

**Okanagan College Education Council
Minutes of Thursday, March 03, 2022 4:00 pm
Via Zoom**

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

Regrets: N Fassina, P Lefebvre, C Farrow, A Krebs

Absent:

Guests: R Huxtable, S Speers, K Ashman, C Clarkson, K Rempel, M Sale

Recorder: S Gayle

1. Determination of quorum and call to order

C Newitt called the meeting to order at 4:00 pm.

2. Adoption of the agenda

Motion: R Tyner/ M Somerville

That Education Council approves the agenda as presented.

Carried

3. Approval of the minutes

Motion: J Ragsdale/B Wyatt

That Education Council approves the minutes of the February 3, 2022 Education Council meeting as presented.

Carried

Motion: R Tyner/B Wyatt

That Education Council approves the minutes of the February 10, 2022 Education Council meeting as presented.

Carried

4. Business arising

5. New business

5.1 Curriculum recommended by the CPRC – AFP

a. New course: HIST 295 Special Topics in History

Motion: Y Khmelevsky/J Ragsdale

That Education Council approves the new course: HIST 295 Special Topics in History as recommended by the CPRC - AFP:

- C Clarkson provided an overview of the new course noting that it was a special topics course.
- Faculty members can teach topics in area of academic expertise and interest.
- The course will allow new subject matter to be offered on a trail basis.
- Course has no prerequisite – this is typical of other history courses being offered in the province.
- W Gillett sought clarification on whether the course can be taken more than once for credit and if so, how would the Registrar determine that it is not a repeat.

- B Burge clarified that the topic would be placed on the transcript.
- C Clarkson sought clarification on whether other institutions would be confused by the duplication.
- B Burge responded in the negative and clarified that this response was based on previous experience.

Carried

b. New course: ECON 164 Economics for Entrepreneurs

Motion: J Ragsdale/T Walters

That Education Council approves the new course: ECON 164 Economics for Entrepreneurs as recommended by the CPRC - AFP:

- M Sale provided an overview of the course noting that it was designed for students in the Bachelor of Business Administration – Entrepreneurship stream.
- Course will provide students with the foundations of micro and macro economics and help students to think in an entrepreneurial context.

Carried

- K Ashman provided an overview of the Building Employment Skills and Training (BEST) program. The program replaces the previously offered Preparing for Access to Careers and Education (PACE) program which needed to be revamped and rewritten.
- It is a ten (10) months certificate program that focuses on developing employment skills.

c. New course: BEST 101 Communication and Personal Awareness

Motion: B Wyatt/M Somerville

That Education Council approves the new course: BEST 101 Communication and Personal Awareness as recommended by the CPRC - AFP:

- Focuses on communication and personal awareness.

Carried

d. New course: BEST 102 Workplace Skills

Motion: M Somerville/R Tyner

That Education Council approves the new course: BEST 102 Workplace Skills as recommended by the CPRC - AFP:

- Focuses on workplace skills.
- Examines: behaviour in the workplace, positive workplace values, workplace safety among other issues/topics.

Carried

e. New course: BEST 103 Employment and Interpersonal Skills

Motion: W Gillett/B Wyatt

That Education Council approves the new course: BEST 103 Employment and Interpersonal Skills as recommended by the CPRC - AFP:

- Focuses on employment and interpersonal skills.
- Examines: attitude in the workplace, multicultural environment, accommodation in the workplace that may be required among other issues/topics.
- J Ragsdale indicated that there was a typo in the last sentence of the calendar description.
- C Newitt outlined that this should be corrected prior to approval.

Carried

- f. **New course: BEST 104 Job Search and Customer Service Skills**
Motion: T Walters/B Wyatt
That Education Council approves the new course: BEST 104 Job Search and Customer Service Skills as recommended by the CPRC - AFP:

- Focuses on job search and customer service skills.
- Examines: interviews, resumes, training among other issues/topics.

Carried

- g. **New program: Building Employment Skills and Training**
Motion: J Ragsdale/B Wyatt
That Education Council approves the new program: Building Employment Skills and Training as recommended by the CPRC - AFP:

- As outlined in overview.

Carried

5.2 Curriculum recommended by the CPRC – BUS

- K Rempel provided an overview of the BUS proposals that were under review noting the changes were the result of review/revision and looking at industry standards.

- a. **Course revision: BUAD 283 Management Information Systems**

Motion: T Walters/B Wyatt

That Education Council approves the course revision: BUAD 283 Management Information Systems as recommended by the CPRC - BUS:

- Course is more in demand.
- Three (3) changes:
 - Change of prerequisites for two (2) post-baccalaureate programs to allow students in those programs to take BUAD 283 without taking BUAD 128 as these students either have the required computer skills or will acquire the skills.
 - Change in course description.
 - Adjustment of learning outcomes to reflect updated curriculum.

Carried

- b. **Course revision: BUAD 305 Logistics and Supply Chain Management**

Motion: R Tyner/D Marques

That Education Council approves the course revision: BUAD 305 Logistics and Supply Chain Management as recommended by the CPRC - BUS:

- Learning outcomes updated. The revision allows the course to be better aligned with Supply Chain Canada.

Carried

- c. **Course revision: BUAD 334 Events Planning**

Motion: L Mallory/B Wyatt

That Education Council approves the course revision: BUAD 334 Events Planning as recommended by the CPRC - BUS:

- Changes were previously made to the course to ensure that industry standards and student needs were met.
- Removal of BUAD 200 Digital Marketing as a prerequisite.
- J Ragsdale sought clarification on whether students were taking BUAD 266.
- K Rempel explained that BUAD 266 was historical and the course was no longer offered.

Carried

- d. Course revision: BUAD 382 Operations Management**
Motion: B Penfound/W Gillett
 That Education Council approves the course revision: BUAD 382 Operations Management as recommended by the CPRC - BUS:
- Learning outcomes updated.
 - Revision aligns with Supply Chain Canada.
 - J Ragsdale sought clarification on the information related to BUAD 282 which was outlined in the calendar description section.
 - K Rempel clarified that BUAD 282 is no longer offered and asked for clarification regarding the timeframe for courses no longer offered.
 - B Burge indicated that the course could be made inactive in the system, but the timeline was lengthy one.
- Carried**
- e. Course revision: BUAD 492 Business Research Project**
Motion: S Lembke/D Marques
 That Education Council approves the course revision: BUAD 492 Business Research Project as recommended by the CPRC - BUS:
- Language in BUAD 492 may have been ambiguous.
 - Course is paired up with BUAD 491 and students are required to achieve 76% in order to progress to BUAD 492.
 - The revisions ensure that there is no ambiguity.
- Carried**
- f. Program revision: Bachelor of Business Administration Honours Program**
Motion: S Lembke/M Somerville
 That Education Council approves the program revision: Bachelor of Business Administration Honours Program as recommended by the CPRC - BUS:
- Change clarifies the graduation requirement for the program.
 - J Ragsdale sought clarification on whether a student would receive the honours designation if the 76% was not achieved.
 - K Rempel clarified noting that the student would still pass the course, but would not receive the honours designation if the 76% was not achieved.
- Carried**
- g. Program revision: Bachelor of Business Administration: Human Resources Management Speciality**
Motion: R Tyner/S Lembke
 That Education Council approves the program revision: Bachelor of Business Administration: Human Resources Management Speciality as recommended by the CPRC - BUS:
- BUAD 376 Compensation and Benefits was previously removed. Following review from accreditation body – Chartered Professionals in Human Resources (CPHR), BUAD 376 Compensation and Benefits has been added as a required course.
- Carried**
- h. Program revision: Bachelor of Business Administration: Management Speciality**
Motion: T Walters/B Wyatt
 That Education Council approves the program revision: Bachelor of Business Administration: Management Speciality as recommended by the CPRC - BUS:
- Revisions reflect clean-up of management speciality area.
 - The following changes have been made:
 - Substitution of BUAD 298 from the required list with BUAD 283 on the optional list – as BUAD 283 is becoming increasingly important.
 - Addition of BUAD 401 to the list of optional courses.

- Addition of BUAD 330 to the list of optional courses.
- Deletion of BUAD 440 as a course from the program.
- J Ragsdale sought clarification on how the optional courses worked in terms of focus in area of speciality.
- K Rempel explained that the speciality has different streams/concentration.
- Professors also assisted students with course selection.

Carried

5.3 Amendments to CPRC – Terms of Reference

Motion: B Wyatt/A Hay

That Education Council approves the proposed amendments to the CPRC Terms of Reference effective July 1, 2022.

- B Burge provided an overview of the revision and outlined the split of the STH into Health and Social Development (HSD) and Science and Technology (ST). As a result, the amendments to the current CPRC TOR were needed to enact the two (2) CPRCs with effect July 1, 2022.
- T Walters sought clarification on the reason behind the proposed number of instructors/faculty members: five (5) rather than seven (7).
- B Burge clarified and explained that it was based on the size of the portfolio. Additionally, there was consultation with W Gillett and Y Mortiz regarding the structure.

Carried

5.4 First call for nominations for Education Council Chair and Vice Chair

- C Newitt vacated the role of Chair at 4:42 pm and B Burge took control of the floor.
- B Burge provided an overview noting that the Chair and Vice Chair are nominated/selected annually. The current meeting represents the first call for both positions and at the April meeting there would be another call.
- The floor was opened for questions regarding both roles and then nominations of candidates.
- The following nominations were made for the role of Chair:
 - C Newitt was nominated and declined the nomination.
 - D Marques was nominated and accepted the nomination.
- The following nominations were made for the role of Vice Chair:
 - S Lembke was nominated and conditionally accepted.
- C Newitt resumed role as Chair at 4:46 pm

5.5 Standing committee reports

- a. Operations Committee
 - Met on:
 - February 11, 2022 to approve graduates.
 - Minutes to come in camera.
- b. ARP Committee
 - Not met.
- c. CCC Committee
 - Not met.
- d. Tributes Committee
 - Not met.

6. Reports

6.1 Council Chair's report – C Newitt

- C Newitt outlined that work is still being done regarding the Quali process.

- 6.2 President & Vice-President Academic and Provost report** – A Hay
 - A Hay explained that the report outlined the activities in the province.
- 6.3 Registrar's report** – B Burge
 - Nothing to report.
- 6.4 Board of Governor's report** – A Alexander
 - Nothing to report.
- 6.5 Curriculum and Calendar Management project update**
 - B Burge noted that Kualu was being utilized.
 - C Newitt explained that there would be a transition to more training which would be on a regular basis and offered through Registrar's office.

7. In camera session

Motion: A Hay/M Somerville
That Education Council moves in camera.
Carried

a. February 11, 2022 Operations Committee minutes

Motion: D Marques/M Somerville
That Education Council accepts the February 11, 2022 Operations Committee meeting minutes as presented.
Carried

Motion: W Gillett/M Somerville
That Education Council moves out of camera.
Carried

8. Date, time of next regular meeting – Thursday, April 7, 2022 at 4:00 pm.

9. Deadline for agenda items – Wednesday, March 23, 2022 at 12:00 pm.

10. Adjournment at 4:55 pm.

Motion to adjourn: M Somerville/D Marques
Carried