



# Board of Governors Open Session Meeting Agenda

**Tuesday, May 25, 2021**

11:00 a.m. – 12:30 p.m.

Meetings to be held via the Zoom ([www.zoom.us](http://www.zoom.us))

- To join the meeting, click [HERE](#)
- Meeting ID: **641 2482 8332** / Passcode: **Open**
- To join by phone dial: 1 833 955 1088 Canada Toll-free

*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
<b>1. APPROVAL OF AGENDA</b> <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the May 25, 2021 Okanagan College Board of Governors Open session meeting agenda is approved.”</i></b>		11:00am
<b>2. DECLARATION OF CONFLICT</b>		
<b>3. CONSENT AGENDA</b> <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Consent Agenda be approved as presented.”</i></b>		11:05am
<b>3.1. Previous Minutes</b> – March 30, 2021	4-8	
<b>3.2. Written Reports</b> 3.2.1. President’s Report (N. Fassina)	9-10	
<b>4. BUSINESS ARISING FROM THE MINUTES</b>		
<b>5. PRESENTATIONS</b>		
<b>6. NEW BUSINESS</b> <b>6.1. Finance, Audit and Risk Review Committee</b>		11:10am
6.1.1. Chair Report (D. Safinuk)		
6.1.2. Audited Financial Statements – Report from In Camera (C. Morcom)		
6.1.3. Line of Credit <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the short-term line of credit with TD Canada Trust in the amount of \$2.5 million as recommended by the Finance, Audit and Risk Review Committee and as presented”.</i></b>	11	

	Related Pages	Time
<b>6.2. Education Council (C. Newitt)</b>		11:25am
6.2.1. Program Revisions	12-27	
<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Health Care Assistant Certificate as recommended by Education Council and as presented.”</i></b>		
<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Post Baccalaureate in Human Resources Diploma as recommended by Education Council and as presented.”</i></b>		
<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision BBA Finance Specialty as recommended by Education Council and as presented.”</i></b>		
<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision BBA Management Specialty as recommended by Education Council and as presented.”</i></b>		
<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Criminal and Social Justice Diploma as recommended by Education Council and as presented.”</i></b>		
<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Entry Level Automotive Collision Repair/Refinishing Prep Technician Program as recommended by Education Council and as presented.”</i></b>		
6.2.2. New Programs		
<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program LPN Orthopaedic Certificate as recommended by Education Council and as presented.”</i></b>		
<u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program BBA Entrepreneurship Specialty, subject to DQAB confirmation, as recommended by Education Council and as presented.”</i></b>		





# Board of Governors

## Open Meeting Minutes - Draft

**Tuesday, March 30, 2021 11:00-12:30pm**

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 – on leave
- 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:

- Donna Olson, Director, Legal Affairs & Policy Development

	ACTION
<p>Quorum was established and the meeting was called to order at 11:00a.m.</p> <p><i>It was respectfully acknowledged that the meeting was held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.</i></p>	
<p><b>1. APPROVAL OF AGENDA</b></p> <p><u>Motion:</u>  <b><i>“BE IT RESOLVED THAT the March 30, 2021 Okanagan College Board of Governors Open session meeting agenda is approved”.</i></b></p>	K. Scott CARRIED
<p><b>2. DECLARATION OF CONFLICT</b></p> <p>No conflicts were declared.</p>	
<p><b>3. CONSENT AGENDA</b></p> <p><u>Motion:</u>  <b><i>“BE IT RESOLVED THAT the Consent Agenda be approved as presented”.</i></b></p>	T. Lee CARRIED
<p><b>4. BUSINESS ARISING FROM THE MINUTES</b></p> <p>No new business arising.</p>	

ACTION

## 5. PRESENTATIONS

## 6. NEW BUSINESS

### 6.1. Finance, Audit and Risk Review Committee

#### 6.1.1. Chair Report

The Committee Chair noted the committee met on March 16 to review the draft operating and capital budgets for 2021/22.

#### 6.1.2. Budget 2021/2022

C. Morcom provided an update on the year-end 2020/21 budget position and noted the current forecast shows we will be close to a balanced budget. As a result, we don't expect to need to access reserves funds to balance the budget in the current year.

He also reviewed the proposed 2021/22 budget and noted the following:

- Budget principles were used to guide the development of the budget.
- The provincial government has given us approval to propose a deficit budget.
- The proposed budget is in a \$2.63m deficit position however the budget was developed using very conservative predictions and it is expected positive adjustments will be made during the year.
- That despite the constraints we have still been able to support 28 new initiatives.

A member requested information on the counselling position requested by the students in their presentation. Administration is reviewing options to increase health services to students, once a plan is in place and if funds are available changes to the service will be made.

#### 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."***

C. Morcom reviewed the proposed 2021/22 Capital Budget. He noted the major projects included are the start of planning for the Student Residences in Vernon, Salmon Arm and Kelowna and the demolition of the Health Building. We will also continue to complete routine and minor capital projects.

D. Safinuk  
CARRIED

## ACTION

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.”***

D. Safinuk  
CARRIED

**6.2. Industry Training Authority (ITA) Plan**

A. Hay reviewed the proposed plan for 2021/22. He noted the ITA has informed institutions that they will continue to fund intakes at the full capacity rate even if COVID restrictions only allow a minimum of six students. This accommodation ensures we can continue to offer a range of courses to students while meeting COVID protocols.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2021/2022 Industry Training Authority Training Plan as presented.”***

K. Scott  
CARRIED

**6.3. Annual Programming Plan**

A. Hay outlined the proposed plan for 2021/22. He noted domestic enrolments are expected to be on a similar level to 2020/21. This year, to ensure international students and those concerned about in-person classes have options, the schedule will include a compendium of online courses.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2021/2022 Annual Programming Plan as presented.”***

T. Lee  
CARRIED

**6.4. Forgiveness of Foundation Receivable**

Administration is requesting approval to forgive the Foundation costs related to fundraising campaigns incurred during the year. Under an agreement with the Foundation, each year the College advances funds to the Foundation to cover the increased operating costs of a capital fundraising campaign. By forgiving the loan the full value of donations can go to the project the donor has chosen to support. The estimated receivable forgiveness this year is \$137,000.

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.”***

J. Fowler  
CARRIED

**6.5. Code of Ethical Practices Policy**

MK Oliver, noted that following an extensive internal consultation, the Board Executive Committee approved posting of the revised Code of Ethical Practices policy for a 30-day consultation period in February 2021. Input from the

## ACTION

consultation was incorporated and the final version of the policy was provided to the Board Executive Committee for review earlier this month. The policy is now being recommended to the Board for approval.

Motion:

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

K. Scott  
CARRIED

## 6.6. Education Council

6.6.1. Program Revisions

The following program revision motions were omnibussed into one motion.

Motions:

***"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."***

J. Cunningham  
CARRIED

***"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."***

CARRIED

***"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."***

CARRIED

***"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."***

CARRIED

***"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."***

CARRIED

D. Rubadeau left the meeting

6.6.2. Program DeletionsMotion:

***"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."***

T. Lee  
CARRIED

ACTION

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## 7. VERBAL REPORTS

### 7.1. Board Chair Report

G. Morgan noted that S. Cook has taken a leave and will return in September. She also reported that J. Fowler, J. Cunningham, T. Lee and A. Alexander had be reappointed as members.

### 7.2. President's Report

J. Hamilton thanked the Board for their continued support.

### 7.3. Governance Committee

K. Scott noted the Committee meet on March 16 and reviewed and approved the new Board Orientation material that was developed. She reminded the Board that a professional development session is planned for October.

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## 8. INFORMATION

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## 9. TOPICS FOR NEXT MEETING

No topics were suggested for the next meeting

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## 10. FOR THE GOOD OF THE BOARD

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## 11. ADJOURNMENT

The meeting adjourned at 12:02 p.m.

A. Alexander  
CARRIED





# President's Report to the Okanagan College Board of Governors May 2021

## Learner Readiness and Success

- On May 13<sup>th</sup>, Okanagan College hosted the Animation Diploma's 3<sup>rd</sup> Annual Industry Night. Local animation studios had the opportunity to canvas the next generation of talent as our students showcased their artwork, demo reels and professional portfolios.
- Over the last two weeks we have hosted and an On-campus Grad Experience at each campus for graduates. It provided them with the opportunity to have their photo taken alongside their professors, portfolio deans and members of the Executive.
- Late last month, English Professor Corinna Chong was named the first-place national winner of the 2021 CBC Short Story competition for her piece titled "Kids in Kindergarten". The short story can be found here: [Kids in Kindergarten by Corinna Chong | CBC Books](#)
- In April, two of our Water Engineering Technology (WET) students, Kyra Marsden and Kyle Giesbrecht, each received \$1,000 scholarships from The Water Supply Association of B.C.

## Community Engagement and Service

- In the past few weeks, numerous donations have been made to the Our Students, Your Health campaign. The Okanagan College Student Union donated \$15,000 towards the construction of a new Health Sciences Centre on the Kelowna campus. MLA Ben Stewart's family recently donated \$50,000 in recognition of his father, Richard Stewart, who was a former OUC Board member.

## Teaching, Programming and Applied Research

- We recently launched a new Culinary Workshop Series that will give foodies the opportunity to discover new skills and explore different flavors while learning in our commercial kitchens, under the guidance of Okanagan College's Red Seal Chefs. Information can be found here: [Culinary Workshops](#)

## Indigenization

- On May 17<sup>th</sup>, Saige Girouard, a recent Bachelor of Business Administration graduate, was awarded the Lieutenant Governor's Medal for Inclusion, Democracy and Reconciliation in recognition of her many contributions to her community during her time at the College.

## Organizational Sustainability

- At the end of April, the Ministry published a new COVID-19 Return-to-Campus Primer to assist post-secondary institutions in planning for a safe return to campus this fall. The Primer outlines key public health planning assumptions and safety measures that Okanagan College will be heeding as we continue careful planning and preparations for the return to campus.
- Earth Day took place on April 22<sup>nd</sup> and according to recent calculations, OC has reduced its total overall greenhouse gas emissions (GHG) by 44% since 2007. This in the face of an overall growth in space of 44% in the same period. The calculations show that OC has managed to decrease its per-square-metre emissions by more than 61% over this 14-year period. We have already exceeded our 2030 target, producing 1,064 tonnes of GHG in 2020, compared to the 2030 target of 1,142 tonnes.
- The Flourish Wellness Project continues to offer weekly *Wellness Wednesday* online workshops for all students and staff with a special focus on strategies to help cope during the COVID-19 pandemic.



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

### REPORT TITLE

Line of Credit Increase

### DATE

May 11, 2021

### BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

In the past, the Board annually approved the operating line of credit of \$2.5 million with TD Canada Trust at an interest rate of prime minus 0.5%. As of May 6, 2021, Canada's prime rate of interest is 2.45%.

In 2019, the Board of Governors approved an increase to the short-term line of credit to \$2.5 million. This increase was reflective of the growth of Okanagan College and is the amount that would be needed to bridge a payroll run for the College. Okanagan College has not needed to access the line of credit in past years but has it in place to mitigate any potential risks. Any use of the line of credit would be reported to the Board.

The Board of Governors annually reviews and approves continuing this short-term line of credit.

### ACTION REQUIRED

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

For approval.

#### Proposed Resolution:

*"BE IT RESOLVED THAT the Board of Governors approve a short- term line of credit with TD Canada Trust in the amount of \$2.5 million as presented and as recommended by the Finance, Audit and Risk Review Committee."*

### STRATEGIC PLAN <sup>1</sup>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 (include name and title)

C. Morcom – Vice President, Employee and Corporate Services

A. Johnson – Director, Financial Services

<sup>1</sup> Strategic Plan can be found at: [www.Okanagan.bc.ca/toward2020](http://www.Okanagan.bc.ca/toward2020)

## Education Council – Report to the Board

### May 25<sup>th</sup>, 2021

Education Council met on April 1<sup>st</sup> and May 5<sup>th</sup>, 2021 and approved 15 new courses, 6 course revisions, 3 new programs, 6 program revision, and 2 articulation agreements.

## NEW PROGRAMS

### LPN Orthopaedic Certificate

#### Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program LPN Orthopaedic Certificate as recommended by Education Council and as presented.”***

#### **Rationale:**

BC Health authorities have identified the need for an Orthopaedic Education program located in British Columbia that specifically reflects BC's Licensed Practical Nurse (LPN) scope of practice and serves the needs of BC communities. Currently, the nearest program is in Alberta. However, differences in provincial scopes of practice and mounting travel-related costs have prompted the BC Ministry of Advanced Education & Skills Training and the Ministry of Health to explore ways in which to develop and deliver a training program that will effectively address these challenges locally. Okanagan College (OC) lead the process of developing the BC LPN Orthopedic Competencies, which this new certificate is based on, in consultation with: Ministry of Health, Ministry of Advanced Education and Skills Training (AEST), Island Health, Interior Health, Northern Health, Vancouver Coastal Health, Fraser Health, BC Nurses Union (BCNU), Nurses & Nurse Practitioners of British Columbia (NNPBC), British Columbia College of Nurses and Midwives - Nursing Regulatory (BCCNM) and an Orthopaedic Surgeon from the University Hospital of Northern BC. Okanagan College's proposed LPN Orthopaedic Certificate program will provide LPNs in BC with specialized training in anatomy and physiology, orthopaedic pathophysiology, nursing interventions, casting skills, and other treatment methods.

This certificate program will be provided in a hybrid-delivery model which consists of theory delivered online via Moodle and a practicum that will take place at OC-approved locations within each student's local health authority and/or community or the nearest location that can meet the practicum requirements for the student.

#### **Calendar description:**

This 635-hour certificate provides Licensed Practical Nurses (LPN) with advanced knowledge and skills for an orthopaedic career working directly with nursepractitioners and medical practitioners.

Students will further their LPN training of anatomy, physiology, and pathophysiology in relation to orthopaedics in acute, trauma, and post-surgical settings. LPNs will develop skills to become competent in orthopaedic radiology, assessments, and application and removal of casts, splints and braces. This program covers specialized orthopaedic procedures, including wound care, how to operate and adjust traction equipment, and patient-care teaching specific to orthopaedics.

This program provides a balance of both theory and hands-on experience. During the practicum, students will perform casting and splinting techniques, fit orthopaedic devices, and other duties performed in three areas of practice (cast clinic, ambulatory care units, and emergency rooms).

#### **Admission requirements:**

Active practicing license with respective provincial professional body (LPN)  
Proof of a minimum of two years, full-time equivalent, acute care experience

Provide a written agreement of a practicum placement by an orthopaedic unit manager  
 Current CPR Level C (This must be maintained throughout the program.)  
 Either a current Red Cross Standard First Aid or St. John Ambulance Standard First Aid (This must be maintained throughout the program.)

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.

Proof of one of the following:

Wound-care competency (written letter from a clinical manager)

Wound-care training within the last two years

### **Program requirements:**

Results of tuberculin testing done no more than six months before the date of application, with evidence of appropriate follow up if the test was positive.

Up-to-date Immunization Record based on vaccinations listed below. Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.

1. Tetanus and Diphtheria Toxoid (Td) - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.
2. Measles Vaccine - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as Measles Mumps (MMR) vaccine.
3. Polio Vaccine - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the interval since the last dose. Booster doses of IPV are not required in Canada.
4. Rubella Vaccine - If you do not have documented immunity as described above under Measles, you should be vaccinated with MMR, unless there are contraindications.
5. Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.
6. Varicella Vaccine - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.
7. Flu Immunization - Annual Flu immunization is recommended.

### **Graduation requirements:**

Students must pass the practicum and attain a minimum grade of 70% in each of the other courses in the program.

**Program outline:**

<b>ORTH 110</b>	<b>Orthopaedic Anatomy and Physiology (<i>long title</i>)</b> <b>Ortho Anatomy &amp; Physiology (<i>short title</i>)</b>	<b>80 Hours</b>										
<p>This course is designed to provide anatomy and physiology knowledge specific to orthopaedic nursing. Topics include medical terminology and abbreviations, anatomical terms and directions, detailed skeletal anatomy, appendicular and axial skeleton, bony landmarks, origins and insertions, bone physiology including ossification, growth, healing, neurovascular considerations, and special considerations for pediatric, adult and geriatric patients.</p>												
<p><b>Resources</b></p> <ol style="list-style-type: none"> <li>1. Concise Book of Muscles-Chris Jarmey – Any edition</li> <li>2. Sherman, S. (2019). Simon's emergency orthopaedics (8<sup>th</sup> ed.). USA : McGraw-Hill.</li> <li>3. Jarney, c. (2018) The Concise book of Muscles, Fourth Edition, Berkeley, CA: North Atlantic Books. (optional)</li> <li>4. Ortho Notes clinical examination pocket guide – Dawn Gulick</li> <li>5. Ortho Bullets- Internet       <ol style="list-style-type: none"> <li>a. Wheelless' Textbook of Orthopaedics-Duke Orthopaedics (wheellessonline.com)</li> </ol> </li> </ol>												
<p><b>Learning Outcomes</b></p> <p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify anatomical planes, directions and range of motion, and document using appropriate orthopaedic terminology.</li> <li>2. Describe the structure and function of bones, muscles, connective tissue elements, and nerves related to pediatric, adult, and geriatric patients' musculoskeletal system.</li> <li>3. Explain the physiology of bone growth and healing.</li> <li>4. Describe integumentary injuries associated with orthopaedic trauma and wound care specific to pediatric, adult and geriatric patients.</li> <li>5. Describe the different types of fractures.</li> </ol>												
<p><b>Assessment</b></p> <table border="1"> <tr> <td>Participation</td> <td>10%</td> </tr> <tr> <td>Assignments</td> <td>30%</td> </tr> <tr> <td>Quizzes</td> <td>30%</td> </tr> <tr> <td>Final Exam</td> <td>30%</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>100%</b></td> </tr> </table>			Participation	10%	Assignments	30%	Quizzes	30%	Final Exam	30%	<b>TOTAL</b>	<b>100%</b>
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<b>ORTH 111</b>	<b>Orthopaedic Pathophysiology and Nursing Interventions (<i>long title</i>)</b> <b>Pathophysiology/Interventions (<i>short title</i>)</b>	<b>195 Hours</b>
<p>This course builds on orthopaedic anatomy and physiology to provide the pathophysiology knowledge and skills required to provide safe care to patients requiring orthopaedic interventions and nursing care.</p> <p>Prerequisite: ORTH 110</p>		

**Resources**

1. Tintinalli's Emergency Medicine
2. Concise Book of Muscles-Chris Jarmey – Any edition
3. Ortho Notes clinical examination pocket guide – Dawn Gulick
4. Ortho Bullets- Internet:
  - a) Wheelless' Textbook of Orthopaedics-Duke Orthopaedics (wheellesonline.com)
  - b) [www.merriam-webster.com](http://www.merriam-webster.com)
5. Video resources:

**Learning Outcomes**

By the end of this course students will be able to:

1. Identify common pathological diseases and injuries that require orthopaedic interventions specific to pediatric, adult and geriatric patients.
2. Describe diagnostic procedures, complications, and specific interventions related to orthopaedic injuries and pathologies specific to pediatric, adult and geriatric patients.
3. Identify the appropriate nursing process for patients requiring orthopaedic intervention.
4. Recognize various types of skeletal fractures and describe how to apply manual manipulation to each one.
5. Explain how various splinting, casting and traction materials relate to LPN orthopaedic interventions.
6. Describe wound care specific to pediatric, adult and geriatric patients.
7. Document and report information pertinent to orthopaedic nursing care.

**Assessment**

Participation	10%
Assignments	30%
Quizzes	30%
Final Exam	30%
<b>TOTAL</b>	<b>100%</b>

**ORTH 112****Orthopaedic Specialty Skills****60 Hours**

This course focuses on the scope of practice of LPN orthopaedics while building knowledge and rationale pertaining to the application and management of splints, casts, traction, and wound care related to orthopaedic pre- and post-surgical complications and outcomes.

Prerequisite: ORTH 110 and ORTH 111

**Resources**

1. Tintinalli's Emergency Medicine
2. Concise Book of Muscles-Chris Jarmey – Any edition
3. A practical guide to casting – BSN medical (Royal College of Nursing)
4. Ortho Notes clinical examination pocket guide – Dawn Gulick.
5. Essential Orthopaedics and Trauma ( 5<sup>th</sup> ed ) –Dandy D.J., Edwards D.J.
5. Zimmer Traction Handbook
6. Dynacast Prelude – BSN medical
7. Essential Anatomy 5(mobile app)
8. Ortho Bullets- Internet
  - a. Wheelless' Textbook of Orthopaedics-Duke Orthopaedics (wheellesonline.com)

- b. [www.merriam-webster.com](http://www.merriam-webster.com)
- c. BCCNM Professional Standards for LPNs; [Professional Standards for LPNs \(bccnm.ca\)](http://www.bccnm.ca)
- d. BCCNM Scope of Practice for LPNs (2020); [Scope of Practice for LPNs \(bccnm.ca\)](http://www.bccnm.ca)
- e. BCCNM LPN Documentation Practice Standard; [LPN Documentation Practice Standard \(bccnm.ca\)](http://www.bccnm.ca)
- f. BCCNM LPN Regulatory Supervision of Students; [LPN Regulatory Supervision of Students Practice Standard \(bccnm.ca\)](http://www.bccnm.ca)
- g. BCCNM LPN Medication Practice Standard; [LPN Medication Practice Standard \(bccnm.ca\)](http://www.bccnm.ca)

### Learning Outcomes

By the end of this course, students will be able to:

1. Comply with the scope of practice for BC LPN orthopaedics.
2. Describe the use of various types of splinting, casting and traction materials.
3. Describe anticipated complications and outcomes specific to pediatric, adult and geriatric patients for orthopaedic fracture management pre- and post-surgical under cast and splints.
4. Explain wound care related to orthopaedic fracture complications.
5. Describe patient care of orthopaedic devices to pediatric, adult and geriatric patients.

### Assessment

Participation	10%
Assignments	30%
Quizzes	30%
Final Exam	30%
<b>TOTAL</b>	<b>100%</b>

ORTH 113	Practicum Preparation	40 Hours
<p>This course engages students in a focused preparation for their practicum. Clinical simulations utilizing videos will enhance the student's learning experience. Various orthopaedic settings are explored and students will review the practicum teams' roles and responsibilities (student, faculty, placement agency) with an orientation of the practicum guidelines.</p>		
<p>Prerequisite: ORTH 110, ORTH 111 and ORTH 112</p>		
<p><b>Resources</b></p> <ol style="list-style-type: none"> <li>1. Okanagan College Practicum Checklist</li> <li>2. Okanagan College Practicum Guide</li> <li>3. Tintinalli's Emergency Medicine</li> <li>4. Concise Book of Muscles-Chris Jarmey – Any edition</li> <li>5. Ortho Notes clinical examination pocket guide – Dawn Gulick</li> <li>6. Ortho Bullets- Internet</li> <li>7. Wheelless' Textbook of Orthopaedics-Duke Orthopaedics (<a href="http://wheellessonline.com">wheellessonline.com</a>)</li> <li>8. <a href="http://www.merriam-webster.com">www.merriam-webster.com</a></li> <li>9. Dan's videos</li> </ol>		



**Learning Outcomes**

By the end of this course, students will be able to:

1. Describe the different settings in which LPN orthopaedics may work.
2. Apply orthopaedic anatomy, pathophysiology and techniques specific to pediatric, adult and geriatric patients.
3. Organize patient intake, order radiology tests as per Physician or Nurse Practitioner orders, and prioritize patient care and instruction.
4. Describe patient teaching in relation to orthopaedic procedures and care of devices.

**Assessment**

Participation	10%
Skills Demonstration	30%
Assignments	30%
Quizzes	10%
Final Exam	20%
<b>TOTAL</b>	<b>100%</b>

**ORTH 114****Practicum****260 Hours**

This supervised experience provides an opportunity for the student to demonstrate integration and consolidation of knowledge, skills and abilities within the realities of the workplace.

Prerequisite: ORTH 110, ORTH 111, ORTH 112 and ORTH 113

**Resources**

1. Okanagan College Practicum Checklist
2. Okanagan College Practicum Guide

**Learning Outcomes**

By the end of this course, students will be able to:

- Confidently perform the LPN Orthopaedic duties independently.
- Successfully complete all BC LPN Orthopaedic skill competencies.

**Assessment**

Completion of Practicum which includes:

P/F

1. Submission of the practicum package to the OC practicum supervisor
2. Meet all performance criteria by the end of the practicum.
3. Completion of required amount of practicum hours.
4. Completion of a daily journal.

**Implementation date:** January 2022

**Cost:** N/A

## **BBA Entrepreneurship Specialty**

### Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program BBA Entrepreneurship Specialty, subject to DQAB confirmation, as recommended by Education Council and as presented.”***

### **Program revision:**

- Addition of courses
- Program name
- Description
- Program outline
- Revision of courses

### **Rationale:**

In consultation with community members, students, past graduates and faculties within OC, interest in creating an experiential entrepreneurial credential was expressed. OSB experience teaching in the Jamk Team Academy spurred OSB to consider how we could create such a program here. A specialty area which aligns with the existing BBA template was determined to be a unique and creative way to build on the successful programming already at Okanagan College and to add to it.

This specialty area will give students the opportunity to gain the core fundamental business skills required by the current BBA. In addition to that, it will also allow for students to investigate, plan for and execute a business idea. The program is inherently experiential and has a practicum included in the program design. This is a differentiating feature from other BBA specialty areas.

### **Addition of courses:**

BUAD 112  
 BUAD 212  
 BUAD 319  
 BUAD 371  
 BUAD 413  
 BUAD 414  
 BUAD 416  
 BUAD 417  
 BUAD 499

### **Program name:**

BBA – Entrepreneurship

### **Description:**

The Entrepreneurship specialty is an alternative way to complete the Okanagan College BBA Degree. This limited entry program is designed primarily for individuals with limited business background who are looking to gain experience and knowledge related to entrepreneurship (starting a new business, or social business, or launching new products or services within existing businesses (intrapreneurship).

The Entrepreneurship specialty allows participants to gain all of the core business knowledge of the existing BBA, but has distinct features that set it apart. First students will focus their elective courses on topics related to innovation and creativity, services design, new product development, and the strategic, marketing, operational and financial aspects of starting new businesses, social business or new initiatives. Second, students will be encouraged to explore their passions and interests by infusing them directly in course assignments. The program is designed to allow students to explore different approaches to business, and to investigate and integrate social and environmentally focused business drivers into the work they produce. Third, students will engage in immersive experiential learning through direct connection to businesses, applied business projects and a practicum where students put their learning into action. Finally, students complete their 4 year program in a cohort supported by lead professors and community mentors.

Students will form enduring relationships with their peers in the cohort and received coaching from seasoned entrepreneurs through the degree.

### Program Objectives

This program has all of the hallmark objectives of the original BBA with a few additions:

- Innovation and Creativity  
Graduates will have demonstrated the ability to generate innovative ideas and execute them.
- Entrepreneurship  
Graduates will have gained the necessary skills to effectively conceptualize, plan and execute a new venture, social business or product/service innovation.
- Community Focus  
Graduates will have demonstrated the ability to integrate the social, environmental, and community impacts of doing business into their operational and strategic planning

### Program outline:

#### BBA Entrepreneurship Specialty

#### Courses by Semester

The following section outlines the courses in the specialty area as they would be taken by students in the program.

Semester 1 (Fall) <ul style="list-style-type: none"> <li>• Buad 116 Intro to Marketing</li> <li>• Buad 111 Financial Accounting I</li> <li>• CMS 112 Professional Writing I</li> <li>• Math 114 Business Mathematics</li> <li>• Buad 128 Computer Applications</li> </ul>	Semester 2 (Winter) <ul style="list-style-type: none"> <li>• Buad 123 Management Principles</li> <li>• Buad 113 Canadian Business</li> <li>• Buad 195 Financial Management</li> <li>• Buad 176 Professional Sales</li> <li>• Buad 112 Intro. to Entrepreneurship</li> </ul>
Semester 3 (Fall) <ul style="list-style-type: none"> <li>• Buad 264 Management Accounting</li> <li>• Buad 262 Organizational Behaviour</li> <li>• Buad 209 Business Law</li> <li>• Buad 200 Digital Marketing</li> <li>• Buad 212 Idea Generation</li> </ul>	Semester 4 (Winter) <ul style="list-style-type: none"> <li>• Buad 251 Personal Financial Planning</li> <li>• Buad 269 Human Resources Mgmt.</li> <li>• CMS 122 Professional Writing II</li> <li>• Buad 319 Intro.to Mgmt. Consulting</li> <li>• Non-Business Elective</li> </ul>
Semester 5 (Fall) <ul style="list-style-type: none"> <li>• Stat 124 Business Statistics</li> <li>• Buad 340 Strategic Management</li> <li>• Buad 415 New Product Development</li> <li>• Buad 371 Organizations &amp; Society</li> <li>• Non-Business Elective</li> </ul>	Semester 6 (Winter) <ul style="list-style-type: none"> <li>• Buad 315 Management Science</li> <li>• Buad 425 Can. Gov't. &amp; Business</li> <li>• Buad 336 Services Dev. &amp; Design</li> <li>• Specialty Area Elective</li> <li>• Non-Business Elective</li> </ul>
Semester 7 (Fall) <ul style="list-style-type: none"> <li>• Buad 413 Finance for Entrepreneurs</li> <li>• Buad 417 Marketing for Entrepreneurs</li> <li>• Buad 414 New Venture Creation</li> <li>• Buad 416 New International Bus. Ventures</li> <li>• Buad 370 Leadership</li> </ul>	Semester 8 (Winter) <ul style="list-style-type: none"> <li>• Econ 395 Special Topics</li> <li>• Buad 499 Entrepreneurship Practicum (12 credits)</li> </ul>

### Revision of courses:

BUAD 336

**Implementation date:** September 2021

**Cost:** N/A

## PROGRAM REVISIONS

### Health Care Assistant

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Health Care Assistant Certificate as recommended by Education Council and as presented.”***

**Program revision:**

- Admission requirements

**Rationale:**

To align Okanagan College English requirements with the BC Care Aide & Community Health Worker Registry requirements. The HCA program at Okanagan College is a recognized program of the BC Care Aide & Community Health Worker Registry. This recognition is needed to offer the program.

**Admission requirements:**

Existing	Proposed
<p>English requirements:</p> <p>A completed self-declaration, and</p> <p>Native English speakers:</p> <p>A minimum grade of 60% in English 11; or a minimum score of 24/40 or Level 4 on the Language Proficiency Index (LPI); or a minimum grade of 50% in English 12 or English 12 First Peoples; or a minimum grade of 60% in OC's ABE ENGL 080; or a minimum grade of 60% in both OC's ABE ENGL 081 and 082 (Composition 011 is not acceptable).</p> <p>Non-native English speakers:</p> <p>Option A:</p> <p>The completed self-declaration confirming seven years of education in an English-speaking environment OR proof of four consecutive years of education in an English-speaking environment* at the secondary or post-secondary level</p> <p>AND one of the following:</p> <p>A minimum grade of 60% in English 11; or a minimum score of 24/40 or Level 4 on the Language Proficiency Index (LPI)*; or a minimum grade of 50% in English 12 or English 12 First Peoples; or a minimum grade of 60% in OC's ABE ENGL 080; or a minimum grade of 60% in both OC's ABE ENGL 081 and 082 (Composition 011 is not acceptable).</p> <p>*The LPI Test is no longer being offered after July 31, 2020. Okanagan College will continue to accept LPI Test results for two years from the date an applicant tested. Approved alternatives are available. Please consult academic entrance requirements.</p>	<p>All HCA program applicants are required to demonstrate English language proficiency. Domestic and/or international applicants who are non-native English speakers will need to take a standardized proficiency assessment to confirm communicative competency in all four language skills areas (speaking, listening, reading and writing).</p> <p>Domestic and/or international applicants Native English speakers Non-native English speakers Requirement: English 10 or equivalent Requirement: Standardized English language proficiency test score Evidence of one of the following: 1. Proof of completion of Grade 10 English; or 2. College courses determined to be equivalent to completion of Grade 10 English (or higher) by post-secondary institutions. Applicants must produce transcripts as evidence of completion. A minimum of a C grade is acceptable. 3. Canadian Adult Achievement Test (CAAT): Reading Comprehension 35/50 Spelling 23/32 4. Language Placement Index (LPI): The three individual scores (Sentence Structure, English Usage, and Reading Comprehension) must total a minimum of 20, out of a maximum possible score of 40. Essay level of 4, with a minimum essay score of 24/40 5. Accuplacer: Grade 10 level or higher Recommended Cut Scores*: Reading Comprehension 60, Sentences Skill 55, Writeplacer 4 *educational institutions may conduct their own</p>

<p>Option B:</p> <p>The completed self-declaration confirming less than seven years of education in an English-speaking environment AND less than four consecutive years of education in an English-speaking environment* at the secondary or post-secondary level</p> <p>AND one of the following:</p> <p>Test of English as a Foreign Language (TOEFL) within the past two years; IBT with an overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing;</p> <p>International English Language Testing System (IELTS) Academic or General within the past two years; with an overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing;</p> <p>Canadian Language Benchmark Placement Test (CLB PT) within the past six months; with minimum scores of: Listening 7, Speaking 7, Reading 6, and Writing 6.</p> <p>Canadian English Language Proficiency Index Program (CELPPIP):</p> <p>a) Academic: Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing</p> <p>or</p> <p>b) General: CELPIP 7 or better in Speaking and Listening and CELPIP 6 in Reading and Writing</p>	<p>predictive validity studies to confirm appropriate cut scores</p> <p>Evidence of one of the following test scores:</p> <ol style="list-style-type: none"> <li>1. The Test of English as a Foreign Language (TOEFL): test must be within the last two years, IBT only -- Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing</li> <li>2. International English Language Testing System (IELTS): Academic or General -- test must be within the last two years: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing</li> <li>3. Canadian Language Benchmark Placement Test (CLB PT): test must be within the last year : Listening 7, Speaking 7, Reading 6 and Writing 6 - Note: a CLB Report Card from a LINC Program may also be accepted.</li> <li>4. Canadian English Language Proficiency Index Program (CELPPIP): Academic or General -- Academic: Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing. General: CELPIP 7 or better in Speaking and Listening and CELPIP 6 in Reading and Writing</li> <li>5. Canadian Academic English Language Assessment (CAEL): Overall Score of 60, with no section less than 50</li> </ol>
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**Implementation date:** May 2021

**Cost:** N/A

## Post Baccalaureate in Human Resources Diploma

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Post Baccalaureate in Human Resources Diploma as recommended by Education Council and as presented.”***

### Program revision:

- Admission requirements

### Rationale:

A new Post Bac Certificate in Human Resources is being proposed which will be a better and faster pathway for students with an existing Business Degree who wish to gain the competencies required by the CPHR accrediting body.

During our first 2 intakes of the current Post Bac Diploma in HR we discovered that some students were being turned away because they had too many business credits for the existing Post Bac Diploma to be appropriate.

With the new proposed Post Bac Certificate, we will have two distinct programming options. This current Post Bac Diploma will be restricted to students with a degree other than business. The new program will be more appropriate for students with a business degree.

**Admission requirements:**

Current	Proposed
Successful completion of a recognized bachelor's degree in any business or non-business program other than those with a Human Resources Management major or specialty.	Successful completion of a recognized bachelor's degree in any non- business program.

**Implementation Date:** September 2021**Cost:** N/A**BBA Finance Specialty**Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision BBA Finance Specialty as recommended by Education Council and as presented.”***

**Program revision:**

- Addition of Courses
- Program Outline

**Rationale:**

A new course - BUAD 354 has been formally added to the program. This course have been delivered for the last two years as a special topics course. The department would like it to become a regular course offering.

**Addition of courses:**

BUAD 354

**Program Outline:**

Current	Proposed
While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Finance.	While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Finance.
<p>Eight courses from the following:</p> <ul style="list-style-type: none"> <li>BUAD 208 Canadian Income Tax I</li> <li>BUAD 234 Retirement Income Planning</li> <li>BUAD 235 Insurance and Estate Planning</li> <li>BUAD 250 Canadian Securities</li> <li>BUAD 251 Personal Financial Planning</li> <li>BUAD 296 Long-term Capital Management</li> <li>BUAD 350 Capital Markets</li> <li>BUAD 353 Derivative Securities</li> <li>BUAD 356 Taxation and Investment Planning</li> <li>BUAD 360 Canadian Financial Institutions</li> <li>BUAD 361 Selected Topics: Finance</li> <li>BUAD 468 Selected Topics: Finance</li> <li>BUAD 369 Canadian Income Tax II</li> <li>BUAD 450 Investment Management</li> <li>BUAD 460 Investing in Financial Institutions</li> <li>BUAD 461 Applied Corporate Finance</li> </ul>	<p>Eight courses from the following:</p> <ul style="list-style-type: none"> <li>BUAD 208 Canadian Income Tax I</li> <li>BUAD 234 Retirement Income Planning</li> <li>BUAD 235 Insurance and Estate Planning</li> <li>BUAD 250 Canadian Securities</li> <li>BUAD 251 Personal Financial Planning</li> <li>BUAD 296 Long-term Capital Management</li> <li>BUAD 350 Capital Markets</li> <li>BUAD 353 Derivative Securities</li> <li><b>BUAD 354 Financial Modeling</b></li> <li>BUAD 356 Taxation and Investment Planning</li> <li>BUAD 360 Canadian Financial Institutions</li> <li>BUAD 361 Selected Topics: Finance</li> <li>BUAD 468 Selected Topics: Finance</li> <li>BUAD 369 Canadian Income Tax II</li> <li>BUAD 450 Investment Management</li> <li>BUAD 460 Investing in Financial Institutions</li> <li>BUAD 461 Applied Corporate Finance</li> </ul>

**Implementation date:** April 2021**Cost:** N/A

**BBA Management Specialty**Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision BBA Management Specialty as recommended by Education Council and as presented.”***

**Program revision:**

- Addition of courses
- Program outline

**Rationale:**

BUAD 336 is currently a course in the Marketing specialty area. This course is currently being revamped and expanded and has been deemed something that is of interest and importance to Management students as well. It would be an excellent addition to the suggested options within the Management specialty area.

**Addition of courses:**

BUAD 336

**Program outline:**

Current	Proposed
While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Management: BUAD 176 Professional Sales BUAD 298 Small Business Management BUAD 370 Leadership BUAD 382 Operations Management Plus 4 of: BUAD 201 Conflict Resolution and Negotiation BUAD 283 Management Information Systems BUAD 289 Purchasing and Materials Management BUAD 305 Logistics and Supply Chain Management BUAD 306 Managing Professional Service Firms BUAD 307 Managing for Innovation BUAD 308 Multicultural Management BUAD 309 Social Entrepreneurship BUAD 331 Project Management BUAD 334 Events Planning BUAD 339 Selected Topics: Management BUAD 439 Selected Topics: Management BUAD 341 Introduction to Non-Profit Management BUAD 346 Sustainable Management BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management BUAD 415 New Product Development BUAD 440 BUAD 480 Strategic Management II	While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Management: BUAD 176 Professional Sales BUAD 298 Small Business Management BUAD 370 Leadership BUAD 382 Operations Management Plus 4 of: BUAD 201 Conflict Resolution and Negotiation BUAD 283 Management Information Systems BUAD 289 Purchasing and Materials Management BUAD 305 Logistics and Supply Chain Management BUAD 306 Managing Professional Service Firms BUAD 307 Managing for Innovation BUAD 308 Multicultural Management BUAD 309 Social Entrepreneurship BUAD 331 Project Management BUAD 334 Events Planning <b>BUAD 336 - Services Design &amp; Development</b> BUAD 339 Selected Topics: Management BUAD 439 Selected Topics: Management BUAD 341 Introduction to Non-Profit Management BUAD 346 Sustainable Management BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management BUAD 415 New Product Development BUAD 440 – Advanced Business Strategy BUAD 480 Strategic Management II

**Implementation date:** April 2021

**Cost:** N/A

**Criminal and Social Justice Diploma**

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Criminal and Social Justice Diploma as recommended by Education Council and as presented.”***

**Program revision:**

- Addition of courses
- Program Outline

**Rationale:**

The CSJ program has included a recommendation for students to take a “100-Level Philosophy Class.” This met the SFU transfer requirement for a PHIL course.

Since then, the CSJ program has developed its own philosophy course, PHIL 250: Applied Ethics for Criminal and Social Justice Professionals. The PHIL 250 meets the SFU transfer requirement. Therefore, we no longer need the recommendation for students to take PHIL 100. PHIL 250 has a pre-req of CRIM 111 and CRIM 121, which are already required courses for the CSJ program.

Currently students only have two free electives in the entire CSJ program. Increased availability of electives would help students meet a range of requirements for different university transfers. Removing the PHIL 100 recommendation would thus allow students to take one more elective and be more successful in transferring to degree programs. For these reasons, we recommend removing the PHIL 100 recommendation.

In order to increase the range of relevant courses CSJ students can choose for an elective, we would like to add SOCI: 250 Crime and Society to the list of electives students may choose from in Semester three of the program in the list under "And one of:". SOCI 250 has a pre-req of SOCI 111, which is already a required course for the CSJ program.

**Addition of courses:**

SOCI 250

**Program Outline:**

Current Program Outline

Proposed Program Outline

<b>Year One</b>	<b>Year One</b>
Semester I <u>PSYC 111</u> Introduction to Psychology: Basic Processes <u>SOCI 111</u> Introduction to Sociology I <u>ENGL 100</u> University Writing <u>CRIM 111</u> Introduction to Criminology <u>POLI 101</u> Introduction to Politics Semester II Semester II <u>PSYC 121</u> Introduction to Psychology: Personal Functioning <u>SOCI 121</u> Introduction to Sociology II <u>CRIM 121</u> Introduction to the Criminal Justice System <u>GSWS 100</u> Introduction to Gender, Sexuality, and Women's Studies Electives (3 credits)*	Semester I <u>PSYC 111</u> Introduction to Psychology: Basic Processes <u>SOCI 111</u> Introduction to Sociology I <u>ENGL 100</u> University Writing <u>CRIM 111</u> Introduction to Criminology <u>POLI 101</u> Introduction to Politics Semester II Semester II <u>PSYC 121</u> Introduction to Psychology: Personal Functioning <u>SOCI 121</u> Introduction to Sociology II <u>CRIM 121</u> Introduction to the Criminal Justice System <u>GSWS 100</u> Introduction to Gender, Sexuality, and Women's Studies Electives (3 credits)



<p><b>Year Two</b></p> <p>Semester III</p> <p><u>CRIM 235</u> Canadian Law and Legal Institutions  <u>CRIM 260</u> Social Science Research Methods  <u>SOCI 270</u> Deviance and Social Control One of:  <u>CRIM 240</u> Applied Ethics for Criminal and Social Justice Professions  <u>PHIL 250</u> Applied Ethics for Criminal and Social Justice Professions                      And one of:  <u>PSYC 250</u> Interpersonal Relations  <u>PSYC 231</u> Drugs and Behaviour  <u>PSYC 242</u> Abnormal Psychology  <u>PSYC 255</u> Introduction to Psychology and Law  <u>PSYC 230</u> The Biopsychology of Behaviour</p> <p>Semester IV</p> <p>CRIM 210 Law, Youth and Young Offenders                      CRIM 230 Criminal Law                      CRIM 203 Psychological Perspectives on Crime and Deviance                      And one of:                      SOCI 271 Statistical Analysis in Sociology I                      PSYC 270 Statistics and Data Analysis Electives (3 credits)*                      * Electives should include a 100-level Philosophy course.</p>	<p><b>Year Two</b></p> <p>Semester III</p> <p><u>CRIM 235</u> Canadian Law and Legal Institutions  <u>CRIM 260</u> Social Science Research Methods  <u>SOCI 270</u> Deviance and Social Control One of:  <u>CRIM 240</u> Applied Ethics for Criminal and Social Justice Professions  <u>PHIL 250</u> Applied Ethics for Criminal and Social Justice Professions                      And one of:  <u>PSYC 250</u> Interpersonal Relations  <u>PSYC 231</u> Drugs and Behaviour  <u>PSYC 242</u> Abnormal Psychology  <u>PSYC 255</u> Introduction to Psychology and Law  <u>PSYC 230</u> The Biopsychology of Behaviour  <u>SOCI 250 Crime and Society</u></p> <p>Semester IV</p> <p>CRIM 210 Law, Youth and Young Offenders                      CRIM 230 Criminal Law                      CRIM 203 Psychological Perspectives on Crime and Deviance                      And one of:                      SOCI 271 Statistical Analysis in Sociology I                      PSYC 270 Statistics and Data Analysis  <u>Electives (3 credits)</u></p>
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**Entry Level Automotive Collision Repair/Refinishing Prep Technician Program**

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Entry Level Automotive Collision Repair/Refinishing Prep Technician Program as recommended by Education Council and as presented.”***

**Program Revision:**

- Delivery format
- Graduation requirements
- Program description
- Program name
- Program outline

**Rationale:**

In response to the trades harmonization program across Canada, the Industry Training Authority has completed a program change to the Automotive Collision repair Red Seal program. This program reflects the changes made by the Industry Training Authority.

**Delivery format:**

Current	Proposed
In person	In person & online

**Graduation requirements:**

Current	Proposed
Minimum passing grade per component is 70 percent	Minimum passing grade is a GGA of seventy percent (70%) with no less than fifty percent (50%) per course

**Program description:**

This 36-week (1080 hour) program has been designed to take a student with little or no previous experience in the automotive collision repair trades and supply them with the necessary skills to seek employment in this industry as an apprentice. Courses in this program follow the Industry Training Authority's automotive Collision and Refinishing common core level 1 and will introduce students to the many aspects of the automotive collision repair trades with a focus on developing practical skills.

Graduates of this program will receive Industry Training Authority (ITA) credit for Automotive Collision and Refinishing common core level 1 technical training and will also receive 625 work-based hours towards either their Automotive Collision Repair apprenticeship or 450 hours toward their Automotive refinishing apprenticeship.

**Program name:**

Entry Level Automotive Collision and Refinishing Program

**Program outline:****ENTRY LEVEL AUTOMOTIVE COLLISION AND REFINISHING PROGRAM**

This 36-week (1080 hour) program has been designed to take a student with little or no previous experience in the automotive collision repair trades and supply them with the necessary skills to seek employment in this industry as an apprentice. Courses in this program follow the Industry Training Authority's automotive Collision and Refinishing common core level 1 and will introduce students to the many aspects of the automotive collision repair trades with a focus on developing practical skills.

Graduates of this program will receive Industry Training Authority (ITA) credit for Automotive Collision and Refinishing common core level 1 technical training and will also receive 625 work-based hours towards either their Automotive Collision Repair apprenticeship or 450 hours toward their Automotive refinishing apprenticeship.

**CLSN 101 Safety in the Collision Repair Industry (50 HOURS)**

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

**CLSN 102 Documentation and Communication in the Workplace (60 HOURS)**

This course introduces the learner to the composition of reports, the use of collision repair manuals, required communication skills, and the necessary mathematics required in the Collision Repair industry.

**CLSN 103 Tools and Equipment (80 HOURS)**

This course introduces the learner to the selection, maintenance, and safe operation of automotive collision repair tools and equipment.

**CLSN 104 Vehicle Construction and Components (70 HOURS)**

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

**CLSN 105 Prepare Surfaces (170 HOURS)**

This course introduces the learner to the various steps and processes involved in preparing a vehicle surface for the refinishing process.

CLSN 106 Welding and Heating Equipment (120 HOURS)

This course introduces the learner to the various heating and welding techniques used on modern vehicles.

CLSN 107 Sheet Metal Repair (180 HOURS)

This course introduces the learner to various sheet metal damage repair techniques used in the collision repair industry.

CLSN 108 Plastic and Composites (60 HOURS)

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

CLSN 109 Repair Materials, Refinishing Coatings and Equipment (50 HOURS)

This course introduces the learner to the types, proper usage, and application techniques of various type of automotive repair materials and coatings that are used in the refinishing process.

CLSN 110 Panel Replacement (74 HOURS)

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

CLSN 111 Mechanical (24 HOURS)

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

CLSN 112 Pre-Delivery (40 HOURS)

This course involves pre-delivery inspection, refinish detailing, customer relations techniques, and paid finishes maintenance as they apply to the collision repair process.

CLSN 113 Preparation for Employment (30 HOURS)

This course involves the preparation and review of resumes and introduces the learner to job interview procedures.

CLSN 114 Automotive Collision and Refinishing Level1Exam (12 HOURS)

This course involves curriculum review, preparation for final exam, and completion of the Collision Repair and Refinishing common core exam.

CLSN 115 Industry Work Term (60 HOURS)

Learner will be assigned to an employer for a two-week period where they will have the opportunity to demonstrate their skills acquired throughout the program.

**Implementation date:** September 2021

**Cost:** N/A

# Education Council – Report to the Board

## May 25<sup>th</sup>, 2021

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### ARTICULATION AGREEMENT

#### BSc. In Oenology and Viticulture

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the articulation agreement: BSc. In Oenology and Viticulture between Brock University and Okanagan College as recommended by Education Council and as presented.”***

#### ARTICULATION AGREEMENT

BSc. in Oenology and Viticulture

between

**BROCK UNIVERSITY**

and

**OKANAGAN COLLEGE**

This Agreement is dated for reference

#### 1. Background

This articulation agreement (“**Agreement**”) is entered into between Brock University on behalf of its Faculty of Mathematics & Science, and Okanagan College on behalf of its Science, Technology, Health & Social Development portfolio, as well as its Continuing Studies division (individually as “**Party**” or collectively as the “**Parties**”).

#### 2. Objective

The purpose of this Agreement is to provide a means by which Okanagan College students who have successfully followed a program of study that includes courses recognized as equivalents between both institutions as per Appendix A will be eligible to transfer into Brock University’s Honours Bachelor of Science (BSc.) in Oenology and Viticulture program (“**Brock Program**”).

#### 3. Conditions

The Parties hereby agree to obtain the approvals required by their academic governing bodies at each institution:

- a) the academic governing body at Brock University is its Senate Undergraduate Program Committee; and
- b) the academic governing body at Okanagan College is its Education Council.

#### 4. Agreement

##### 4.1 Transfer Credits for Equivalent Courses

- a) Okanagan College students admitted to the Brock Program must complete a minimum of 20.0 credits as described in the Brock University calendar in order to obtain their Honours BSc. in Oenology and Viticulture degree.

- b) Brock University will award a maximum of up to 10.0 credits to Okanagan College students towards the Brock Program in recognition of their course work at Okanagan College.
- c) Okanagan College courses, as agreed to by both institutions and listed in Appendix A, will count towards satisfying these credit requirements.
- d) Brock University and Okanagan College will collaborate in advance, with as much lead time as possible, to review and update any proposed changes to the course equivalents listed in Appendix A in order to recognize program or curriculum changes at either institution.

#### 4.2 Student Admission and Program Eligibility

- a) Students may apply to Brock University for transfer into the Brock Program at the completion of Year 1 or Year 2 at Okanagan College.
- b) The minimum requirements for entry into the Brock Program are as follows:
  - (i) meeting the general and Brock Program-specific admission requirements as set out in Brock University's academic Calendar; and
  - (ii) an average grade of at least 70 percent overall for Okanagan College courses to be used for credit in the Brock Program.

### 5. Term and Termination

#### 5.1 Term

- a) **The initial term of this Agreement is three (3) years from September 1, 2021 to August 31, 2024 unless earlier terminated in accordance with this Agreement.**
- b) The designates of the academic programs will conduct periodic reviews of this Agreement and may amend the Agreement by mutual consent. The term may be extended by mutual agreement.

#### 5.2 Termination

- a) Either party may terminate this Agreement upon six (6) months' written notice to the other party and such termination shall take effect at the end of the following academic year.
- b) In the event of a termination or expiration of this Agreement, Okanagan College students with an application and pending acceptance in the Brock Program at the time of termination or expiration:
  - (i) will be permitted to continue in their studies at Okanagan College until they have concluded the equivalent courses accepted by Brock University to be applied to the Brock Program; and
  - (ii) upon successful completion of such courses, Brock University will admit those students who have satisfied the requirements for student eligibility set out in this Agreement.

### 6. Notice

Any notice required or permitted to be given under this Agreement will be in writing and will be effectively given if: (i) delivered personally; (ii) sent by prepaid courier service; or (iii) sent by email if addressed as follows:

**To Brock University:**

Dean, Faculty of Health and Social Development  
 1812 Sir Isaac Brock Way  
 St. Catharines, Niagara, ON L2S 3A1  
 Email:

or to such other address as Brock University may designate by written notice.

**To Okanagan College:**

Dean, Science, Technology, Health & Social Development  
 1000 KLO Road  
 Kelowna, BC V1V 4X8

Email: [ymoritz@okanagan.bc.ca](mailto:ymoritz@okanagan.bc.ca)

With a copy to:

Associate Dean, Science, Technology, Health & Social Development  
 1000 KLO Road  
 Kelowna, BC V1V 4X8

Email: [lthurnheer@okanagan.bc.ca](mailto:lthurnheer@okanagan.bc.ca)

or to such other address as Okanagan College may designate by written notice.

**7. Privacy**

The Parties agree that they will protect student personal information in accordance with the provisions of their respective provincial privacy legislation and will obtain such consents as are necessary to carry out their respective obligations.

**8. Intellectual Property**

The name, crests and logos of each Party are the intellectual property of that Party and may only be used by the other Party in promotional material with that Party's express permission for each specific usage. Each Party has the right to specify the form and manner in which its name, crests or logos are used pursuant to this Agreement. Should a Party request in writing that the other Party cease using its name, crests or logos in a particular manner, then the Party so using such name, crests or logos shall cease such use immediately. Each Party agrees that nothing in this Agreement shall transfer to a Party any right, title, or interest in or to the other Party's intellectual property.

**9. General**

- a) **Academic independence.** Each Party acknowledges that the other Party is solely responsible for its academic standards and decisions related to their programs and curriculums.
- b) **Entire agreement.** This Agreement is the entire agreement between these parties and no amendment of this Agreement will be valid unless such amendment is in writing and signed by both Parties.
- c) **Assignment.** No Party will assign its rights and/or obligations under this Agreement without the prior written consent of the other Party.
- d) **Relationship of the Parties.** Nothing in this Agreement will be considered to constitute a joint venture, partnership, or employment relationship between the Parties.
- e) **Severability.** If a provision of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, such provision will be severed, and all other provisions will remain in full force provided that the original intent of this Agreement is preserved in all material respects.
- f) **Waiver.** No waiver will be inferred or implied by anything done or omitted by the Parties save only an express waiver in writing.
- g) **Enuring Effect.** This Agreement shall be binding upon and will enure to the benefit of the Parties and each of their respective successors and permitted assigns.
- h) **Counterparts.** This Agreement may be executed in separate counterparts, each of which when so executed and delivered will be deemed to constitute an original, but all of which together will constitute one and the same document.

**IN WITNESS WHEREOF** this Agreement has been signed by the authorized officers of each institution.

**Okanagan College**

\_\_\_\_\_  
Dr. Andrew Hay  
Provost and Vice President Academic

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ms. Yvonne Moritz  
Associate Vice President, Education Services

\_\_\_\_\_  
Date

**Brock University**

\_\_\_\_\_  
Dr. Lynn Wells  
Provost and Vice-President, Academic

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. S. Ejaz Ahmed  
Dean, Faculty of Mathematics and Science

\_\_\_\_\_  
Date

APPENDIX A: Transfer Credits  
Year I

OKANAGAN COLLEGE	BROCK UNIVERSITY	Brock Credits
WINE 21: Introduction to Grapes and Wines and Other Fermented Beverages	OEVI 1P20: Introduction to Wines	0.5
BIOLOGY 111: Biology for Science Majors I	BIOL 1P91: Concepts in Biology I	0.5
BIOLOGY 121: Biology for Science Majors II	BIOL 1P92: Concepts in Biology II	0.5
<i>Either One (1) of</i> CHEM 111: Principles of Chemistry I <i>or</i> CHEM 112: Introductory Chemistry I	CHEM 1P91: Chemical Principles and Properties I	0.5
CHEM 121: Principles of Chemistry II	CHEM 1P92: Chemical Principles and Properties II	0.5
MATH 112: Calculus I	MATH 1P97: Calculus with Applications	0.5
STAT 121: Elementary Statistics	BIOL 1P96: Fundamental Skills in Biological Sciences	0.5
Two (2) courses in the Humanities or Social Sciences eligible for Brock University credit <sup>1</sup>	Humanities or Social Science Context Requirement	1.0

**ONE of:**

PHYS 112: Introductory Physics I	PHYS 1P22: Introductory Physics II	0.5
COSC 122: Computer Fluency	APCO 1P50 Integrity and Literacy in the Information Age	0.5

<b>Year one transfer credits earned:</b>	<b>5.0</b>
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## Year II

OKANAGAN COLLEGE	BROCK UNIVERSITY	Brock Credits
BIOL 211: Cell Biology	BIOL 2P03 Cell Biology	0.5
BIOL 228: Introductory Microbiology	BIOL 2P98: Principles of Microbiology	0.5
BIOL 220 Introductory Biochemistry	BCHM 3P01 Metabolic Biochemistry	0.5
CHEM 226: Introduction to Analytical Chemistry	CHEM 2P42: Introduction to Analytical Chemistry	0.5
CHEM 212: Organic Chemistry I	CHEM 2P20: Organic Chemistry I	0.5

**Plus a maximum of 2.5 Brock credits of the following:**

BIOL 251: Vascular Plants	BIOL 2P94: Plant Biology: Growth & Development	0.5
CHEM 222: Organic Chemistry II	CHEM 2P21: Organic Chemistry II	0.5
BIOL 224 Principles of Genetics	BTEC 3P50 / BIOL 3P50 Molecular Genetics	0.5
Two (2) courses in the Humanities or Social Sciences eligible for Brock University credit <sup>1</sup>	Humanities or Social Science Context Requirement	1.0
Any course(s) transferable for Brock University credit(s) <sup>2</sup>	Unspecified Elective	1.0

<b>Year two transfer credits earned:</b>	<b>5.0</b>
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1. Consult the Brock OEVI program advisor for eligible Social Sciences or Humanities courses. The equivalent of 1.0 Brock credits of Humanities courses and 1.0 Brock credits of Social Sciences courses must be taken either at Okanagan College or Brock University to fulfill Brock Program requirements.
2. Consult the Brock OEVI program advisor for eligible Unspecified Elective courses.

## Education Council – Report to the Board

### May 25<sup>th</sup>, 2021

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## ARTICULATION AGREEMENT

### Common First Year Engineering Certificate Program

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the articulation agreement: Okanagan College’s Common First Year Engineering Certificate Program and UBCO’s Bachelor of Applied Sciences Program as recommended by Education Council and as presented.”***

ARTICULATION AGREEMENT  
UBC Okanagan and Okanagan College

Okanagan College’s Common First Year Engineering Certificate Program and  
UBCO’s Bachelor of Applied Sciences Program

This agreement is dated for reference May 1<sup>st</sup>, 2021.

#### 1. THE PARTIES

This Agreement is between (individually, each is a “Party”, and together, “Parties”, to this “Agreement”):

Okanagan College (“OC”)  
1000 KLO Road, Kelowna, British Columbia  
Canada V1Y 4X8

**AND**

University of British Columbia  
Okanagan Campus (“UBCO”)  
3333 University Way, Kelowna, BC  
Canada V1V 1V7

#### 2. INTENT OF THE AGREEMENT

It is the understanding of the Parties that this Agreement shall confirm the intentions and commitment between the Parties to enter into an arrangement to pursue and promote collaboration of the Common First Year Engineering Certificate program as outlined in Appendix A.

Embodied in this Agreement is the idea that the proposed cooperation between the Parties will be based on mutual trust and respect, mutual benefits, and synergy between the Parties.

#### 3. FINANCIAL RESPONSIBILITY

This Agreement is construed by the Parties to be a framework for determining the protocol of intention only. This Agreement does not include or imply legal, financial, commercial, tributary, administrative, or any other kind of liability or responsibility whatsoever for the Parties involved, as any of the aforementioned activities shall be executed by means of specific agreements.

**4. TERMS OF AGREEMENT**

This Agreement shall enter into effect as of the date on which it is signed and shall continue to be effective until terminated by either party.

Either Party may terminate the Agreement at any time and without explanation, through a written notice sent to the other Party, at least three months prior to the anticipated termination date.

**5. REPRESENTATIVES**

The representatives for this proposal are:

Okanagan College: Dr. Andrew Hay, Provost and Vice President Academic  
Yvonne Moritz, AVP Education Services

UBC Okanagan: Dr. Rehan Sadiq, Executive Associate Dean  
Dr. Mina Hoorfar, Director

This Agreement is accepted by:

\_\_\_\_\_  
**UBC Okanagan**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**UBC Okanagan**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Okanagan College**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Okanagan College**

\_\_\_\_\_  
**Date**

## Appendix A

### 1. Context

Okanagan College's Engineering Technology Bridging programs (Civil, Electrical and Mechanical) have had a long-standing and successful transfer relationship with UBC's Bachelor of Applied Science (BASc) program. During the last decade, UBCO has become the most natural transfer destination for Okanagan College's Engineering Technology students. The goal would be to create a pathway for OC's Common First Year Engineering students to transfer to UBCO.

Okanagan College has historically had approximately 10 students in their one-year Applied Science (Engineering) program and students mainly go to UBCO for their second year of a BASc. The main concern with this program is that students are lacking two key engineering courses which they had to make up once they transferred to UBCO. Recently, OC successfully signed on to the BC Common First Year Engineering program in an effort to expand the OC course offerings and thus improve the pathway opportunity with UBCO. By improving the transfer pathway, OC expects to attract more domestic and international students and increase the total number of students transferred provincially to other post-secondary Engineering programs to approximately 30 students. The intent is to direct the largest number of these students to UBCO.

### 2. Proposal

The goal of the agreement between OC and UBCO is to:

- \* Create more confidence among prospective students in the transfer process from OC to UBCO
- \* Allow the students to complete the first year of their Engineering studies at Okanagan College by completing the necessary transfer courses to be admitted to second year Engineering at UBCO.

To achieve this goal Okanagan College has developed an exact alignment of its first-year engineering program with that of UBCO's. The new Common First Year Engineering Certificate program at Okanagan College has all the same courses as UBCO's First Year Engineering (BASc). This curriculum alignment will allow students from Okanagan College to seamlessly transfer into second year Engineering (BASc) at UBCO.

As a result, OC would like to create a transfer agreement that would allow ten successful Okanagan College common first year engineering students guaranteed entry into second year engineering at UBCO. In subsequent years, OC anticipates that there could be up to 30 students a year transferring from Okanagan College to UBCO.

### 3. Curriculum for the Common First Year Engineering Certificate Program

The following table outlines the approved curriculum for Okanagan College's Common First Year Engineering Certificate program. The table also shows which courses that articulate with the UBCO courses and the BCCAT Common First Year Engineering courses.

UBCO Courses	Okanagan College's First Year Common Engineering Certificate	BCCAT Common First Year Engineering course
APSC 172	MATH 112	CALC I
APSC 173	MATH 122	CALC II
APSC 180, 181, 182, 183	CHEM 111, CHEM 121, PHYS 111, PHYS 202	CHEM I, CHEM II, PHYS I, PHYS III
APSC 177	COSC 111	CSC I
APSC 176	ENGL 100	ENGL I
	CMNS 133	ENGL II

APSC 169, APSC 171	ENGR 101, ENGR 111*	ENGR I, ENGR II
APSC 178	PHYS 121	PHYS II
APSC 179	MATH 221	LAGL I

The shading indicates that the contained courses transfer as a block.

- \* ENGR 101 and ENGR 111 will be delivered by instructors with a professional engineering credential (e.g. P.Eng., Eng.L.) allowing for practice of engineering in Canada.

As noted above, the Okanagan Colleges curriculum aligns fully with the first-year curriculum at UBCO.

#### 4. Benefits to UBCO and OC

The benefits to both UBCO and OC are numerous but a few can be identified as:

- Ability to build upon the existing relationship between OC and UBCO as a way to provide seamless transferability for students
- Ability to fill first year attrition at UBCO with OC students entering second year
- Providing increased access to students to Engineering programs through OC
- Providing increased access to the Engineering field for students who may have a lower GPA.

#### 5. Conclusion and Next Steps

Okanagan College values the existing relationship with UBCO and is interested in creating a strong pathway for the OC Common First Year Engineering Certificate students to successfully transfer into second year of UBCO Engineering through the development of an official transfer agreement.