Board of Governors
Open Session Meeting Agenda

Tuesday, June 22, 2021

10:30 a.m. – 11:30 a.m.

Meetings to be held via the Zoom (www.zoom.us)

- To join the meeting, click HERE
- Meeting ID: **610 5009 0686** / 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
1. APPROVAL OF AGENDA Recommended Motion: *"BE IT RESOLVED THAT the June 22, 2021 Okanagan College Board of Governors Open session meeting agenda is approved."*		10:30am
2. DECLARATION OF CONFLICT		
3. CONSENT AGENDA Recommended Motion: *"BE IT RESOLVED THAT the Consent Agenda be approved as presented."*		10:35am
3.1. Previous Minutes – May 25, 2021	5-7	
3.2. Written Reports 3.2.1. President's Report (N. Fassina)	8-9	
3.3. Information 3.3.1. Program Advisory Committee Update (A. Hay) 3.3.2. Regional Advisory Committee Update (MK. Oliver) 3.3.3. Report on Sexual Violence and Misconduct Policy (MK. Oliver)	10-17 18-22 23-25	
4. BUSINESS ARISING FROM THE MINUTES		
5. PRESENTATIONS		
6. NEW BUSINESS **6.1. Finance, Audit and Risk Review Committee** 6.1.1. Chair Report (D. Safinuk)		10:40am

6.2. Education Council (C. Newitt)

26-40   10:50am

6.2.1. New Program

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Post Baccalaureate Certificate in Human Resources Management as recommended by Education Council and as presented."

6.2.2. Program Revisions

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

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision English for Academic Purposes Certificate as recommended by Education Council and as presented."

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

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

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

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the temporary program revision Okanagan College Early Childhood Education Diploma – Vernon Campus as recommended by Education Council and as presented."

6.2.3. Academic Schedules

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Adult Basic Education 2021/2022 and the Academic Schedule Summer 2022 as recommended by Education Council and as presented."

	Related Pages	Time

7. VERBAL REPORTS
    7.1. Board Chair Report (G. Morgan)
    7.2. President's Report (N. Fassina)
		11:10am

8. INFORMATION		
9. TOPICS FOR NEXT MEETING		
10. FOR THE GOOD OF THE BOARD		
11. ADJOURNMENT		11:30am

Next regular Board meeting: September 28, 2021

Board of Governors
Open Meeting Minutes - Draft

Tuesday, May 25, 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
- JoAnn Fowler
- Neil Fassina
- Tina Lee
- Dale Safinuk
- Karley Scott
- Chris Newitt

REGRETS:
- Shelley Cook – on leave
- Devin Rubadeau
- Nicolette Thiel
- Tyler Finley, Interim Director, Public Affairs

OTHER STAFF:
- Curtis Morcom, Vice President, Employee & Corporate Services
- Andrew Hay, Provost and Vice President, Academic
- Meri Kim Oliver, Vice President, Students
- Margaret Johnson, Recording Secretary

	ACTION
Quorum was established and the meeting was called to order at 11:00 a.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 <u>Motion:</u> *"BE IT RESOLVED THAT the May 25, 2021 Okanagan College Board of Governors Open session meeting agenda is approved".*	T. Lee CARRIED
2. DECLARATION OF CONFLICT No conflicts were declared.	
3. CONSENT AGENDA <u>Motion:</u> *"BE IT RESOLVED THAT the Consent Agenda be approved as presented".*	K. Scott CARRIED
4. BUSINESS ARISING FROM THE MINUTES No new business arising.	
5. PRESENTATIONS	

ACTION

6. NEW BUSINESS

6.1. Finance, Audit and Risk Review Committee

6.1.1. Chair Report

The Committee met with the Auditors on May 11th. They reviewed the financial statements for the 2020-21 fiscal year as well as the findings of the audit. It was reported that there were no concerns identified in the audit. The audit team was thanked for their work.

6.1.2. Audited Financial Statements – Report from In Camera

The VP, Employee and Corporate Services extended a thank you to the entire institution for their work ensuring we balanced the budget. He noted that the institution ended the year with a $13,000 surplus which puts Okanagan College in a strong financial position going forward.

The Board Chair thanked D. Safinuk, C. Morcom and their team for doing such a good job.

6.1.3. Line of Credit

The request for a Line of Credit is presented to the Board each year. The institution has never accessed the funds and Administration is required to report to the Board should they ever do so.

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the short-term line of credit with TD Bank in the amount of $2.5 million as recommended by the Finance, Audit and Risk Review Committee and as presented".

D. Safinuk
CARRIED

6.2. Education Council

6.2.1. Program Revisions

The following two motions were omnibussed into one motion:
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."

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."

K. Scott
CARRIED

	ACTION

The following three motions were omnibussed into one motion:

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."

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."

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."

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."

D. Safinuk
CARRIED

T. Lee
CARRIED

6.2.2. New Programs

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."

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program BBA Entrepreneurship Specialty, subject to Degree Quality Assessment Board confirmation, as recommended by Education Council and as presented."

J. Cunningham
CARRIED

D. Safinuk
CARRIED

6.2.3. Articulation Agreements

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."

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."

The Board Chair thanked Education Council for their excellent work.

K. Scott
CARRIED

T. Lee
CARRIED

ACTION

7. VERBAL REPORTS

7.1. Board Chair Report

The Chair recently visited the Vernon campus to record the for the Spring Convocation Chairs Address. The dates for the virtual ceremonies are: June 5 (Spring), June 17 (Trades), June 22 (Continuing Studies) and July 10 (Summer).

The Chair also shared that she, Karley and Andrea recently attended a meeting with Minister Kang that focused on Indigenous Board members.

7.2. President's Report

The President noted that for the strategic planning process was initiated. Internal engagement sessions will take place over the next four weeks to gather feedback and input.

It was also reported that our Enactus Team recently competed nationally and brought home six awards:
- Enactus National Competition Second Runner-Up
- Scotiabank Climate Action Challenge National Second Runner-Up
- HSBC Entrepreneurial Leadership Award
- Intuit Sustainability Pitch Competition National Champion
- Co-operators Youth Mental Wellness Pitch Competition Finalist
- Impact in Innovation Award

7.3. Governance Committee

Acting Governance Committee Chair, K. Scott, informed the Board that the Committee met on May 12th and that an in-person professional development session is planned for the evening of October 25th (dinner/guest speaker) and for the morning of Oct 26th. The sessions will incorporate indigenous culture, team building, working to increase understanding of the institution, the role of board members, and the strategic plan. The committee will meet again in July to draft an agenda.

8. INFORMATION

9. TOPICS FOR NEXT MEETING
No topics were suggested for the next meeting

10. FOR THE GOOD OF THE BOARD
The Board Chair inquired about the use of pronouns posted behind participants names on Zoom meetings, such as (she/her) (he/him) etc. Board Observer, Erica Stewart, provided a brief explanation that this is an easy way for others to know an individual's personal preference regarding gender and promotes inclusivity.

11. ADJOURNMENT
The meeting adjourned at 11:52am

CARRIED

President's Report
to the
Okanagan College Board of Governors

June 2021

Learner Readiness and Success

- Okanagan College recently hosted virtual graduation ceremonies, conferring credentials and applauding the achievements and dedication of more than 1,500 students. Students from the Arts and Foundational programs, Business and Science, Technologies, Health and Social Development programs graduated.
  - Trades Commencement - June 17
  - Continuing Studies Commencement - June 22
  - Summer Convocation - July 10
    - Arts and Foundational programs at 10 a.m.
    - Business programs at 12 p.m.
    - Science, Technology, Health and Social Development programs at 2 p.m.

- At the end of May, Enactus OC was recognized as one of the top four teams in the country after an impressive finish at the national finals on the strength of three projects: FruitSnaps, CanSave and Rising. The winning pitch and an impressive second runner-up finish for the FruitSnaps project in the Climate Action Challenge have netted the College's Enactus team $2,000 in awards. This is the third year in a row that FruitSnaps has placed third in the Climate Action Challenge.

- As part of the 2021 Crime Writers of Canada Awards of Excellence in Canadian Crime Writing, the Crime Writers of Canada announced that the novel *Red Fox Road,* penned by Okanagan College's own English Professor, Frances Greenslade*,* won the Best Juvenile or Young Adult Novel Award.

Community Engagement and Service

- To continue the successful Student Chef Dinner Series through Okanagan Colleges Infusions Restaurant, another dinner is planned for July 23rd. Students, alongside Chef Jim Armstrong, will prepare a 5-course seasonally inspired menu with wine pairing to be served on the patio. For more information or to book your tickets, please email infusions@okanagan.bc.ca.

Teaching, Programming and Applied Research

- Our Learning and Applied Research department continues to provide a range of free professional development sessions and learning opportunities for employees offered through Okanagan College or BC Campus.

Indigenization

- On Thursday, May 27, the Tk'emlúps te Secwépemc confirmed the discovery of the remains of 215 children buried in unmarked graves on the site of the former Kamloops Indian Residential School, which was once the largest in Canada's residential school system. Okanagan College recognizes that as an institution, we are part of the educational and social fabric of the region, and that we have both the opportunity and responsibility to support and empower OC learners and employees to be positive agents of dialogue, knowledge sharing and change. On behalf of the Board of Governors and Okanagan College, Gloria and I issued a statement of condolences and deepest sympathies to all the families of Tk'emlúps te Secwépemc community and all the survivors impacted by this tragic discovery.

Organizational Sustainability

- Over the past few weeks, I have invited employees, alumni, and community stakeholders to engage through Connect Zoom sessions or the platform to provide ideas and feedback as we work towards our next Strategic Plan.

Submission of Information
from Senior Staff to the Board of Governors

REPORT TITLE

Program Advisory Committees at Okanagan College

DATE

June 2021

BACKGROUND INFORMATION

For example: • Purpose   • History   • Other relevant information

To provide the Board with the current status of Okanagan College Program Advisory Committees.

Attached documentation is an overview of program advisory committees by program area.

ACTION REQUIRED

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

For information

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

The contribution made by members of the community on our Program Advisory Committees is substantial and very much appreciated by the instructors and faculty they advise.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Andrew Hay, Provost and Vice President, Academic
Beverlie Dietze, Director, Learning and Applied Research

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

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

Program Advisory Committees at Okanagan College

June 2021

About Okanagan College Program Advisory Committees

Okanagan College establishes Program Advisory Committees (PAC) for certificate, diploma or degree programs or, where appropriate, for a group of related programs. PACs generally have at least seven members, drawn from more than one Okanagan College region, who are knowledgeable and experienced in the program's field of study. The members may include employers, retirees, professional staff, and program graduates working in a related field. The primary role of a PAC is to advise Okanagan College on the purpose, development, revision and effectiveness of a program. The members identify trends in the related area of study, if appropriate participate in the program review and accreditation process, and support work integrated learning opportunities and student job placements.

Nominations for PAC members may be made by the PAC, members of the program department and/or the program dean, director, or designate. Nominees are approved and appointed by the Provost & Vice President, Academic, generally for a three-year term, and shall not serve more than two consecutive terms. The Chair of the Okanagan College Board of Governors may also appoint a member from the Board of Governors to any of the PACs. The program dean, associate dean or director and department chairperson attend the meetings. Instructional staff may also participate in the meetings when appropriate.

PACs elect a chair from among the regular members to chair the PAC with a department chairperson or program administrator as a co-chair for a period of up to two years. The PAC normally meets at least twice each year and requires a quorum of at least 50% of the regular members.

Status of Program Advisory Committees

PAC meetings are generally held in the spring and fall. Over the last year, due to COVID-19, PAC meetings were conducted virtually.

Okanagan College has a total of 35 PACs, comprised of nearly 329 community members serving on these committees. An overview of the status of the PACs for each portfolio follows.

Arts and Foundational

There are five diploma programs, an associate degree, and a new applied degree program within the Arts and Foundational portfolio. As many of the diploma programs focus on supporting students to continue into degree programs elsewhere in the province, most courses are assessed annually as part of the course articulation process. The Associate of Arts degree does not have a PAC, as the purpose of the associate degree is for university transfer and not direct entry into the workforce. PACs for other diploma programs are under review at this time.

The PAC for the Applied Bachelor of Arts: Community Research and Evaluation degree program is in the process of being established.

Okanagan School of Business

The Business Administration, Commercial Aviation, and Office Administration programs each have active PACs. There is a total of 24 community members serving on these committees.

Science, Technology and Health

There are 17 degree and diploma programs within the Science, Technology and Health portfolio, of which 16 have PACs, along with the Associate of Science degree and other transfer programs. There are 129 community members serving on these committees. The Associate of Science degree, Bachelor of Science in Nursing (first two years), and engineering bridging programs do not have PACs, as these are university transfer program that do not provide direct entry into the workforce. The Human Kinetics program is also primarily a university transfer program but does offer some opportunity for graduates to enter the workforce after completion of the diploma. The need to establish a PAC for this program is currently under review. The new Post Baccalaureate in Health Analytics will be assessed for PAC requirements once the program is available for students.

Trades and Apprenticeship

There are 10 programs within the Trades and Apprenticeship portfolio, each with a PAC, with a total of 41 community members serving on these committees.

Continuing Studies and Corporate Training

Continuing Studies and Corporate Training has 29 certificate programs that are offered on a regular basis. Of these, 7 programs have established advisory committees that are brought together when potential changes to programs are being proposed (the other certificate programs are not of a size that merit a program advisory committee). A total of 135 community members serve on these committees.

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area (2020-2021)	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Next Meeting Date	Comments
ARTS AND FOUNDATIONAL						
Criminal and Social Justice Diploma	N					Under review
Writing and Publishing Diploma	N					Under review
Diploma in Communications, Culture and Journalism Studies	N					Under review
International Development Diploma	N					Under review
Environmental Studies Diploma	N					Under review
Applied Bachelor of Arts: Community Research and Evaluation	N					Being established
Associate of Arts degree	N	N/A	N/A	N/A	N/A	transfer program
		0				
OKANAGAN SCHOOL OF BUSINESS						
Business Administration Degrees, Diplomas, Post Baccalaureates and Certificates	Y	7	2	25-Feb-21	TBD	Virtual meeting held
Commercial Aviation Diploma	Y	8	2	5-May-2021	Nov. 2021	Virtual meeting held
Office Administartion Certificates	Y	9	2	11-Mar-21	2-Jun-21	Virtual meeting being held
		24				
SCIENCE, TECHNOLOGY AND HEALTH & SOCIAL DEVELOPMENT						
Animation	Y	11	2	10-Jun-21	Fall 2021	
Computer Information Systems Degree & Diploma	Y	7	2	15-Jun-21	Fall 2021	
Bachelor of Science in Nursing - years 1 and 2	N	N/A	N/A	N/A	N/A	transfer program
Certified Dental Assistant Certificate	Y	8	2	29-Apr-21	Fall 2021	
Civil Engineering Technology Diploma	Y	11	2	02-Jun-21	Fall 2021	
Early Childhood Education Diploma & Certificates	Y	10	2	02-Jun-21	Fall 2021	
Electronic Engineering Technology Diploma	Y	9	2	03-Jun-21	Fall 2021	

6/17/2021

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area (2020-2021)	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Next Meeting Date	Comments
Health Care Assistant Certificate	Y	9	2	05-May-21	Fall 2021	
Human Kinetics Diploma	N	N/A	N/A	N/A	N/A	
Human Service Work Diploma	Y	7	2	10-Jun-21	Fall 2021	
Mechanical Engineering Technology Diploma	Y	7	2	20-May-21	Fall 2021	
Infrastructure and Computing Technology Diploma	Y	8	2	June 2021 (TBD)	Fall 2021	
Pharmacy Technician Certificate	Y	7	2	17-Mar-21	Fall 2021	
Practical Nursing Diploma	Y	9	2	June 2021 (TBD)	Fall 2021	
Sustainable Building Technology Diploma	Y	7	2	June 2021 (TBD)	Fall 2021	
Therapist Assistant Diploma	Y	10	2	15-Jun-21	Fall 2021	
Water Engineering Technology Diploma	Y	9	2	27-May-21	Fall 2021	
Associate of Science degree, Year 1 Engineering, Engineering Bridges, Post Baccalaureate programs	N	N/A	N/A	N/A	N/A	transfer programs
		129				

TRADES

	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Next Meeting Date	Comments
Aircraft Maintenance Engineer (M license and S Structures)	Y	3	2	07-Nov-19	1st week of November, 2021	Report provided Spring 2021, extension and replacement of three members in process; recommendations for new members underway; planning to meet in-person Fall 2021
Automotive Collision Repair / Painting & Refinishing (Auto Body and Collision Technician, Automotive Collision Repair & Interprovincial Refresher, Automotive Refinishing & Interprovincial Refresher, and Collision Repair Technician Certificates, Collision Repair and Refinishing Diploma)	Y	5	2	16-Apr-21	Nov-21	Reports provided Fall 2020 and Spring 2021; one member extended; recommendations for new members underway; planning to meet online Fall 2021
Automotive Service Technician (Automotive Service Technician, Foundation, Diploma)	Y	3	2	29-Oct-19	Oct-21	Reports provided Fall 2020 and Spring 2021; extension of three members in process; confirmation for three new members in process; planning to meet online Fall 2021

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area (2020-2021)	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Next Meeting Date	Comments
Culinary Arts and Pastry Arts	Y	2	2	21-Apr-21	Nov-21	Reports provided Fall 2020 and Spring 2021; extension of two members completed; recommendations for new members underway; planning to meet online Fall 2021; Chair election required
Carpenter / Joiner PAC (Carpenter & Interprovincial Refresher, Carpenter/Joiner Foundation and Studio Woodworking Certificates)	Y	1	2	20-Nov-19	mid November, 2021	Reports provided Fall 2020 and Spring 2021; extension of one member in process; recommendations for new members underway; planning to meet in-person Fall 2021
Heavy Mechanical Trades (includes Heavy Duty Equipment Technician)	Y	5	2	20-Nov-19	Nov-21	Reports provided Fall 2020 and Spring 2021; recommendations for new members underway; planning to meet online Fall 2021; Chair election required
Electrician Pre-Apprenticeship and Construction Electrician Interprovincial Refresher Certificates	Y	4	2	12-Mar-20	Oct-21	Reports provided Fall 2020 and Spring 2021; recommendations for new members underway; planning to meet online Fall 2021
Plumbing and Piping Trades, Plumber Pre-Apprenticeship, Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship, and Sheet Metal Worker Pre-Apprenticeship Certificates	Y	6	2	16-Oct-19	Oct-21	Reports provided Fall 2020 and Spring 2021; extension of six members to 2022 completed; recommendations for new members underway; planning to meet online Fall 2021
Recreation Vehicle Service Technician (RV Foundation)	Y	7	2	24-Oct-19	Oct-21	Reports provided Fall 2020 and Spring 2021; extension of one member in process; recommendations for new members underway; planning to meet online Fall 2021
Welding Levels A, B, Welder Foundation, Welding Upgrading and Test Procedures, Welding Interprovincial Refresher	Y	5	2	24-Oct-19	Oct-21	Reports provided Fall 2020 and Spring 2021; recommendations for new members underway; planning to meet online Fall 2021; Chair election required
		41				

CONTINUING STUDIES AND CORPORATE DEVELOPMENT						
Aboriginal Community Support Worker	Y	8	As needed	01-Mar-16	as needed	AdHoc Committee is brought together for the consultation and guidance on this new certificate development.
Advanced GIS Certificate	Y	4	As needed	01-Sep-20	as needed	AdHoc Committee is brought together when potential changes to program require discussion
Audio Engineering & Music Production	N	6	As needed	01-Apr-13	Sep-20	Program is in the process of a Tier III Review
Autism Spectrum Certificate	N	0	As needed	2009	as needed	Instructors and Program Coordinators meet annually to debrief and review. Some minor curriculum updates were done in 2015

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area (2020-2021)	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Next Meeting Date	Comments
AutoCAD	N	5	As needed	2006	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Basic Accounting	N	7	As needed	01-Mar-19	as needed	AdHoc Committee is brought together when potential changes to program require discussion
Bookkeping	N	4	As needed	01-Nov-14	as needed	AdHoc Committee is brought together when potential changes to program require discussion
Building Service Worker	Y	6	As needed	Spring 2019	as needed	AdHoc Committee is brought together when potential changes to program require discussion
Dental Office Administrative Assistant Certificate	N	6	As needed	01-Jul-18	as needed	Instructors and Program Coordinators meet annually to debrief and review. Some minor curriculum updates were done in 2015
Education Assistant	Y	18	1	21-May-21	May-21	Instructors, Program Coordinators and School Districts meet annually to debrief and review.
Esthetics and Nail Technology	Y	6	As needed	01-Jul-16	Sep-20	AdHoc Committee is brought together when potential changes to program require discussion
Floral Design Certificate	N	5	As needed	Spring 2018	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Gastroenterology Nursing Certificate	N	0	As needed	05-Jun-17	as needed	The AdHoc Review Committee is brought together to debrief/review the certificate at the end of each offering.
Hospitality Service Training	N	0	As needed	01-Dec-16	as needed	AdHoc Committee is brought together when potential changes to program require discussion
Interior Decorating	N	0	As needed	05-May-21	as needed	AdHoc Committee is brought together when potential changes to program require discussion
Landscape Horticulture	N	6	As needed	Spring 2014	as needed	AdHoc Committee is brought together when potential changes to program require discussion
Leadership and Change	N	6	As needed	As needed	Winter 20	Instructors and Program Coordinators meet annually to debrief and review.
Leadership Skills Certificate	N	4	As needed	01-Feb-18	as needed	Instructors and Program Coordinators meet annually to debrief and review.
LPN-Orthocasting						
Medical Device Reprocessing Technician	N	0	As needed	01-Oct-17	as needed	AdHoc Committees are organized as needed, and relevant parties are met with regularly
Medical Office Assistant	N	0	As needed	19-May-20	as needed	Instructors and Program Coordinators meet annually to debrief and review.

6/17/2021

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area (2020-2021)	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Next Meeting Date	Comments
Nursing Unit Assistant	Y	0	As needed	18-May-20	as needed	AdHoc Committee is brought together when potential changes to program require discussion
OH & S Certificate	Y	12	As needed	01-Sep-15	as needed	AdHoc Committee is brought together as needed to discuss any changes
Perianesthesia Nursing	N	0	As needed	01-Feb-18	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Project Management	N	8	As needed	01-May-16	20-Sep	Instructors and Program Coordinators meet annually to debrief and review.
Teaching English as a Second Language	N	8	As needed	01-Oct-15	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Viticulture	N	8	As needed	20-May-20	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Winery Assistant	N	0	As needed	20-May-20	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Wine Sales	N	8	As needed	20-May-20	as needed	Instructors and Program Coordinators meet annually to debrief and review.
		135				

Submission of Information
from Senior Staff to the Board of Governors

REPORT TITLE

Regional Advisory Committee (RAC) Annual Reports

DATE

June 22, 2021

BACKGROUND INFORMATION

For example: • Purpose   • History   • Other relevant information

The Regional Advisory Committees (RAC) provide each Regional Dean with advice regarding community needs for Okanagan College programming and services. The RACs facilitate and promote communication between the College and the communities it serves.

Please see attached reports from the four Regional Deans regarding their Regional Advisory Committees.

ACTION REQUIRED

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

None.

For information only.

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

None required.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Joan Ragsdale, Regional Dean Shuswap/Revelstoke
Jane Lister, Regional Dean North Okanagan
Philip Ashman, Regional Dean Central Okanagan
James Coble, Acting Regional Dean South Okanagan/Similkameen
Meri Kim Oliver, Vice President Students

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

Regional Advisory Committee (RAC) Annual Reports

Shuswap-Revelstoke (*Joan Ragsdale, Regional Dean*)

The Shuswap Revelstoke region hosts two Regional Advisory Committees (RAC), one in Salmon Arm and one in Revelstoke. This structure ensures there is a strong connection with the communities and stakeholders of the region we serve. In addition, the Regional Dean meets regularly with the Education Directors of local Indigenous communities.

This year, there was a joint Salmon Arm and Revelstoke RAC meeting held in May. Members of the Senior Executive Team who joined this meeting were able to answer questions regarding the College's response to COVID, how students were being supported, and what Fall 2021 delivery models and options would include. Committee members commented on the success of the meeting and expressed their appreciation in being able to discuss their ideas directly with the Executive Team.

Salmon Arm Regional Advisory Committee
The Salmon Arm RAC met two additional times this year with meetings in November and March. Dawn Dunlop, the Executive Director for Community Mental Health Association, continued to Chair this committee. Currently there are 17 members on this committee and we are seeking representatives from the Indigenous community and the health sector.

Discussions at the November meeting focused on ensuring there were adequate student supports in place and input into the 21/22 regional unit plan. The following priorities were noted:

- Support employee and student wellness initiatives, look to initiatives which support resilience and increased connections
- Continue to focus on developing a sustainable program profile that attracts local and international students, and ensures access for individuals most impacted by COVID
- Reinvigorate campus identity and community profile by implementing strategies that support social and economic recovery during and post COVID
- Continue to develop programming in areas of technology, health, and trade apprentice training
- Ensure meaningful engagement and seek direction from local Indigenous communities on protocol, policy and processes to ensure the College is addressing the TRC
- Explore applied research opportunities with organizations such as the new Food Hub

In March, the Academic Deans & Directors joined the RAC to hear ideas and provide updates on the 2021/22 programming plan. The RAC noted its support for continuing virtual programs and services that increase access for students while ensuring strong campus programming. The RAC also highlighted the need for technology programming and encouraged the College to continue to support community projects such as the partnership work between the School of Business and the Innovation Centre.

A highlight this year, was the announcement of the Student Housing project. The Salmon Arm RAC had prioritized this initiative and was very pleased to hear that the project was moving forward, noting strong community support.

Revelstoke Regional Advisory Committee
The Revelstoke Regional Advisory Committee met three additional times this year in August, November and April. Linda Chell, from the Revelstoke Child Care Society continued to Chair this committee. There are 15 members on this committee.

Much of the attention of the RAC this year was focused on supporting:

- The successful completion of the first intake of the Tourism Management Diploma and discussions around the decision to delay the Fall 2020 and 2021 intakes
- Additional Health Care Assistant and Gateway to Technology program intakes
- Online certificates and in-person First Aid courses
- The interim plan for the Campus Manager who will be on parental leave in 21/22

The April meeting with the RAC and the Academic Deans and Directors highlighted the need for a commitment to ongoing programming as well as the need to explore structures that will support ongoing rotational and one-time programs. Health, tourism, early childhood education and trades programming continue to be areas of high demand for the region. In addition, interest in exploring applied research options that support community development were also noted. A highlight for the region, was the opportunity for students to participate in a Grad Experience event, that allowed for professional photos to be taken in Revelstoke with the President and Vice-President, while still respecting COVID guidelines.

Both RACs look forward to Camp OC this summer, meeting the new President Neil Fassina, and participating in the upcoming Strategic Plan.

North Okanagan *(Jane Lister, Regional Dean)*

The purpose of the Regional Advisory Committee is to provide the Vernon campus with advice about community needs regarding Okanagan College's Key Directions and to promote good communication between the College and the North Okanagan communities.

The Vernon Campus' Regional Advisory Committee meets four times a year on the last Tuesday of September, November, February and April. Agendas and minutes are documented so that all involved can follow-up on action items. The meetings consist of presentations and discussions.

This year's presentations to the Committee included:

Trades Department - new electric vehicle training
The View – Vernon's new Tech Centre
Continuing Studies department - Gateway to Tech Program

During the year the key issues that were presented and/or discussed at the meetings included:

1. Student Housing Project
2. New Programs for the Vernon Campus
3. Returning to Campus after COVID
4. New Arts Degree
5. Micro-credentials
6. Donor Appreciation Event
7. Local donor – significant donation for Vernon students
8. Enrollment Statistics
9. Community training needs

The current membership includes eleven community members (plus two alternates) and two Okanagan College members. The Regional Advisory Committee is generally invited to campus events however COVID protocols precluded any in-person campus activities. The RAC is very helpful in distributing OC news into the community.

Goals for the upcoming year will revolve around keeping the Campus connected to the community as we move forward out of the pandemic mode and back to campus.

Central Okanagan *(Philip Ashman, Regional Dean)*

Meetings are held once per academic semester and once during the summer. The most recent meeting was held on May 28th, 2021, in which we provided an overview of the college's response to the COVID crisis up to this point, as well as considerations under review for the upcoming 2021-2022 academic year. A presentation was given by the Co-Op department outlining the college's exciting initiatives toward engaging employers in work integrated learning opportunities for students. Each meeting we host a round table to discuss updates from various sectors of the Okanagan and potential opportunities for partnership. Presentations over the past year included the College's digital transformation and Health and Wellbeing strategies in response to the pandemic. Other topics of discussion focused on FTE enrollments and general college updates. Upcoming meetings are scheduled for October 22nd, 2021 and February 25, 2022 in which we will share and review the annual college progress reports, strategic planning updates, enrollment, as well as highlight areas of focus for the College.

There are 12 community members on the RAC, with internal representation from the Director of Continuing Studies & Corporate Development, the Director of Advancement, and a representative from the OCSU. The RAC members are community leaders with diverse backgrounds representing West Kelowna, Kelowna and Lake Country communities. Sharon Peterson, CEO of the YMCA, is now into her fifth year as Chair and now stepping down to make way for John Perrott. The SD23 representative and assistant superintendent, Rick Oliver has retired and Alan Lalonde has now been appointed in his place. Membership remained stable, but we continue to seek interest from potential members as required. At one of the upcoming RAC meetings we intend to host a planning session with the committee to discuss opportunities for engagement as well as recommendations on meeting discussions. This was deferred from a previous meeting until we were able to meet in person, or consider a technology enabled alternative.

Topics for discussion this upcoming year will include:

1. Health and Wellbeing
2. Indigenization and Internationalization
3. Engagement and support of ongoing initiatives throughout Okanagan College
4. Facilities Planning to support increased engagement from of the RAC members

South Okanagan–Similkameen *(James Coble, Acting Regional Dean)*

The South Okanagan - Similkameen RAC has acted as an important consultative body for both internal and community-based projects and programs. The Committee is broad-based in representation and is able to apply a unique lens to regional ventures, as well as assist in the navigation of COVID 19.

Membership: The Committee would like to thank Franc Conci for his years of service on the RAC. Jill Bateman will be appointed in September as the new representative of the Penticton Industrial Development Association. Councillor Judy Sentes has been appointed to represent Mayor and Council, City of Penticton. Cherry Fernandez, Executive Director of the South Okanagan Immigrant and Community Services has joined the committee, and brings an important perspective as the college continues to enhance Equity, Diversity and Inclusion on campus. The committee also welcomed Meri-Kim Oliver, Vice President Students. The South Okanagan RAC will continue to seek representation that reflects the South Okanagan-Similkameen region, including Summerland, Oliver, Osoyoos and Princeton. Jane Campardo is the current Chair; Barb Sheppard has taken the role of Vice Chair. The Committee currently has 12 external members.

The RAC met in September and November of 2020, and January, March and May of 2021.

Topic discussed this year include:

- The growth, breadth, and direction of the BCBTAC
- Potential Government contract opportunities for Continuing Studies, focusing on delivering services to participants in the targeted populations
- The creation of a South Okanagan Food Charter, and the City of Penticton Food Action Strategy
- Food insecurity for students: over 200 Penticton requests for food hampers
- The creation of an Edible Garden in Penticton
- Okanagan Food Innovation and Food Processing Hub, which has recently gained support of the Regional District of Okanagan-Similkameen, and is looking for a location in Summerland
- Exploring an OC presence at the District Wine Village in Oliver
- Campus renovations and staffing
- College Indigenization Goals and Plan
- Campus and student life
- The regional Unit Plan, including capital project initiatives for the short and long-term
- COVID Health and Safety Plans, and welcoming staff and students back to campus
- OC as a live music venue, and supporting the creation of a South Okanagan live music corridor

During the September RAC meeting, the Committee will set goals for the 21/22 Academic Year, and will likely include:

- Supporting the development student housing
- Increasing community involvement and relevant activities on campus
- Establishing the Route 97 - Live Music Corridor
- Supporting programming at the Co-op space at the District Wine Village
- Supporting the establishment of the Okanagan Food Innovation and Food Processing Hub
- Creating opportunities for students to participate in community projects
- Connecting the college with communities outside of Penticton (Summerland, Keremeos, Oliver, Osoyoos, Princeton)

Submission of Information
from Senior Staff to the Board of Governors

REPORT TITLE

Annual Report on the Implementation of OC's Sexual Violence and Misconduct Policy

DATE

June 22, 2021

BACKGROUND INFORMATION

For example: • Purpose   • History   • Other relevant information

The Province of British Columbia's Sexual Violence and Misconduct Policy Act requires that the President report to the Board annually on the implementation of the College's Sexual Violence and Misconduct Policy.

The attached report provides information on the number of complaints and disclosures reported under this policy and it provides details on activities undertaken by the Okanagan College Sexual Violence Awareness and Prevention Committee in support of OC's policy.

ACTION REQUIRED

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

None.

For information only.

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

None required.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Jewell Gillies, Aboriginal Services / Chair SV Awareness & Prevention Committee
Linda Heska, Director Human Resources
James Coble, Director Student Services
Donna Olson, Director Legal Affairs & Policy Development
Meri Kim, Vice President, Students

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

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

Annual Report to the Okanagan College Board of Governors

Re: Implementation of Sexual Violence and Misconduct Policy

June 2021

The Sexual Violence and Misconduct Policy Act ("Act") requires that the President report to the Board annually on the implementation of the College's Sexual Violence and Misconduct Policy.

Okanagan College's Sexual Violence and Misconduct Policy was approved by the Okanagan College Board of Governors on June 28, 2016. In accordance with the Act, the Sexual Violence Policy Review Committee conducted a review of the policy beginning in 2018 and concluding in the spring of 2019. The review included engagement with students and employees and culminated in a revised policy being presented to and approved by the Board in June 2019. The next review of this policy, as required by the Act, is to be completed in June, 2022.

COVID 19 has impacted this committee's ability to engage with our students and staff as we went to remote learning/working. The committee took this time to thoughtfully consider how we were going to pivot from primarily policy-based work to more awareness, education, and promotion planning.

Over the past year, the Sexual Violence Awareness & Prevention Committee engaged in the following activities:

- During 2020-2021 OCSU engaged this committee in conversation about presenting mandatory consent training to all students at OC. OCSU took their recommendation to the Board of Governors and it was approved.
- The committee has been working with OCSU since the motion was approved by the Board to find streamlined ways to provide the consent training to all students and utilizing technology and OER's to do this work.
- OC has adapted the OER's "Sexual Violence and Consent" from the BCcampus OER. It will be held on moodle for all students to complete.
- We have also adapted the OER "Responding to Disclosure" as a training session for faculty and staff so they can be prepared to respond to any student, staff, or community member who may disclose a sexual violence or misconduct incident.
- The committee has also explored a software platform called "REES" which is an online reporting system for survivors of sexual violence. We are in the final review stages of this platform to determine if it will be adopted into our institution.

<u>Reports</u>
The Directors of Human Resources and Student Services have developed systems to track complaints and disclosures reported under the policy.

The updated 2020 and the January to June 2021 reporting numbers are provided below.

COMPLAINTS AND DISCLOSURES REPORTED TO:	2016	2017	2018	2019	2020	2021 (to June)
Human Resources	1	2	1	0	0	0
Student Services	0	3	4	5	0	0

Education Council – Report to the Board

June 29th, 2021

Education Council met on June 3rd, 2021 and approved 18 new courses, 24 course revisions, 5 program revision, 1 temporary program revision, and academic schedules.

NEW PROGRAM

Post Baccalaureate Certificate in Human Resources Management

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Post Baccalaureate Certificate in Human Resources Management as recommended by Education Council and as presented."

New program:
Rationale:
This credential provides a direct, efficient pathway to becoming a Chartered Professional in Human Resources (CPHR) candidate, and is designed for applicants who possess a business undergraduate degree. This one-year diploma program has curriculum that has been mapped to the CPHR National Knowledge Competencies, and as such, it is anticipated that this new credential will be included in the Exam Exemption Agreement that Okanagan College currently holds with CPHR.

Calendar description:
This 9-course (27 credit) post-baccalaureate certificate is aimed at students with a bachelor's degree in a business program, other than those with a Human Resources Management major or specialty, who wish to pursue a career in the Human Resources Management field. Required courses cover content that is mapped to the CPHR National Knowledge Competencies.
Students graduating with an average of 70% or higher may be eligible for an exemption from the National Knowledge Exam (NKE), as administered by the Chartered Professionals in Human Resources of British Columbia & Yukon. The NKE is one of the requirements to become a designated professional in Human Resources Management, known as a Chartered Professional in Human Resources (CPHR).

Admission requirements:
Successful completion of a recognized bachelor's degree in any business program other than those with a Human Resources Management major or specialty.

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

Program outline:
BUAD 246 Recruitment and Selection
BUAD 247 Training and Development
BUAD 248 Occupational Health and Safety
BUAD 340 Strategic Management I
BUAD 375 Strategic Human Resource Planning
Plus 4 of the following HR specific electives (at least one of which must be at the 400 level)
BUAD 201 Conflict Resolution and Negotiation
BUAD 279 Industrial Relations
BUAD 374 Employment Law

BUAD 376 Compensation and Benefits
BUAD 410 Organization Change and Development
BUAD 411 HR Metrics & Analytics
BUAD 412 Strategic Performance Management

Implementation date: September 2021
Cost: N/A

PROGRAM REVISIONS

English Language Certificate

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

English Language Certificate
Program revision:
- Addition of courses
- Admission requirements
- Graduation requirements
- Program description
- Program outline
- Resequencing of courses
- Revision of courses

Rationale:
The EL Department is proposing a restructuring of the levels currently offered in order to assist students in building a stronger foundation in their language learning education. The Department has noticed that a number of students are entering the English for Academic Purposes Certificate inadequately prepared. By offering an additional level in the English Language Certificate, the department aims to better prepare students for the successful completion of the EAP Certificate and their academic courses. Regarding the Admission Requirements change, the current requirement is the in-house assessment, OCELA. Other on-line and globally available tests are needed now and have been used for a number of years. These tests are IELTS, TOEFL, and Duolingo. In addition, a change from single course prerequisites to multiple course prerequisites will help build students' overall language competency.

Addition of courses:
ELR 020, ELW 020, ELR 030, ELW 030, ELW 040, ELR 040, ELLS 040, ELRW 040

Admission requirements:

Current	Proposed
The department will place students depending on their OCELA score. Students who score lower than OCELA Level 1 will begin the English Language Certificate at Semester One.	The department will place students depending on one of the following test scores: OCELA, IELTS, TOEFL, or Duolingo. Students who score lower than EL Level 1 may begin the English Language Certificate at Semester One. Students will place at EL level 1 with an overall placement at Level 1 OCELA, or an overall IELTS less than 3.5, or a Duolingo score of less than 45. Students will place at EL level 2 with an overall placement at Level 2 OCELA, or an overall IELTS 3.5, or a Duolingo score of 45-50.

	Students will place at EL level 3 with an overall placement at Level 3 OCELA, or an overall IELTS 4.0, or a Duolingo score of 55-60. Students will place at EL level 4 with an overall placement at Level 4 OCELA, or an overall IELTS 4.5, or a Duolingo score of 65-70, or a TOEFL iBT score of 52-59.

Graduation requirements:

Current	Proposed
Minimum grade of 65% in each of ELLS 030 and ELRW 030.	Minimum grade of 65% in ELRW 040 or ELW 040 and ELR 040, and ELLS 040.

Program description:
Okanagan College offers English language students an opportunity to improve their general English skills. The English Language Certificate (ELC) is a four level program. The goal of this program is to develop general language skills in listening, speaking, reading and writing.
Full time students take 20 hours of classes per week. There are classes for listening and speaking (ELLS) 10 hours per week, reading and writing (ELRW) 10 hours per week, reading (ELR) 5 hours per week, and writing (ELW) 5 hours per week.

Program outline:
English Language Certificate

	Current			Proposed		REVISE	ADD
Semester	Course Code	Hours	Semester	Course Code	Hours		
1	ELLS 010 ELRW 010	140 140	1	ELLS 010 ELRW 010	140 140	ELLS 010 ELRW 010	
2	ELLS 020 ELRW 020	140 140	2	ELLS 020 ELRW 020 or ELR 020 ELW 020	140 140 70 70	ELLS 020 ELRW 020	ELR 020 ELW 020
3	ELLS 030 ELRW 030	140 140	3	ELLS 030 ELRW 030 or ELR 030 ELW 030	140 140 70 70	ELLS 030 ELRW 030	ELR 030 ELW 030
			4	ELLS 040 ELRW 040 or ELR 040 ELW 040	140 140 70 70		ELLS 040 ELRW 040 ELR 040 ELW 040

Notes:
- Content of EAP Level 1 is now the new EL Level 4 courses
- Course codes EAPD 040 and EAPS 040 will not be deleted as this time.
- Combined ELRW and EAPS courses will be maintained in the 'course catalogue'. They have been updated to reflect the changes to prerequisites.

Revision of courses:
ELLS 010, ELRW 010, ELLS 020, ELRW 020, ELLS 030, ELRW 030

Implementation date: September 2021
Cost: N/A

English for Academic Purposes Certificate

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision English for Academic Purposes Certificate as recommended by Education Council and as presented."

English for Academic Purposes Certificate
Program revision:
- Addition of courses
- Admission requirements
- Graduation requirements
- Program description
- Program outline
- Resequencing of courses
- Revision of courses

Rationale:
The EL Department is proposing a restructuring of the levels currently being offered in order to assist students in building a stronger foundation in their language learning education. The Department has noticed that a number of students are entering the English for Academic Purposes Certificate inadequately prepared. By offering an additional level in the English Language Certificate, the department aims to better prepare students for the successful completion of the EAP Certificate and their academic courses. Regarding the Admission Requirements change, the current requirement is the in-house assessment, OCELA. Other online and globally available tests have been used for a number of years. These tests are IELTS, TOEFL, and Duolingo. In addition, a change from single course prerequisites to multiple course prerequisites will help build students' overall language competency.

Addition of courses:
EAPW 010, EAPS 010, EAPR 020, EAPW 020, EAPR 030, EAPW 030

Admission requirements:

Current	Proposed
All general age and study permit prerequisites apply - see Admissions and Important Information for International Applicants.	All general age and study permit prerequisites apply - see Admissions and Important Information for International Applicants.
New students register in the EAP Certificate courses after taking an English assessment, the OCELA (Okanagan College English Language Assessment). Students will be placed in the program according to their OCELA score.	The department will place new students depending on one of the following test scores: OCELA, IELTS, TOEFL, or Duolingo.
Students are not normally permitted to take the OCELA more than once during a 12-month period.	Students are not normally permitted to take the OCELA more than once during a 12-month period.
Placement at Level 4 OCELA, or completion of the EL Certificate with a minimum grade of 65% in ELLS 030 and ELRW 030.	Students will place at EAP level 1 with an overall placement at Level 5 OCELA, an overall IELTS 5.0, a minimum TOEFL iBT score of 60, a Duolingo score of 75-80, or completion of the EL Certificate with a minimum grade of 65% in ELLS 040, ELR 040, and ELW 040 or 65% in ELLS 040 and ELRW 040.
	Students will place at EAP level 2 with an overall placement at Level 6 OCELA, or an overall IELTS 5.5, a TOEFL iBT score of 71-78, or a Duolingo score of 85-90.
	Students will place at EAP level 3 with an overall placement at Level 7 OCELA, or an overall IELTS 6.0, a TOEFL iBT score of >78, or a Duolingo score of 95-100.

Graduation requirements:

Current	Proposed
Successful completion of EAPD 040 and EAPS 040 with a minimum grade of 65 per cent in each course.	Successful completion of EAPS 030 or EAPW 030 and EAPR 030, and ELLS 030 with a minimum grade of 65% in each course.

Program description:

Okanagan College offers students an opportunity to improve their English for college and university. The English for Academic Purposes Certificate (EAP) is a three-level program whose goal is to prepare students for academic studies.

Full-time students attend classes for 20 hours per week in Levels 1, 2, and 3. Each level of the Certificate has four courses: English for Academic Purposes Discussion (EAPD), English for Academic Purposes Reading (EAPR), English for Academic Purposes Writing (EAPW), and English for Academic Purposes Scholarship (EAPS) which is a combined EAPR and EAPW course. EAPD is 10 hours per week, EAPR is 5 hours per week, EAPW is 5 hours per week and EAPS is 10 hours per week.

In addition to their EAP Certificate courses, students at EAP level 2 may take one academic course and at EAP level 3 up to two academic courses provided students meet course prerequisites. The addition of academic courses must be approved by the academic course instructor and appropriate academic dean. Successful completion of EAPD 030, EAPR 030, and EAPW 030 meets the English 12 requirement for many Okanagan College programs.

Program outline:

	Current			Proposed		REVISE	ADD
Semester	Course Code	Hours	Semester	Course Code	Hours		
1	EAPD 010 EAPR 010	140 140					
2	EAPD 020 EAPS 020	140 140	1	EAPD 010 EAPS 010 or EAPR 010 EAPW 010	140 140 70 70	EAPD 010 EAPR 010	EAPW 010 EAPS 010
3	EAPD 030 EAPS 030	140 140	2	EAPD 020 EAPS 020 or EAPR 020 EAPW 020	140 140 70 70	EAPD 020 EAPS 020	EAPR 020 EAPW 020
4	EAPD 040 EAPS 040	140 140	3	EAPD 030 EAPS 030 or EAPR 030 EAPW 030	140 140 70 70	EAPD 030 EAPS 030	EAPR 030 EAPW 030

Notes:
- Content of EAP Level 1 is now the new EL Level 4 courses
- Course codes EAPD 040 and EAPS 040 will not be deleted as this time.
- Combined ELRW and EAPS courses will be maintained in the 'course catalogue'. They have been updated to reflect the changes to prerequisites.

Revision of courses:
EAPD 010, EAPR 010, EAPD 020, EAPS 020, EAPD 030, EAPS 030

Implementation date: September 2021

Cost: N/A

Water Engineering Technology Diploma

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

Water Engineering Technology Diploma
Program revision:
- Addition of courses
- Removal of courses

Rationale:
The general communications course CMNS 133 is being replaced with a WET specific communication course CMNS 137.

Addition of course:
CMNS 137

Removal of course:
CMNS 133

Implementation date: September 2021
Cost: N/A

Civil Engineering Technology Diploma

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

Program revision:
- Addition of courses
- Removal of courses

Rationale:
The general communications courses CMNS 133 and CMNS 143 are being replaced with CIEN specific communication courses CMNS 135 and CMNS 145.

Addition of courses:
CMNS 135
CMNS 145

Removal of courses:
CMNS 133
CMNS 143

Implementation date: September 2021
Cost: N/A

Sustainable Building Technology Diploma

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

Program revision:
- Addition of courses
- Removal of courses

Rationale:
The general communications courses CMNS 133 and CMNS 143 are being replaced with SBT specific communication courses CMNS 136 and CMNS 146.
The courses are also being resequenced.

Addition of courses:
CMNS 136
CMNS 146

Removal of courses:
CMNS 133
CMNS 143

Implementation date: September 2021
Cost: N/A

Okanagan College Early Childhood Education Diploma – Vernon Campus

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the temporary program revision Okanagan College Early Childhood Education Diploma – Vernon Campus as recommended by Education Council and as presented."

Okanagan College Early Childhood Education Diploma – Vernon Campus
Temporary program revision:

To: Education Council

From: Early Childhood Education Department, Science Technology and Health Portfolio.

Date: May 2021

Please find attached a proposal to make temporary changes to the Okanagan College Early Childhood Education Diploma – Vernon Campus only. The details of the amended format are included on page 3 & 4. The rationale for the proposed variance is to provide a flexible delivery option for Fall 2021 (i.e. online). Vernon ECE students will be provided with a unique Semester 1 & 2 schedule from August 31, 2021 to May 31, 2022. Vernon ECE students will resume Semester 3 & 4 as per the regular schedule for 2022-23 with an estimated completion date of June 30, 2023. The proposed changes include:

- Move ECED 114, ECED 116, and ECED 117 from Semester 1 to Semester 2 (practical courses)
- Move ECED 122 from Semester 2 to Semester 1 (theory course)

This proposal results in no changes to course content, learning outcomes and total contact time with students. Students will progress from year 1 to year 2 of the ECE program as per the regular schedule. The online format for Fall 2021 has been discussed with ECE Registry – MCFD on May 19, 2021.

Additional Information (to accommodate temporary changes):

- Students are block registered for ECE courses. Prerequisites for ECED 121, 123, 124 will be waived so that they can be taken together with ECED 114, 116, 117 in Semester II.
- A letter will be sent to students to inform them of the changes to the semester schedule and the requirement to successfully complete all of the first year curriculum: ECED 111, 112, 113, 114, 115, 116, 117, 121, 122, 123, and 124 before becoming eligible for ECED 129 Practicum II.
- Proposed calendar notation to Program Outline: amended Semester I and II schedule will offered at Vernon Campus only in 2021/22. For more information, please contact ECE department or STHDeansOffice@okanagan.bc.ca

Overview of Important Dates

2021-22 Early Childhood Education Diploma
Kelowna – as is currently in the OC calendar with proposed adjustment to practicum dates and correction to semester II and IV start date.
2021
August 30 Classes start for Semester I and Semester III
September 6 Labour Day (no classes)
October 11 Thanksgiving Day (no classes)
November 11 Remembrance Day (no classes)
December 17 Classes end for Semester I and Semester III
December 24 College closes at 3 p.m.
December 25 – January 3 Christmas closure (no classes) – Okanagan College closed to the public
2022
January 1 New Year's Day (no classes)
January 5 correct to January 4 Classes start for Semester II and Semester IV
February 21 Family Day (no classes)
April 15 – 18 Easter (no classes)
May 6 Classes end for Semester II
May 11 Classes end for Semester IV
May 12 change to May 13 Infant/Toddler Practicum begins
June 17 change to June 20 Infant/Toddler Practicum ends

2021-22 Early Childhood Education Diploma
Vernon - as proposed for consideration and approval
2021
August 31 Classes start for amended Semester I
September 6 Labour Day (no classes)
October 11 Thanksgiving Day (no classes)
November 11 Remembrance Day (no classes)
December 3 Classes end for amended Semester I
December 24 College closes at 3 p.m.
December 25 – January 3 Christmas closure (no classes) – Okanagan College closed to the public

2022
January 1 New Year's Day (no classes)
January 4th Classes start for amended Semester II
February 21 Family Day (no classes)
April 4 Classes end for amended Semester II
April 6 Practicum II begins
April 15 – 18 Easter (no classes)
May 31 Practicum II ends

In Semester III and IV students will resume the regular schedule for 2022/23.

Early Childhood Education Diploma Program – Vernon 2021-22

<table>
<tr><td colspan="3">Fall 2021 Program Schedule
Amended Semester I
<mark>changes to regular program plan are highlighted</mark></td></tr>
</table>

NUMBER	COURSE	HOURS
ECDE 111	Personal and Interpersonal Relationships	60
ECDE 112	Child Development – Conception to Three Years	60
ECDE 113	Child Development – 3 to 12 Years	60
ECDE 115	The Early Childhood Profession	60
<mark>ECDE 122</mark>	<mark>Health, Safety & Nutrition</mark>	<mark>60</mark>
	Total	300 hrs

SEMESTER DATES: August 31/21 – Dec. 3/21

LOCATION: Vernon Campus

INSTRUCTORS: **To be determined – ECDE 111, 113, 115 (180 hours)**
                             To be determined – ECDE 112, 122   (120 hours)

Early Childhood Education Diploma Program – Vernon 2021-22

<table>
<tr><td colspan="3">Winter 2022- Class Program Schedule
Amended Semester II
<mark>changes to regular program plan are highlighted</mark></td></tr>
</table>

NUMBER	COURSE	HOURS
<mark>ECDE 114</mark>	<mark>Planning For Early Childhood Education</mark>	<mark>75</mark>
<mark>ECDE 116</mark>	<mark>Observing and Documenting Children's Development</mark>	<mark>45</mark>
<mark>ECDE 117</mark>	<mark>Observing and Documenting Children's Development Practicum</mark>	<mark>90</mark>
ECDE 121	Group Process	45

ECDE 123	Families	60
ECDE 124	Guiding & Caring	60
ECDE 129	Practicum II	225
	Total	375 hrs

SEMESTER DATES: January 4, 2022 – May 31, 2022

LOCATION: Vernon Campus

INSTRUCTORS: **To be determined – ECDE 114, 123, 121, 124 (195 hours)**
To be determined – ECDE 116, 117 (135 hours)
Split practicum students (60/40 depending on enrollment)

FW: ECE Fall 2021 Semester Online
Wendy Wheeler <WWheeler@okanagan.bc.ca>
Tue 5/25/2021 10:43 AM
To:
Education Council <EducationCouncil@okanagan.bc.ca>
Cc:
Terri-Lynn Russell <TRussell@okanagan.bc.ca>

Hello,
Please include the following email in support of the ECE Ed.Co. proposal memo – amended schedule for Vernon Intake Fall 2021.
Thank you,
Wendy

_____

Wendy Wheeler M.Ed. M.Sc.
Interim Associate Dean – STH Portfolio
Science, Technology and Health
Okanagan College

From: Terri-Lynn Russell <TRussell@okanagan.bc.ca> **Sent:** Tuesday, May 25, 2021 8:25 AM **To:** Wendy Wheeler <WWheeler@okanagan.bc.ca> **Cc:** Yvonne Moritz <YMoritz@okanagan.bc.ca> **Subject:** ECE Fall 2021 Semester Online

FYI, permission granted from ECE registry if we proceed with online for the fall in Vernon.

Terri Russell, ECE, BSW, MSW
Chair, Early Childhood Education
Okanagan College
250-762-5445 local 4387
trussell@okanagan.bc.ca

From: MCF ECE Registry Programs MCF:EX <ECERegistry.Programs@gov.bc.ca> **Sent:** Friday, May 21, 2021 1:27 PM **To:** Terri-Lynn Russell <TRussell@okanagan.bc.ca> **Subject:** Fall 2021 Semester Online
Good afternoon Terri-Lynn,

As per our meeting on Wednesday May 19, 2021, I wanted to send a follow-up email to you regarding your proposal for offering the Fall 2021 semester online for the cohort at the Vernon campus.

After reviewing the information you provided during our meeting regarding the impact of up to 24 students in the cohort; that the online delivery will only occur during the Fall 2021 semester at the Vernon campus; and Okanagan College's plan to move practical coursework to the following semester and provide non-practical coursework in the fall, impacting approximately 3 courses, the ECE Registry approves this as **a one-me**

approval, acknowledging the challenges for students and post-secondary institutions brought on by COVID-19. It is understood that Okanagan College will not be changing any of the content or required hours for courses. As discussed, please note that if Okanagan College plans to make this online option permanent, a formal proposal and application must be submitted to the ECE Registry for review and approval.

If you have any further questions, please let me know.

Thank you,

Amy Dewar

Amy Dewar | She/Hers | Early Childhood Education Program Coordinator
Early Childhood Educator Registry
Ministry of Children and Family Development
PO Box 9961 Stn Prov Govt
Victoria, BC V8W 9R4
Phone: 236-478-0627 (Direct) 1-888-338-6622 (General)
Email: ECERegistry.Programs@gov.bc.ca

I acknowledge and appreciate the opportunity to live, work and play on the traditional territories of the Esquimalt and Songhees First Nations.

Implementation date: September 2021
Cost: N/A

SCHEDULES

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Adult Basic Education 2021/2022 and the Academic Schedule Summer 2022 as recommended by Education Council and as presented."

Adult Basic Education (ABE)

Fall 2021

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

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

Winter 2022

January 1	New Year's Day
January 4	Classes start – all campuses
January 14	Last day to register for class
February 21	Family Day (no classes)
February 22	Non-instructional Day (no classes)
March 4	Last day to withdraw from class
March 21 - 25	Study break – all campuses (no classes)
April 15 - 18	Easter (no classes)
April 28	Classes and exams end for four-month classes

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

Spring (Summer Session I) 2022

May 2	Two-month classes start
May 23	Victoria Day (no classes)
June 24	Classes and exams end

Summer (Summer Session II) 2022
*No classes offered Penticton, Vernon and Salmon Arm this session

July 1	Canada Day (no classes)
July 4	Two-month classes start: Kelowna
August 1	BC Day (no classes)
August 26	Classes and exams end

Academic Schedule Change Request
Summer 2022

May 14, 2021

The Summer Session II term in 2022 has been scheduled according to policy and usual practice considering the number of instructional days required and ending on a Monday. In 2022 the last day of classes and exams falls on Monday, August 15.

In consultation with Financial Aid and Awards, the Registrar's Office would like to amend the end date for Summer Session II to be on Tuesday, August 16, 2022.

For students to get funding for a month, StudentAid BC requires there be at least 16 days of study (including weekends) in that month. Days of study include up to the last day of exams.
If we leave the last day of classes and exams for Summer Session II courses as August 15, students will not receive funding for the month of August.

The difference of funding is quite significant. It can range from a difference of $1,280 for a single student up to over $2,000 for students with dependents.

The Summer 2022 Schedule is attached for reference.

Inga Wheeler
Associate Registrar

Okanagan College is on an academic break in the summer (May to August inclusive). Select courses are offered during condensed 6-week summer sessions at the Kelowna campus only.

SUMMER SESSION I & II	2022
Registration for Session I and II and distance education continuing students starts	late February
Registration for new students starting in Session I and II and distance education starts	early March
Fees due for Session I and II and distance education courses	Tue., Apr 19
Classes begin for distance education courses	Mon., May 9
Classes begin for Session I courses	Mon., May 9
Last day to register for a Session I course	Fri., May 13
Last day to receive a refund of tuition fees for Session I course drop	Fri., May 13
Last day to drop a Session I course without a withdrawal being recorded on the student's record	Fri., May 13
Last day to change Session I course registration status from audit to credit	Fri., May 13
Last day to register for a distance education course	Fri., May 20
Last day to receive a refund of tuition fees for course drop (distance education course)	Fri., May 20
Statutory holiday (no classes)	Mon., May 23
Last day to withdraw from a Session I course without academic penalty	Fri., Jun 3
Last day to change registration status for a Session I course from credit to audit	Fri., Jun 3
Last day of regularly scheduled classes for Session I	Fri., Jun 17
Last day to submit final grades Session I	Mon., Jun 20
Midterm exam period (distance education courses)	Sat., Jun 25 - Mon. Jun. 27
Last day to withdraw from a distance education course without academic penalty	Thu., Jun 30
Last day to change course registration status from audit to credit (distance education course)	Fri., Jun 30
Statutory holiday (no classes)	Fri., Jul 1

Classes begin Session II	Mon. Jul 4
Last day to register for a Session II course	Fri., Jul 8
Last day to receive a refund of tuition fees for a Session II course drop	Fri., Jul 8
Last day to drop a Session II course without a withdrawal being recorded on the student's record	Fri., Jul 8
Last day to change Session II course registration status from audit to credit	Fri., Jul 8
Last day to submit a Grade Appeal for Session I to the Registrar's Office	Fri., Jul 15
Last day to withdraw from a Session II course without academic penalty	Fri., Jul 29
Last day to change registration status for Session II from credit to audit	Fri., Jul 29
Statutory holiday (no classes)	Mon., Aug 1
Final exam period (distance education courses)	Sat, Aug. 13 - Mon., Aug 18
Regular classes and final exams end Session II	~~Mon., Aug 15~~ **Tue. Aug. 16**
Fees due for next term	Tue., Aug 16 (Fall)
Last day to submit final grades Session II	Wed., Aug 17
Last day to submit a Session II and Distance Education Grade Appeal to the Registrar's Office	Fri., Sep 9