

**Okanagan College Education Council
Minutes of Thursday, April 6, 2023 4:00 pm
S 103B – Student Services Boardroom – Kelowna Campus & Zoom**

Present: J Garrett, D Marques, B Hall, D Mehus, B Penfound, M Somerville, L Mallory, M Martin
(Zoom): A Hay, S Chhabra, A Krebs, J Ragsdale, R Tyner, T Walters

Regrets: A Alexander, R Dupuis, N Fassina, W Gillett, S Lembke

Absent: C Wallace

Guests: Y Moritz, J Hobart (Zoom): T Barry, T Cooke, C Hall, R Federley, K Kazimer, B Ridgeley

Recorder: S Gayle

1. Determination of quorum and call to order

D Marques called the meeting to order at 4:02 pm.

2. Adoption of the agenda

Motion: D Mehus/B Hall

That Education Council approves the agenda as presented.

- D Marques outlined that CDA 200 Dental Radiography was removed from the agenda.

Carried

3. Approval of the minutes

a. Motion: B Hall/M Somerville

That Education Council approves the minutes of the February 2, 2023 Education Council meeting as presented.

- D Marques noted that the amendments were made to the minutes as per the March 2, 2023 minutes.

Carried

b. Motion: J Garrett/D Mehus

That Education Council approves the minutes of the March 2, 2023 Education Council meeting as presented.

- D Marques invited I Wheeler to address the concerns expressed at the March 2, 2023 EdCo as outlined on pages 3 and 4 of the minutes.
- I Wheeler outlined the following:
 - A motion could be made and approved by EdCo/Board to remove the outdated high school courses from all areas in the calendar.
- M Somerville noted that some of the courses are articulated and offered in other provinces.
- I Wheeler explained that there was an area on the website where out of province courses are listed. It was noted that the bigger question was how long the courses would be retained. A course could be accepted as an equivalent but may not be listed.
- M Somerville noted that removing the courses across the board would be better than removing individually.
- I Wheeler agreed that a systematic approach was required.
- M Somerville sought clarification on the omnibus process and what would be accepted.

- I Wheeler clarified that if the information is being removed across the board, then this would require a review/examination of every course to ensure that the issues are dealt with and the information captured.

Recommendation: For the current information to remain and a review/compilation done later by the relevant stakeholders.

Carried

4. Business arising

5. New business

- T Cooke provided an overview of the program revisions and outlined the following:
 - Current program is five (5) months with twelve (12) courses and a three (3) weeks practicum and has been running from 2007 with some modifications.
 - Goal is to expand the program to ten (10) months with the aim of increasing the level of employability.
- I Wheeler sought clarification on the current plan and process regarding students who have already been admitted since the program length has been extended.
- B Ridgeley clarified that communication was in place – students are currently being informed of the potential changes and the plan to elongate.
- B Ridgeley informed members that the online program/component would remain and students would have until August 2024 to complete the Accounting/Bookkeeping program.
- D Mehus asked whether the proposed program would be completed in a one-year time frame.
- T Cooke explained that the proposed program is ten (10) months.
- B Ridgeley added that the face-to-face would be ten (10) months, but other persons in asynchronous components would have up to three (3) years.
- D Mehus sought confirmation on whether students could receive departmental approval to extend if taking a smaller course load.
- B Ridgeley confirmed that this could be done, but would be reviewed on a case-by-case basis.
- D Mehus sought clarification on the pass requirement of 70% which was outlined.
- B Ridgeley explained that this was standard in the vocational programs.
- J Ragsdale asked for an explanation on what would differentiate the proposed program from other programs that existed and how duplication would be prevented.
- B Ridgeley explained that there has been no duplication with other programs offered by Continuing Studies and Business since 2007. The following clarification was provided:
 - Proposed program will give designation to students and provide a career path/progression. Collaboration with Certified Professional Bookkeepers of Canada (CPB).
 - Programs are all different areas of focus – business certificate is more for specialization.
 - Bookkeeping Certificate has no ladder- if students in CS wanted to continue, they would need to take the current/proposed program.
- J Ragsdale sought clarification on how the diploma would fit in/would be different.
- B Ridgeley explained that even though learning outcomes (LO) are similar, the courses were different.
- J Ragsdale expressed a concern re the consultation and noted that from an admissions standpoint, there might be issues.
- T Cooke agreed with J Ragsdale and noted that efforts have been made to clarify and make the relevant separation. It was noted that the term technician clarifies the designation and should help with the differentiation.
- J Ragsdale asked whether the credential received would be a certificate.

- B Ridgeley responded in the affirmative and noted that this would clarify the level and rigour of knowledge.
- D Mehus sought clarification on whether there was a national standard regarding the word technician and asked if the credential could be a certificate or diploma.
- B Ridgeley clarified that the department worked with industry holders.

5.1 Curriculum recommended by the CPRC – BUS

a. **New course: OADM 137 Math Toolbox and Applications**

Motion: B Hall/J Garrett

That Education Council approves the new course: OADM 137 Math Toolbox and Applications as recommended by the CPRC - BUS:

- T Cooke noted that course was created based on consultation with stakeholders. Course is relevant to the bookkeeping side.
- Current math course cannot be expanded - students need additional math skills.
- J Garrett sought clarification on the information outlined in the consultation documents, noting that Math Toolbox and Applications was listed as Business Math II.
- B Ridgeley confirmed that the current name was correct and consultation was done with J Hobart.
- B Penfound noted that the clarification was appreciated regarding the consultation with J Hobart as MATH 114 Business Mathematics seemed similar and this was a pending question. Additional clarification was sought on whether the current math course could be transferred since the program was vocational.
- B Ridgeley clarified that students entering the program could receive transfer credits, however, students leaving the program could not receive the transfer credits.
- **J Garrett recommended attaching the additional consultation documents from consultation with the math department.**

Carried

b. **New course: OADM 146 Accounting III**

Motion: B Penfound/M Somerville

That Education Council approves the new course: OADM 146 Accounting III as recommended by the CPRC - BUS:

- T Cooke outlined that OADM 146 is an addition to the accounting courses – part of the CPB requirement.
- B Ridgeley noted that consultation was done with the Accounting department to create the course.
- J Garrett sought clarification on the name of the course in the consultation documents.
- T Cooke clarified that the course was originally presented as Cost Management prior to the name change.
- B Penfound sought clarification on the prerequisites listed in the consultation documents which listed both OADM 143 and OADM 144 as only the latter was listed in Quali.
- T Cooke clarified that OADM 143 is a prerequisite for OADM 144 and was not required to be listed in Quali.

Carried

c. **New course: OADM 149 Canadian Payroll Practices**

Motion: D Mehus/M Somerville

That Education Council approves the new course: OADM 149 Canadian Payroll Practices as recommended by the CPRC - BUS:

- OADM 149 is a re-do of OADM 142 Payroll Accounting – more content added.
- OADM 142 is specific to BC legislation, while OADM 149 provides a broader Canadian overview.
- J Garrett sought clarification on the name of the course in the consultation document.
- T Cooke clarified that this was Payroll II.

- B Ridgeley informed the committee that the department's PAC consists of three (3) Accountants who provided feedback.

Carried

d. New course: OADM 157 Tax Preparation for Bookkeepers

Motion: B Hall/B Penfound

That Education Council approves the new course: OADM 157 Tax Preparation for Bookkeepers as recommended by the CPRC - BUS:

- T Cooke noted that OADM 157 is not an entire Canadian tax course – required for CPB requirement.
- Title of course amended from Tax Prep, which is the name of a software.
- **B Penfound suggested capitalizing the word EFile, which is outlined in the calendar description.**

Carried

e. New course: OADM 158 Cloud Accounting and Integration

Motion: J Garrett/B Hall

That Education Council approves the new course: OADM 158 Cloud Accounting and Integration as recommended by the CPRC - BUS:

- T Cooke explained that currently there are two (2) software courses.
- Many places have moved to online software – students are learning Xero as well as other add-on applications.
- Students will have access to free software.
- B Penfound noted that the current calendar description was wordy and asked whether aspect of description could be combined.
- **Following discussions, it was determined that a comma could be placed after the word workflow in the calendar description.**

Carried

f. New course: OADM 173 Client Communications

Motion: D Mehus/M Martin

That Education Council approves the new course: OADM 173 Client Communications as recommended by the CPRC - BUS:

- Course on professionalism - basic information that students would need to utilize.
- D Mehus sought clarification on the evaluation information presented in the course outline and asked about the Editor Challenges.
- T Cooke clarified that this was the name of exercises in the textbook.

Carried

g. Course revision: OADM 144 Accounting II

Motion: B Hall/ M Somerville

That Education Council approves the course revision: OADM 144 Accounting II as recommended by the CPRC - BUS:

- Continuation of OADM 143 Accounting I – 30 hours added.

Carried

h. Course revision: OADM 145 Essential Office Skills

Motion: J Garrett/D Mehus

That Education Council approves the course revision: OADM 145 Essential Office Skills as recommended by the CPRC - BUS:

- D Marques informed members that a minor word edit was made to the calendar description prior to the meeting.
- T Cooke informed members that the revision was addition of hours – 15 hours added.
- Additional content added – students will get additional time to learn needed computer skills and to process the information.

- B Penfound sought clarification on the 60 hours that was listed under contact hours per week, noting that is seemed lengthy.
- T Cooke clarified that the time was for the entire course.

Carried

i. Course revision: OADM 156 Accounting/Bookkeeping Simulation

Motion: B Penfound/M Martin

That Education Council approves the course revision: OADM 156 Accounting/Bookkeeping Simulation as recommended by the CPRC - BUS:

- Addition of 15 hours – to enable students to understand process.
- M Martin asked whether students would be doing the work in a lab.
- T Cooke explained that synchronous based students could do home completion. For students in class, they would only be able to complete the course after they have successfully completed other courses.
- D Mehus asked if OADM 156 was a prerequisite for the practicum.
- B Ridgeley responded in the affirmative.
- T Cooke explained that the practicum was also used for professionalism as students were placed in real work situation.

Carried

j. Course revision: OADM 183 Practicum - Accounting

Motion: M Somerville/M Martin

That Education Council approves the course revision: OADM 183 Practicum – Accounting as recommended by the CPRC - BUS:

- Addition of 30 hours.
- Practicum is currently three (3) weeks and students learn about the business/nature of the business. Request to extend the time - the additional week will allow students to learn more.
- M Martin sought clarification on whether there was a standard practicum length/time.
- B Ridgeley explained that practicum times were different and varied depending on factors – no set standard.
- D Mehus sought clarification on whether there could be flexibility with the practicum based on the needs of the employer as long as the students completed the 120 hrs.
- B Ridgeley clarified that this was possible depending on the needs.
- B Hall sought clarification on the remuneration for the practicum asking whether it was mandatory or optional.
- B Ridgeley clarified that this was entirely up to the employer.

Carried

k. Program revision: Bookkeeping/Accounting Technician

Motion: D Mehus/ B Hall

That Education Council approves the program revision: Bookkeeping/Accounting Technician as recommended by the CPRC - BUS:

- T Cooke outlined the following:
 - Goal of the program revision is to meet CPB accreditation level.
 - Revisions and additions to program will be beneficial to students as extra skills will be gained.
 - Increase in total courses in the program from 12 to 17.
 - Increase in total hours from 660 to 1098.
 - Increase in program length to ten (10) months.
- D Marques highlighted the comments in Kualii regarding the edits to the calendar description.
- J Garrett noted that the recommendation was an edit to the last two sentences in the calendar description.

- Committee members expressed no objections to the changes. **Last two sentences of the calendar description to be edited to reflect the following:**
 - **Okanagan College and the Professional Bookkeepers of Canada have established an educational partnership to enable students to pursue this professional designation to establish home-based bookkeeping businesses. This program also provides a learning pathway for students wishing to pursue their CPA designation through Okanagan College's Accounting diploma or degree programs.**

Carried

- D Marques informed the committee that the Certified Dental Assistant revisions were mainly calendar description changes.

5.2 Curriculum recommended by the CPRC – HSD

a. Course revision: CDA 100 Anatomy, Histology, Embryology & Pathology

Motion: J Garrett/ B Penfound

That Education Council approves the course revision: CDA 100 Anatomy, Histology, Embryology & Pathology as recommended by the CPRC – HSD:

- T Barry informed members that the revisions to the courses and program are minor.
- Revision to CDA 100 is a calendar description update to reflect what learners will cover.

Carried

b. Course revision: CDA 102 Preparation for Clinical Practice

Motion: B Penfound/D Mehus

That Education Council approves the course revision: CDA 102 Preparation for Clinical Practice as recommended by the CPRC – HSD:

- Cleaning up of Learning Outcomes (LO) and updating calendar description, which was limiting.
- D Mehus sought clarification on whether the 56 hours outlined in the contact hours per week was the overall total hours for the hours.
- T Barry confirmed that this was the case.

Carried

c. Course revision: CDA 104 Restorative Fundamentals

Motion: M Martin/B Hall

That Education Council approves the course revision: CDA 104 Restorative Fundamentals as recommended by the CPRC – HSD:

- Updating calendar description and revisions to LO

Carried

d. Course revision: CDA 202 Preventive Dental Procedures

Motion: M Somerville/M Martin

That Education Council approves the course revision: CDA 202 Preventive Dental Procedures as recommended by the CPRC – HSD:

- Changes to calendar description to align with course and updating LO.

Carried

e. Course revision: CDA 300 Dental Reception and Employment Preparation

Motion: D Mehus/B Hall

That Education Council approves the course revision: CDA 300 Dental Reception and Employment Preparation as recommended by the CPRC – HSD:

- Course title change from Dental Office and Employment Skills to Dental Reception and Employment Preparation.
- Update to calendar description to reflect focus.

Carried

f. Program revision: Certified Dental Assistant Certificate

Motion: B Hall/M Martin

That Education Council approves the program revision: Certified Dental Assistant Certificate as recommended by the CPRC – HSD:

- Change to admissions requirements – removal of requirement for 2 science subjects. This will remove barriers for students.
- Removal will also align with other institutions.

Carried

- K Kazimer provided an overview of the new program noting that there is a demand for workers in this area.
- Program was created to address labour shortage.
- Consultation done with Human Service Work (HSW) department.
- Program consists of six (6) courses – Total of 216 hours for certificate.
- Program is intended to address labour shortage and create an education pathway as courses can transfer into HSW.
- I Wheeler sought clarification on the HSW transfer information and asked how students taking the proposed program and moving to the HSW program would be assess going into other institutions.
- K Kazimer clarified that the competencies and content are in alignment with HSW. However, the transfer is not automatic, and students would have to meet the admissions requirements of the HSW program.
- J Garrett asked if the proposed program would have a comparable cost to the HSW since there is the potential to ladder and will also be used to fulfil labour needs.
- K Kazimer noted that the proposed program is comparable to other CS certificates – currently reviewing costing. The cost saving would become feasible for students who transfer/progress to the HSW program.
- D Mehus asked about potential career path/opportunities with the certificate.
- K Kazimer explained that students would be able to work in various institutions in entry level positions.

g. New course: CSC 100 Mental Health and Addictions

Motion: B Penfound/M Martin

That Education Council approves the new course: CSC 100 Mental Health and Addictions as recommended by the CPRC – HSD:

- Foundational course examining mental health and addiction.
- Total contact hours – 36 hours.

Carried

h. New course: CSC 101 Augmentative Communication

Motion: B Hall/M Somerville

That Education Council approves the new course: CSC 101 Augmentative Communication as recommended by the CPRC – HSD:

- Course examines the importance of communication – students learn effective strategies.
- **J Garrett recommended the following edit to the final sentence of the calendar description:**
 - **Learners will be introduced to a variety of augmentative and alternative systems and devices and will gain hands-on strategies to contribute to improved safety and quality of life by assisting people in overcoming communication barriers.**
- There was no opposition to this edit recommendation that was suggested in Kuala.
- B Hall commented on the title Augmentative Communication, noting that this was taught as high/low level tech communication and the title could be confusing for persons.

- K Kazimer noted that one of the LO outlined addresses the issue and would reduce ambiguity.
- J Garrett asked whether the course would examine/address tools for persons who are non-verbal.
- K Kazimer responded in the affirmative and noted that the course would examine strategies and tools to overcome communication barriers.
- B Hall reiterated the concern that the focus of the course did not align with the title.
- M Martin concurred with B Hall, noting that it could be confusing to students if the course focuses on verbal and non-verbal components.
- B Hall suggested adjusting the title to be less specific and recommended: Communication Systems.
- K Kazimer agreed and suggested Communications Systems & Strategies.

Deferred as per information outlined on page 10 – item 5.2 k

i. New course: CSC 102 Interpersonal Skills for Professional Practice

Motion: B Penfound/D Mehus

That Education Council approves the new course: CSC 102 Interpersonal Skills for Professional Practice as recommended by the CPRC – HSD:

- Course focuses on interpersonal skills needed – examines soft skills.
- **J Garrett suggested the following edit to the calendar description for CSC 102:**
 - **This course supports learners to develop the knowledge, skills and attitude that encourage successful and effective relationships within the context of community support teams. By applying specific values and communication skills, participants will learn to develop collaborative and positive relationships with others by listening effectively, speaking assertively, and resolving conflicts successfully. Self-awareness, self-esteem, self-care, personal empowerment, and culture are emphasized as important influences on the interpersonal communication process.**
- There was no opposition to this edit that was suggested in Kualii.

Carried

j. New course: CSC 103 Disability and Belonging

Motion: J Garrett/ M Martin

That Education Council approves the new course: CSC 103 Disability and Belonging as recommended by the CPRC – HSD:

- Course looks at disability and belonging.
- K Kazimer noted the term systematic disability was removed from the calendar description as recommended by J Garrett in Kualii.
- The following edit was suggested to the calendar description:
 - **In this course learners examine and critique language, perceptions, attitudes, and treatments of persons who experience barriers to social inclusion due to being disabled. Several approaches are proposed for encouraging belonging including social justice, accessibility, and equity values. Practical components of this course include learning, observing, and applying universal design for safety, belonging, and enrichment of the people we support. Additionally, learners will create and present a person-centered plan, including disability information, with a cultural lens, that meets the requirements of the field.**

Carried

k. New course: CSC 104 Health Care Skills

Motion: D Mehus/M Martin

That Education Council approves the new course: CSC 104 Health Care Skills as recommended by the CPRC – HSD:

- **K Kazimer noted that the following edit will be made to the calendar description as per J Garrett's suggestion:**
 - **This course prepares learners to care for individuals with physical and mental disabilities who require assistance with daily living. Through lecture and lab-based skills practice, learners will acquire rudimentary anatomical knowledge to support their application of health care skills in the field. Learners will also practice basic safety procedures. Additional topics include assisting clients with personal care, feeding, assistance with safe wheelchair transfers and more.**
- Course focuses on practical skills needed. Course has a lab and lecture component.
- M Martin sought clarification on the lab component and asked whether students would complete this in a classroom as the lab hours were not listed/outlined.
- K Kazimer explained that applied practical skills would be done during lecture hours.
- D Mehus sought clarification on whether the program comprised of a practicum and asked if CSC 104 was the closest to the practicum component.
- K Kazimer explained that a practicum was not included. CSC 104 was created based on feedback from stakeholders and would be considered similar/close to doing the practicum component.
- B Hall asked if the lab setting component would be completed in a health care setting.
- K Kazimer was unable to provide a direct response to question and indicated that the subject experts would have to be consulted. The program was being lead by individuals from HSW who would be aware of what is needed.
- B Hall reiterated a concern regarding the uncertainty noting that completing the practical aspect in a classroom would be difficult.
- K Kazimer reiterated that the information would be reviewed and analyzed based on required needs.
- J Garrett expressed concern in approving the proposal if the information is unknown.
- B Hall concurred with J Garrett and noted that this information was required.
- B Hall sought clarification on the numbering of the LO noting that 1- 7 was listed, but the numbering then jumps to 9.
- K Kazimer explained that this may be a typographical error.
- Several members expressed a concern that the current LO and course description did not align.
- **As a result, the committee recommended deferring CSC 104, CSC 105 and the Community Support Certificate program to the May 4, 2023 Education Council meeting.**

Motion: J Garret/M Martin

That Education Council defers CSC 104 Health Care Skills, CSC 105 Values, Ethics and Practice in Community Support field and Community Support Certificate to the May 4, 2023 EdCo meeting.

Carried with no opposition

- B Penfound sought clarification from B Hall on whether item 5.2 h CSC 101 Augmentative Communication should be revisited.
- D Mehus asked whether B Hall was still comfortable with the name change that was recommended.

Motion: D Mehus/B Penfound

That Education Council revisits item 5.2 h - CSC 101 Augmentative Communication that was previously approved by Education Council.

Carried with no opposition

- B Hall indicated that having reviewed the information and hearing the overview of the program, there was a greater level of comfort with the title Augmentative Communication.

- B Hall asked if the content experts would be able to speak to CSC 101 and the focus.

Action: D Marques requested that a content expert connected to the proposal be present at the May 4, 2023 EdCo meeting.

- **This request was supported by the committee members.**

Motion: D Mehus/B Penfound

That Education Council defers item 5.2 h - CSC 101 Augmentative Communication to the May 4, 2023 Education Council meeting.

Carried with no opposition

- **As a result of the above motion, the previous motion and recommendations connected to item 5.2 h were dissolved.**

l. New course: CSC 105 Values, Ethics and Practice in Community Support Field

Motion:

That Education Council approves the new course: CSC 105 Values, Ethics and Practice in Community Support Field as recommended by the CPRC – HSD:

- **As outlined in item 5.2 k.**

Deferred

m. New program: Community Support Certificate

Motion:

That Education Council approves the new program: Community Support Certificate as recommended by the CPRC – HSD:

- **As outlined in item 5.2 k.**

Deferred

5.3 Curriculum recommended by the CPRC – ST

a. New course: DSCI 325 Encryption Algorithms for Data Protection

Motion: J Garrett/B Penfound

That Education Council approves the new course: DSCI 325 Encryption Algorithms for Data Protection as recommended by the CPRC – ST:

- J Hobart noted that the new course DSCI 325 Encryption Algorithms for Data Protection was created for students in the Post-Baccalaureate Diploma in Health Analytics. Students will learn math, data protection and privacy related ideas.
- J Garrett provided a general comment relating to the quality of the consultation material being attached and indicated that the txt files were somewhat problematic. Additionally, pieces of information had no date/time stamp or did not show the origin of the information.
- J Garrett noted that the information from the Philosophy department that was provided at the end of the document, should be separate.

Carried

b. Course revision: DSCI 400 Machine Learning I

Motion: B Hall/ M Somerville

That Education Council approves the course revision: DSCI 400 Machine Learning I as recommended by the CPRC – ST:

- J Hobart informed members that other revisions were house keeping matters.
- Students are not taking the courses in the intended order. As a result, prerequisites have been added to fix this issue.
- For DSCI 400 – addition of completed or concurrently enrolled in MATH 314 Calculus and Linear Algebra with Business Applications or MATH 221 Introduction to Algebra added to corequisite section as students need exposure to linear algebra.

- D Mehus sought clarification on the reason the current implementation was retroactive.
- J Hobart clarified the proposals were created from several months before.

Carried

c. Course revision: DSCI 401 Machine Learning II

Motion: B Penfound/B Hall

That Education Council approves the course revision: DSCI 401 Machine Learning II as recommended by the CPRC – ST:

- J Hobart explained that the same rationale applied for DSCI 401 as DSDCI 400.
- Addition of STAT 230 Elementary Applied Statistics to prerequisite section.
- D Mehus sought clarification on the retroactive date that was outlined.
- J Garrett sought clarification on whether this was critical since there was an effective term date which was later.
- D Mehus then asked if the course will be offered in summer.
- J Hobart indicated that this was not the case.

Carried

d. Course revision: STAT 310 Regression Analysis

Motion: M Martin/ B Hall

That Education Council approves the course revision: STAT 310 Regression Analysis as recommended by the CPRC – ST:

- Same rationale as outlined for DSCI 400 and DSCI 401.
- Changes to prerequisite section.
- J Garrett sought clarification on the question “will there be a minimum grade requirement for MATH 314 and MATH 221” that was outlined in Kuali as the language was different on the course outline.
- J Hobart clarified that the error was fixed.
- J Garrett then sought confirmation on whether the phrase completed indicated/meant pass.
- J Hobart confirmed that this was the case.
- **It was noted that implementation date would be changed.**

Carried

e. Course revision: STAT 311 Modern Statistical Methods

Motion: B Penfound/M Somerville

That Education Council approves the course revision: STAT 311 Modern Statistical Methods as recommended by the CPRC – ST:

- J Hobart noted that students are required to have taken at least the first two weeks of STAT 310. As a result, the addition of the concurrent registration of STAT 310 to the prerequisite section is sufficient.
- B Penfound sought clarification on whether a student would be automatically removed if registered for both STAT 310 and STAT 311, but does not complete the former.
- I Wheeler explained that currently this was not automatic. However, if students do not meet the prerequisite/s this would eventually be addressed.
- J Garrett sought confirmation on whether the question asked by B Penfound would be an issue or change anything.
- Both J Hobart and B Penfound indicated that this would not be an issue.

Carried

f. Program revision: Post-Baccalaureate Diploma in Health Analytics

Motion: B Hall/J Garrett

That Education Council approves the program revision: Post-Baccalaureate Diploma in Health Analytics as recommended by the CPRC – ST:

- J Hobart explained that the revisions to the Post-Baccalaureate Diploma in Health Analytics and the Post-Baccalaureate Diploma in Marketing and Data Analytics are similar.
- STAT 240 Applied Statistics II will eventually be retired – currently not transferable and the course is no longer serving the intended purpose.
- For the Post-Baccalaureate program in Health Analytics – replacing STAT 240 with DSCI 420 Mathematics for Machine Learning in Semester 2 and in Semester 3 – STAT 240 placed in completed at least 1 list with DSCI 325.
- J Hobart informed the committee that WES evaluation of credentials will also be added to the admissions section.
- M Martin sought clarification on WES.
- I Wheeler explained that the World Education Service (WES) evaluated the currency of courses and the overall credential.
- J Garrett sought clarification on a question in Kuali regarding the removal of STAT 240.
- J Hobart explained that STAT 240 would be phased out over a period of time as there were students at different levels in the program.
- I Wheeler highlighted an area of concern, noting that the changes to the admissions requirements regarding WES could not be imposed on students who have already applied.
- **I Wheeler recommended changing the proposed implementation date to January 2024 regarding the WES evaluation.**
- M Somerville sought clarification on the timeline for a WES evaluation and asked if students would be able to submit after.
- I Wheeler clarified that the evaluation could take up to three (3) months.
- M Martin sought clarification on whether the changes could be implemented now and a waiver utilized where applicable.
- I Wheeler confirmed that this could be done.
- M Somerville sought clarification around the waiver timeline.
- **D Marques indicated that the revision date would remain as outlined – Sept 2023 and a waiver would be utilized as required.**

Carried

**g. Program revision: Post-Baccalaureate Diploma in Marketing and Data Analytics
Motion:** M Somerville/ M Martin

That Education Council approves the program revision: Post-Baccalaureate Diploma in Marketing and Data Analytics as recommended by the CPRC – ST:

- Changes to program outline regarding STAT 240 – removal from mandatory list of courses in Semester 2. STAT 240 added to completed at least 1 course with DSCI 240.
- M Somerville asked whether the retroactive implementation date mattered.
- J Hobart indicated that it did not matter.

Carried

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

- D Marques vacated the role of Chair at 6:29 pm and I Wheeler took control of the floor.
- I Wheeler outlined that this was the first call for the Chair and Vice-Chair positions.
- The following candidate was nominated for the position of Chair and accepted the nomination:
 - J Garrett
- The following candidates were nominated for the position of Vice Chair and accepted the nomination:
 - B Penfound
 - D Mehus
- D Marques resumed the role of Chair at 6:31 pm.

5.5 Standing committee reports

- a. Operations Committee
 - Not met.
- b. ARP Committee
 - Not met.
- c. CCC Committee
 - Not met.
- d. Tributes Committee
 - Not met.

6. Reports

6.1 Council Chair's report – D Marques

- D Marques outlined the following:
 - Bachelor of Science in Nursing (BSN) Program Reduction Notice received – Reduction committee will be assembled and EdCo notified.
- D Mehus sought clarification on whether EdCo would have a say in the decision.
- D Marques clarified that EdCo would make the relevant recommendations to the Board.
- M Martin sought clarification on EdCo's role and what 'lens' would be used to evaluate.
- D Marques clarified that this would entail any impact/implications to students.
- D Mehus asked whether an additional summer sitting of EdCo would be needed.
- D Marques then provided an explanation of the timeline that was being utilized and indicated that an additional meeting may not be needed.
- M Somerville sought clarification on the composition of the committee.
- A Hay provided a breakdown noting that the committee will consist of 5 members: Chaired by the VP Academic.
- B Penfound asked whether the TOR could be reviewed to determine expectations.
- D Marques pointed the committee to the Colleges and Institutes Act for reference.
- The committee was also informed that D Marques would be vacating the Trades and Apprenticeship/EdCo Chair role and would no longer be a member of the committee effective April 24, 2023, based on the new role in Trades and Apprenticeship.
- D Marques thanked the committee members for their support.

6.2 VP Academic and Provost report – A Hay

- A Hay outlined the following:
 - Provided an update on the EdCo election – call for nomination has ended. There were nominations for all four (4) seats.
 - Elections being conducted using an online platform.
 - 2 seats have been decided by acclamation (Central & North Okanagan). The other 2 seats will be via election.
 - Congratulated D Marques on the new position. Noted that as per the ByLaws J Garrett will assume the role of Chair and there will be a by-election for Vice Chair.
 - Significant process re BSN – any decision made will have to ensure that the students in the program are looked after. Appropriate process will have to be followed.
 - BBA: Entrepreneurship speciality – process is almost complete at the Degree Quality Assessment Board (DQAB) level.

- T Walters sought clarification on the BSN Reduction process and asked why it was not previously mentioned.
- A Hay explained the timeline and outlined that the notice was received in March. OC will be expanding health care programs in other areas.
- D Mehus asked whether there would be consolidation of programs in other areas.
- A Hay indicated that there was uncertainty regarding the answer to question.
- J Garrett sought clarification on the rationale for the decision.
- A Hay indicated that it was the desire to expand training for health care in the Okanagan. Okanagan college will expand in other areas.
- J Garrett sought clarification on whether there would be targeted funding for other programs.
- A Hay indicated that this was the case but was unable to provide specific details relating to same.
- M Martin sought clarification on what would happen to the budget for next year and whether it would need to be amended.
- A Hay explained that this would be adjusted as the year progresses and the amendments made.

6.3 Registrar's report

- A Hay informed members that the Registrar's Office was currently working on student registration.
- Thanked the leadership team of I Wheeler and L Lillies and staff in the office for getting the work done.

6.4 Board of Governor's report – A Alexander

- In the absence of the Board of Governor's representative, there was no report.

7. In camera session

Motion: D Mehus/ B Penfound
That Education Council moves in camera.
Carried

a. March 16, 2023 Education Council Minutes

Motion: M Somerville/J Garrett
That Education Council accepts the March 16, 2023 Education Council meeting minutes as presented.
Carried

Motion: B Penfound/M Martin
That Education Council moves out of camera.
Carried

8. **Date, time of next regular meeting** – Thursday, May 4, 2023 at 4:00 pm.

9. **Deadline for agenda items** – Wednesday, April 19, 2023 at 12:00 pm.

10. **Adjournment** at 6:55 pm

Motion to adjourn: M Martin/M Somerville
Carried