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Okanagan College Education Council
Minutes of the Special Meeting Thursday, February 10, 2022   5:00 pm
Via Zoom

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Present: N Fassina, A Hay, W Gillett, C Newitt, A Krebs, S Bajwa, J Ragsdale, Y Khmelevsky, S Lembke, L Mallory, D Marques, S Choudhary, R Tyner, M Somerville, T Walters, A Alexander

Regrets: C Farrow, B Penfound, B Burge, B Wyatt

Absent: P Lefebvre

Guests: Y Moritz, K Kazimer, D Greebe, J Garrett, M Kline, L Lillies, B Ridgeley, S Johnston, V Simpson

Recorder: S Gayle

1. **Determination of quorum and call to order**
   C Newitt called the meeting to order at 5:00 pm

2. **Adoption of the agenda**
   Motion: A Krebs/D Marques
   That Education Council approves the agenda as presented.
   Carried

3. **Business arising**
   3.1 Curriculum recommended by the CPRC – BUS
   - B Ridgeley provided an overview of the revisions outlining that at the last Education Council meeting the Virtual Assistant (VA) program was approved. Some of the revisions presented represent an assessment of the Administrative Assistant program. These revisions include:
     - The addition of a VA course.
     - The combination/merger of two courses.
     - Reduction of assignable hours – reduced by six (6) hours to take into consideration the hours for Family Day.
     - The total program hours reduced by twelve (12) to take into account the hours for Family Day and Truth and Reconciliation Day – reduced from one thousand one hundred and ten (1110) to one thousand and ninety-eight (1098).
   - B Ridgeley also outlined that the following changes were made to the Accounting/Booking Certificate:
     - Increase in program hours (from six hundred and thirty (630) to six hundred and sixty (660) hours).
   - Consultation is also in progress to elongate the program to ten (10) months in the future.

   a. **Course revision: OADM 110   Business Communication**
      Motion: M Somerville/A Krebs
      That Education Council approves the course revision: OADM 110 Business Communication as recommended by the CPRC - BUS:
      - Communications course that was ninety (90) hours and included high level grammar content that was not needed. Course merged with Letter and Report Writing and hours increased by six (6).

- Students will learn the mechanics and will be able practice their own writing.
- Consultation with the Communications department has been in progress since January 2022 regarding course equivalency.
    Carried

b. **Course revision: OADM 135   Records Management**
Motion: T Walters/W Gillett
That Education Council approves the course revision: OADM 135 Records Management as recommended by the CPRC - BUS:
- Face-to-face students were block registered and courses were taken systematically. However, this is not the same online and so courses were not being taken in sequence.
    Carried

c. **Course revision: OADM 136   Office Procedures**
Motion: S Choudhary/A Krebs
That Education Council approves the course revision: OADM 136 Office Procedures as recommended by the CPRC - BUS:
- B Ridgeley explained that students did not have the communications piece, OADM 110 – Business Communications added as a prerequisite.
    Carried

d. **Course revision: OADM 152   Accounting Software I**
Motion: T Walters/M Somerville
That Education Council approves the course revision: OADM 152 Accounting Software I as recommended by the CPRC - BUS:
- Fifteen (15) hours added to ensure that students comprehend the content.
    Carried

e. **Course revision: OADM 155   Accounting Software II**
Motion: R Tyner/M Somerville
That Education Council approves the course revision: OADM 155 Accounting Software II as recommended by the CPRC - BUS:
- Additional fifteen (15) hours added to ensure that students have more time to comprehend the accounting software.
    Carried

f. **Course revision: OADM 167   Computer Essentials**
Motion: S Choudhary/A Krebs
That Education Council approves the course revision: OADM 167 Computer Essentials as recommended by the CPRC - BUS:
- Course teaches how to conduct effective searches.
- Students are now more tech savvy. As a result, six (6) hours removed.
    Carried

g. **Course revision: OADM 168   Database**
Motion: R Tyner/M Somerville
That Education Council approves the course revision: OADM 168 Database as recommended by the CPRC - BUS:
- Basics of database taught. Course helps students and is beneficial for persons entering small businesses.
- Prerequisites changed to add Spreadsheets I (OADM 169A).
- Reduced by fifteen (15) hours.
    Carried

h. **Course revision: OADM 171   Desktop Publishing**
   Motion: A Hay/S Choudhary
   That Education Council approves course revision: OADM 171 Desktop Publishing as recommended by the CPRC - BUS:
   - Currently forty-five (45) hours, has been reduced to thirty (30) hours as students are competent.
   Carried

i. **Program revision: Accounting/Bookkeeping Certificate**
   Motion: W Gillett/ S Choudhary
   That Education Council approves the program revision: Accounting/Bookkeeping Certificate as recommended by the CPRC - BUS:
   - Total program hours increased from six hundred and thirty (630) hours to six hundred and sixty (660) hours.
   Carried

j. **Program revision: Administrative Assistant Certificate**
   Motion: S Lembke/A Krebs
   That Education Council approves the program revision: Administrative Assistant Certificate as recommended by the CPRC - BUS:
   - Removal of Letter & Report Writing (OADM 111)
   - Reduction of assignable hours from one thousand one hundred and ten (1110) to one thousand and ninety-eight (1098).
   - Addition of Online Marketing (OADM 190) from the VA program.
   Carried

3.2 Curriculum recommended by the CPRC – AFP
   - J Garrett outlined that further consultation has taken place with the relevant department(s) in regards to the Graphic Design Essentials Micro-Credentials and its associated courses.
   - The micro-credential program and its associated courses have now gone through the CPRC- AFP.
   - CPRC – AFP is satisfied that even though there are duplications the program is foundational and there are no issues.
   - J Garrett indicated that D Greebe and K Kazimer have tweaked the learning outcomes.
   - C Newitt asked whether there were any recommendations for changes coming from the CPRC – AFP meeting.
   - D Greebe responded in the affirmative noting that the changes were made and uploaded as required to Kuali. However, there is an issue with the uploading of the prerequisites to Kuali.
   - C Newitt extended gratitude to J Garrett.
   - The floor was then given to D Greebe to discuss the micro-credential program and its associated courses.

a. **New course: GDE 100   Professional Writing for Digital Content**
   Motion: T Walters/R Tyner
   That Education Council approves the new course: GDE 100 Professional Writing for Digital Content as recommended by the CPRC - AFP:
   - D Greebe explained that GDE 100 is a foundational course and provides an introduction to the theory and practice of professional writing in the workplace.
   Carried

b. New course: GDE 110   Introduction to Graphic Design
Motion: A Hay/ L Mallory
That Education Council approves the new course: GDE 110 Introduction to Graphic Design as recommended by the CPRC - AFP:
- GDE 110 covers terminology, theory and the practice/concepts of graphic design. Also includes some aspects of project management.
Carried

c. New course: GDE 120   Your Digital Toolkit – Adobe Creative Suite Applications I
Motion: W Gillett/Y Khmelevsky
That Education Council approves the new course: GDE 120 Your Digital Toolkit – Adobe Creative Suite Applications I as recommended by the CPRC - AFP:
- GDE 120 introduces the use of software applications, typography and colour.
Carried

d. New course: GDE 130   Your Digital Toolkit – Adobe Creative Suite Applications II
Motion: S Choudhary/A Krebs
That Education Council approves the new course: GDE 130 Your Digital Toolkit – Adobe Creative Suite Applications II as recommended by the CPRC - AFP:
- GDE 130 builds on previous course (GDE 120) and has GDE 110 and GDE 120 listed as prerequisites.
- Culmination of work and pulling everything together with a capstone.
Carried

e. New program: Graphic Design Essentials Micro-Credential
Motion: A Krebs/S Choudhary
That Education Council approves the new program: Graphic Design Essentials Micro-Credential as recommended by the CPRC - AFP:
- C Newitt asked the committee whether there were any questions, comments or concerns for D Greebe regarding the program.
- There were no concerns or questions.
Carried

- C Newitt thanked D Greebe and provided an apology for the issues that have arisen re the micro-credentials.

4. New business
- None.

5. Reports
5.1   Council Chair's report – C Newitt
- None.

5.2   President & Vice-President Academic and Provost report – A Hay
- None.

5.3   Registrar's report – B Burge
- None.

5.4   Board of Governor's report – A Alexander
- None.

5.5   Curriculum and Calendar Management project update
- None.

6. **In camera session**
    -   None

7. **Date, time of next regular meeting –** Thursday, March 3, 2022 at 4:00 pm.

8. **Deadline for agenda items –** Wednesday, February 16, 2022 at 12:00 pm.

9. **Adjournment** at 5:32 pm.
    Motion to adjourn: T Walters/S Lembke
    Carried