Board of Governors
Open Session Meeting Agenda

Tuesday, March 30, 2021
11:00 a.m. – 12:30 p.m.
Meetings to be held via the Zoom (www.zoom.us)

- To join the meeting, click HERE
- Meeting ID: 689 1380 4943
- Passcode: 439601
- To join by phone dial: 1-778-907-2071 (Vancouver) and use meeting ID: 689 1380 4943#
  ***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 March 30, 2021 Okanagan College Board of Governors Open session meeting agenda is approved."***		11:00am
2. DECLARATION OF CONFLICT		
3. CONSENT AGENDA Recommended Motion: ***"BE IT RESOLVED THAT the Consent Agenda be approved as presented."***		
3.1. Previous Minutes – January 26, 2021	4-8	
3.2. Written Reports 3.2.1. President's Report (J. Hamilton)	9-10	
3.3. Approvals 3.3.1. Student Association Fee Collection Structure Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors agrees to collect student fees for Okanagan College for 2021/22 on behalf of the Okanagan College Students' Union and the Vernon Students' Association - Okanagan College, as outlined in the attached submissions".***	11-15	
4. BUSINESS ARISING FROM THE MINUTES		
5. PRESENTATIONS		

	Related Pages	*Time*
6. NEW BUSINESS		
6.1. Finance, Audit and Risk Review Committee		11:00am
6.1.1. Chair Report (D. Safinuk)		
6.1.2. Budget 2021/2022 (C. Morcom)	16-33	
Recommended Motion: "***BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2021-2022 operating budget of $125,712,000, as recommended by the Finance, Audit and Risk Review Committee."***		
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2021-2022 capital budget of $9,001,000 subject to receipt of funding, as recommended by the Finance, Audit and Risk Review Committee."***		11:10am
6.2. Forgiveness of Foundation Receivable (C. Morcom)	34-35	
Recommended Motion: ***"BE IT RESOLVED THAT the Board of Governors forgive the receivable to the Okanagan College Foundation for actual capital campaign expenses up to $137,000 as recommended by the Finance, Audit and Risk Review Committee."***		
6.3. Code of Ethical Practices Policy (MK. Oliver)	36-47	
Recommended Motion: ***"BE IT RESOLVED THAT the Board of Governors approve the Code of Ethical Practices Policy as recommended by the Board Executive Committee."***		
6.4. Industry Training Authority Plan (A. Hay)	48-51	
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2021/2022 Industry Training Authority Training Plan as presented."***		
6.5. Annual Programming Plan (A. Hay)	52-62	
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2021/2022 Annual Programming Plan as presented."***		
6.6. Education Council (C. Newitt)	63-73	
6.6.1. Program Revisions		
Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Education Assistant Certificate as recommended by Education Council and as presented."***		
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Floral Design Certificate as recommended by Education Council and as presented."		

	Related Pages	*Time*
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Diploma in Writing and Publishing as recommended by Education Council and as presented." ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Electronic Engineering Technology as recommended by Education Council and as presented."*** ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Sustainable Construction Management Technology as recommended by Education Council and as presented."***		
6.6.2. Program Deletions Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program deletion Sustainable Studies Post –Diploma Certificate 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) **7.3. Governance Committee** (K. Scott)		11:50am
8. INFORMATION		
9. TOPICS FOR NEXT MEETING		
10. FOR THE GOOD OF THE BOARD		
11. ADJOURNMENT		12:00pm

Next regular Board meeting: *April 27, 2021 - if required*

Board of Governors
Open Meeting Minutes - Draft

Tuesday, January 26, 2021 10:30 a.m. – 12:00 p.m.
Meeting to be held via the Zoom

BOARD MEMBERS PRESENT:

- Gloria Morgan, Chair
- Juliette Cunningham, Vice Chair
- Andrea Alexander
- Marcel Beerkens
- Sanya Choudhary
- Shelley Cook
- JoAnn Fowler
- Jim Hamilton
- Tina Lee
- Devin Rubadeau
- Dale Safinuk
- Karley Scott
- Nicolette Thiel
- Chris Newitt

OTHER STAFF:

- 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
- Joanna Campbell, Executive Office Manager

GUESTS:

- Okanagan College Student Union – Brianne Berchowitz, Jennifer Gullens, Joseph Welton, Megan Potter
- Donna Olson, Director, Legal Affairs & Policy Development

	ACTION
Quorum was established and the meeting was called to order at10:31a.m. *It was respectfully acknowledged that the meeting was held on the unceded traditional lands of the Indigenous people who hove inhabited and used the lands since time immemorial.*	
1. APPROVAL OF AGENDA Motion: ***"BE IT RESOLVED THAT the January 26, 2021 Okanagan College Board of Governors Open session meeting agenda is approved".***	A. Alexander CARRIED
2. DECLARATION OF CONFLICT No conflicts were declared.	
3. CONSENT AGENDA Motion: ***"BE IT RESOLVED THAT the Consent Agenda be approved as presented".***	D. Rubadeu CARRIED
4. BUSINESS ARISING FROM THE MINUTES No new business arising.	

ACTION

5. PRESENTATIONS

5.1. **Okanagan College Student Union**

Students J. Welton and J. Gullins thanked the Board for the opportunity to present and highlighted some important student issues. In particular they noted the following:

- Open Education Resources (OERs) – They requested that a grant be established to support faculty and instructors who use OERs and for additional support for the Library free text book program.
- International Student Tuition Fees – They requested OC establish a policy to limit the amount international tuition may be increased annually.
- Mental Health Support – They requested an increase in the counselling support available to students.
- Better Campus Culture – They requested that the 'Not Anymore" online course be mandatory for all employees, students and Board members.

The Board thanked the students for their presentation.

The President also thanked the students for their excellent presentation and noted that administration is looking at a number of the issues raised.

6. NEW BUSINESS

6.1. **Post-Employment Restrictions Senior Executives Policy**

D. Olson noted that in 2014 the BC Government directed all Public Post-Secondary Board Chairs to establish post-employment restrictions and conflict of interest provisions in College policy in keeping with provincial policy. Okanagan College chose to include the restrictions in the existing Code of Ethical Practices Policy. Because this only applies to six employees it is recommended that the language be moved to a stand-alone policy. No changes are recommended to the existing language.

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."

S. Cook
CARRIED

6.2. **Finance, Audit and Risk Review Committee**

6.2.1. **Chair Report**

The Chair of the Committee noted that the Committee met on January 12th and recommended approving a tuition increase. The Committee also reviewed the proposed audit process and the 3rd quarter financial forecast.

6.2.2. **Budget 2021/2022 Update**

C. Morcom provided a budget update. He noted that the stable enrolment date was on Friday and administration is assessing the final numbers.

	ACTION
He further outlined the 2021/22 Budget development timeline, our current priority capital project list and our financial reserves	
6.2.3. **Domestic Tuition** 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."***	D. Rubadeau CARRIED
6.3. **Education Council**	
6.3.1. Program Revisions	
The following two motions were omnibussed: 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."***	T. Lee 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."***	
C. Newitt noted that the following motion applies to the following programs: 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 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."***	J. Cunningham CARRIED
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."***	S. Cook CARRIED

	ACTION
The following three motions were omnibussed: 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."*** 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."*** 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."***	D. Safinuk CARRIED
The following three motions were omnibussed: 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."*** 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."*** 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."***	S. Cook CARRIED
6.3.2. New Programs 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."***	J. Cunningham CARRIED
6.3.3. Schedules Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Office Administration, Health Care Assistant, Adult Basic***	

	ACTION
Education, and Practical Nursing schedules as recommended by Education Council and as presented."	S. Cook CARRIED
7. VERBAL REPORTS 7.1. **Board Chair Report** G. Morgan thanked everyone at the institution for ensuring employees and students successfully completed the year. 7.2. **President's Report** J. Hamilton noted that he and the Board Chair had met with the new Minister of Advanced Education and Skills Training.	
8. INFORMATION	
9. TOPICS FOR NEXT MEETING No topics were suggested for the next meeting	
10. FOR THE GOOD OF THE BOARD	
11. ADJOURNMENT The meeting adjourned at 12:02 p.m.	CARRIED

President's Report
to the
Okanagan College Board of Governors

March 2021

Learner Readiness and Success

- On March 8th, Minister of Advanced Education and Skills Training, Anne Kang issued a press statement stating, in part, "Dr. Bonnie Henry, Provincial Health Officer (PHO), advised the presidents of all public colleges and universities to prepare for a full return to on-campus education this September." Employee and student safety and wellbeing will remain paramount in Okanagan College's planning that will be revised in accordance with the revamped Go-Forward Planning guidelines as well as the advice and direction of the PHO, Interior Health and WorkSafeBC.

- Okanagan College plans to offer its summer session courses online and via flexible distance education options. The College's first summer session of online courses will run May 10-June 18 and the second summer session begins on July 5. Distance education courses start on May 10 and run through late August.

Community Engagement and Service

- On March 5th, B.C. Premier John Horgan, Vernon-Monashee MLA Harwinder Sandhu, and OC President Jim Hamilton announced the student housing initiative that will see 376 more beds added to the College's housing stock. The project involves buildings in Kelowna (216 beds), Vernon (100 beds) and Salmon Arm (60 beds) and will cost a total of $67.5 million, with the province contributing $36.3 million in grants and another $30.2 million in loans. Okanagan College will provide $1 million. Construction is expected to start in 2022.

- Okanagan College's Enactus team developed the CANsave Financial Literacy Program, which teaches youth important financial literacy skills. The program launched in 2016 with a focus on teaching students in Grades 1 and 2. In the intervening years it has grown to include students in Grades 3-6. To date, our students have mentored more than 50,000 Canadian children.

- Numerous donors have come forward in the last couple of months to make significant donations to the Our Students, Your Health campaign. Retired nurse, Delphine Stone has donated $50,000 in honor of the value of Education. Jim Hodgson and Joy Bianco also donated $30,000 to recognize their passion for the Okanagan.

- In early March, Ford of Canada and Orchard Ford donated a 2020 Ford F-150 to the College to be used by students in its automotive service training programs. In addition, Ford of Canada is also providing students and faculty with access to their online Automotive Career Exploration (ACE) training.

- On March 11th, Okanagan College campuses lowered the flags for the first National Day of Observance to commemorate those who have lost their lives to COVID-19 and the significant impacts Canadians have experienced due to the pandemic.

Teaching, Programming and Applied Research

- The College's Trades and Apprenticeship department launched two new short courses that took place on the March 27-28 weekend. The first one-day course was Auto Master – Women and the second two-day course picked up on the trending resurgence of Little Libraries – small wooden structures you can build and place near your home for people to drop off or pick-up books for free.

- Virtual Experience OC sessions for prospective students began on February 16th. Throughout the series, Professors will welcome prospective students, parents and employers, showcase various programs and provide a first-hand look at topics including sustainability, Indigenous and technological issues facing the world today.

Indigenization

- On February 11th, staff and students pinned small squares of hide to their clothing to recognize Moose Hide Campaign Day. The campaign is a grassroots movement of Indigenous and non-Indigenous men who are standing up against violence towards women and children.

- Okanagan College's Jewell Gillies joins College of New Caledonia's Executive Director of Aboriginal Education, Marlene Erickson and are delivering an engaging overview of the BCcampus *Pulling Together: A Guide for Front-Line Staff, Student Services, and Advisors* resource. The interactive six-week workshop series began on March 4th.

Organizational Sustainability

- Thanks to the support of donors, OC Serves Up will continue until the fall to serve up to 50 lunches per day to students facing food insecurity. Valley First is donating $25,000 and Telus Friendly Future Foundation $15,000 to support the project, along with ongoing in-kind support from Sysco and the Okanagan College Students' Union. Over the past five-month period, the program has provided more than 4,000 healthy, wholesome lunches to students.

- Even with COVID restrictions on holding in-person events, I was still able make my final visits as President to each of the campuses in mid-March. With some pre-planning and physical distancing, I was pleased to be able to meet with a number of employees at each of the campuses to chat and say farewell.

- On March 24th, a virtual retirement event was held in my honor. I was extremely touched and humbled by all of the friends, family and colleagues, both past and present, that took the time to join and offer their kind words and best wishes.

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE
Student Association Fees

DATE
March 30, 2021

BACKGROUND INFORMATION
For example: • Purpose • History • Other relevant information

According to Section 21 of the College & Institute Act, "… on annual notice from a student society, the board must direct the institution to collect student society fees from members of the student society and remit them to the student society …".

Attached are request notices from the Okanagan College Students' Union (OCSU) and the Vernon Students' Association (VSA). Note health and dental fees will now be collected annually rather than per semester at the request of the OCSU and VSA.

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 agrees to collect student fees for Okanagan College for 2021/22 on behalf of the Okanagan College Students' Union and the Vernon Students' Association - Okanagan College, as outlined in the attached submissions"

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)
J. Coble – Director, Student Services
MK. Oliver – Vice President Students

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

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

NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

Pursuant to the *College and Institute Act*, if the Student Society has met its obligations the Board of Governors must direct Okanagan College ("OC") to collect student society fees on behalf of the Student Union, or on behalf of a provincial or national student organization as the case may be, and remit the fees to the Student Union or the provincial or national student organization as may be agreed by the Board and the Student Union.

The Student Union must complete this form and submit it to the Board Secretary no later than **March 15, 2021** in order for OC to collect the fees for the **academic year 2021/2022**. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Union. OC may deduct these expenses from the fees collected.

Student Association Name Okanagan College Students' Union

With this Notice the Student Union requests that the Board direct OC to collect the following fees for the academic year **2021/2022.**

All Registered Students:

Students' Union Fee	61.86	to a maximum of	61.86	per student per semester
	6.31	per Adult Basic Education course		
Media Fund	0.65	per student per month		

Registered Students enrolled in nine credits or more:

Extended Dental Plan	135.00	per student per year (annual fee)
Extended Health Plan	115.00	per student per year (annual fee)

Dental and Health Plan fees are not charged to Adult Basic Education Students.

Remit fees to: Okanagan College Students' Union

British Columbia Federation of Students' Membership Fee:

	0.85	to a maximum of	9.59	per student per semester
	0.71	per Adult Basic Education course to a maximum of	9.59	

Remit fees to: British Columbia Federation of Students, #207-245 Columbia Street, New West Minster, British Columbia, V3L 3W4

If the Student Union changes the amount of the student union fees to be collected (i.e. lower or increase fees, change cap, remove cap, change percentage, etc.) then the Student Union certifies that it has obtained the necessary approvals from its members as required in the *College and Institute Act*. Deadline for notice to the Board of the new fee is **March 15, 2021**.

The Student Union confirms that on December 15, 2020 it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Union President

Jennifer Gullins
Print Name

Jennifer Gullins
Signature

March 3, 2021
Date

NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

Pursuant to the *College and Institute Act*, if the Student Society has met its obligations the Board of Governors must direct Okanagan College ("OC") to collect student society fees on behalf of the Student Union, or on behalf of a provincial or national student organization as the case may be, and remit the fees to the Student Union or the provincial or national student organization as may be agreed by the Board and the Student Union.

The Student Union must complete this form and submit it to the Board Secretary no later than **March 15, 2021** in order for OC to collect the fees for the **academic year 2021/2022**. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Union. OC may deduct these expenses from the fees collected.

Student Association Name: Vernon Students' Association – Okanagan College

With this Notice the Student Union requests that the Board direct OC to collect the following fees for the academic year **2021/2022.**

All Registered Students:

Students' Union Fee	$91.80	to a maximum of	$91.80	per student per semester
	$10.00	per Adult Basic Education course		
Capital Fund	$8.50	per student per semester		

Registered Students enrolled in nine credits or more:

Extended Dental Plan	$140.00	per student per year (annual fee)
Extended Health Plan	$124.00	per student per year (annual fee)

Dental and Health Plan fees are not charged to Adult Basic Education Students.

Remit fees to: Vernon Students' Association – Okanagan College

Canadian Federation of Students' Membership Fee:

	N/A	to a maximum of	N/A	per student per semester
	N/A	per Adult Basic Education course		
		to a maximum of	N/A	

Remit fees to:

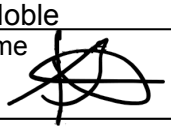
If the Student Union changes the amount of the student union fees to be collected (i.e. lower or increase fees, change cap, remove cap, change percentage, etc.) then the Student Union certifies

that it has obtained the necessary approvals from its members as required in the *College and Institute Act*. Deadline for notice to the Board of the new fee is **March 15, 2021**.

The Student Union confirms that on February 22, 2021 (date) it made available to its members its annual audited financial statements and the auditor's report on those financial statements.

Student Union President

Sarah Noble
Print Name



Signature

March 26, 2021
Date

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Balanced 2021 - 2022 Operating Budget & 2021 - 2022 Capital Budget

DATE

March 16, 2021

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

As previously discussed, the Ministry has granted a number of BC post-secondary institutions permission to develop a budget with a deficit for the 2021-2022 budget year, including Okanagan College. Okanagan College has developed a budget plan for 2021-22 that is in a deficit position of $2.6 million.

The College has budgeted for $9 million in capital expenditures for 2021-2022, subject to receiving funding.

The attachment includes the following information:
2021 – 2022 Budgets

1. Budget Planning Assumptions
2. Risk Assessment
3. Proposed Statement of Operations
4. Changes in Revenue
5. Changes in Expenses
6. 3 Year Projection
7. New Initiatives

Capital Budget

1. Capital Risk Assessment
2. Capital Budget

ACTION REQUIRED

For example: • For consultation • For information • For approval

For approval.

2021 - 2022 Budget:
Proposed Resolution:
"BE IT RESOLVED *THAT the Okanagan College Board of Governors approve the 2021-2022 operating budget of $125,712,000, as recommended by the Finance, Audit and Risk Review Committee."*

2021 -2022 Capital Budget
Proposed Recommendation:
"BE IT RESOLVED *THAT the Okanagan College Board of Governors approve the 2021-2022 capital budget of $9,001,000 subject to receipt of funding, , as recommended by the Finance, Audit and Risk Review Committee."*

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned?

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 motions.

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**

2021/2022 BUDGET

okanagan college

March 30, 2021

Executive Summary

This document is intended to provide context and additional background regarding the components of the overall budget and the budget process at Okanagan College. A formal presentation will be made to the Finance Committee where all of these points within this document will be covered in depth.

The College engages in a very comprehensive annual budget process that begins in the fall. The budget is built from information gathered across the institution. In addition, we consult widely with various stakeholders across the institution including, departments/units, Leadership Team, Student Unions, Education Council, employee groups, and the general College community through campus townhall meetings.

This last year has been unique due to the challenges resulting from the COVID-19 pandemic. Typically, our operations are very stable and we often rely on past data and trends to make assumptions for the development of the budget. In the last year, there has been no typical pattern and we have had to navigate the budget month-by-month as we proceeded through the year. This approach yielded a result for 2020/21, whereby we expect to come close to balancing the budget even though there were significant negative impacts on revenues. This coming year's budget will likely follow a similar approach as we face unknown impacts as we emerge from the pandemic.

Okanagan College normally is required to produce a balanced budget under the Colleges and Institute Act. However, for 2021/22 the Provincial Treasury Board has pre-approved a deficit of $5.3m for Okanagan College to help us deal with the impacts of COVID-19. Institutions are expected to manage deficits within their own resources with no additional support coming from the province. The College can run a deficit of approximately $2.4m and still not impact operating cash reserves.

In past years, the College had the ability to invest in new initiatives. We have employed a conservative approach in the development of the budget at this point and will have very limited resources to invest in new initiatives. In the 2020/21 budget year, we experienced about an $8m decline in revenues over the 2019/20 fiscal year. We expect that we will start to see a rebound in some of those revenues as we see more activity return to campus, and enrolments will rebound from the negative impact in spring 2020 at the outset of the pandemic. A return to campus in the Fall will also result in a more rapid recovery of ancillary revenues such as parking, bookstore, and housing.

The budget recommended for approval is in a deficit position of $2.6m. This allows the College to maintain services as we exit out of COVID while not significantly impacting our cash operating reserves. It reflects a conservative approach that incorporates the worst-case scenario. However, as we are likely to see a greater improvement in our revenues because we have just learned a return to campus in the Fall is a lot more probable. The input and feedback received throughout the process informs resource allocation decisions that help advance the strategic priorities of Okanagan College. Everyone at Okanagan College deserves credit for moving the budget process forward and contributing to a better-than-expected outcome for 2020-21.

Budget Process

Okanagan College engages in a comprehensive annual process to develop the budget that begins in the fall of each year. Every department across the institution completes detailed plans that include a three-year outlook, risk assessment registers and management plans and requests for new initiatives that detail how those initiatives support the department plans and address the overall strategic priorities of Okanagan College. The Budget Committee, consisting of the three Vice Presidents and in consultation with the department of Financial Services, meets with all departments one-on-one to review their plans and requests.

While this internal process is being undertaken, the College also consults with various stakeholders to provide updates and solicit feedback on budget development and opportunities. We meet with the student unions, employee group leaders, Education Council, and the College Leadership Team. The feedback received from these groups feeds into budget process and is taken into consideration as decisions are being made.

The Board of Governors is kept up to-date on the progress of the budget development through the fall and winter meetings with final approval at the end of March.

Context

Okanagan College is required under the College and Institute Act to produce a balanced budget. The budget must be balanced from an accounting perspective meaning we not only have to balance from a cash perspective (current year revenues less current year expenses) but must also take into consideration accounting items such as deferred capital contributions and amortization. Due to the impact of COVID on the budget, Provincial Treasury Board has given Okanagan College and 18 other post-secondary institutions in BC, approval to run a deficit this year. Okanagan College has been approved for a $5.2m deficit but the expectation is that institution will still manage within its own resources and there is no indication that the province will provide additional funds to cover deficits. Having the approval for a deficit does provide additional flexibility because the College can run a deficit of approximately $2.4m and not affect our operating cash reserves. The long-term impact of not balancing to zero over a multi-year period is that it would begin to inhibit the institutions ability to reinvest into capital (technology, desks, major renovations, etc.). Our reserve balance is still in a good position at this point and can handle one year of not adding to the reserve balance.

Okanagan College has four main sources of revenue.

1) Government grant

The government grant represents approximately 51% of College revenue. From Table 1, the trend over the last few years shows the grant covers less and less of College expenses. This is a common trend in post-secondary as the provincial grant has not kept pace with inflation. The 2021/22 numbers show a change in this trend due to the COVID pandemic and the related drop in expenses at OC. The grant is considered to be “block” funding as it does not change according to actual enrolments unless the government provides funding for specific program growth or other special initiatives. As part of the College mandate the government expects the College to deliver a certain number of full-time equivalent (FTE) seats in a variety of programs. The current target for Okanagan College is 7,236 FTE. The College has exceeded its targets in every year of its existence (see Appendix A) yet has only once received a general increase to its operating

budget and has to find ways to absorb inflationary pressures within existing resources. The College absorbed government grant cuts in 2012 and 2013 and has only received increases in the last four years because the government has funded the general wage increases (GWI) related to negotiated collective agreements. International students do not form part of the FTE target grant amount.

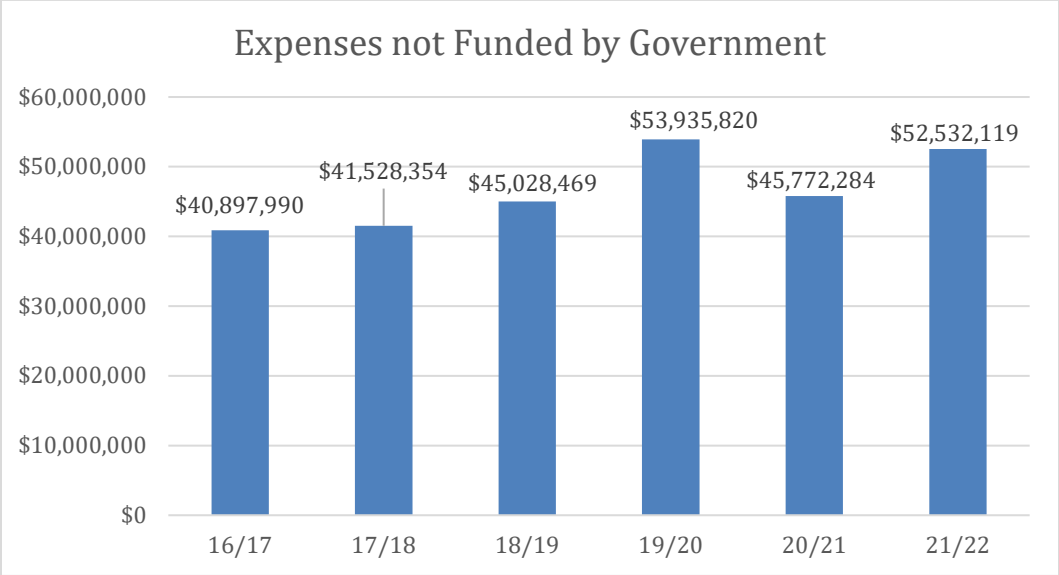


Table 1: The portion of Okanagan College expenses not covered by the government grant 2016/17 to 2021/22

2) Tuition

Is comprised of two components:

a) Domestic Tuition – approximately 20% of the College's total revenue. It represents tuition collected from all domestic students. Tuition increases are capped by the provincial government at 2% per year. The Okanagan College Board of Governors approved a 2% tuition increase for the upcoming 2021/22 fiscal year. Tuition can vary slightly from program to program, but as an example, a domestic Arts student pays approximately $3,700 in tuition per year for full time studies (10 Classes or 30 Credits).

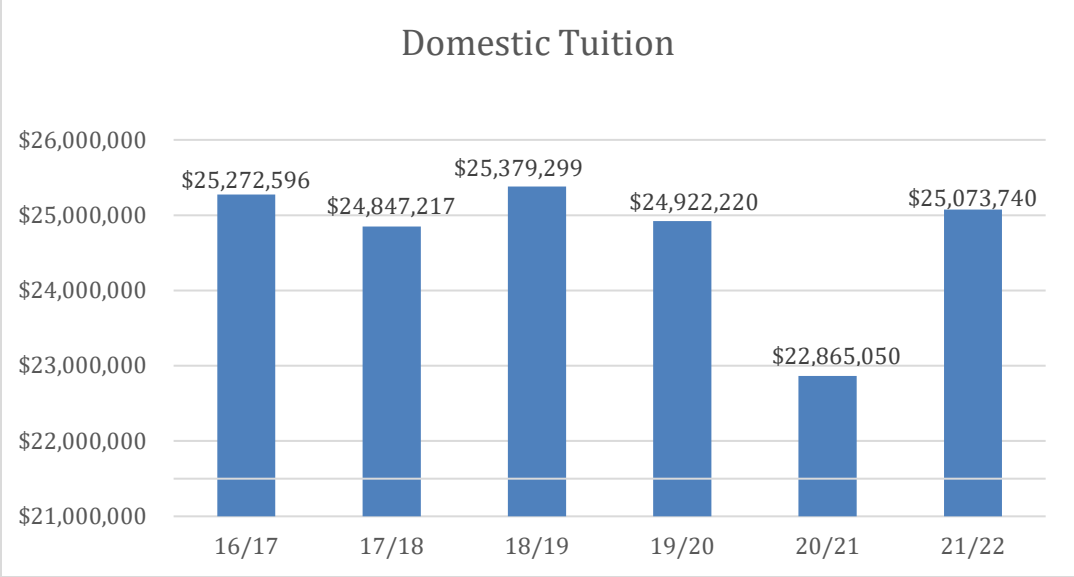


Table 2: Okanagan College domestic tuition revenue from 2016/17 to 2021/22

b) International Tuition – accounts for approximately 17% of total College revenues. The tuition rates are reviewed on an annual basis and approved by the Board of Governors. For 2019/20 no increase was scheduled for international tuition. In May 2019, the Board approved a 3% increase to International tuition effective September 2020. Discussion by the Board on international tuition rates for 2021/22 was discussed by the Board in November 2020 and a 2% increase effective September 2021 was approved. The government does not provide a grant for international students; therefore, they pay more in tuition to cover costs. As an example, an international Arts student pays approximately $14,500 in tuition per year for full-time studies (10 Classes or 30 Credits).

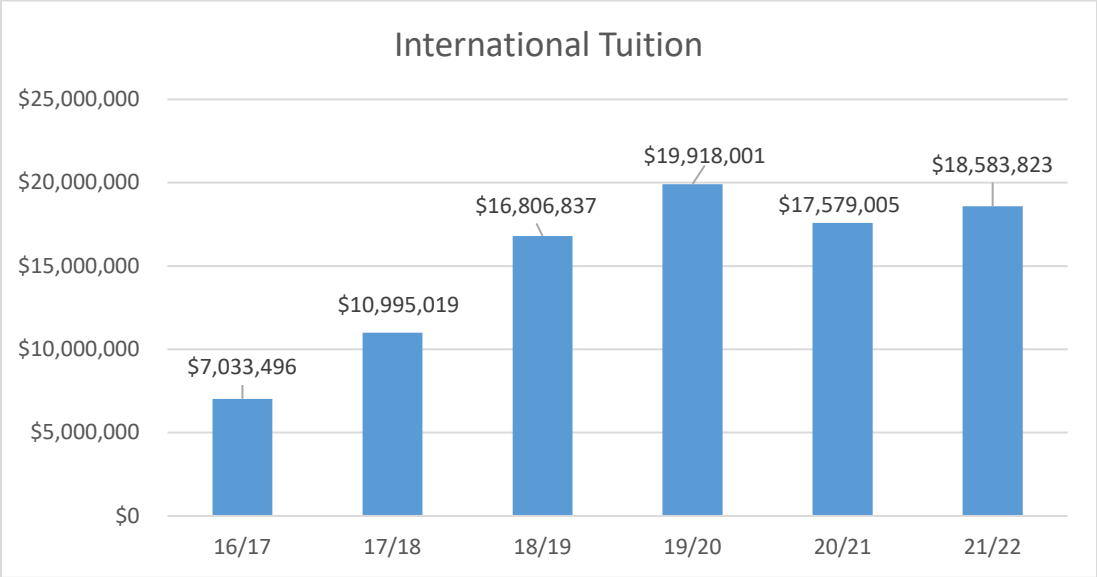


Table 3: Okanagan College international tuition revenue from 2016/17 to 2021/22

3) Contracts

This category typically represents approximately 2% of College revenues and is derived from the Okanagan College Continuing Studies area. There is a variety of activities within this group that includes certificate and special interest courses as well as customized training to external parties. Contract revenue decreased considerably last year due to the COVID pandemic.

4) Ancillary Business Revenues

This category represents approximately 4% of College revenues and is derived from College ancillary services such as housing, food services, and parking. Parking and food services were not revenue generating in 2020/21. Food services were primarily closed and parking was provided to students free of charge during the COVID pandemic. With return to campus in the fall this is an area where we may see some additional revenues, especially around parking. Additionally, student housing was only 50% occupied this year to accommodate COVID protocols as many of the suites are shared accommodations. Early indications suggest the residences might be able to be more at capacity come the Fall.

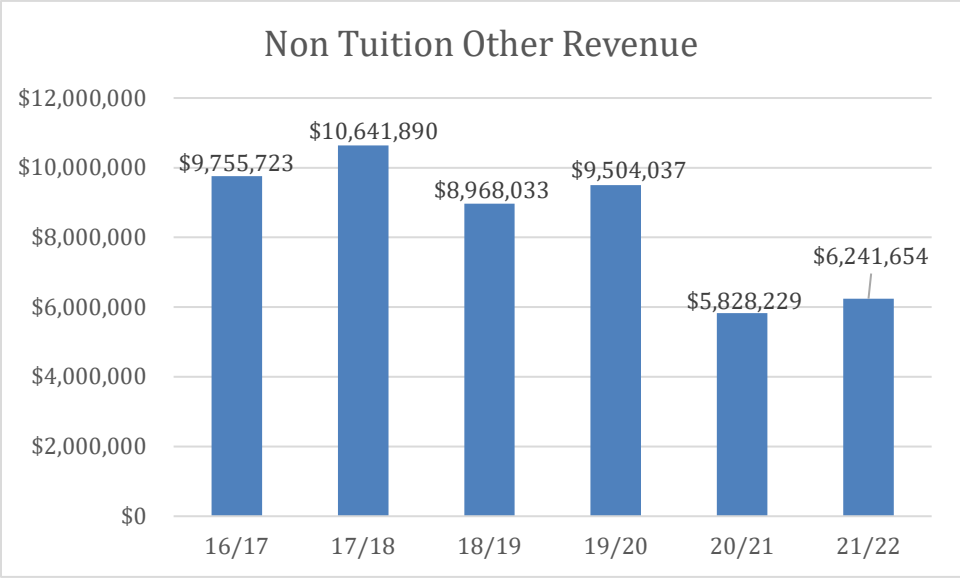


Table 4: Okanagan College "Other" revenue from 2016/17 to 2021/22. Includes contracts and ancillary business revenues

2021/22 Budget Assumptions

Refer to Appendix B for an assessment of Risk relating to key assumptions in budgeting. The major planning assumptions that were used in the creation of the 2021/22 budget include:

1) Government Funding – per the government mandate all GWI increases settled as part of the collective bargaining process will be funded by government.

2) College contribution targets for continuing studies and contract revenue will be met.

3) ITA funding (Trades) will continue to meet expected targets

4) Adult Basic Education Funding – assume the government will continue to provide tuition free adult basic education and hold the College funding at its current level. Current funding for these programs is approximately $2.2m.

5) Domestic Tuition – 2% rate increase and nominal FTE increase for programs we know will rebound (i.e. Trades and Continuing Studies).

6) International Tuition – 2% rate increase effective September 2021 and nominal FTE increase. Still a conservative approach but it will all greatly depend on the ability of International students' ability to travel and obtain Visas.

7) Non-Funded Salary Adjustments – based on analysis we assume $1.5m in salary increases due to salary progression and movement along scales. We are typically very accurate with this estimate within a range of 1-2% variance.

8) Vacancy savings and Other Savings – through this budget cycle we have identified a total of $5m in savings either through vacancy savings or operational spending reductions.

9) Contingency – Board policy allows for 0.5% operating contingency. Current contingency is planned at $630,000 and is utilized for emergency or unforeseen issues that arise during the year.

2021/22 Budget Highlights

This is a very unique budget cycle and year. Still being in the midst of the pandemic creates increased uncertainty around some of our tuition and ancillary revenue assumptions although we are seeing positive signs as there are increased vaccines available with governments expecting the majority of individuals vaccinated by summer 2021. We are still employing a conservative approach to our budgeting planning as we will continue to monitor the situation through the year. During this past year, we monitored activity closely on a month-by-month basis as information became clearer and acted accordingly. The same approach will be followed in the coming months.

At the beginning of the budget process we had about a $5.3m budget gap to address. Through the process departments/portfolios identified a total one-time savings of $5m. Although investments into new areas were limited this year, we are moving ahead with the launch of the new Applied Arts Degree as well as the Health Analytics Post Baccalaureate Diploma. Other investments were related to continued support around Ed/Tech and the continuation of a few projects that were already ongoing. We are forecasting our revenues will return to pre-pandemic levels of around $123m but it is important to note that the majority of the growth is the increase of our government grant from the funding we receive to offset the general wage increases. In addition, it is also the cumulative impact of tuition increases of the past two years that contributes to the recovery and not an assumption of significant increase in enrolments.

Okanagan College enjoys a respectful relationship with both the Okanagan College Students' Union and the Vernon Students Association - Okanagan College and ensures they have the opportunity to consult with administration and present their priorities to the Board of Governors. Given this year's fiscal situation our primary focus has been to maintain current services and programs are committed to

finding innovative ways to address some of their requests. Communication continues with the OCSU regarding the priorities they identified to the Board, especially Open Education Resources, Sexual Violence Prevention Training, and additional investments in services focused on student health and wellness.

As mentioned, this is a very dynamic budget environment as information is constantly changing and requires ongoing monitoring. Overall, we feel our approach is conservative and it is likely we may realize more revenues than what is in this plan. As a result we have also developed some principles to guide ongoing decisions that will be required as we proceed through the year:

1) Hold the line on our current projected 2021-22 deficit of $2.6m.
2) Return one-time savings identified by specific department/portfolios.
3) Invest in other initiatives that will support increased activity.

Refer to Appendix C for detailed financial summaries.

Allocation Principles

Significant energy is dedicated towards the budget development process across the institution. The majority of requests put forward have merit but a lack of resources means we have to look for creative ways to try to either move forward or delay these initiatives for future consideration. There are many choices to be made through the process as the needs of the entire institution are considered. Many factors influence allocation decisions. The principles guiding the decision-making process include:

1) Adherence to the Government Mandate Letter.
2) Alignment with Okanagan College's Strategic Plan.
3) Risk – consider risk areas and mitigation plans to address and ensure resources are dedicated to those areas.
4) Sustainable approach – we maintain a long range 3 to 5-year outlook on the budget and consider the balance of one-time versus recurring commitments.
5) Holistic approach – take into consideration all areas of the institution and employ a balanced approach. The institution is very diverse and as programs and services evolve and grow, different areas of the institution need resources to support a healthy and vibrant learning environment.
6) Mandatory contractual items – items we are contractually obligated to pay (increases related to contracts or other agreements), salary increases, utility increases, etc.

Budget Recommendations

Budget recommendations are broken down by the following categories:

1) Supporting Learner Readiness & Success
2) Focusing on Organizational Sustainability
3) Teaching, Programming & Applied Research

Please refer to Appendix D for individual new initiatives that are recommended for funding.

Student Supports

Throughout the budget process the Board heard from the OCSU regarding the priorities they wanted to see reflected in the budget. The primary focus of their requests were regarding sexual violence prevention training, additional open education resources, and counselling services. The College appreciates the OCSU's approach to bring their concerns forward in a productive and constructive manner. The lens the College often uses when making budget decisions is how each initiative will benefit our students. We fully considered all the students' requests and sought a balance with what the College can afford within its budget and how that can be sustainable in the long-term. This is a challenging environment and our focus has really been trying to maintain service levels, which we have been able to do up to this point.

We are currently investigating the possibility of a sexual violence prevention training program for all students that could be implemented in fall 2021.

The College has been part of a significant increase in e-textbooks and have provided some additional funding to the Library to expand availability. Over the past years through this initiative, we have saved students $392,000 in textbook costs. Open education resources (OER's) are up to individual faculty members to adopt within their courses, but adoption of OERs by OC instructors has so far saved students approximately $611,000. The College has certain strategic funds available that faculty and instructors can apply for to assist in development of adoption of OERs

In regards to counselling, OC received funding for suicide prevention programs and has an application submitted to Bell Let's Talk for funding for additional mental health supports. These initiatives will assist with support but do not meet the long term, institutional investment that OCSU is requesting. Because we are in a deficit position this coming year, we are further researching a model where a Case Manager position could be added to our current counselling model to help address specific concerns raised by the students. When funding permits we would be able to implement quickly.

The recommended funding allocations strike a balance of addressing student priorities, sustainability, services, and increased access to programs.

Strategic Opportunities Fund

The College has maintained a fund for the last few years to help address emerging strategic opportunities during the year. Primarily the fund is intended to provide seed funding to help get an initiative off the ground while we work towards funding initiatives on a recurring basis if required to imbed the initiative within the operations of the College.

Similar to prior years the fund is budgeted at $350,000 and will be used to address various strategic and transformative initiatives that are coming forward that will require some level of resources to help move them forward.

Potential identified uses:

- Strategic Plan
- Equity, Diversity, Inclusion framework
- Digitally Enhanced Learning & Technology
- Transformational Initiatives
- Indigenization

Risk Mitigation Plan

Obviously, the major risk we are continuing to deal with through this year's budget process is related to the COVID-19 pandemic. This is a constantly evolving issue that has required a lot of attention of the institution over the past year in terms of communications and business continuity planning. From a budget perspective, this issue still presents some unknowns in terms of impact on tuition revenues in the 2021/22 fiscal year. In the current fiscal year, the projected deficit for post-secondary across B.C was $178m due to the impacts of COVID. Okanagan College will finish the 2020/21 fiscal year very close to a balanced position as we were able to mitigate about an $8m decline in revenues while still maintaining services. As vaccines are now becoming available, there is a sense that we are coming out on the other side of the pandemic and things will return to a more normal pattern. At this early stage there are still risks around how fast things will recover by fall. Along with every other institution in BC, Okanagan College will be monitoring this risk very closely. If significant impact occurs, it will be an issue that will require a sector-wide solution working in consultation with the Ministry of Advanced Education and Skills Training and the Province of British Columbia.

Through the budget process we have employed a conservative approach in projecting tuition revenues for the coming year. In the meantime, the College has developed a mitigation plan to help address a potential revenue shortfall. This includes:

1) Budget Contingencies $960K - these are funds the College holds in the budget for either strategic initiatives or for contingency to deal with the unexpected.
    a. Strategic Initiatives Fund - $350K
    b. Operating Contingency - $610K

2) One-time Projects – $1m - the budget process included several one-time initiatives and hires that could either be delayed or cancelled if expected registrations do not occur.

3) Vacancy Savings - $1m -$2m – we have had a hiring freeze in place for the last year and only proceeding with hiring based on an as-needed-basis. The budget process has identified vacancy savings but more could be realized if we had to further extend the freeze past the fall.

4) Reserves – $3m - with the permission of the Ministry to run deficits we have access to internal operating cash reserves. We did not access reserves in 2020/21 so the full amount of $3m is still available if absolutely needed.

Similar to the past year, one of the keys will be ongoing monthly monitoring of the budget. We also have plans in place should conditions improve so we can place resources to support the increased activity. Management feels this level of contingency is adequate to address the level and nature of risk in the coming fiscal year.

Capital Budget

The capital budget is considered separate from the operating budget as the majority of funding for routine capital comes directly from the government specifically for this purpose. The College can also access its own reserves for capital as it does not impact the operating budget surplus/deficit position. These expenses are capitalized and do not impact the College's income statement as a cash expense.

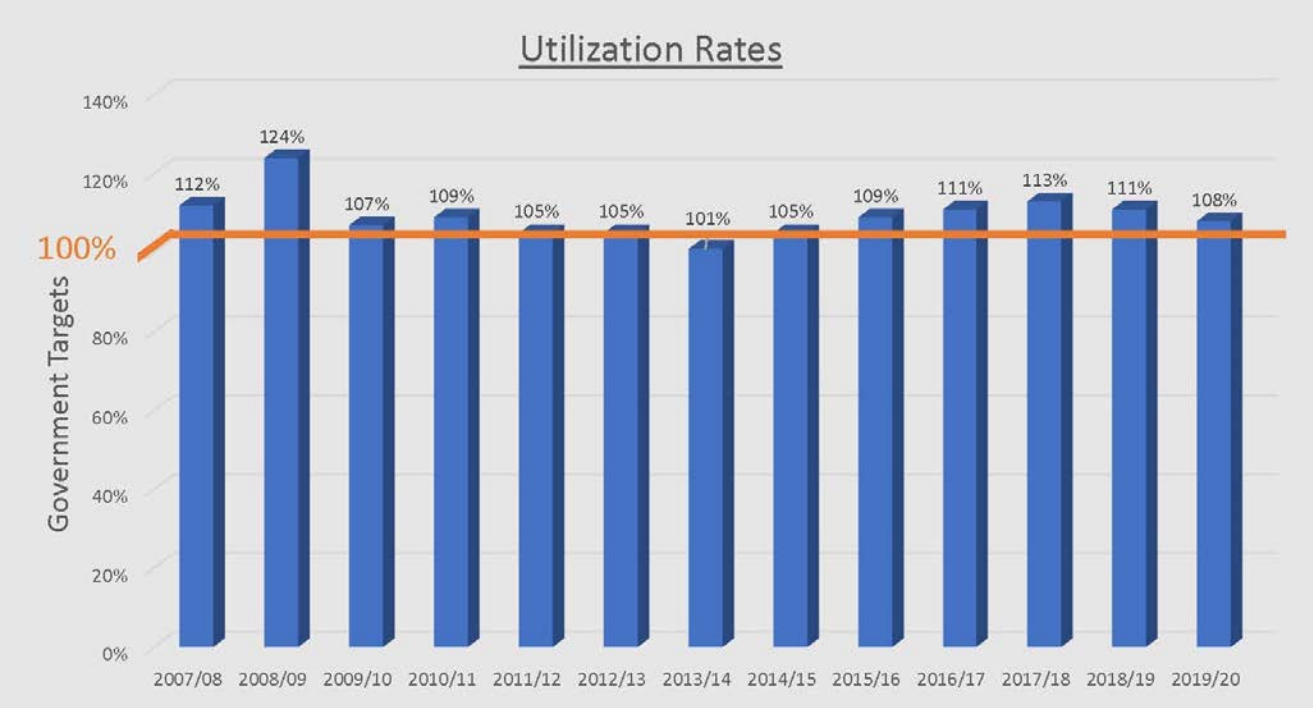
The government currently provides approximately $4m per year towards routine capital for OC. It is important to note that our deferred maintenance (per external audit and benchmarking) is currently at $30m. We have several older buildings in inventory that contribute to this large deferred maintenance gap. There is some relief now that construction of the new Health Sciences building is complete and the old H Building that was constructed in the 1950's will be demolished in the coming months. However; the College still has some older buildings so the deferred maintenance gap will continue to grow.

The College is required to match funding for specific routine capital projects the government helps to fund. We also fund specific capital projects where government funding is not sufficient. Last budget year, the College set aside $1.7m from reserves for this purpose, representing about 43% of the contributed government funding. We propose a similar level for the 2021/22 budget year.

Student housing projects have been approved by the Ministry for Salmon Arm, Vernon and Kelowna campuses. These buildings are expected to be completed for Fall 2023.

Refer to Appendix E for assumption, risk assessment and financial plan summary relating to capital for the 2021/22 budget.

APPENDIX A – Okanagan College Domestic FTE VS Government Targets



APPENDIX B – Risk Assessment of Budget Planning Assumptions

Risk #	Description of Risk (Identify the risk and the impact or effect of the risk)	L 1 - 5	C 1 - 5	Risk	Current Risk Level
1	Domestic Enrollments will fall short of Budget Projections.	2	2	4	***LOW***
2	International Enrollments will fall short of Budget Projections.	3	4	12	***HIGH***
3	Government grants fall short of projected levels (some unknowns around ABE funding models)	1	3	3	***LOW***
4	Targets for continuing studies and contract training will not be met	2	2	4	***LOW***
5	ITA funding targets will not be met	1	3	3	***LOW***
6	The contingency fund is not sufficient to cover unanticipated costs in the year. (This is possible, but given the size of the contingency, the likely effect would be minor)	3	2	6	***MEDIUM***
	Overall Budget Risk (Overall budget risk is medium as a result of the risk to international enrollments)	3	3	9	***MEDIUM***

APPENDIX C: Financial Summaries

2021/2022 Budget
Proposed Statement of Operations
$ (000's)

	2020/21 Approved Budget	2021/22 Proposed Budget
Revenue		
Grants	63,808	67,441
Tuition (Domestic & International)	47,932	43,657
Contracts and Other	4,143	2,798
Ancillary Service Sales	5,419	3,444
Deferred Capital Contributions	5,510	5,739
Total	**126,812**	**123,079**
Expenses		
Salary and Benefits	91,587	93,699
Supplies and Services	27,217	23,870
Depreciation - Capital Assets	8,008	8,143
Total	**126,812**	**125,712**
Annual Surplus/(Deficit)	**0**	**(2,633)**

2021/2022 Budget
Changes in Revenue
$ (000's)

	2020/21 Approved Budget	2021/22 Proposed Budget
Revenue - 2020/21		**126,812**
2020/21 Version 2 changes		976
Grants		**2,286**
Bargaining Mandate	1,897	
Contracts	954	
ITA	(222)	
ABE/ESL reduction	(343)	
Tuition:		**(4,359)**
Domestic	(1,116)	
International	(3,876)	
New Initiatives	633	
Contracts & Other		**(680)**
Ancillary Services		**(1,975)**
Deferred Capital Contributions		**19**
Proposed Revenue		**123,079**

2021/2022 Budget
Changes in Expenses
$ (000's)

	2020/21 Approved Budget	2021/22 Proposed Budget
Expense - 2020/21		**126,812**
2020/21 Version 2 changes		(399)
Salary		**1,976**
Bargaining Mandate	1,184	
Salary adjustments	1,415	
One-time vacancy savings	(1,576)	
Unfunded Liability Employee Benefits	194	
New initiatives	759	
Supplies and Services		**(2,689)**
New PD funds	242	
Reduction in ancillary services	(865)	
New contracts and research	579	
One-time savings	(2,327)	
Reduction in AUG	(318)	
Reduction in study tours & agency fees	(490)	
Depreciation		**12**
Proposed Expense		**125,712**

Proposed 2021/2022 Budget &
3-Year Status Quo Projection
$ (000's)

	2021/22 Proposed Budget	2022/23 Projection	2023/24 Projection	2024/25 Projection
Revenue				
Grants	67,441	63,529	63,629	63,629
Tuition (Domestic & International)	43,657	41,515	41,889	41,889
Contracts and Other	2,798	3,834	3,834	3,834
Ancillary Service Sales	3,444	4,064	5,419	5,419
Deferred Capital Contributions	5,739	5,492	5,423	5,423
Total Revenue	**123,079**	**118,434**	**120,194**	**120,194**
Expenses				
Salary and Benefits	93,699	94,100	95,100	95,100
Supplies and Services	23,871	25,776	27,124	27,124
Depreciation - Capital Assets	8,142	7,954	7,868	7,868
Total Expense	**125,712**	**127,830**	**130,092**	**130,092**
Annual Surplus/(Deficit)	**(2,633)**	**(9,396)**	**(9,898)**	**(9,898)**

APPENDIX D- Summary of New Initiatives

Excelling in Teaching, Programming and Applied Research

Arts and Foundational	Criminal and Social Justice Diploma Expansion- Increase CRIM S01021 from .5 to .625 (1 TLU additional workload to meet increased demand)
Arts and Foundational	Applied Bachelor of Arts: Community Research & Evaluation: Full program
IT Services	New software requirements (due to COVID)
Learning and Applied Research	Curriculum Learning Designer position to support digitally enhanced learning and teaching & strategies in indigenization and globalization.
Learning and Applied Research	Reclassify assistant from SSAII to SSCI to recognize the additional duties and responsibilities undertaken in this role
Science, Tech and Health	3.41 TLUs to manage growth in Network and Telecommunications Engineering Technology (NTEN) program

Focusing on Organizational Sustainability

Continuing Studies	Make the Program Coordinator position permanent for Salmon Arm/ Revelstoke using existing term budget.
OC Wide	HR- sick leave budget
OC Wide	HR- severance budget

Supporting Learner Readiness and Success

Library Services	Integrated Library system replacement
Okanagan School of Business	5 TLUs to continue development of asynchronous courses for BUAD
Regional Dean- Central Okanagan	Additional leased space at Innovation Centre
Science, Tech and Health	Health Lab Tech V to support at multiple campuses
Science, Tech and Health	Math DSCI Health Analytics post-bacc program
Trades and Apprenticeship	Culinary Arts material fees (revenue)

APPENDIX E - Proposed Capital Budget 2021/22

Budget Planning Assumptions

1. Government will follow through on promised capital funding
2. The College will be able to fund raise the College's share of capital costs
3. The projects will come in on budget

Risk Assessment

Risk #	Description of Risk (Identify the risk and the impact or effect of the risk)	L 1 - 5	C 1 - 5	Risk	Current Risk Level
1	Government does not provide Capital Funding	1	3	3	***LOW***
2	Market conditions change as construction of Housing projects commence	3	3	9	***MEDIUM***

2021/22 Capital Budget $ (000's)	
OC Funded Capital Expenditures	
OC Annual Furniture and Equipment	1,700
Demolition of H Building	1,172
Externally Funded Projects	
Routine Capital	3,957
Demotion of H Building	1,172
Student Housing	1,000
Proposed Capital Expenditures	**9,001**

Submission of Information from Senior Staff to the Board of Governors

Report Title

Forgiveness of Foundation Receivable

Date

March 16, 2021

Background Information

For example: • Purpose • History • Other relevant information

The Okanagan College Foundation's sole purpose is to raise funds to further the mission of Okanagan College. Okanagan College provides annual funding to support the ongoing operations of the Foundation. At certain times campaigns are undertaken to raise funds for specific projects. For example, the Foundation conducted capital campaigns for the Trades buildings in Vernon and Kelowna and I currently raising money for the Health Sciences Centre. For these projects additional costs to hire campaign fundraisers are incurred to achieve the desired fundraising targets. Under an agreement between the Foundation and the College, funds are advanced to the Foundation annually to cover the increased operating costs of the capital fundraising campaign. Funds to repay this OC receivable are expected to come from donations received.

In the past, the College has forgiven the costs related to these fundraising campaigns. This provides the opportunity for the full amount of the donations to move to the College for its intended purpose at the time it is needed. Donors also appreciate that the full value of their donation goes to the project they have chosen to support.

The amount of the receivable fluctuates from year to year, depending on the level of activity and number of active campaigns. The estimated receivable forgiveness this year is $137,000 (prior year $175,000). The Health Science Centre campaign is still under way.

Action Required

For example: • For consultation • For information • For approval

For approval.

Proposed Resolution:
"BE IT RESOLVED THAT the Board of Governors forgive the receivable to the Okanagan College Foundation for actual capital campaign expenses up to $137,000 as recommended by the Finance, Audit and Risk Review Committee."

STRATEGIC PLAN [1]ALIGNMENT

With which Key Directions is this topic aligned?

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)

C. Morcom –Vice President, Employee and Corporate Services

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

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Code of Ethical Practices Policy

DATE

March 23, 2021

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The Code of Ethical Practices Policy has been revised and will replace the November 2014 version of the policy.

Following extensive internal consultation, the Board Executive Committee approved posting of the revised Code of Ethical Practices policy for a 30-day consultation period that opened to employees and students in February 2021. Input from the consultation was incorporated as appropriate and the final version of the policy was provided to the Board Executive Committee for review. The policy is now being recommended to the Board for approval in March 2021.

ACTION REQUIRED

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

The Board is asked to approve the Code of Ethical Practices Policy.

Recommended Motion:

"BE IT RESOLVED THAT the Board of Governors approve the Code of Ethical Practices Policy as recommended by the Board Executive 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 this motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Meri Kim Oliver, Vice President, Students
Donna Olson, Director, Legal Affairs and Policy Development

This document is intended to be a cover sheet only (eg one page)

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

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

Title:	Code of Ethical Practices Policy
Policy Area:	Operations – Human Resources
Policy Number:	E.2.5
See also: **(related policies)**	*Discrimination, Bullying and Harassment Policy* *Sexual Violence and Misconduct Policy* *Post-Employment Restrictions for Senior Executives Policy* *Protection of Privacy Policy* *Violent and Threatening Behaviour Policy* *Faculty Association Collective Agreement* *BCGEU Support Staff Collective Agreement* *BCGEU Vocational Instructor Collective Agreement*

Effective Date of Policy:	March 31, 2021
Approval Date:	March 30, 2021
Applies to:	Employees of Okanagan College
Approving Body:	Board of Governors
Supersedes or New:	Code of Ethical Practices, November 6, 2014; Code of Ethical Practices, August 18, 2008
Authority:	*College and Institute Act*

The following are responsible for the administration of this policy

Primary Office:	**Contact:**
Vice President, Employee and Corporate Services	Executive Assistant to the Vice President

1. Policy Statement

1.1. Okanagan College provides a workplace that supports excellence in education and an environment in which employees are proud to work. To contribute to these goals, all employees of Okanagan

College are accountable for their actions and must act in an honest, ethical and professional manner at all times.

2. Purpose

2.1. The purpose of the Code of Ethical Practices Policy is to set out the principles and standards of ethical conduct expected of all employees of the College.

3. Scope

3.1. This policy applies to all employees of the College. Employees are responsible for making themselves aware of, understanding and complying with all College policies and are expected to seek clarification where necessary. Normally, the employee's Supervisor will be responsible for providing guidance on a policy in response to an employee's question.

3.2. This policy will not interfere with the rights and obligations specified in collective agreements governing bargaining-unit employees of the College, and where there is an inconsistency between a collective agreement and this policy, the collective agreement terms shall prevail to the extent of the inconsistency.

4. Definitions

4.1. For the purposes of this policy, the following definitions apply:

a) "**Confidential Information**" means information disclosed to, used by, developed by, or made known to an employee in the course of their employment that is not generally known by persons outside the College. It includes, but is not limited to, personal information pertaining to the College's employees (past, present and potential new employees); student personal information; operations; practices; facilities; technology; research; marketing methods or strategies; finances; inventions; routines; etc.;

b) "**Conflict of Interest**" means any situation where an employee has Personal Interests, whether direct or indirect, that are in conflict, potentially in conflict or could result in the reasonable perception of a conflict, with the interests of the College. This includes, but is not limited to, situations where the independence, impartiality and objectivity the employee is obliged to exercise in the performance of their duties and responsibilities could be compromised. A Conflict of Interest can occur in three ways:

1) an actual conflict of interest refers to a situation where an employee takes some action or exercises a power or performs a duty or responsibility, and in doing so, there is the opportunity to further the employee's Personal Interests;

2) a potential conflict of interest refers to a situation where an employee's Personal Interests could influence the exercise of the employee's actions, power or performance of their duties or responsibilities to the College;

3) a perceived conflict of interest refers to a situation where an informed person might reasonably hold an apprehension that a conflict of interest exists on the part of the employee in relation to a Personal Interest. A perceived conflict of interest is determined by the perception of a reasonable person (a hypothetical member of the public) who is reasonably well informed;

c) "**Gift(s)**" means kickbacks, favours, meals, entertainment, privileges or other similar services of value greater than $250.00 or a Gift less than $250.00 which may compromise, or appear to compromise, the objectivity of the employee in the performance of their duties to the College;

d) "**Personal Interest**" means a personal, private or financial interest (including any real or tangible benefit, direct or indirect pecuniary or economic interest or advantage) that benefits an employee or a Related Party;

e) "**Related Party(ies)**" means a person who is:

- related to the employee by blood, adoption, marriage or common-law marriage;
- a close personal friend of the employee;
- living in the same dwelling or household as the employee of the College;
- in a romantic or intimate (including, but not limited to, sexual) relationship with the employee within the previous five (5) years; or
- shares a Significant Financial Interest, either directly or indirectly, with the employee;

f) "**Significant Financial Interest**" is any interest substantial enough that decisions of the College could result in a personal gain for the employee or a Related Party;

g) "**Student**" means a person the Registrar recognizes to be enrolled in a course or program at the College; and

h) "**Supervisor**" for a non-Leadership Team member means a Dean, Director, Regional Dean or Registrar responsible for that employee's department/program area. For a Leadership Team member, Supervisor means their direct supervisor.

5. Standards of Conduct

5.1. The effective and efficient operation of the College relies on employees fulfilling their roles and responsibilities with the highest standards of conduct and professionalism.

5.2. Employees are expected to encourage and maintain a positive learning and working environment for students and other employees.

5.3. Employees have a duty to be responsible for the welfare of the College and accordingly, employees must not allow their Personal Interests to conflict, or appear to conflict, with their duties and responsibilities at the College.

5.4. Employees of the College must:

a) devote all their time and attention, and provide their best efforts, skills and talents, to the business of the College during the employee's working hours;

b) faithfully, diligently and honestly perform their duties and responsibilities;

c) ensure their conduct and language reflect social standards of courtesy, dignity, trust and respect;

d) act with care and in a prudent and diligent manner, and keep themselves informed of the policies, business and affairs of the College;

e) avoid creating the impression of speaking or acting on behalf of the College when they speak or act as private persons;

f) ensure that their interactions and relationships with Students, co-workers and any other individual who deals in any way with the College are appropriate at all times; and

g) not plagiarize and must properly acknowledge authorship of materials, including situations where the work has not been explicitly protected by copyright.

5.5. Employees are expected to act in a prudent and diligent manner and must:

a) provide services within the boundaries of their competence, based on their education, training, professional experience and professional development;

b) truthfully and accurately represent their qualifications, educational backgrounds, experience and professional credentials;

c) ensure that Confidential Information is protected from unauthorized access, use and disclosure, and otherwise maintain the confidentiality of the affairs and dealings in the College; and

d) conduct their work in full compliance with both the letter and the spirit of all applicable laws and regulations and avoid any situation which could be perceived as an improper attitude towards compliance. If in doubt, employees are expected to ask for clarification from their Supervisor.

6. Confidential Information

6.1. In the course of employment or performing their duties, employees may be given access to or become aware of Confidential Information of the College or of a third party who has disclosed such information to the College.

6.2. Employees are expected to maintain the confidentiality of such Confidential Information, in whatever form and however stored or transmitted, and to protect such information from loss, theft or misuse.

6.3. Employees shall not disclose or use Confidential Information gained by virtue of their association with the College for personal gain, personal benefit or to benefit a Related Party or associates.

6.4. If in doubt regarding what is considered Confidential Information, employees shall seek guidance from their Supervisor.

7. Conflict of Interest

7.1. In general, a Conflict of Interest exists for employees who use their position at the College to pursue or advance a benefit for themselves, a Related Party or a person to whom the employee owes an obligation.

7.2. All employees:

a) are required to disclose an actual, potential or perceived Conflict of Interest at the earliest possible opportunity to their Supervisor (see Disclosure section below);

b) shall perform their duties and responsibilities, and act in such a manner as to avoid any actual, potential or perceived Conflict of Interest. The interests of the College shall always prevail where an employee is in a situation of Conflict of Interest or perceived Conflict of Interest, or where the personal interest of a Related Party places an employee in a situation of an actual, potential or perceived Conflict of Interest;

c) shall avoid any situation in which there is an actual, potential or perceived Conflict of Interest that could interfere with the employee's judgment in making decisions in the best interest of the College. Where an employee is in doubt about whether a particular set of circumstances may give rise to an actual, potential or perceived Conflict of Interest, the employee should discuss the situation with their Supervisor; and

d) are encouraged to report to their Supervisor any situation an employee believes could be a Conflict of Interest involving another employee of the College that has not been reported. If the potential Conflict of Interest involves a romantic or sexual relationship with a Student, the employee is required to report it to their Supervisor.

7.3. Where an actual, potential or perceived Conflict of Interest is disclosed, the College will take steps to determine whether a Conflict of Interest exists and, if so, implement measures to avoid or manage the Conflict of Interest.

7.4. The following sections are a non-exhaustive list of examples that illustrate situations that are usually considered to create an actual, potential or perceived Conflict of Interest. These sections include:

A. Relationships with Students;
B. Workplace Relationships;
C. Accepting or Giving Gifts or Other Complimentary Items;
D. Conflict of Interest Concerning Employee Personal Interests;
E. Outside Business Interests;
F. Outside Remuneration; and
G. College Tools, Equipment, Supplies and Goods.

A. Relationships with Students

A.1 At all times, employees are required to act in a fair, objective, professional and unbiased manner in their dealings with Students.

A.2 There is an inherent power imbalance between employees and Students (in particular employees in instructional positions). Any employee who has a direct or indirect influence, input or significant decision-making power over a Student regarding:

a) marks;

b) discipline;

c) other academic interests; and/or

d) other College related matters;

must not become involved in a business, financial, or a personal relationship (including, but not limited to, romantic or sexual) with a Student for the duration of their professional, supervisory, evaluative or potential influence-making role without first disclosing and resolving the Conflict of Interest (see Disclosure section below).

A.3 The potential for a Conflict of Interest still exists even if the business, financial or personal relationship with a Student starts soon after the instructional, evaluative or supervisory role concludes. For example, if the Student's marks are not completed and submitted, or any other evaluative or supervisory decisions are pending.

A.4 An employee's current or past (within 5 years) business, financial, or personal relationship, including a romantic or sexual relationship, with a Student constitutes an actual, potential or perceived Conflict of Interest and must be promptly disclosed to the employee's Supervisor.

A.5 Employees are strongly discouraged from commencing any consensual romantic or sexual relationship with a Student. If such a relationship develops, it may raise concerns of, among other things:

a) harassment (including sexual harassment);

b) the creation of favouritism and bias;

c) actual, potential or perceived Conflict of Interest; and

d) impairment of the integrity and trust required to maintain the academic/work relationship with that Student and/or with other Students.

A.6 Employees should be aware that others may perceive their behaviour differently than was intended when it comes to Students. Interactions that are perceived as informal and personal may make Students feel uncomfortable and may lead them to question the employee's intent. The following non-exhaustive list of behaviours may be perceived differently than the employee intended and may even constitute harassment (including sexual harassment):

a) a social invitation to an individual Student (e.g. for dinner, coffee or drinks);

b) commenting on a Student's dress or appearance;

c) an invitation to an individual Student to the Employee's home;

d) requesting an individual Student to do a task of a personal nature;

e) a gift;

f) a proposal to share accommodation;

g) personal questions or disclosures;

h) connecting privately on social media (e.g. Facebook); and

i) physical contact of any kind that is not part of the training requirement in the program (e.g. nursing, dental).

A.7 When in doubt about a particular situation, the employee should discuss it with their Supervisor and follow the steps in the Disclosure section.

A.8 For more information, see the document at this link: Questions & Answers – Relationships Between Employees and Students. This is an information document and does not form part of this policy.

B. Workplace Relationships

B.1 Employees must disqualify themselves as participants in employment decisions when their objectivity could be compromised for any reason. Employees who engage in workplace relationships should be aware of their professional responsibilities and are responsible for ensuring that the relationship does not raise concerns regarding an

actual, potential or perceived Conflict of Interest, abuse of power, harassment, favouritism or bias.

B.2 When in doubt as to whether a workplace relationship may create an actual, potential or perceived Conflict of Interest, the employee should err on the side of disclosure and discuss the situation with their Supervisor and follow the steps in the Disclosure section.

B.3 Two or more employees who constitute Related Parties are prohibited from being employed in situations where:

a) a reporting relationship exists where one of the employees has influence, input or decision-making capacity over another employee in relation to their work, remuneration or similar employment-related matters; or

b) the relationship may compromise, or appear to compromise, the objectivity between the employees or would have a detrimental effect on the College.

B.4 Employees are required to disclose all workplace relationships involving a Related Party to their Supervisor.

C. Accepting or Giving Gifts or Other Complimentary Items

C.1 It is essential to fair business practices that all those who associate with the College, as suppliers, contractors or employees, be treated fairly and without favouritism.

C.2 To ensure the College's image and integrity in the community, employees are prohibited from requesting, accepting or giving gifts intended to unfairly influence (or that may give the appearance of unfairly influencing) a decision concerning College affairs.

C.3 Employees and Related Parties shall not request or accept Gifts that create or appear to create a favoured position for doing business with the College.

C.4 Similarly, no employee shall offer or give Gifts in order to secure preferential treatment for themselves or a Related Party.

C.5 Under no circumstances shall employees offer or receive cash, loans or commissions in exchange for preferential treatment. Any employee experiencing or witnessing such an offer shall report the incident to their Supervisor immediately.

C.6 Notwithstanding the above, gifts may be accepted or offered by employees in the normal exchanges common to, and generally accepted in, established business relationships. An exchange of gifts must not create a sense of obligation. Employees should note the following with respect to accepting or offering gifts:

a) employees are prohibited from accepting or offering unlawful gifts;

b) when in doubt as to whether to accept or offer a gift, the employee should err on the side of caution and discuss the situation with their Supervisor in order to gain approval or be given other advice.

C.7 Any gift received by an employee shall be returned to the donor if the Gift does not comply with the requirements of this policy.

D. Conflict of Interest Concerning Employee Personal Interests

D.1 Employees must not use their position, office affiliation, or College property to pursue Personal Interests.

D.2 Employees must ensure that no Conflict of Interest exists between their Personal Interests, and the execution of their duties or responsibilities to the College or the operations of the College. When commencing employment with the College, employees shall arrange their private affairs in a manner that will prevent any Conflicts of Interest from arising, or if such re-arranging is not possible, the Conflict of Interest must be disclosed to their Supervisor.

D.3 In the performance of their duties, employees must not give preferential treatment to Related Parties, organizations or other entities in which the employee, or Related Parties have a pecuniary, financial, business or other interest.

D.4 Employees must exercise due care in the management of their private affairs so as to not benefit, or be perceived to benefit from, among other things:

a) the use of College Confidential Information;

b) the College's employees, resources, intellectual property, materials, facilities or assets for Personal Interests or other matters unrelated to their employment with the College; or

c) any College transactions over which the employee can influence decisions (e.g., investments, borrowing, purchasing, sales, contracts, grants, discretionary approvals and/or appointments).

D.5 Employees shall not, either directly or through Related Parties or associates, acquire or dispose of any interest, including publicly traded shares, in any company while having undisclosed Confidential Information obtained in the course of their work at the College which could reasonably affect the value of that interest or securities.

E. Outside Business Interests

E.1 Employees shall disclose possible conflicting outside business activities at the commencement of their employment at the College or immediately upon the employee becoming aware of it. Such disclosure shall be made to their Supervisor.

E.2 No employee shall hold a Significant Financial Interest, either directly or through a Related Party, nor hold or accept a position as an officer or employee in an organization in a material relationship with the College, where by virtue of his or her position in the College, the employee could in any way benefit the other organization by influencing the purchasing, selling or other decisions of the College, unless that interest has been disclosed to the employee's Supervisor and a remedy has been developed and approved.

E.3 These restrictions apply equally to interests in companies or institutions that may compete with the College in all of its areas of activity.

E.4 Notwithstanding any outside activities, employees are required to act in the best interest of the College.

F. Outside Remuneration

F.1 Employees may be invited by other colleges, institutions, businesses, government agencies, community groups, etc. to engage in remunerative employment outside their position at the College. The College allows this participation, providing that such ventures do not: disrupt College services, impact College operations, impose a financial burden on the College or create an actual, potential or perceived Conflict of Interest.

F.2 Employees may engage in remunerative employment with other employers, maintain businesses and receive remuneration from public funds for activities outside their position, provided that:

a) it does not interfere with the performance of their duties as an employee;

b) it does not bring the College into disrepute and harm the College's reputation;

c) it does not represent a Conflict of Interest;

d) it is not performed in such a way as to appear to be an official act of the College or to represent the College's opinion or policy; and

e) it does not involve the use of College-paid time, or the College's premises, services, equipment, or supplies to which an employee has access by virtue of their employment with the College.

G. College Tools, Equipment, Supplies and Goods

G.1 Employees are entrusted with the care, management and cost-effective use of the College's tools, equipment, supplies and other goods.

G.2 Employees may not dispose of or purchase the College's tools, equipment, supplies and other goods except in accordance with approved policies and procedures established by the College.

G.3 Employees may only use tools, equipment, supplies and other goods owned by the College, excluding vehicles and heavy equipment, with written approval from the employee's Supervisor and such use is limited to temporary, incidental personal use.

G.4 Incidental personal use means infrequent and of short duration, that does not impact the College's operations and does not cause the College to incur any cost or inconvenience.

8. Disclosure

8.1. At the time of appointment or at any time during employment, an employee must disclose to their Supervisor any interests and relationships of which the employee is aware which will or may give rise to an actual, potential or perceived Conflict of Interest.

8.2. Full and timely disclosure under the policy enables the College and employee to manage and resolve a Conflict of Interest or unclear situation before any difficulty can arise.

8.3. If, at any time during the course of their employment at the College, an employee:

a) perceives that their actions/activities may be deemed, by a reasonable person, as an actual, potential or perceived Conflict of Interest or an employee becomes aware of an actual, potential or perceived Conflict of Interest before or after an action/activity is complete;

b) is concerned that another employee is in an actual, potential or perceived Conflict of Interest situation; or

c) is in doubt whether a situation involves an actual, potential or perceived Conflict of Interest; the employee shall disclose to their Supervisor the nature, facts and extent of their concern immediately upon becoming aware of the matter. However, if the situation involves their Supervisor or, for any reason the employee is not comfortable disclosing their concern to their Supervisor, then such disclosure shall be made to the Director, Human Resources or the Vice President responsible for the area where that employee works.

8.4. When a disclosure of an actual, potential or perceived Conflict of Interest is received, the Supervisor will consult and seek advice from other appropriate individuals within the College and externally as necessary. The Supervisor will develop measures to address or manage the Conflict of Interest. If the Supervisor determines it is appropriate, the Supervisor will consult with the employee to participate in the development of a remedy to the actual, potential or perceived Conflict of Interest.

8.5. A record of the disclosure of the actual, potential or perceived Conflict of Interest activity and the resolution shall be kept on the employee's personnel file.

8.6. If an employee may have been involved in an actual, potential or perceived Conflict of Interest activity and has failed to disclose such activity, the Supervisor will consult with the Director, Human Resources. The Director, Human Resources will take the necessary steps to investigate and determine if the employee has breached this policy and will make a recommendation to the employee's Supervisor and appropriate Vice President concerning a remedy, including possible disciplinary action.

9. Breach

9.1. Compliance with this policy is a term of employment for all employees.

9.2. An employee found to have breached their duty by violating this policy may be subject to discipline up to and including dismissal from employment. Disciplinary action shall be recorded and retained on the employee's personnel file.

9.3. A Supervisor who directs or approves of a violation of this policy, or who fails to report a violation, of which he or she has knowledge, may also be in violation of this policy.

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

2021_2022 ITA Training Plan

DATE

March 26, 2021

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The ITA Training Plan provides an assessment of Okanagan College Trades programming for the coming year, as determined through discussion with the Industry Training Authority.

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 the 2021/2022 Annual Programming Plan 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)

Andrew Hay, Ph.D., P. Eng Provost and Vice President, Academic

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

Trades and Apprenticeship Training Plan 2021-22

We are requesting $7,250,348 in base funding from the Industry Training Authority (ITA) for 2021-22. Our base funding has varied between $7.25M and $7.3M for the past few years with supplemental funding available for additional high-demand intakes, on occasion, or in the case of 2020-21, intakes moved into the next fiscal.

Important points:

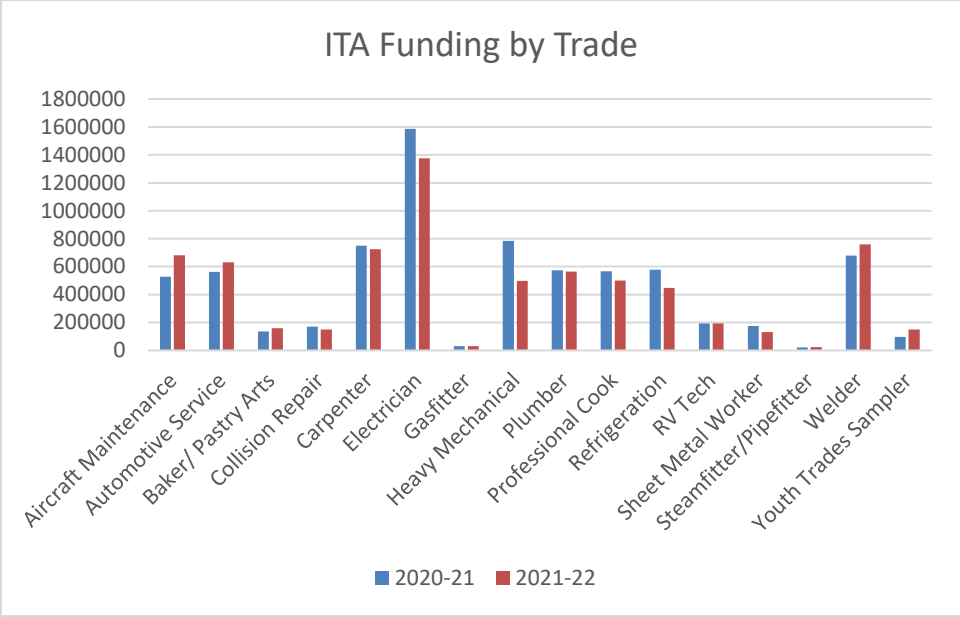
- Our ITA pre-approved base amount is $7,255,146 and we are requesting just under this amount;
- The ITA is continuing to fund intakes at the rate as if classes were full, provided we enroll a minimum of 6 students;
- We are focusing on apprenticeship intakes for the first quarter of the year to complete catching up from the 2020 March to June period when shops were closed due to the onset of the pandemic. Currently, most waitlists are reasonable (i.e., under a year and often 3-6 months, with a few exceptions such as Refrigeration and A/C and Electrical 2);
- Student enrollment is more volatile than usual due to employment fluctuations (including strong demand in construction at this time), students applying to more than one institution, and some students wanting to wait for training until we are fully back to face-to-face delivery (currently most theory portions of training are being delivered online);
- 2021-22 intakes are anticipated to run at largely 75% of the normal fill capacity (12 out of 16 seats) as COVID restrictions are expected to remain in place until at least September;
- AME-S as an industry experienced some months of down-turn, resulting in intakes for September not filling as quickly as usual; however, with several recent announcements, including a return to hiring at KF Aerospace, we anticipate demand will pick up again;
- Automotive 2 and Heavy Mechanical Trades 2 apprenticeship demand is lower than at this time last year, Carpenter 1 is higher, while other programs are fairly similar;
- Welder Foundation is experiencing an increase in demand, with more than double the applicants (83 applicants for 5 intakes compared to 37 applicants for 5 intakes over this time last year);
- Our overall capacity for 2020-21 was fairly reduced, at 62% of our typical apprenticeship seats and 69% of our typical Foundation seats; 2021-22 is planned at 77% and 79% of typical seats, respectively (see table on page 3);
- Although utilization targets are currently waived by the ITA, we will continue to work to maximize utilization. This is currently estimated to be 92% of “COVID-capacity” for Apprenticeship and 96% of COVID -capacity for Foundation for 2020-21 (COVID -capacity is the reduced intake size to accommodate health and safety plans in the shops to comply with current provincial guidelines related to the pandemic).

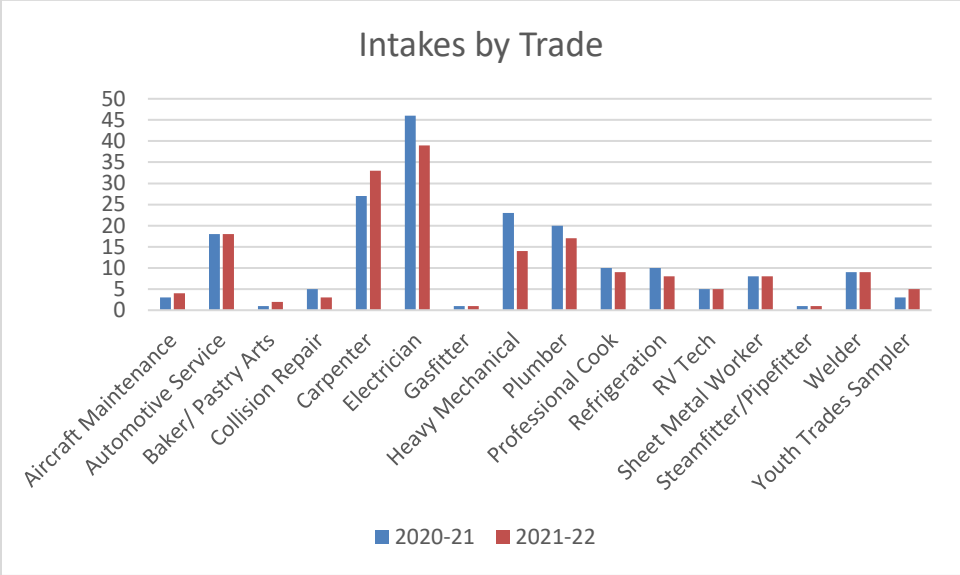
Key changes to the Training Plan from 2020-21:

- We have added a third Automotive Service Technician Foundation intake to address the high demand, including from dual-credit students (with 35 or more applicants/ intake)
- We are working toward a return to a schedule similar to pre-COVID for Automotive Service Technician and Heavy Mechanical apprenticeship intakes, as COVID capacities have increased to 12 (from 8) for April-August and as noted, we have nearly caught up on the demand
- We are considering offering a sixth Welder Foundation in Fall 2022, subject to continued demand/ available funds
- We are planning to offer 34 Electrical apprenticeship intakes (with the potential to reduce that number by two or three, depending on demand and when we return to pre-COVID capacities)
- We are planning to offer 28 Carpenter apprenticeship intakes (with the potential to reduce that number by two or three, depending on demand and when we return to pre-COVID capacities)
- We are planning to offer five Youth Explore Trades Samplers (rather than three), one of which (Penticton) was moved from 2020-21 to 2021-22 to accommodate the School District quarter schedule. Three of the Samplers will also be shorter (9 and 10 weeks, rather than 12), again to accommodate School District needs

As displayed in the charts below, Electrical trades continues to require the highest number of intakes and utilizes the largest portion of the budget.

Electrical had an unusually high number of intakes in 2020-21 as nine intakes originally planned for March 2020 were moved in the 2020-21 fiscal. Heavy Mechanical had an unusually high number of intakes in 2020-21 due to the low allowable COVID capacity.





Given that 2020-21 was not a typical year in terms of number of intakes or capacity, the table below demonstrates a 3-year comparison by number of seats.

	2019-20	2020-21	2021-22	Notes
Total Apprenticeship Seats	***2272***	***1717***	***2075***	*2020-21 = 76% of 2019-20/ 2021-22 = 91%*
Utilization	***88%***	**62%**	***77%***	*92% utilization of COVID capacity in 2020-21*
Aircraft Maintenance Technician	34	14	32	
Aircraft Maintenance - Structures	32	24	28	current decrease in demand re: industry
Automotive Glass	0	12	0	typically offered every second year
Automotive Paint	16	12	0	typically offered every second year
Automotive Service Technician	208	128	212	anticipate reducing 2021-22 by 12 seats
Baker	16	0	16	new apprenticeship offering 2019-20
Carpenter	400	272	432	much more demand in Winter than capacity
Collision Repair	48	20	20	2020/2021 ltd by COVID capacity in Summer
Domestic/ Commercial Gasfitter	32	12	16	typically offer one intake/year
Electrician	592	516	520	Lv 1-3 limited by COVID capacity of labs
Heavy Duty Equipment Tech	32	16	32	
Heavy Mechanical	144	136	136	as of April '21 COVID cap up to 12 (from 8)
Plumber	256	193	192	
Professional Cook	48	40	68	anticipate reducing 2021-22 by 8 seats
Culinary Arts (PC Inst. Entry)	78	54	45	
Recreational Vehicle Technician	48	32	60	as of April '21 COVID cap up to 12 (from 8)
Refrigeration and A/C Mechanic	112	84	92	
Sheet Metal Worker	80	72	88	as of Jan '21 COVID cap up to 10 (from 8)
Steamfitter/ Pipefitter	32	8	12	typically offer one intake/year
Truck and Transport Mechanic	16	8	12	typically offer one intake/year
Welder	16	36	28	anticipate reducing 2021-22 by 12 seats
Welder (modular)	32	28	34	

Total Foundation Seats	***512***	***318***	***424***	*2020-21 = 62% of 2019-20/ 2021-22 = 83%*
Utilization	***92%***	***69%***	***79%***	*96% utilization of COVID capacity in 2020-21*
Automotive Service Technician	32	24	44	third intake added 2021-22 re: demand
Carpenter	48	16	32	ltd onsite cap re: COVID 2020-21
Carpenter-Joiner	32	24	32	
Collision Repair	16	12	16	
Electrician	80	56	66	ltd lab/ training house space re: COVID
Heavy Mechanical	48	36	32	1 intake cancelled 2020-21 for app space
Pastry Arts	16	8	16	ltd by kitchen space in 2020-21
Plumber	64	34	54	ltd regional shop space 2020-21 re: COVID
Recreational Vehicle Technician	16	12	16	
Refrigeration and A/C Mechanic	32	40	28	intake added 2020-21 re: demand
Sheet Metal Worker	16	0	0	low demand
Studio Woodworker	16	8	12	ltd shop space 2020-21 re: COVID
Welder	96	48	76	demand picking up after slower few years

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Okanagan College Annual Programming Plan 2021_2022

DATE

March 26, 2021

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The Annual Programming Plan is a compendium of all programming to be offered in the coming year.

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 the 2021/2022 Annual Programming Plan 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)

Andrew Hay, Ph.D., P. Eng Provost and Vice President, Academic

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

Okanagan College Annual Programming Plan 2021/22

The context for program planning for 2021/22 is based on the following assumptions and parameters:

- Base funding from the Provincial Government is expected to stay at current levels;
- The Industry Training Authority (ITA) funding for Trades training is expected to be similar to 2020/21 levels, with offerings adjusted where appropriate to respond to changes in demand by students and industry, and allowing for smaller class sizes due to COVID related constraints at least until September 2021;
- Domestic enrolments are expected to be at a similar level to 2020/21, but there remains considerable uncertainty regarding new admits;
- International student demand will continue to be uncertain due to COVID travel restrictions but has the potential to improve. Further, the Canadian Government will continue to allow international students to study from their home country in the same manner as was allowed in 2020/21. Regardless, we expect the overall international student enrolment to be lower due to the pandemic.

Given this situation, the programming plan for 2021/22 is a combination of (a) continuance of current programming where possible, (b) taking advantage of targeted funding opportunities, (c) maintaining our Trades and Apprenticeship Training Plan as appropriate, (d) responding positively to domestic and international student demand, (e) considering offering some new programming where financially feasible, and (f) being adaptable to respond to changes brought about by the pandemic situation. In particular, the College has begun the implementation of the new Applied Bachelor of Arts: Community Research and Evaluation degree, currently accepting applications for Fall 2021. Other areas of expanded programming include offering the diploma in Computer Information Systems in Vernon, the Common First Year Engineering certificate in Kelowna, Early Child Education Diploma in Vernon along with extra training supported by targeted funding from the Provincial Government for the Health Care Access Program for Health Care Assistants, and Electric Vehicle training. Other new programming continues to be assessed and developed, but the College will not complete the review and approval process or be ready to offer these programs in 2021/22. This programming includes a degree in Criminal and Social Justice (Penticton), a specialty in Entrepreneurship in the Bachelor of Business Administration Degree delivered largely through an experiential model (Kelowna), a diploma in Mechatronics Engineering Technology (Salmon Arm), a diploma in Fine Arts (Kelowna), and advanced Culinary Arts training (Kelowna). These program developments require significant analysis and assessment before the College can determine viability.

What follows is a compendium of programming that we are planning to offer for 2021/22.

A: Listing of Programming that will continue "unchanged" for 2021/22

Arts Programming[1]

- Associate of Arts Degree (Discipline emphases in: Communications; Cross-cultural Studies; Economics; English; Environmental Studies; Gender, Sexuality and Women's Studies; Geography; History; Modern Language (French, German and Spanish); Philosophy; Philosophy, Politics and Economics; Political Science; Psychology; Sociology) (varies by campus)
- Flexible Pre-majors in Anthropology, English, Psychology, Sociology (varies by campus: flexible pre-majors are discipline-based agreements to enable students to transfer directly into the third year of a Majors program at BC universities)
- Diploma in Criminal and Social Justice (Penticton)
- Diploma in Environmental Studies (options of Interdisciplinary Environmental Arts, Environmental Management, Environmental Science, Kelowna)
- Diploma in General Studies (varies by campus)
- International Development Diploma (two options: International Development Governance Option with Emphasis in Women and Development, and Emphasis in Environment and Development; International Development Management Option) (Kelowna)
- Diploma in Communication, Culture, and Journalism Studies (varies by campus)
- Diploma in Writing and Publishing (Vernon and Kelowna)
- Advanced Certificate in Communication (Kelowna)
- Concentration in Communication for BBA and BCIS students (Vernon and Kelowna)

Science Programming[1]

- Associate of Science (Astronomy/Physics, Biology, Chemistry, Computer Science, Mathematics and Statistics) – the 2021/2022 course profile will be similar to the previous academic year (all campuses - course profile varies by campus)
- Post Baccalaureate diploma in Marketing and Data Analytics
- Flexible Pre-major in Biology (primarily Kelowna)
- Computer Information Systems – diploma (Kelowna and Vernon) and degree (Kelowna)
- General Studies diploma (varies by campus)
- Concentration in Computer Information Systems for Business Administration

Business Programming[1]

- Commercial Aviation diploma (partnership with Southern Interior Flight Center for fixed wing aircraft; partnership with Okanagan Mountain Helicopters for rotary wing; Kelowna and Vernon)
- Administrative Assistant certificate (Kelowna, Vernon, on-line)
- Office Assistant certificate (all campuses or E-learning)
- Legal Administrative Assistant certificate (Litigation, Corporate/Conveyancing) (Kelowna or E-learning)
- Accounting/Bookkeeping certificate (Kelowna or E-learning)
- Medical Administrative Assistant certificate (E-learning only)

[1] while the various elements of the programming remain unchanged, sections may be reduced or increased to account for shifts in student enrolment patterns, and domestic and international student demand.

- Bachelor of Business Administration (specialties in: Accounting; Finance; Management; Tourism and Hospitality; Human Resource Management; Marketing) (Kelowna – all years; Vernon – all years except Finance and Tourism; Penticton – first and second years; Salmon Arm – first and second years)
- Diploma of Business Administration (options in: Accounting, Financial Services, General Studies; Human Resource Management; Management; Marketing; Tourism and Hospitality Management) (varies by campus)
- Culinary Management Diploma (Kelowna)
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Tourism and Hospitality Management; Human Resources Management; Marketing; Management; Healthcare Professionals; Entrepreneurship and Small Business Management) (varies by campus)
- Business Administration Certificate (varies by campus)
- Office Management Certificate (varies by campus)
- Post-Baccalaureate Diploma in Accounting (first year at most campuses and second year in Kelowna)
- Post-Baccalaureate Diploma in Human Resource Management (Kelowna)
- Post-Baccalaureate Diploma in Marketing (first year at most campuses and second year in Kelowna)
- Post-Diploma Certificate in Business Administration (varies by campus)

Technology Programming

- Animation Diploma (Kelowna)
- Civil Engineering Technology Diploma (Kelowna)
- Electronic Engineering Technology Diploma (Kelowna)
- Mechanical Engineering Technology Diploma (Kelowna)
- Network & Telecommunications Engineering Technology Diploma/Infrastructure and Computing Technology (Kelowna)
- Sustainable Construction Management Technology Diploma/Sustainable Building Technology Diploma (Penticton)
- Water Engineering Technology Diploma (Kelowna)
- Civil Engineering Bridge with UBC Okanagan (Kelowna)
- Electronic Engineering Bridge with UBC Okanagan (Kelowna)
- Mechanical Engineering Bridge with UBC Okanagan (Kelowna)

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial) (all campuses)
- Volunteer Tutor Literacy Programs (Penticton, Kelowna, Vernon, Salmon Arm)
- Adult Basic Education Program Distance Education Courses (require redevelopment before offered; all campuses)
- Adult Special Education Independent Living Certificates (Basic Skills Certificate A, Basic Skills Certificate B, Advanced Skills Certificate) (all campuses)
- Adult Special Education Preparing for Access to Careers and Education Certificate (PACE) (all campuses)[2]
- Adult Special Education Supported Access to Modified Education Certificate (SAME) (all campuses)
- English as a Second Language: English for Access (three-level program) (Kelowna)

[2] The PACE program is under revision and suspended for 2021-22.

- English as a Second Language: English for Academic Purposes) (four-level program) (Kelowna)
- English for Specific Purposes (certificate program) (Kelowna)

Health and Social Development Programming

- Bachelor of Science in Nursing Years 1 and 2 (Kelowna)
- Certified Dental Assistant certificate (Kelowna)
- Early Childhood Education certificate and diploma (Kelowna)
- Health Care Assistant certificate (Kelowna (3), Penticton (1), Vernon (1), Salmon Arm (1))
- Human Service Work diploma (Kelowna, Vernon/Salmon Arm)
- Pharmacy Technician (Kelowna)
- Practical Nursing diploma (Kelowna (2), Penticton (1), Vernon/Salmon Arm (1))
- Therapy Assistant diploma (Kelowna)

Trades Apprenticeship Programs (offered in Kelowna except as noted)

- Auto Body Collision Repair Technician
- Automotive Glass Technician
- Automotive Painter (not offered in 2021-22)
- Automotive Service Technician
- Baker
- Carpenter (Kelowna, Vernon, and Salmon Arm)
- Construction Electrician (Kelowna and Penticton)
- Domestic/Commercial Gas Fitter
- Heavy Mechanical Trades (HDET, CTVT, TTT, DET)
- Motor Vehicle Body Repairer
- Plumber
- Professional Cook
- Recreation Vehicle Technician
- Refrigeration and Air Conditioning Mechanic (Penticton)
- Steamfitter/Pipefitter
- Sheet Metal Worker
- Heavy Duty Equipment Technician (Commercial Trailer Mechanic)
- Truck & Trailer Mechanic
- Welder
- Welder A and B

Trades Foundation Programs (offered in Kelowna except as noted)

- Aircraft Maintenance Technician (AMT) formerly known as Aircraft Maintenance Engineer Category ‘M’ (Vernon Airport)
- Aircraft Maintenance Engineer Category ‘S’ (Kelowna Airport)
- Automotive Collision Repair/Painting and Refinishing Technician
- Automotive Service Technician
- Carpenter (Kelowna, Salmon Arm)
- Carpenter/Joiner
- Culinary Arts

- Electrical Pre-Apprenticeship (Kelowna, Salmon Arm)
- Heavy Mechanical
- Pastry Arts
- Plumbing and Piping Trades (Kelowna, Penticton)
- Recreation Vehicle Technician
- Refrigeration and Air Conditioning Technician (Penticton)
- Studio Woodworking
- Welder (Kelowna, Penticton, Vernon, Salmon Arm)

Trades Related Diploma Programs

- Automotive Service Technician (Kelowna) – cancelled for 2021/22
- Collision Repair (Kelowna) – delayed from September 2021 to January 2022
- Culinary Arts Management (Kelowna) – August intake cancelled, January 2022 intake planned

Trades Youth Explore Trades Sampler

- Offered in Vernon, Kelowna, Enderby, Oliver, and Penticton

Trades – Revenue Generating Programming (location offered is dependent on student demand)

- Airbrakes Theory and Assessment
- Atlantic Recreation Vehicle Dealer Association Propane Certificate
- Boiler Safety
- Carpenter IP Refresher
- CFC Emissions (Canadian Ozone Layer Protection Training Course)
- Cross Connection Control Backflow Preventer Tester License
- Cross Connection Control Examination
- Cross Connection Control Refresher Course
- Designated Inspection Facility Operator
- Electrical Code Course
- Electrical Safety Workshop
- Forklift – 16 hour – non-experienced
- FSR A B C
- FSR A B C Recertification
- FSR LO Voltage
- Private/Commercial Vehicle Inspection
- Professional Cook Re-Assessment Challenge Exams Level 1, 2, 3
- Recreation Vehicle Dealer Association Propane Certificate
- Trades Kids
- Little Free Library
- ICAR Training

Continuing Studies and Corporate Training Programming

- Aboriginal Community Support Worker
- Advanced Geographical Information Systems
- Audio Engineering and Music Production
- Autism Spectrum

- AutoCAD Skills
- Basic Accounting
- Bookkeeping (various campuses and E-learning)
- Building Service Worker
- Camp OC
- Dental Office Administrative Assistant
- Education Assistant
- Esthetics and Nail Technology
- Floral Design
- Gastroenterology Nursing Certificate (E-learning)
- Hospitality Service Training
- Interior Decorating (under review)
- Landscape Horticulture
- Leadership and Change (E-learning)
- Leadership Skills
- Learner Centred Instructor (E-learning)
- Medical Device Reprocessing Technician
- Medical Office Assistant
- Nursing Unit Assistant
- Occupational Health and Safety (E-learning)
- PeriAnesthesia Nursing (E-learning)
- Project Management (E-learning)
- Teaching English as a Second Language (under review)
- Teaching English to Speakers of Overseas Languages (with International Education)
- Viticulture
- Wine Sales (Penticton or E-learning)
- Winery Assistant

In addition to certificate programs, Continuing Studies and Corporate Training will continue to offer a variety of non-credit subject area courses including business and leadership, computers and technology, wine and food studies, professional development, health, first aid & safety, languages & communication, horticulture, and leisure and lifestyle. Continuing Studies and Corporate Training will also continue to provide specialized contract training to business and industry.

B: Listing of Programming that is undergoing changes for 2021/22

Arts Programming

- The Applied Bachelor of Arts: Community Research and Evaluation is accepting students and offering first, second, and some third-year courses in the 2021/22 Academic Year.
- New Emphasis in Creative Writing for Associate of Arts Degree program bridge to UBC Okanagan B.A. in Creative Writing.

- Associate of Arts Degree Emphasis in English bridge to UBC Okanagan B.A. English Major program.
- Diploma in Communications, Culture & Journalism Studies bridge to UBC Okanagan B.A. Cultural Studies Major program.
- Continued expansion of courses in Special Topics and courses in Directed Studies in many departments' lists of course offerings.
- Special courses (Digitally Enhanced, broadcasted course modalities) across a number of Arts Departments.

Foundational Programs

- The Department of Adult Special Education is undergoing a self-review of programming in consideration of a revision to the ASE credential programs. The PACE program is suspended for 2021-22 in consideration of a PACE program revision and in consideration of COVID-19.
- The Adult Upgrading Department (ABE programming) is reviewing the delivery model for the Volunteer Literacy Tutor Program.
- Adult Upgrading is reviewing the potential for new courses that can facilitate students meeting the Applied Bachelor of Arts degree admission requirements.
- The English Language Department is reviewing the English for Access and English for Academic Programs in consideration of both content and delivery modality.

Engineering Technologies

- Network and Telecommunications Engineering Technology has been renamed as Infrastructure and Computing Technology
- Sustainable Construction Management Technology has made substantial changes and will also be renamed as Sustainable Building Technology

Trades Foundation Programs

- Auto Body Collision Repair Technician (Harmonization Initiative)
- Plumbing and Piping Trades (Harmonization Initiative)
- Refrigeration and A/C Mechanic (Harmonization Initiative)
- Sheet Metal Worker (Harmonization Initiative)

Trades & Apprenticeship Program

- Auto Body Collision Repair Technician (Harmonization Initiative)
- Electrician (Standard Level Exams)
- Plumber (Harmonization Initiative)
- Professional Cook (Harmonization Initiative)
- Recreation Vehicle Service Technician (Standard Level Exams)
- Refrigeration and A/C Mechanic (Harmonization Initiative)
- Refrigeration and A/C Mechanic (Standard Level Exams)
- Sheet Metal Worker (Harmonization Initiative)
- Steamfitter/Pipefitter (Harmonization Initiative)

C: Listing of Programming that will be not be offered for 2021/22

- "ArtsX" intake is delayed pending further review by departments and the Dean. No intake in 2021/22.
- "Resistance & Revolution" emphasis in Salmon Arm is under review due to low student enrolment. No intake in 2021/22.
- The geographic information science option in the Diploma in Environmental Studies will not be offered in 2021/22 and is under review/consideration for Kelowna Campus.
- Automotive Painter Apprenticeship (offered every second year)
- Sheet Metal Foundation – lack of sufficient student demand (may offer in 2022-23)
- Office Administration in Penticton and Salmon Arm will be provided using online options (face-to-face not available)
- Trades Technology Teacher Education (Kelowna) – lack of sufficient student demand – program intake not planned for fall 2021.

D: Listing of New Programming initiatives that will not require base OC funding for 2021/22

Programming that the Ministry of Advanced Education and Skills Training (AEST) has provided special funding for:

Health Programming

- Health Care Access Program – funding provided to transition health care support workers to complete the Health Care Assistant Program

Programming with funding from other sources:

Continuing Studies and Corporate Training Programming:

- Adams Lake Campground Attendant -funded from AEST Community Workforce Response Grant
- Early Childhood Education Infant-Toddler Certificate funded from AEST Community Workforce Response Grant, in partnership with the Shuswap Children's Association (Salmon Arm)
- Early Childhood Education-Bridging Program – Sectoral Initiatives (all campuses)
- Building Service Worker: funded from AEST Skills Training for Employment, in partnership with Kelowna Community Resources (through March 2021) (Kelowna)
- CIC Immigration ESL training - funding to be extended (joint undertaking with Arts & Foundational Programming) (Revelstoke)
- Entry Level Forest Worker funded by ASET in partnership with CETABC (Salmon Arm)
- Forestry Fundamentals - sectoral Initiatives in partnership with BC Forest Safety Council (all campuses)
- Gateway to Technology; one-time funding; four cohorts in partnerships with School Districts in the College Region (all campuses as warranted)

- Hospitality Professional Program funded by Ministry of Social Development and Poverty Reduction in partnership with Thompson Okanagan Tourism Association (all campuses)
- Introduction to Office Administration, funded from AEST Skills Training for Employment, in partnership with Kelowna Community Resources (Kelowna)
- Experience Works – funded from AEST Skills Training for Employment (Revelstoke, Malakwa and Salmon Arm)
- Okanagan Indian Band – Landscape Horticulture Certificate funded from AEST Community Workforce Response Grant (Vernon)
- Project Based Labour Market Training: Ministry of Social Development and Poverty Reduction - funding to be confirmed
- Province of BC – Ministry of Social Development and Poverty Reduction – Residential Insulator Training; one-time funding (Penticton and Vernon)
- Residential Insulator Program-Sectoral Initiatives (Penticton and Vernon)
- Small Engine Repair funded from ASET and Canada Workforce Response Grant (Chase and Salmon Arm)
- Tourism Program-Sectoral Initiatives in partnership with Thompson Okanagan Tourism Association (all campuses)
- Welcome BC (Revelstoke)
- Youth Skills Link-Trades Up Program (Revelstoke)
- Youth Skills Link – Residential Insulator Program (Vernon)

Trades Programming

- Women in Trades Training Initiative - Provincial Funding (Kelowna)
- Youth Exploratory Trades Sampler (ITA Funding)

Programming that can be offered on a revenue generating basis for 2021/22 (tuition revenue is sufficient to cover the full delivery cost):

Arts, Business and Science Programming

- Post-Baccalaureate Diploma in Professional Accounting (Kelowna, Vernon)
- Post Baccalaureate Diploma in Marketing and Data Analytics (first year Kelowna and Vernon – second year Kelowna)
- Post Baccalaureate Diploma in Health Analytics (Kelowna)
- Early Childhood Education Diploma (Vernon)
- Expansion to the Certified Dental Assistant Program

Office Administration

- Accounting and Bookkeeping Certificate (asynchronous on-line)
- Office Assistant Certificate (asynchronous on-line)
- Administrative Assistant Certificate (asynchronous on-line)
- Medical Administrative Assistant Certificate (asynchronous on-line)
- Legal Administrative Assistant (asynchronous on-line)
- Legal Assistant Corporate and Conveyancing Certificate (asynchronous on-line)
- Legal Assistant Litigation Certificate (asynchronous on-line)
- Paralegal Certificate (Kelowna: September 2020; all other campuses to follow)

- Potential micro-credential in Conveyancing

Science

- Computer Information Systems (Vernon)
- Common First Year Engineering Certificate (Kelowna)

Okanagan College International Education Programming

- English for Special Purposes (curriculum designed to be responsive to various organizational and employer needs) (Kelowna)

Trades Programming

- Collision Repair and Refinishing Diploma (Kelowna)
- Automotive Service Technician Diploma (Kelowna) - cancelled
- Program offered in partnership with Gitxaala Nation
    - Essential Skills & Carpentry Level 1
- Programs offered in partnership with Nicola Valley Institute of Technology (Merritt)
    - August 2021 to February 2022 – Electrical Foundation

E: Listing of new programming initiatives that would require allocation of OC funding for 2021/22 or new funding from AEST, ITA, or other sources

Business Programming

- Viticulture Technician Diploma (Penticton)

Health and Social Development Programming

- Pharmacy Technician proposal submitted to AEST for additional cohort of students (Kelowna)
- Early Childhood Education Certificate Program (Vernon)

Science Programming

- Applied Ecology and Conservation Diploma program offered in partnership with En'Owkin Centre - may require redevelopment depending on funding and regional needs – approved 2015 (Penticton)
- Analytical Chemistry Technology Diploma – may require redevelopment depending on funding and regional needs – approved 2008 (Kelowna)

Continuing Studies and Corporate Training

- Medical Device Reprocessing Technician (100k funding from ASET in March 2021)
- Orthocasting for LPN (funding secured 2021-22)
- PeriAnesthesia Nursing Certificate (additional cohorts based on Ministry of Health funding)

Education Council – Report to the Board

March 30, 2021

Education Council met on March 4th, 2021 and approved 7 new courses, 25 course revisions, 5 course deletions, 5 program revisions, and 1 program deletion.

PROGRAM REVISIONS

Education Assistant Certificate

Recommended Motion:

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

Program revision:

- **Admission requirements**

Rationale:

Due to advances in basic digital literacy of the students applying to this certificate, the computer fundamental admission requirement is no longer necessary to predict success in the certificate and is administratively cumbersome for students and admissions employees. For students who want to refresh their computer skills OC will recommend they take the online computer fundamentals course available.

Admission requirements:

Existing	Proposed
• BC secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes. • A minimum grade of 60% in Computer Fundamentals or equivalent. • English 12 with a minimum 60% or alternatives. • A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.	• BC secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes. • English 12 with a minimum 60% or alternatives. • A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Implementation date: May 2021

Cost: N/A

Floral Design Certificate

Recommended Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Floral Design Certificate as recommended by Education Council and as presented."

Program revision:

- **Program description**

Rationale:

Continuing Studies proposes to remove the following program description wording from the Floral Design Certificate (FD):
Students will be eligible to write the Basic Florist Skills accreditation examination with Flowers Canada, after successfully completing this program along with six months of practical
experience in a retail florist business.
We are no longer accredited through Flowers Canada. Flowers Canada doesn't exists in this capacity; they do not offer examination accreditation.
The Floral Design Certificate is very popular and has strong enrollment numbers for each intake.

Program description:

Existing:
This 150-hour certificate program prepares students to work as floral designers and to upgrade the abilities and skills of those currently working in the field. Emphasis is on retail floristry including small businesses and franchise retail outlets. Program content concentrates on the basic principles of plant care, floral design, and floral arrangements for special events. Students will be eligible to write the Basic Florist Skills accreditation examination with Flowers Canada, after successfully completing this program along with six months of practical experience in a retail florist business.

Proposed:
This 150-hour certificate program prepares students to work as floral designers and to upgrade the abilities and skills of those currently working in the field. Emphasis is on retail floristry including small businesses and franchise retail outlets. Program content concentrates on the basic principles of plant care, floral design and floral arrangements for special events.
Implementation date: May 2021
Cost: N/A

Diploma in Writing and Publishing

Recommended Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Diploma in Writing and Publishing as recommended by Education Council and as presented."

Program revision:

- **Program outline**

Rationale:

The changes in the second year of Writing and Publishing will allow students more freedom in choosing electives and will enhance their skills in aesthetic evaluation of contemporary literature and their own work. These changes are in response to student requests for more Creative Writing and Literature options in second year and a need identified by faculty for more close reading of literary writing in students working in the publishing of literary writing.
ENGL 220 was removed from the creative writing options because it is a literature course.
The note to speak to the Chair of the English Department about the elective in year one has been removed from the program outline because it is no longer necessary due to the increase in the number of viable options for students over the last number of years.

Program outline:

Existing:

Year one:

Two first-year English literature courses (any two of):
ENGL 150 Critical Writing and Reading: Poetry and Drama; ENGL 151 Critical Writing and Reading: Short Fiction and the Novel;, ENGL 153 Critical Writing and Reading: Narrative

Two first-year creative writing courses:
CRWR 116 Introduction to Creative Writing I; CRWR 126 Introduction to Creative Writing II

Two first-year publishing courses:
FINA 170 Applied Publishing Skills; FINA 171 Design Foundations Two first-year communications courses (two of):
CMNS 100 Introduction to Communications; CMNS 110 Introduction to Mass Communication; CMNS 120 Journalism Fundamentals; CMNS 130 Introduction to Digital Media

One first-year marketing course: BUAD 116

One elective course*

Year two:

Two publication design courses:
FINA 201 Introduction to Publication Design; FINA 202 Advanced Publication Design

Two intermediate applied English courses:
ENGL 204 Applied English I; ENGL 205 Applied English II Two intermediate communications courses:
CMNS 200 Communications in the Everyday; CMNS 230 Communication and Culture; CMNS 235 Professional Writing and Communications; CMNS 250 Cultural Industries in Canada

One publishing course focusing on the production process: ENGL 206 Pre-Production for Publishing

One web design course:
ENGL 207 Web Development for Publishing One professional editing course:
ENGL 209 Studies in Professional Editing One intermediate creative writing course:
CRWR 216 Intermediate Workshop in Creative Writing – Poetry; CRWR 217 Intermediate Workshop in Creative Writing – Fiction; CRWR 218 Intermediate Workshop in Creative Writing – Drama; CRWR 219 Intermediate Workshop in Creative Writing – Creative Non-Fiction; ENGL 220 Studies in the Theory and Practice of Creative Writing

** Because the list of approved elective courses scheduled conflict-free with the rest of the program changes from year to year, students should consult with the Chair of the Department of English about their options prior to registration.*

Proposed:

Year one:

Two first-year English literature courses (any two of):
ENGL 150 Critical Writing and Reading: Poetry and Drama; ENGL 151 Critical Writing and Reading: Short Fiction and the Novel;, ENGL 153 Critical Writing and Reading: Narrative

Two first-year creative writing courses:
CRWR 116 Introduction to Creative Writing I; CRWR 126 Introduction to Creative Writing II

Two first-year publishing courses:
FINA 170 Applied Publishing Skills; FINA 171 Design Foundations Two first-year communications courses (two of):
CMNS 100 Introduction to Communications; CMNS 110 Introduction to Mass Communication; CMNS 120 Journalism Fundamentals; CMNS 130 Introduction to Digital Media

One first-year marketing course: BUAD 116

One elective course

Year two:

Two publication design courses:
FINA 201 Introduction to Publication Design; FINA 202 Advanced Publication Design

Two intermediate applied English courses:
ENGL 204 Small Press Publishing in Canada from Curation to Publication; ENGL 205
Applied Publishing Studies: Introduction to Book Arts
English Literature course:
ENGL 210 Women in Literature; ENGL 211 Survey of English Literature I; ENGL 212 Studies in Children's Literature; ENGL 213 Studies in British Literature; ENGL 220 Studies in the Theory and Practice of Creative Writing; ENGL 221 Survey of English Literature; ENGL 222 Studies in International Literature in English; ENGL 223 Studies in Canadian Literature; ENGL 230 Topics in Women's Literature; ENGL 231 Studies in Popular Narrative; ENGL 233; Studies in American Literature; ENGL 236 Studies in Indigenous Literature in Canada; ENGL 237 Studies in Nature Writing
One publishing course focusing on the production process:
ENGL 206 Pre-Production for Publishing
One web design course:
ENGL 207 Web Development for Publishing
One professional editing course:
ENGL 209 Studies in Professional Editing
Two intermediate creative writing courses:
CRWR 216 Intermediate Workshop in Creative Writing – Poetry; CRWR 217 Intermediate Workshop in Creative Writing – Fiction; CRWR 218 Intermediate Workshop in Creative Writing – Drama; CRWR 219 Intermediate Workshop in Creative Writing – Creative Non-Fiction; CRWR 281 Intermediate Workshop in Creative Writing – Screen-Writing

Implementation date: May 2021
Cost: N/A

Electronic Engineering Technology

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Electronic Engineering Technology as recommended by Education Council and as presented."

Program revision:

- **Program outline/ resequencing of courses**

Rationale:
Currently, ELEN126 (Digital Electronics) is offered in the first semester of the program and ELEN116 (Programming and Interfacing) is offered in the second semester. ELEN116 is a co-requisite for ELEN153 (Introduction to the Internet of Things) but the ELEN department has found that the skill set needed for ELEN153 requires a student to have completed ELEN116. We would like to move ELEN116 to the first semester so that students have the full Programming and Interfacing skill set before starting ELEN153. ELEN126 is currently a prerequisite for ELEN116, but that was set up to ensure that part-time students would follow the correct stream of courses within the program (ELEN116-ELEN126-ELEN216-ELEN226).

Program outline/ resequencing of courses:

Existing:

Semester 1	**Fall - 16 Weeks**	
Course Number	**Course Title**	**Credits**
ELEN110	Computer Fluency	3
ELEN126	Digital Electronics	3
ELEN130	Electrical Circuit Analysis I	3
PHYS126	Physics for Electronics Eng. Tech	3
CMNS133	Technical Writing and Communications I	3
MATH137	Math for Electronic Eng. Tech 1	3

Semester 2	**Winter - 16 Weeks**		
Course Number	**Course Title**	**Credits**	
ELEN116	Programming and Interfacing	3	
ELEN140	Electrical Circuit Analysis II	3	
ELEN142	Fabrication I	3	
ELEN146	Electronic Devices and Circuits	3	
ELEN153	Fundamentals of the Internet of Things	3	
MATH147	Math for Electronic Eng. Tech 2	3	
ELEN152	**Fabrication II**	**3**	**Post Semester Short Course**

Semester 3	**Fall - 16 Weeks**	
Course Number	**Course Title**	**Credits**
ELEN213	Engineering Project Management	3
ELEN216	Microcontroller Technology	3
ELEN240	Fundamentals of Communication Systems	3
ELEN256	Electronic Devices and Circuits II	3
ELEN263	Control Systems and Automation	3
MATH257	Math for Electronic Eng. Tech 3	3

Semester 4	**Winter - 16 Weeks**	
Course Number	**Course Title**	**Credits**
ELEN226	Embedded Systems	3
ELEN227	Project and Report	6
ELEN250	Analog Communication Systems	3
ELEN251	Digital Communication Systems	3
ELEN273	Applications of the Industrial Internet of Things	3

Proposed:

Semester 1	**Fall - 16 Weeks**	
Course Number	**Course Title**	**Credits**
ELEN110	Computer Fluency	3
ELEN116	Programming and Interfacing	3
ELEN130	Electrical Circuit Analysis I	3
PHYS126	Physics for Electronics Eng. Tech	3
CMNS133	Technical Writing and Communications I	3
MATH137	Math for Electronic Eng. Tech 1	3

Semester 2	**Winter - 16 Weeks**	
Course Number	**Course Title**	**Credits**
ELEN126	Digital Electronics	3
ELEN140	Electrical Circuit Analysis II	3
ELEN142	Fabrication I	3

ELEN146	Electronic Devices and Circuits	3	
ELEN153	Fundamentals of the Internet of Things	3	
MATH147	Math for Electronic Eng. Tech 2	3	
ELEN152	**Fabrication II**	**3**	**Post Semester Short Course**

Semester 3	**Fall - 16 Weeks**	
Course Number	**Course Title**	**Credits**
ELEN213	Engineering Project Management	3
ELEN216	Microcontroller Technology	3
ELEN240	Fundamentals of Communication Systems	3
ELEN256	Electronic Devices and Circuits II	3
ELEN263	Control Systems and Automation	3
MATH257	Math for Electronic Eng. Tech 3	3

Semester 4	**Winter - 16 Weeks**	
Course Number	**Course Title**	**Credits**
ELEN226	Embedded Systems	3
ELEN227	Project and Report	6
ELEN250	Analog Communication Systems	3
ELEN251	Digital Communication Systems	3
ELEN273	Applications of the Industrial Internet of Things	3

Implementation date: September 2021

Sustainable Construction Management Technology

Recommended Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Sustainable Construction Management Technology as recommended by Education Council and as presented."

Program revision:

- **Program name –** new name **– Sustainable Building Technology**
- **Program description**
- **Addition of courses**
- **Revision of courses**
- **Deletion of courses**
- **Program outline/ resequencing of courses**

Rationale:

Since the SCMT program first launched in 2014 the building industry has experienced several significant changes like the adoption of performance-based energy codes, and the increased demand for building professionals that understand building science, integrated project delivery, and the tools used to measure and delivery high performance buildings. Our graduates are uniquely positioned to meet this demand as well as be drivers of change in the industry. Due to the evolving nature of our program and the continuous aim to meet the needs of our changing industry, both present and future, the current program name of Sustainable Construction Management Technology is no longer best suited to describe the changes proposed within the program. The new program title of Sustainable Building Technology will therefore help the program to be better identified within the realm of sustainability and building professionals. Additionally, we believe the new program title to be more accurate and inclusive to various demographics, skill levels and career paths that graduates are filling and feel it will broaden the appeal of the program.

It is also the program's intent to be accredited through CTAC's Architectural, Building and Construction - Technologist (ARCTY) designation. Because of alignment with this accreditation along with changes occurring in the industry and recommendations from the program PAC, we have revised our program streams, identified the overlaps and gaps of the program though curriculum mapping, and as a result incorporated the needed changes in terms of new courses, revised courses, and deleted courses.

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

The program will provide learners with the technical, business and interpersonal skills required to effectively manage construction projects of varying size and complexity, emphasizing sustainable design principles. Students will develop the technical knowledge and skills required to construct all scales of infrastructure projects - from planning through to completion. Students will also learn to estimate material requirements, costs, schedule and manage construction projects.

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

- Building Studies;
- Commercial Studies;
- Sustainability Studies;
- Core Studies; and
- Projects.

The first two themes address the core study areas of construction management from commercial and building aspects. These include quantity surveying, estimating, procurement, planning, processes and construction. The core studies theme includes courses on business management, math, communications, law, civil engineering and human resources. The first and second year projects consist of practical laboratories that may take place in the college or elsewhere in the local community or further afield. With the exception of the three Business Administration courses, all courses within these streams require face-to-face delivery. The sustainability theme provides the needed foundation and a life cycle thinking approach to green building principles, existing infrastructure, and renewable energy technologies. This stream (11 courses) is delivered through blended learning, which includes face-to-face and online delivery. The face-to-face component consists of an intensive 2-3 day delivery during the first week. After the intensive hours are completed in the first week, these courses will be delivered online over the remaining twelve weeks of each term.

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

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

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

The SCMT 101 Co-op Work Term option is available between year 1 and year 2 of the program.

Proposed:
The Sustainable Building Technology two-year curriculum provides students with the foundation needed to prepare, inspire, and mobilize the next generation of building technologists. This program covers the principles, concepts, and practices of project design to completion through whole systems thinking and multidisciplinary approaches which collectively enables the students to deliver sustainable built environments that enhance human well-being.

The program is organized through five core streams which were developed by the Sustainable Building Technology faculty and through consultation with industry representatives. These allow for specialized education within the field of sustainability and the built environment and include the Sustainability, Building Design, Building Science and Systems, Construction Management, and Service Course streams. Together, these courses provide our graduating students with the ability to pursue careers in the (re)design, management, and execution of existing and new building projects. Specifically, the program learning outcomes include:

1. Communicate a fundamental understanding of construction concepts, practices and regulations for new and existing structures;
2. Measure and assess the sustainability performance of construction projects including embodied and operational carbon, energy savings, and overall human experience;
3. Perform effective communication with clients, contractors, building professionals, and municipal authorities through Integrated Project Delivery practices;
4. Define, describe, and discuss major theories and concepts within the field of building science;
5. Illustrate how to work independently and interdependently as part of multidisciplinary project teams;
6. Apply a whole systems thinking approach to design and construction activities to enable greater project potential; and
7. Effectively realize design intent in executing construction, through a proficient understanding of constructability and hands-on construction experience.

Practical learning experiences are incorporated throughout the program through site visits, real project case studies, hands-on building opportunities, and capstone projects. These experiences enrich the program and bridge the gap between the academic courses and the practical skills required by the students upon graduation. During the summer term break between years 1 and 2, the students also have the opportunity to further their practical experience through participating in a paid co-op program.

In addition, the students benefit from a blended learning format where courses are delivered face-to-face and through an online platform. This allows the students to actively participate in courses on the Okanagan College, Penticton Campus, and conveniently from home. Specifically, one day a week is devoted to online classes, three days a week are spent on campus, and the fifth day is set aside as a student group work and study day (with the exception of Term 1).

The College intends to obtain certification with the Canadian Technology Accreditation Criteria (CTAC) for Architectural, Building and Construction Technologist.

Admission Requirements:
- BC secondary school graduation, or 19 years of age and out of secondary school for one year as of the first day of classes.
- English 12 with minimum 60% or alternatives.
- Math requirement:

A minimum of 60% in any of:
- Pre-calculus Grade 12
- Foundations of Mathematics Grade 12
- Principles of Mathematics 12
- Applications of Mathematics 12
- Adult Basic Education MATH 012
- Okanagan College MATH 120

Or a minimum of 67% in any of:
- Pre-calculus Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011

Or a minimum of 70% in an Okanagan College Mathematics 11 Proficiency Test

One of the Grade 12 mathematics courses is recommended. The mathematics requirement must be successfully completed no more than seven years prior to enrolment in the program

Addition of courses:
SBT 102, SBT 212, SBT 214, SBT 218, SBT 230

Revision of courses:
SCMT 112 (SBT 112), SCMT 113 (SBT 113), SCMT 114 (SBT 114), SCMT 115 (SBT 115), SCMT 116 (SBT 116), SCMT 120 (SBT 120), SCMT 124 (SBT 124), SCMT 125 (SBT 125), SCMT 132 (SBT 132), SCMT 134 (SBT 134), SCMT 144 (SBT 144), SCMT 212 (SBT 213), SCMT 223 (SBT 223), SCMT 224 (SBT 224), SCMT 226 (SBT 226), SCMT 228 (SBT 228), SCMT 234 (SBT 234), SCMT 238 (SBT 238), SCMT 244 (SBT 244), SCMT 251 (SBT 251), SCMT 252 (SBT 252)

Deletion of courses:
SCMT 110, SCMT 206, SCMT 216, SCMT 148, SCMT 248

Program outline/ resequencing of courses:
Existing:
Term 1

Course Code	Course Title	Lec.	Lab.	Cre.
SCMT 110	Surveying for Construction	2	3	3
SCMT 112	Construction Measurements and Drafting	3	0	3
SCMT 115	Construction Methods I	3	3	4
SCMT 114	Sustainability and Ethics in Construction	3	0	3
SCMT 124	Sustainability and the Built Environment	3	0	3
BUAD 128	Computer Applications I	2	2	3
CMNS 133	Technical Writing and Communications I	3	0	3
MATH 134	Mathematics for SCMT	4	0	3

Term 2

Course Code	Course Title	Lec.	Lab.	Cre.
SCMT 113	Quantity Surveying and Estimating I	3	0	3
SCMT 116	Scheduling and Cost Control	1	1	2
SCMT 120	Procurement Process	3	0	3
SCMT 125	Construction Methods II	3	3	4
SCMT 132	Intro. to Sustainability Assessments	3	0	3
SCMT 134	Green Building Principles	3	0	3
SCMT 144	Sustainable Methods and Technologies	3	0	3
BUAD 123	Management Principles	3	0	3

Term 3

Course Code	Course Title	Lec.	Lab.	Cre.
SCMT 206	Lean Construction	3	0	3
SCMT 212	Quantity Surveying and Estimating II	3	0	3
SCMT 216	Conflicts in Construction	2	1	3
SCMT 223	Sustainable Materials	2	1	3
SCMT 224	Greening Existing Infrastructure	3	0	3
SCMT 228	Renewable Energy Technologies	2	1	3
SCMT 251	Project Planning	1	3	3
SCMT 148	Statics and Strength of Materials I	2	2	3

Term 4

Course Code	Course Title	Lec.	Lab.	Cre.
SCMT 226	Leadership and Innovation	3	0	3
SCMT 234	Sustainable Design and Development	3	0	3
SCMT 238	Sustainable Business Case	3	0	3
SCMT 244	Regenerative Design	3	0	3
SCMT 252	Project: Delivery	0	4	3
BUAD 269	Human Resources Management	3	0	3
CIEN 248	Construction Law	3	2	3
CMNS 143	Technical Writing and Communications II	3	0	3

Proposed:
Term 1

Course Code	Course Title	Lec.	Lab.	Cre.
SBT 102	Introduction to Design	3	0	3
SBT 112	Construction Drafting and BIM I	3	0	3
SBT 114	Sustainability and Ethics in Construction	3	0	3
SBT 115	Construction Methods I	3	3	4
SBT 124	Sustainability and the Built Environment	3	0	3
BUAD 128	Computer Applications I	2	2	3
CMNS 143	Technical Writing and Communications II	3	0	3
MATH 134	Mathematics for SCMT	4	0	3

Term 2

Course Code	Course Title	Lec.	Lab.	Cre.
SBT 113	Quantity Surveying and Estimating I	3	1	3
SBT 116	Scheduling and Cost Control	1	1	2
SBT 120	Project Delivery	3	0	3
SBT 125	Construction Methods II	3	3	4
SBT 132	Intro. to Sustainability Assessments	3	0	3
SBT 134	Green Building Principles	3	0	3
SBT 144	Sustainable Methods and Technologies	3	0	3
BUAD 123	Management Principles	3	0	3

Term 3

Course Code	Course Title	Lec.	Lab.	Cre.
SBT 212	Construction Drafting and BIM II	3	0	3
SBT 213	Quantity Surveying and Estimating II	3	0	3
SBT 214	Biophilic Design	3	0	3
SBT 218	Building Systems and Energy Management	3	0	3
SBT 223	Sustainable Materials	2	1	3
SBT 224	Greening Existing Infrastructure	3	0	3
SBT 228	Renewable Energy Technologies	2	1	3
SBT 251	Capstone Project I	1	3	3

Term 4

Course Code	Course Title	Lec.	Lab.	Cre.
SBT 226	Leadership and Innovation	3	0	3
SBT 230	Construction Conflicts and Law	3	0	3
SBT 234	Sustainable Design and Development	3	0	3
SBT 238	Sustainable Business Case	3	0	3
SBT 244	Regenerative Design	3	0	3
SBT 252	Capstone Project II	0	4	3
CMNS 133	Technical Writing and Communications I	3	0	3

Implementation date: September 2021
Cost: N/A

PROGRAM DELETIONS

Sustainable Studies Post –Diploma Certificate

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program deletion Sustainable Studies Post –Diploma Certificate as recommended by Education Council and as presented."

Program deletion
Rationale:
This online certificate is currently offered to post-diploma students. The original intention for establishing this certificate was to provide a sustainability specialization to those students having already completed a degree or diploma in construction management or relevant field. Therefore, this certificate is comprised of the current 11 sustainability focused courses which are offered online in the SCMT diploma. These courses were placed online to allow both the diploma and certificate students to concurrently take these courses without the need of additional faculty to teach the certificate. That is, the certificate students would join the diploma students on the online platform for only these 11 specific courses. Now that we are proposing changes to the SCMT program which include a name change, program description and outcome revisions, deleted courses, revised courses, as well as the addition of new courses, the certificate no longer aligns with the diploma. In addition, the delivery format of all SCMT courses have been reviewed by the department to determine whether these would be best delivered face-to-face or in person. Almost all sustainability courses are now being proposed to be delivered face-to-face which no longer works with our original goal of providing an online certificate. This certificate is therefore recommended to be deleted given the proposed changes to SCMT. In addition, there are currently no students in this certificate, therefore, the deletion of this certificate will not impact any current students.
Implementation date: April 2021
Cost: N/A