

**Okanagan College Education Council  
Minutes of Thursday, November 4, 2021 4:00 pm  
Via Collaborate**

**Present:** N Fassina, A Hay, B Burge, W Gillett, R Tyner, M Somerville, C Farrow, C Newitt, A Krebs, B Wyatt, B Penfound, S Bajwa, A Alexander, J Ragsdale, Y Khmelevsky, P Lefebvre, S Lembke, L Mallory, S Choudhary

**Regrets:** T Walters, D Marques

**Absent:**

**Guests:** MK Oliver, R Huxtable, K Rempel, S Speers, L Thurnheer

**Recorder:** S Gayle

**1. Determination of quorum and call to order**

C Newitt called the meeting to order at 4:01 pm

**2. Adoption of the agenda**

**Motion:** M Somerville/A Krebs

That Education Council approves the agenda as presented.

- C Newitt outlined that the agenda was amended from the original to reflect an additional agenda item, the Involuntary Withdrawal Policy.

**No opposition to amendment.**

**Carried**

**3. Approval of the minutes**

**Motion:** L Mallory/B Penfound

That Education Council approves the minutes of the September 16, 2021 Education Council meeting as presented.

**Carried**

**4. Business arising**

**5. New business**

**5.1 Curriculum recommended by the CPRC - BUS**

**a. Program revision: Bachelor of Business Administration**

**Motion:** S Choudhary/J Ragsdale

That Education Council approves the program revision: Bachelor of Business Administration as recommended by the CPRC – BUS:

- K Rempel gave an overview of both the Bachelor of Business Administration and the Bachelor of Business Administration – Entrepreneurship programs, noting that the revision was a direct result of 'clean up' so the programs could go to the Ministry.
- There were two (2) main issues outlined:
  - The Bachelor of Business Administration degree needed to be adapted so that students can be recognised for the variations in the program. It was important to reflect that students were identified as Entrepreneurship students. It was noted that a video submission is required for the Entrepreneurship admissions.
  - Ensuring that students met the graduation requirements.

- K Rempel noted that students in the Entrepreneurship program could take ECON 115 or ECON 125.
- The program previously went to EdCo, however, some 'clean-up' was required.

**Carried**

**b. Program revision: Bachelor of Business Administration – Entrepreneurship**

**Motion:** B Wyatt/R Tyner

That Education Council approves the program revision: Bachelor of Business Administration - Entrepreneurship as recommended by the CPRC – BUS:

- K Rempel reiterated that this was a 'clean-up' issue. In this case, regarding the number of electives to ensure that students took the required number of business electives.
- BUAD 113 is a place holder and ECON 164 will be added to the program.
- It was recognized that enough Arts courses were not present so the necessary adjustments were made.

**Carried**

**5.2 Schedules**

**a. 2022 – 2023 Academic Policy Schedule**

**Motion:** A Hay/ A Krebs

For 2022 – 23, the Academic Schedule Policy be adjusted as presented.

- B Burge noted that the Academic Policy Schedule document provided a background for the adjustments/changes.
- The first adjustment - September 30<sup>th</sup> – date was recognized in 2021. It is a place holder awaiting consultation. However, it was taken into consideration when planning.
- The second adjustment – For classes to begin on the following Monday after New Years day, where applicable.
- B Burge explained that the document outlines the key dates and the number of instructional days.

- **Carried**

**5.3 Standing committee reports**

**a. Operations Committee**

- Met on September 29, 2021 to approve graduates.
- Minutes to come in camera.

**b. ARP Committee**

- Met on September 29, 2021 to discuss the Involuntary Withdrawal Policy and the indigenous OC elements of convocation, parchments.

**c. CCC Committee**

- Not met.

**d. Tributes Committee**

- Not Met – meeting being planned for sometime in November.

**5.4 In camera session**

**Motion:** M Somerville/ P Lefebvre

That Education Council moves in camera.

**Carried**

**a. September 29, 2021 Operations Committee minutes**

**Motion:** A Hay/C Newitt

That Education Council accepts the September 29, 2021 Operations Committee meeting minutes as presented.

**Carried**

**Motion:** A Hay/M Somerville

That Education Council moves out of camera.

**Carried**

**5.5 Involuntary Withdrawal Policy**

**Motion:** J Ragsdale/R Tyner

That Education Council approves the Involuntary Withdrawal Policy as presented.

- MK Oliver provided an overview of the policy, outlining the genesis, role and how the policy would function.
- The floor was then opened to committee members for discussion on the policy.
- P Lefebvre raised 3 issues/concerns regarding the policy.
- MK Oliver addressed the questions/issues raised.

**Carried**

**5.6 Strategic planning engagement Session**

- N Fassina thanked Education Council for facilitating the conversation regarding the Strategic plan. An overview of the Strategic plan was provided and it was outlined that the current version of the plan is a refined first version completed by the working group.
- It was noted that Education Council was the last of the public engagement. The information will then be presented to the working group for version 2 of the plan, which will be presented at the December 2, 2021 Education Council meeting. After the December Education Council meeting, the plan will then move to the board.
- Following the summary of the Strategic Plan, N Fassina opened the floor for discussion.

**6. Reports**

**6.1 Council Chair's report – C Newitt**

- C Newitt participated in the Academic Governance Council on November 4, 2021.
- There was significant discussion around the indigenization process and how it can be included.
- There were several interesting ideas that can be discussed at OC.
- Kualii is live, feedback regarding system has been positive.

**6.2 President & Vice-President Academic and Provost report – A Hay**

- A Hay provided a summary of the report, noting the following:
  - 3 micro-credentials were put forward for funding, which Education Council has not yet seen. If approved, these micro-credentials will then move to Education Council.
  - The Program Advisory Committee structure is being updated.
  - The Quality assurance process is being revised.

**6.3 Registrar's report – B Burge**

- Nothing to report.

**6.4 Board of Governor's report**

- New Board of Governor's representative A Alexander.

**6.5 Curriculum and Calendar Management project update**

- C Newitt explained that Kualii is live and the forms are no longer available.

- The last CPRC – BUS meeting was done through Kuali.
- Although there were a few 'hick-ups', the problems have been minor.
- The majority of the feedback is that the system is easy to use.
- C Newitt is scheduling meeting with faculty and working with portfolio coordinators.
- B Burge is working with IT to have the next calendar come out of Kuali and was happy with the system (Kuali).
- C Newitt explained that a handbook was being worked on, noting that there was a push for more complete and precise proposal rationale for Education Council. This is important as the rationale would outline what is being changed and the reason for the change.
- C Newitt noted that the December Education Council meeting would be the last meeting using Collaborate. Zoom would replace this medium.

**7. Date, time of next regular meeting – Thursday, December 2, 2021 at 4:00 pm**

**8. Deadline for agenda items – Wednesday, November 17, 2021 at 12:00 pm**

**9. Adjournment at 5:14 pm**  
**Motion to adjourn: C Farrow/A Hay**  
**Carried**