:
UBC Okanagan has requested that we change the Math 212 - Calculus III to Math 221 - Introduction to Linear Algebra in the Okanagan College to UBC Okanagan Civil Engineering Bridge program as noted in the attached email from Yang Chao. This will allow the students to get credit for APSC 179 in the UBC Okanagan Engineering program and better prepare them for studies at UBC Okanagan.
Addition of courses:
MATH 221
Removal of courses:
MATH 212
Implementation date: August 2021
Cost: N/A

6. Okanagan College to UBC Okanagan Electrical Engineering Bridge

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Okanagan College to UBC Okanagan Electrical Engineering Bridge as recommended by Education Council and as presented."

Program revision:
- **Addition of courses**
- **Removal of courses**

Rationale:
UBC Okanagan has requested that we change the Math 212 Calculus III to Math 221 Introduction to Linear Algebra. This would better suit the math programs within the UBC Okanagan Civil Engineering program
Addition of courses:
MATH 221
Removal of courses:
MATH 212
Implementation date: August 2021
Cost: N/A

7. Okanagan College to UBC Okanagan Mechanical Engineering Bridge

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Okanagan College to UBC Okanagan Mechanical Engineering Bridge as recommended by Education Council and as presented."

Program revision:
- **Addition of courses**
- **Removal of courses**

Rationale:
The Mechanical Engineering Bridge students were taking a Calculus III course in the Bridge at OC, then taking a very similar Calculus III course once they got to UBC-O. This change will eliminate repeating Calc III. So, MATH 212 Calculus III is to be removed to avoid duplication at UBC-O.
UBC-O requires a higher level math course in the Bridge and it has been agreed that MATH 221 Introduction to Linear Algebra will be a suitable substitute for MATH 212. This change was initiated by UBC-O, as noted in the attached email from Dr. Yang Cao.
Addition of courses:
MATH 221
Removal of courses:
MATH 212
Implementation date: August 2021
Cost: N/A

8. Basic Skills Certificate A

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Basic Skills Certificate A as recommended by Education Council and as presented."

Program revision:

- **Program name –** new name **– Basic Skills Certificate - A (BSCA) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

Rationale:
The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.
An ASE Admissions Committee has been created and revisions to Admission Requirements are required to provide clarified criteria used by the committee for admissions.
Reference to Prior Learning Assessment 2005-2008 was no longer applicable.
Reference to Students who attend between 2005-2008 being given priority was no longer applicable.
Updates to Course outlines are required due to deletions and revisions of courses that were passed through CPRC in the June 10 2020 meeting and now have passed through EDCO's first fall meeting (Sept 17, 2020) and been given final approval. Addition of LSIN 029 Consumer Awareness into electives column and addition of LSIN 012 Basic Computer Skills, and LSIN 034 Banking and Budgeting as Level 2 Electives.

Program description:
Existing:
The Basic Skills Certificate - A (BSCA) Program supports Level One students in an individualized course of study to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on basic literacy and math skills, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. The program will be offered full-time or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Students will be supported by ASE instructors to develop an Individual Learning Plan that will take two to four years to complete. Students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

Proposed:

The Basic Skills Certificate- A (BSCA) Program supports students in an individualized course of study to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on basic literacy and math skills, interpersonal and self management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of four years to complete the program (under special circumstances and with permission of the Dean this maximum may be increased).

Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

Admission requirements:

Existing	**Proposed**
Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. General Requirements: Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. All students must: Complete a level one reading assessment demonstrating recognition of the alphabet, a sight vocabulary of at least 25 words, and the ability to read pre-primer material at the level of instruction according to the Silvaroli Classroom Reading Inventory or demonstrate mature listening capacity and ability to communicate ideas by listening to a level 2 story from the Silvaroli Classroom Reading Inventory and responding to comprehension questions at the level of instruction. Have the ability to learn and participate in a group setting Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others. Have a commitment to learning Have an identified cognitive disability	**Age Requirement:** Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school-leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counselor and be interviewed by the ASE Admissions Committee. The recommendation and interview information of the underage applicant will be referred to the Dean. The applicant will be admitted only if approved by the Dean and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. **General Requirements:** All students must participate in an intake interview with the ASE Admissions Committee. **All students must**: · Complete a Level One reading assessment demonstrating recognition of the alphabet, a sight vocabulary of at least 25 words, and the ability to read pre-primer material at the level of instruction according to the Silvaroli Classroom Reading Inventory or demonstrate mature listening capacity and ability to communicate ideas by listening to a Level One story from the Silvaroli Classroom Reading Inventory and responding to comprehension questions at the level of instruction. · Demonstrate the ability to learn and participate in a group setting · Demonstrate emotional stability- have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others · Demonstrate a commitment to learning · Demonstrate an identified cognitive disability

Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense): Psycho-educational assessment Records of previous participation in special or supported programs in a public institution or school Documentation of disability from a physician or medical specialist Referral from Community Living B.C. Recommendation from an instructor in AACP, another college, or high school Referral from a community agency Prior Learning Assessment: Students who are accepted into the BSCA Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program. Special Circumstances: Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will be given admission priority in order to complete their program.	Eligibility for admission is based on evidence of the above requirements being demonstrated in the assessment interview and must include at least two of the following (students must provide documentation at their own effort and expense): · Psycho-educational assessment · Records of previous participation in special or supported programs in a public institution or school (ex: IEP or school transcript) · Documentation of disability from a physician or medical specialist · Referral from Community Living BC (CLBC) · Recommendation from an instructor in the Okanagan College Adult Upgrading Department, another college, or high school · Referral from a community agency **Special Circumstances:** Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the Department Chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.

Graduation requirements:

Existing	**Proposed**
Completion of six core courses and six courses selected in consultation with the student to form an Individualized Learning Plan. Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%	Completion of 6 core courses and 6 elective courses (12 courses in total). Courses must be completed within a maximum of four years unless there are special circumstances, upon recommendation of the department, and approval of the Dean. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%.

Addition of courses:

LSIN 012 Basic Computer Skills, LSIN 029 Consumer Awareness, LSIN 034 Banking and Budgeting

Program outline:

Existing	**Proposed**
Program Outline Students will be supported by ASE instructors and their parents/caregivers to develop an Individual Learning Plan containing six core courses and six courses selected to meet individual interests and needs. Courses within the BSCA Program are not in a required sequence. Courses will be offered in a variety of combinations at each centre. Students will be able to enter at any point and will graduate when they have completed the required combination of courses. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCA program, students are required to take core courses more than once. Each course of study will take two to four years to complete unless there are special circumstances and approval of the department to extend the program time. Students may attend full- time (three courses per semester) or part-time. On approval from the department, students may add one additional course per semester. Individual, stand-alone courses will still be available. **Special Circumstances:** Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include: • Lengthy illness - supported by medical documentation • Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace • Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance. • Lack of available courses at the centre	**Basic Skills Certificate – A (BSCA)** **Program Outline** Students will be supported to achieve their educational and personal development goals. Courses within the BSCA Program are not in a required sequence. Courses will be offered in a variety of combinations at each centre. Students will be able to enter at any point and will graduate when they have completed the required combination of courses. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCA program, students are required to take core courses more than once. Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Individual, stand-alone courses will still be available. **Special Circumstances:** Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include: • Lengthy illness - supported by medical documentation • Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace • Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance. • Lack of available courses at the centre.

BSCA students must complete: • Two courses of any combination of LSIN 009 Visual and Verbal Literacy for the Real World and LSIN 010 Basic Academic I: Literacy • Two courses of LSIN 010A Basic Academic I: Math • One course of LSIN 020 Human Relations • One course of LSIN 017 Workplace Awareness I: Literacy The remaining six courses will be an individualized combination of: LSIN 010 Literacy - English I LSIN 009 Visual and Verbal Literacy for the Real World LSIN 010A Numeracy - Mathematics I LSIN 020 Human Relations LSIN 017 Literacy - Workplace Awareness 1 LSIN 012A Basic Computer Skills A LSIN 015 Express Yourself LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety LSIN 026 Community Awareness LSIN 027 Social Communication LSIN 030 Cooking LSIN 036 General Science LSIN 037 History of People with Intellectual Disabilities in BC	BSCA students must complete: (courses are taken more than once) Two semesters of LSIN 010 Literacy - English 1 Two semesters of LSIN 010A Numeracy – Mathematics 1 One semester of LSIN 020 Human Relations One semester of LSIN 017 Literacy - Workplace Awareness 1 The remaining six courses will be an individualized combination of: LSIN 010 Literacy - English 1 LSIN 010A Numeracy - Mathematics 1 LSIN 020 Human Relations LSIN 017 Literacy- Workplace Awareness 1 LSIN 015 Express Yourself LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety LSIN 027 Social Communication LSIN 029 Consumer Awareness LSIN 030 Cooking The following four Level 2 courses listed below may be offered as electives with permission of the ASE Department: LSIN 012 Basic Computer Skills LSIN 034 Banking and Budgeting LSIN 036 General Science LSIN 037 History of People with Intellectual Disabilities in BC **Optional Electives:** Students may choose to take up to four additional electives with permission of the department if: There is space. Priority will be given to students who require the course to complete their program. The course content is appropriate for the student at this stage of their learning. The course load is reasonable for this student given their circumstances and disability /abilities and will not cause overload /burnout. Addition of this course does not make contact hours exceed 20 hours per week.

Implementation date: January 2021
Cost: N/A

9. Basic Skills Certificate B

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Basic Skills Certificate B as recommended by Education Council and as presented."

Program revision:

- **Program name –** new name **– Basic Skills Certificate-B (BSCB) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

Rationale:
The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.
An ASE Admissions Committee has been created and revisions to Admission Requirements are required to provide clarified criteria used by the committee for admissions.
Reference to Prior Learning Assessment 2005-2008 was no longer applicable.
Reference to Students who attend between 2005-2008 being given priority was not longer applicable.
Updates to program outlines are required due to deletions and revisions of courses that were passed through CPRC in the June 10 2020 meeting and have now passed through EDCO's first fall meeting (Sept 17, 2020) and been given final approval. The ASE BSCB Program Outline needed revision as did the Graduation Requirements.

Program description:
Existing:
The Basic Skills Certificate - B (BSCB) program supports level two and three students to achieve their educational and personal development goals. This program is for students who wish to work on academic skills and independent living skills. Program content includes courses which focus on literacy and math, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence.
The program will be offered full-time or part-time to accommodate the needs of students for whom part-time participation is most appropriate. Part-time students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

Proposed:
The Basic Skills Certificate-B (BSCB) Program supports students to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on literacy and math skills, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of four years to complete the program (under special circumstances and with permission of the Dean this maximum may increase). Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

Admission requirements:

Existing	**Proposed**
Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend.	**Age Requirement:** Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school-leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counselor and be interviewed by the ASE Admissions Committee.

The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. **General Requirements:** Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. **All students must:** · Complete the level two reading assessment (Beginner One Reading Tasks) with a 90% or better in accuracy and 75% or better in comprehension. · Have the ability to learn and participate in a group setting. · Be emotionally stable -have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others · Have a commitment to learning. · Have an identified cognitive disability. To enter directly into level three courses, students must complete the level three reading assessment (Intermediate One Reading Tasks) with 90% or better in accuracy and 75% or better in comprehension Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense): · Psycho-educational assessment · Records of previous participation in special or supported programs in a public institution or school · Documentation of disability from a physician or medical specialist · Referral from Community Living B.C. · Recommendation from an instructor in AACP, another college, or high school · Referral from a community agency **Prior Learning Assessment:** Students who are accepted into the BSCB Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program. **Special Circumstances:** Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair.	The recommendation and interview information of the underage applicant will be referred to the Dean. The applicant will be admitted only if approved by the Dean and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. **General Requirements:** All students must participate in an intake interview with the ASE Admissions Committee. **All students must**: · Complete a Level Two reading assessment with 90% or better in accuracy and 75% or better in comprehension. To enter directly into Level Three courses students must complete the Level Three reading assessment (Intermediate One Reading Tasks) with 90% or better in accuracy and 75% or better in comprehension. · Demonstrate the ability to learn and participate in a group setting · Demonstrate emotional stability - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others · Demonstrate a commitment to learning · Demonstrate an identified cognitive disability Eligibility for admission will be based on evidence of the above requirements being demonstrated in the assessment interview and must include at least two of the following (students must provide documentation at their own effort and expense): · Psycho-educational assessment · Records of previous participation in special or supported programs in a public institution or school (ex: IEP or school transcript) · Documentation of disability from a physician or medical specialist · Referral from Community Living BC (CLBC) · Recommendation from an instructor in the Okanagan College Adult Upgrading Department, another college, or high school · Referral from a community agency **Special Circumstances:** Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the Department Chair.

In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will be given admission priority in order to complete their program.	In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.

Graduation requirements:

Existing	**Proposed**
Completion of 10 core courses and two electives (12 courses). Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of a minimum of 70%.	Completion of 10 core courses and 2 elective courses (12 courses in total). Courses must be completed within a maximum of four years unless there are special circumstances, upon recommendation of the department and approval of the Dean. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%. Graduating or past PACE students may use the following 6 LSPM courses as replacements for the following 6 BSCB courses where up to 2 BSCB courses are still required to graduate from the BSCB Program. **BSCB Course** **PACE Course** 1 of Literacy Workplace Awareness 2 or 3 or LSPM 005 Career Exploration 2 Human Relations or LSPM 003 Workplace Int. Skills A LSPM 004 Workplace Int. or Skills B 1 of Literacy - English 2 or 3 or LSPM 001 Strategies for Success A 2 Electives or LSPM 002 Strategies for Success B And LSPM 007 Working World A or LSPM 008 Working World B.

Program outline:

Existing	**Proposed**
Program Outline Students must apply for admission to the Advanced Skills Certificate program before the beginning to their final semester of this program. Students have a maximum of two years to complete the Advanced Skills Certificate program. Core Courses LSIN 011B Literacy - English 2 LSIN 013 Literacy - English 3 LSIN 018 Literacy - Workplace Awareness 2 LSIN 019 Literacy - Workplace Awareness 3 LSIN 010A Numeracy - Mathematics I LSIN 011A Numeracy - Mathematics 2 LSIN 020 Human Relations Core or Elective LSIN 012A Basic Computer Skills A LSIN 034 Banking and Budgeting Electives LSIN 012A Basic Computer Skills A LSIN 012B Basic Computer Skills B LSIN 015 Express Yourself LSIN 016 Writing Your Life LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety LSIN 024 Safety and Driver Training LSIN 026 Community Awareness LSIN 027 Social Communication LSIN 029 Consumer Awareness LSIN 030 Cooking LSIN 034 Banking and Budgeting LSIN 036 General Science LSIN 037 History of People with Intellectual Disabilities in BC	**Basic Skills Certificate – B (BSCB)** **Program Outline** Students are required to complete 10 core courses and 2 electives (12 courses in total). Courses within the BSCB Program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at each centre. Eligible students will be able to enter at the beginning of any semester if space is available. ASE courses are skills based and adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCB program, students are required to take core courses more than once. Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Individual, stand-alone courses will still be available. Students will have a maximum of four years to complete the program (except under special circumstances ,upon recommendation of the department and with permission of the Dean). **Special Circumstances:** Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include: • Lengthy illness - supported by medical documentation • Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace • Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance • Lack of available courses at the centre

	BSCB students must complete: **(courses are taken more than once)** • Three semesters of LSIN 011B Literacy - English 2 and/or LSIN 013 Literacy - English 3 One Literacy course may be replaced by LSIN 016 - Writing Your Life • Four semesters of LSIN 010A Numeracy - Mathematics 1 or LSIN 011A Numeracy - Mathematics 2 Up to two semesters of Mathematics may be replaced by two semesters of LSIN 034 Banking and Budgeting • Two semesters of LSIN 020 Human Relations • One semester of LSIN 018 Literacy - Workplace Awareness 2 or LSIN 019 Literacy - Workplace Awareness 3 The remaining two courses will be Electives offered from the following list: • LSIN 012 Basic Computer Skills • LSIN 015 Express Yourself • LSIN 016 Writing Your LIfe • LSIN 022 Rights and Responsibilities • LSIN 023 Health and Safety • LSIN 027 Social Communication • LSIN 029 Consumer Awareness • LSIN 030 Cooking • LSIN 034 Banking and Budgeting • LSIN 036 General Science • LSIN 037 History of People with Disabilities in BC LSIN 016 Writing Your Life and LSIN 034 Banking and Budgeting may be counted more than once as Electives. **Optional Electives:** Students may choose to take up to four additional optional electives with permission of the department if: • There is space. Priority will be given to students who require the course to complete their program. • The course content is appropriate for the student at this stage of their learning. • The course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload /burnout. • Addition of this course does not make contact hours exceed 24 hours per week.

	CORE COURSES LSIN 011B Literacy - English 2 LSIN 013 Literacy - English 3 LSIN 018 Literacy - Workplace Awareness 2 LSIN 019 Literacy - Workplace Awareness 3 LSIN 10A Numeracy - Mathematics I LSIN 011A Numeracy - Mathematics 2 LSIN 020 Human Relations **CORE or ELECTIVES** LSIN 016 Writing Your Life LSIN 034 Banking and Budgeting **ELECTIVES** LSIN 012 Basic Computers Skills LSIN 015 Express Yourself LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety LSIN 027 Social Communication LSIN 029 Consumer Awareness LSIN 030 Cooking LSIN 036 General Science LSIN 037 History of People with Intellectual Disabilities in BC

Implementation date: January 2021
Cost: N/A

10. Advanced Skills Certificate

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revisions Advanced Skills Certificate as recommended by Education Council and as presented."

Program revision:

- **Program name –** new name **– Advanced Skills Certificate (ASC) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

Rationale:
The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.
In addition, the program outline needs to be updated to include the Electives list from the original EDCO approved documents of 2008; to include new courses LSIN 036 General Science and LSIN 037 History of People with Intellectual Disabilities in BC added and approved after 2008 and course name changes approved since 2008; and to indicate newly deleted and revised courses (approved at Ed Co Sept17, 2020).

The maximum length of this program has been changed from two years to three years to reflect best practice.
There has been a change to Admission Requirements to include language regarding admission of students with Special Circumstances, consistent with BSCA and BSCB, as well as department recommendation of student eligibility based on student demonstration of maturity and continued academic growth.
Graduation Requirements have been amended to include the length of the ASC Program from 2 to 3 years, to add language limiting the number of courses that can be replaced by completed PACE courses and a list of Core and Elective Courses has been included.

Program description:

Existing:

This full-time, two-year program is for students who have successfully completed the Basic Skills Certificate - B (BSCB) program, have demonstrate continued growth in their learning, and are committed to full-time attendance. ASC students are expected to demonstrate maturity, independence, and personal responsibility as learners and members of the OC community. In the Advanced Skills Certificate (ASC) Program, course work continues to focus on literacy and math skills, self-management and interpersonal skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

Proposed:

The Advanced Skills Certificate (ASC) Program supports students who have completed the Basic Skills Certificate- B (BSCB) Program, have demonstrated continued growth in their learning and wish to continue their post-secondary education. ASC students are expected to demonstrate maturity, independence, and personal responsibility as learners and members of the Okanagan College community.
In the ASC Program, course work continues to focus on literacy and math skills, self-management and interpersonal skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of three years to complete the program (under special circumstances, recommendation of the department and with the permission of the Dean this maximum may increase).
Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

Admission requirements:

Existing	Proposed
Successful completion of the BSCB Certificate	Successful completion of the BSCB Certificate. (Insert Hyperlink) Eligible students must have the recommendation of the department based on previous student demonstration of continued academic growth and maturity.

Graduation requirements:

Existing	Proposed
Completion of nine core courses and three electives (12 courses). Courses must be completed within a maximum of two years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 60% in each course with an overall minimum average of 75%.	Completion of 9 core courses and 3 electives (12 courses in total). Courses must be completed within a maximum of three years unless there are special circumstances, recommendation of the department and approval of the Dean. Students must achieve a minimum passing grade of 60% in each course with an overall average of 75%.

	PACE Students Graduating or past PACE students may use the following 6 LSPM courses as replacements for the following 6 ASC courses where up to 2 ASC courses are still required to graduate from the Advanced Skills Certificate (ASC) Program. **ASC Course** — **PACE Course** One of Literacy - Workplace — or LSPM 005 Career Exploration Awareness 2 or 3 Two Human Relations — or LSPM 003 Workplace Interpersonal Skills A and LSPM 004 Workplace Interpersonal Skills B One of Literacy - English 2 or 3 — or LSPM 001 Strategies for Success A Two Electives — or LSPM 002 Strategies For Success B and LSPM 007 Working World A or LSPM 008 Working World B **Note to Students:** Students must apply for admission to the ASC (Advanced Skills Certificate) Program before the beginning to their final semester of BSCB. Students have a maximum of three years to complete the ASC Program.

Addition of courses:
LSIN 012 Basic Computer Skills, LSIN 036 General Science
Program outline:

Existing	Proposed
Program Outline Students are required to complete twelve courses, nine core courses and three electives. Courses within the ASC program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at different centres. Eligible students will be able to enter at the beginning of any semester if space is available. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the ASC program, students are required to take core courses more than once. Students must attend full-time (three courses per semester). With permission from the department, and as courses are available, students may choose up to four additional electives. Students will have a maximum of two years to complete the ASC Program.	**Advanced Skills Certificate (ASC)** **Program Outline** Students are required to complete 12 courses, 9 of which are core courses and 3 of which are electives. Courses within the ASC Program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at each campus. Eligible students will be able to enter at the beginning of any semester if space is available. ASE courses are skills based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the ASC program, students are required to take core courses more than once. Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Students will have a maximum of three years to complete the ASC Program. Under special circumstances, recommendation of the department and with permission of the Dean, students will be allowed to take longer than three years to complete their program.
Special Circumstances: Under special circumstances students will be allowed to take longer than two years to complete their program. Circumstances may include: Lengthy illness - supported by medical documentation Lack of available courses ASC Students must complete: Three courses of any combination of: LSIN 011B Literacy - English 2 LSIN 013 Literacy - English 3 LSIN 016 Writing Your Life LSIN 018 Literacy - Workplace Awareness 2 LSIN 019 Literacy - Workplace Awareness 3 One course of either: LSIN 018 Literacy - Workplace Awareness 2 LSIN 019 Literacy - Workplace Awareness 3 Four courses of Basic Academics II: Math LSIN 011A Numeracy - Mathematics 2	Circumstances may include: Lengthy illness - supported by medical documentation Lack of available courses **Special Circumstances:** Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with permission of the Department Chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards as outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.

Up to two (2) courses of Math II (may be replaced by two courses of:
LSIN 034 Banking and Budgeting

One course of:
LSIN 020 Human Relations
As of January 2015, the following elective will be added:
LSIN 037 - History of People with Intellectual Disabilities in BC

Optional Electives
Additional electives will be available at some centres. Students may choose to take up to four optional electives on permission of the department. The department will consider the following:
If there is space, priority will be given to students who require this course to complete their program.
If the course content is appropriate for the student at this stage of their learning.
If the course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload/burnout.
If addition of this course does not make contact hours exceed 24 hours per week.

PACE Students
PACE students may use the following six LSPM courses as replacements for the following six ASC courses:

ASC Course	PACE Course
One of Workplace Awareness II or III	LSPM Career Exploration
Two Human Relations courses	LSPM 003 Workplace Interpersonal Skills A and LSPM 004 Workplace Interpersonal Skills B
One Basic Academics II or III	LSPM 001 Strategies for Success A
Two Electives	LSPM 022 Strategies for Success B and LSPM 007 Working World A or LSPM 008 Working World B

Students must apply for admission to the ASC (Advanced Skills Certificate) Program before the beginning to their final semester of BSCB. Students have a maximum of two years to complete the ASC Program.

ASC Students must complete:
(courses are taken more than once)

- Three semesters of any combination of LSIN 011B Literacy - English 2
  LSIN 013 Literacy - English 3
  LSIN 016 Writing Your Life
  LSIN 018 Literacy - Workplace Awareness 2
  LSIN 019 - Literacy Workplace Awareness 3

- One semester of either
  LSIN 018 Literacy - Workplace Awareness 2 or
  LSIN 019 Literacy - Workplace Awareness 3

Up to 2 semesters of Mathematics 2 may be replaced by two semesters of LSIN 034 Banking and Budgeting.
- One semester of LSIN 020 Human Relations
- Three required electives

Additional courses of LSIN 016 Writing Your Life *and* LSIN 032 Banking and Budgeting may be counted as two of the required electives.

Optional Electives:
Additional electives will be available at some campuses. Students may choose up to four additional electives on permission of the department if:
- There is space. Priority will be given to students who require this course to complete their program.
- The course content is appropriate for the student at this stage of learning.
- The course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload/burnout.
- Addition of this course does not make contact hours exceed 24 hours per week.

CORE COURSES
LSIN 011B Literacy - English 2
LSIN 013 Literacy - English 3
LSIN 018 Literacy-Workplace Awareness 2
LSIN 019 Literacy-Workplace Awareness 3
LSIN 011A Numeracy - Mathematics 2
LSIN 020 Human Relations

CORE or ELECTIVES
LSIN 016 Writing Your Life
LSIN 034 Banking and Budgeting

	ELECTIVES LSIN 012 Basic Computer Skills LSIN 015 Express Yourself LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety LSIN 027 Social Communication LSIN 029 Consumer Awareness LSIN 030 Cooking LSIN 036 General Science LSIN 037 History of People with Intellectual Disabilities in BC

Implementation date: January 2021
Cost: N/A

NEW PROGRAMS

Post – Baccalaureate Diploma in Health Analytics

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Post – Baccalaureate Diploma in Health Analytics as recommended by Education Council and as presented."

New Program Rationale:
Target Student
The PBHA is a program designed for individuals who have completed a bachelor degree (preferably in one of: engineering, science, geography, business, management, nursing, or psychology) and are looking to further their education in data science with a focus in health.

Labor Market and Industry
Data Analytics is a sub-discipline of Data Science. The job of a data scientist has been referred to as "The Sexiest Job of the 21st Century" ([Davenport and Patil, 2012]). The same article goes on to state that "The US healthcare system could realize a $300 billion yearly savings by exploiting data science". Thus, there appears to be an opportunity for OC to serve our community by training students in the area of Health Analytics.

A McKinsey Global Institute (MGI) report ([Manyika et al., 2011]) predicts a 40% growth in global data volume annually and a 5% annual growth in global information technology (IT) spending. The report states that retailers, using data science, could increase operating margins by more than 60%. It goes on to further state that there is currently a shortage of data scientists (140,000 to 190,000 in 2018) and of those in management who speak the language of data science (1.5 million managers in 2018) and that this shortfall "is becoming a serious constraint in some sectors".

The follow-on MGI report ([Henke et al., 2016]) asserts that most companies are not capturing the full value of their data. In this regard, the recruitment and retention of appropriate talent are highlighted as significant constraints. The shortage of data scientists is projected to grow to 250,000 by 2026.

In order to estimate the future demand for data scientists, MGI published a set of required job skills: statistical modelling, predictive analytics, predictive modelling, natural language processing, logistic regression, support vector machines, neural networks, naive Bayes, *k*-means, principal components analysis, Python, and R. Most of these skills are developed in the PBHA

MGI defines the role of the *business translator*. Business translators are professionals that have a firm backgrounds in business and also understand the technical concepts associated with data science. Business translators can summarize the results of complex data science investigations for senior management. MGI suggests that the ratio of business translators to pure data scientists should be between 4:1 and 8:1 in organizations trying to extract maximum value from their data. Consequently, the report estimates a US shortfall, for business translators, of between 2 million and 4 million by 2026.

Currently, about 10% of US business and science, technology, engineering, and mathematics (STEM) graduates enter business translator roles. However, given the current production of graduates, this number will need to more than double to meet demand. Consequently, many organizations have initiated in-house training programs to fill business translator positions.

The conversion of STEM and business graduates to the role of Business Translator represents a significant opportunity for OC. The proposed PBHA program addresses this opportunity in two ways. Nursing and management graduates can

gain technical expertise while STEM graduates can learn how to apply extant technical expertise in the area of Health Analytics.

A Google search (on July 28, 2017) for the phrase “data science” returned a staggering 23.8 million results. The results point to sites for courses and programs, professional sites, blogs, job opportunities, etc. The investigation is also complicated by the existence of numerous data-driven disciplines: business analytics, data analytics, data analysis, healthcare analytics, etc. For instance, despite comparable skills, a data scientist at one company might be labeled a business analyst at another company.

A search (on August 17, 2017) for the phrase “data scientist”, on the job site *Indeed*, produced 188 postings for Canadian jobs. A search for “data analyst” produced 371 postings and a search for “business analytics” produce 230 postings. The postings were subsequently partitioned according to the keywords “machine learning” (ML), “mathematics”, “statistics”, and “Python”. The results are summarized in the table below.

Discipline	**ML**	**Mathematics**	**Statistics**	**Python**
Data Scientist	72%	36%	49%	68%
Data Analyst	6.5%	16%	24%	16%
Business Analytics	5.2%	9.6%	18%	8.8%

Table 1: Canadian Job Postings (Indeed Job Trends)

As we move away from Canadian job postings, the demand for data scientists and data analysts versus time tells a different story. The demand for data scientists appears to be overtaking the demand for data analysts (see Appendix 3 for graph).

A distribution of data scientist salaries is given in a table in the appendix. The average salary is reported as $167K (USD). This average includes annual and signing bonuses as well as equity. Additional and updated information can be found on the Paysa Data Science Salaries.

<u>Health Analytics as a High Demand Occupation</u>

Students graduating from the PBHA are potentially employable in a broad range of areas that include:

- Health Care Authorities
- Private Hospitals/Clinics
- Prosthetics Manufacturing Companies
- Medical Forecasting Firms
- Insurance and Actuarial Companies
- Pharmaceutical Companies
- Municipal, Provincial and Federal Governments

Students interested in Health Analytics are employable in a variety of roles within the health care community, both in the public and private sectors. These areas are quickly adopting data analytics as part of their core operations with many opening new analytics departments in their Forecasting, Research, Finance, Human Resources or Marketing areas.

While the applications learned through this PBHA program are aimed at the health sector, the data science skills can be used across any application. Thus, graduates are employable outside the health sector. Locally, a number of major employers have a data analytics department including the Interior Health Authority (IHA), Tolko Industries and Kal Tire. Most recently the City of Kelowna has also opened an analytics department. In addition, locally based credit unions including Valley First and Interior Savings also have analytics department and are looking for employees.

These employers advise us that it is difficult to recruit employees for these departments and IHA advises they fully support the development of this program at Okanagan College.

Calendar description:
This two-year post-baccalaureate diploma (60 credit/20 course) is aimed at students with a bachelor degree in any nursing, science, engineering, psychology business or management program who wish to pursue a career in Health Analytics. Students will receive thorough training in statistics and data science. Term one of this program sets the mathematical and statistical foundation for higher level learning in the health and data science areas. In subsequent terms, students build on, and apply, these foundational skills to a diverse set of areas. While many of the applications have a health focus, the mathematical, statistical, and data science concepts learned are universally applicable to a wide range of disciplines.

Program Learning Outcomes
At the end of this program students will:

1. Apply mathematical, statistical and machine learning techniques to support organizational decisions as well as to identify new data driven opportunities.
2. Manage and manipulate data and create data visualizations using a variety of mathematical and statistical software.
3. Participate in the planning and execution of a data science project culminating in recommendations based on the results of the analysis.
4. Evaluate, define and explain data-analytic problems that offer the greatest opportunities for organizational benefits.
5. Understand healthcare systems in a variety of countries including how their history, geography, government and economy and privacy laws impact the healthcare system.
6. Understand the relevant laws, regulations and standards involved with health data.

Admission requirements:
Successful completion of a recognized Bachelor Degree in any science, nursing, engineering, psychology, or management program. A post-secondary basic calculus course, or equivalent, is highly recommended.
A student who has completed a recognized undergraduate degree in a program different than those listed above may be admitted to the program provided they pass the Okanagan College Basic Algebra Proficiency Test with a minimum score of 20/25 AND the Calculus Readiness Test with a minimum score of 16/25.

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

Program outline:
Semester 1
DSCI 300 DATA WRANGLING AND VISUALIZATION
DSCI 310 MATHEMATICAL COMPUTATION
DSCI 321 HEALTH CARE ANALYTICS
STAT 230 ELEMENTARY APPLIED STATISTICS
MATH 314 CALCULUS AND LINEAR ALGEBRA FOR BUSINESS
Semester 2
DSCI 400 MACHINE LEARNING I
DSCI 322 COMPARATIVE HEALTH SYSTEMS
BUAD 283 MANAGEMENT INFORMATION SYSTEMS
MATH 251 INTRODUCTION TO DISCRETE STRUCTURES
STAT 240 APPLIED STATISTICS II

Semester 3

DSCI 401	MACHINE LEARNING II
DSCI 324	HEALTH CARE INFORMATION SYSTEMS
DSCI 420	MATHEMATICS FOR MACHINE LEARNING
STAT 310	REGRESSION ANALYSIS
ELECTIVE	ANY 3 CREDIT ACADEMIC COURSE

Semester 4

DSCI 323	EPIDEMIOLOGY AND HEALTH ANALYTICS
DSCI 315	DASHBOARDS & ANALYTIC REPORTING W/ POWER BI
STAT 311	MODERN STATISTICAL METHODS
DSCI 490	DATA SCIENCE PROJECT
ELECTIVE	ANY 3 CREDIT ACADEMIC COURSE

Implementation date: September 2021
Cost: N/A

Schedules

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Office Administration, Health Care Assistant, Adult Basic Education, and Practical Nursing schedules as recommended by Education Council and as presented."

(as approved at the November 20, 2020 Ed Co Operations Committee meeting)

Office Administration Schedule 2021 - 2022

Accounting/Bookkeeping Certificate (20 weeks)

Kelowna

2021

September 6	Labour Day (no classes)
September 7	Orientation
September 8	Classes start
October 11	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
November 12	No classes
December 22	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas Closure (no classes) – Okanagan College closed to the public

2022

January 4	Classes resume
February 16	Classes end

Administrative Assistant Certificate (37 weeks)

Kelowna, Salmon Arm, Vernon, Penticton

2021

September 6	Labour Day (no classes)
September 7	Orientation
September 8	Classes start
October 11	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
November 12	No classes
December 22	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas Closure (no classes) – Okanagan College closed to the public

2022

January 4	Classes resume
February 21	Family Day (no classes)
March 28– April 1	Mid-Semester Break (no classes)
April 15 - 18	Easter (no classes)
May 23	Victoria Day (no classes)
June 21	Classes end

Office Assistant Certificate (17 weeks)

Kelowna, Salmon Arm, Vernon, Penticton

2021

September 6	Labour Day (no classes)
September 7	Orientation
September 8	Classes start
October 11	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
November 12	No classes
December 22	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas Closure (no classes) – Okanagan College closed to the public

2022

January 4	Classes resume
January 19	Classes end

Accounting/Bookkeeping Certificate (20 weeks)

Kelowna

2022

January 20	Classes start
March 28 – April 1	Mid-Semester Break (no classes)
April 15 - 18	Easter (no classes)
May 23	Victoria Day (no classes)
June 27	Classes end

Legal Administrative Assistant Certificate (Litigation - 18 weeks)

Kelowna only

2021

September 6	Labour Day (no classes)
September 7	Orientation
September 8	Classes start
October 11	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
November 12	No classes
December 22	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas Closure (no classes) – Okanagan College closed to the public

2022

January 4	Classes resume
January 25	Classes end

Legal Administrative Assistant Certificate (Corporate/Conveyancing 19 weeks)

Kelowna only

2022

January 28	Classes start
February 21	Family Day (no classes)
April 15 - 18	Easter (no classes)
May 23	Victoria Day (no classes)
June 20	Classes end

Health Care Assistant Certificate

Fall 2021 - Kelowna

Classes start
Labour Day (no classes)
Thanksgiving Day (no classes)
Remembrance Day (no classes)

December 13	Classes end
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas closure (no classes) – Okanagan College closed to the public

2022

New Year's Day (no classes)
Classes start
Family Day (no classes)

February 24	Classes end

Fall 2021 - Penticton, Vernon

Classes start
Remembrance Day (no classes)

December 23	Classes end
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas closure (no classes) – Okanagan College closed to the public

2022

New Year's Day (no classes)
Classes start
Family Day (no classes)

April 15 – 18	Easter (no classes or exams)
April 21	Classes end

Winter 2022 Kelowna

New Year's Day (no classes)
Classes start
Family Day (no classes)

April 15 - 18	Easter (no classes or exams)
May 23	Victoria Day (no classes)
June 30	Classes end

Summer 2022 (Kelowna and Salmon Arm)

Classes start
May 23 Victoria Day (no classes)
July 1 Canada Day
BC Day (no classes)
Labour Day (no classes)
Thanksgiving Day (no classes)
October 20 Classes end

Adult Basic Education (ABE)

Fall 2021

September 6 Labour Day (no classes)
September 7 College-wide orientation day
September 8 Classes start – all campuses
September 17 Last day to register for class
October 11 Thanksgiving (no classes)
October 29 Last day to withdraw from class
November 11 Remembrance Day (no classes)
December 21 Classes and exams end
December 24 College closes at 3 p.m
December 25 – January 3 Christmas closure (no classes) - Okanagan College closed to the public

Winter 2022

New Year's Day
Classes start – all campuses
January 14 Last day to register for class
Family Day (no classes)
February 22 Non-instructional day **(**no classes)
March 4 Last day to withdraw from class
Study break – all campuses (no classes)
Easter (no classes)
Classes and exams end for four-month classes

Spring (Summer Session I) 2022

Two-month classes begin
Victoria Day (no classes)
Classes and exams end

Summer (Summer Session II) 2022

No classes offered Penticton, Vernon and Salmon Arm this session

Canada Day (no classes)
Two-month classes begin: Kelowna
BC Day (no classes)
Classes and exams end

Practical Nursing Diploma

Kelowna, Salmon Arm, Penticton (August 2021)

2021

Classes start for Semester I
Labour Day (no classes)
Thanksgiving Day (no classes)
Classes end for Semester I
Consolidated Practice Experience (CPE) 1 starts
Remembrance Day (no classes or CPE)
Consolidated Practice Experience 1 ends
Semester I ends
Classes start for Semester II

December 18	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas closure (no classes) - Okanagan College closed to the public

2022

New Year's Day (no classes or CPE)
Classes start for Semester II
Classes end for Semester II
Family Day (no classes)
Consolidated Practice Experience 2 starts
Consolidated Practice Experience 2 ends
Classes start for Semester III

April 15 – 18	Easter (no classes or CPE)
May 23	Victoria Day (no classes or CPE there is no CPE at this time)

Classes end for Semester III
Consolidated Practice Experience 3 starts
Canada Day (no classes or CPE)
Consolidated Practice Experience 3 ends
Semester III ends
Summer Break
Classes start for Semester IV
Labour Day (no classes or CPE)
Thanksgiving Day (no classes or CPE)
Classes end for Semester IV
Consolidated Practice Experience 4 starts
Consolidated Practice Experience 4 ends
Transition starts
Transition ends
Preceptorship starts
Remembrance Day (Preceptorship will run)
Preceptorship ends
Semester IV ends

Kelowna (January 2022)

2022

New Year's Day (no classes or CPE)
Classes start for Semester I
Family Day (no classes or CPE)

March 11	Classes end for Semester I
March 14	Consolidated Practice Experience (CPE) 1 starts
March 31	Consolidated Practice Experience 1 ends
March 31	Semester I ends
April 3	Classes start for Semester II
April 15 - April 18	Easter (no classes or CPE)
May 23	Victoria Day (no classes or CPE)
June 17	Classes end for Semester II
June 20	Consolidated Practice Experience 2 starts
July 1	Canada Day (no classes or CPE)

Consolidated Practice Experience 2 ends
Semester II ends
Summer Break
Classes start for Semester III
Labour Day (no classes or CPE)
Thanksgiving Day (no classes or CPE)
Classes end for Semester III
Consolidated Practice Experience 3 starts
Remembrance Day (no classes or CPE)
Consolidated Practice Experience 3 ends
Semester III ends

December 23 – January 3	Christmas closure (no classes or CPE) - Okanagan College closed to the public

2023

New Year's Day (no classes or CPE)
Classes start for Semester IV
Family Day (no classes)
Classes end for Semester IV
Consolidated Practice Experience 4 starts
Consolidated Practice Experience 4 ends

March 13	Transition starts

Transition ends
Preceptorship starts
Easter (no classes, Preceptorship will run)
Preceptorship ends
Semester IV ends