

**Okanagan College Education Council
Minutes of Thursday, September 14, 2023 4:00 pm
S 103B – Student Services Boardroom – Kelowna Campus & Zoom**

Present: J Anderson, N Fassina, J Garrett, B Hall, A Hay, A Krebs, S Lembke, M Martin, D Marques, D Mehus, C Newitt, B Penfound, M Somerville, T Walters
(Zoom): R Dupuis, L Mallory, J Ragsdale

Guests: G Couper, K Kazimer, M Kline, L Egely, Halia Valladares Montemayor
(Zoom): Anne-Marie Brennan, S Speers

Recorder: A Chan

1. Determination of quorum and call to order

J Garrett called the meeting to order at 4:01 pm.

- J Garrett informed members that S Acton resigned due to the change of home campus from Penticton to Kelowna. The current vacancies are as follows: Trades & Apprenticeship instructor representative, South Okanagan Similkameen faculty or instructor representative and student representatives from Shuswap Revelstoke, North Okanagan, Central Okanagan and South Okanagan Similkameen. A by-election to fill the positions will take place. Official notice of the elections will be announced by the Registrar's office soon.
- J Garrett welcomed J Anderson, D Marques and C Newitt to the meeting.

2. Adoption of the agenda

Motion: B Hall/B Penfound

That Education Council approves the agenda as presented.

Carried

3. Approval of the minutes

Motion: B Hall/A Krebs

That Education Council approves the minutes of the June 1, 2023 Education Council meeting as presented.

Carried

4. Business arising

5. New business

5.1 Curriculum recommended by the CPRC – T/A

a. Program revision: Pastry Arts Certificate

Motion: D Mehus/S Lembke

That Education Council approves the program revision: Pastry Arts Certificate as recommended by the CPRC – T/A:

- G Couper provided an overview of the revision, as outlined in Quali.
- D Mehus sought clarification on whether OC teaches FOODSAFE.
- J Ragsdale responded with affirmative. Students can take courses for FOODSAFE virtually.

- A Krebs pointed out that Apprenticeship and Workplace Mathematics 10 and Workplace Mathematics 10 should be taken off for the admission requirement as those no longer exist.
- Editing access will be granted to the proposer to edit accordingly.

Carried

b. New course: RIT 100 Foundational Skills for Residential Insulators

Motion: A Krebs/M Martin

That Education Council approves the new course: Foundational Skills for Residential Insulators as recommended by the CPRC – T/A:

- K Kazimer provided the committee with some background information.
 - Since 2017, it was identified that there is no formal program anywhere in Canada or the Pacific Northwest to prepare people for careers in residential insulation installation. This micro-credential will be a good opportunity.
- L Egely noted that this course provides foundational skills for insulators in the residential insulation industry. Some critical skills like teamwork need to be incorporated in the curriculum.
- A Krebs sought clarification on the 30 contact hours.
- K Kazimer responded that it will be carried over 12 weeks.

Carried

c. New course: RIT 101 Health and Safety in insulation Work

Motion: D Mehus/S Lembke

That Education Council approves the new course: Health and Safety in insulation Work as recommended by the CPRC – T/A:

- K Kazimer informed members that it is a 25-hour course dedicated to the insulation work.
- L Egely noted that this course aims to provide learners with the essential knowledge and skills needed to ensure safety while working in the insulation industry.
- D Mehus sought clarification on the effective term of the course.
- K Kazimer responded that the course would have to obtain the Board's approval.

Carried

d. New course: RIT 102 Building Science Fundamentals and the Building Envelope

Motion: A Krebs/D Marques

That Education Council approves the new course: Building Science Fundamentals and the Building Envelope as recommended by the CPRC – T/A:

- L Egely noted that it is important to have the knowledge of building science and building codes. Building science and building envelope information are included in the course.

Carried

e. New course: RIT 103 Application of Insulation in Residential / Multi-Family Construction

Motion: C Newitt/B Hall

That Education Council approves the new course: Application of Insulation in Residential / Multi-Family Construction as recommended by the CPRC – T/A:

- L Egely informed members that the course introduces the application of various insulation products and the skills required for installing these products in residential buildings.

Carried

f. New course: RIT 104 Specialty Products in Residential and Multi-Family Construction

Motion: D Mehus/D Marques

That Education Council approves the new course: Specialty Products in Residential and

- Multi-Family Construction as recommended by the CPRC – T/A:
L Egely informed members that learners will be able to understand the fire proofing application of related insulation products. It is important to understand how to install it properly.

Carried

g. New course: RIT 105 Spray Foam Application

Motion: C Newitt/S Lembke

That Education Council approves the new course: Spray Foam Application as recommended by the CPRC – T/A:

- K Kazimer noted that fundamental principles will be covered in the course.
- L Egely informed members that learners will be equipped with knowledge and skills in Spray Foam insulation.

Carried

h. New course: RIT 106 Insulation Workshops

Motion: B Hall/M Morgan

That Education Council approves the new course: Insulation Workshops as recommended by the CPRC – T/A:

- K Kazimer noted that this workshop course allows inclusion of additional content that doesn't necessarily fit under other courses. It is designed to provide students with more opportunities to learn.
- L Egely informed members that with the fast development of the industry, this course aims to provide students with upcoming trends.
- D Mehus asked if Library assessment is included.
- K Kazimer clarified that it is attached to the program.
- B Hall sought clarification on the content of the workshops.
- L Egely responded that there will be trainings directly tied to insulations in the workshops.
- R Dupuis asked if there were a couple of seats reserved for Indigenous students to be enrolled in the program.
- K Kazimer explained that CS respects and takes care of the needs of various parties, such as Indigenous people, woman and youth in the community. K Kazimer informed the members that there will be another program put forth.
- D Mehus sought clarification on whether a semester is targeted for Indigenous students.
- K Kazimer reiterated that a separate program will be funded for Indigenous students.
- B Hall asked about the current wage approximately in the market.
- K Kazimer informed the members that the average wage is around \$34 among the 230 job searches currently. It is reiterated that there are a variety of opportunities all over the market.

i. New Program: Residential Insulation Technician

Motion: D Mehus/M Somerville

That Education Council approves the new program: Residential Insulation Technician as recommended by the CPRC – T/A:

- K Kazimer provided an overview of the Program noting the following:
 - It is a 300-hour micro-credential.
 - Face-to-face.
 - Lots of opportunities to reach out to employers.
 - Employers are supportive.
- D Mehus sought clarification on whether the English and Math admission requirements will be grade 10 or equivalent.
- K Kazimer responded in the affirmative.
- A Committee member asked for a rough idea of the coursework.

- L Egely stated that the Micro-credential will equip learners with the knowledge and practical skills required to effectively install and maintain insulation systems in residential and multi-family construction. The comprehensive training includes foundational skills for insulators, energy efficiency and building science principles, and industry codes and regulations related to insulation.
- J Garrett asked if 'Micro-credential' will be included in the official title, noted that the question is from the perspective of OC consistency.
- There was a subsequent discussion on whether the title should include 'Micro-Credential'.
- K Kazimer stated that it will need to confirm with the Registrar.

Carried

j. New policy: Program Advisory Committee Policy

Motion: C Newitt/M Martin

That Education Council approves the new policy: Program Advisory Committee Policy as presented:

- A Hay noted that the Terms of Reference and the policy are in separate documents for review.
- D Mehus asked if each policy committee has their Terms of Reference.
- A Hay responded in affirmative.
- D Mehus asked if the approving body can be Education Council.
- N Fassina clarified the role of Education Council. It is noted that the Board policy passes through Education Council, and EdCo reports to the Board.
- A Krebs asked if the policy will be approved by the Board of Governors.
- A Hay responded in affirmative.

- **Deferral of the policy**

Motion: B Penfound/D Mehus

That Education Council defers the new policy: Program Advisory Committee Policy as Presented:

- N Fassina indicated that EdCo could recommend to another committee to discuss on the policy as it is the purview of EdCo. However, the decision is to be made by the Board.
- A Krebs asked if the approval of the policy is time-sensitive or not.
- N Fassina indicated that it depends on when the policy will be submitted to the Board meeting.
- Following a discussion, it is agreed that it will recommend to ARP Committee in October, then it will come back to EdCo meeting in November for discussion and will submit to the Board in December.
- N Fassina clarified that it is a Board policy instead of an EdCo policy. EdCo's role is to provide recommendations to the Board.
- J Garrett indicated that EdCo's role is to raise questions for the Board to consider.
- J Ragsdale noted that the language should be amended to incorporate the rights of the Indigenous people. J Ragsdale will send the thoughts to A Hay for reference to amend the language.
- Following a discussion, the committee agreed to defer the policy and Terms of Reference to the next ARP meeting in October for discussion, then recommend to EdCo in November.

Carried

k. New policy: Program Advisory Committee Policy; Program Advisory Committee Terms of Reference

Motion: A Krebs/B Penfound

That Education Council approves the new policy: Program Advisory Committee Policy;

Program Advisory Committee Terms of Reference as presented:

- **Deferral of the policy**

Motion: C Newitt/D Mehus

That Education Council defers the new policy: Program Advisory Committee Policy as presented.

Carried

- **Meeting break at 4:55 pm.**
- **Meeting resumed at 5:15 pm.**

5.2 Discussion –

a. Minor Edits to Prerequisites fixes by the Registrar's Office

Motion: M Somerville/B Penfound

That Education Council adopts a policy allowing the Registrar's Office, without Education Council approval but in consultation with the Council Chair, to edit course and program prerequisites where it has been determined that errors have been caused by faculty Quali system logic or data entry inaccuracies.

- J Garrett provided an overview to the committee, noting that errors caused by Quali system logic or data entry inaccuracies have been noticed by Dean's office of ST.
- Committee members have provided examples of such errors caused by data entry inaccuracies.
- D Mehus sought clarification on whether changing the prerequisites is the same as the motion which was approved in May regarding the minor edits such as punctuation or spelling typos to the Calendar Description.
- C Newitt indicated that it is a long-standing issue, noting that it is good to come up with a policy to fix the issue.
- J Garrett indicated that EdCo documents will be based on to fix the errors caused by mistakes in Quali.
- B Penfound provided an example noted that the policy is going to facilitate admission to prevent students accessing the courses from they would like to register.
- D Mehus sought clarification on whether there will be a document to summarise the edits.
- J Garrett indicated that it would not be necessary as those are minor edits.
- J Anderson sought clarification on the source of truth that Registrar's Office can base on to identify the errors as technical errors.
- J Garrett stated that it can refer to the original proposals.
- C Newitt noted that the source of reference before Quali implemented is the EdCo Masters, and all is recorded in Quali now.
- N Fassina stated that EdCo Chair will be consulted to determine whether the errors have been caused by Quali system logic or data entry inaccuracies which could be fixed by Registrar's Office, or whether there is a need for them to go through EdCo.

Carried with majority votes, 1 abstained

b. Adopting an official EdCo policy regarding micro-credentials

- J Garrett provided an overview, stated that there was a discussion regarding micro-credentials in January 2022 ARP meeting. The issue currently is how to deal with them and move it to the workflow.

Motion: T Walters/D Mehus

That Education Council task the Academic Regulations and Policy committee with researching and formalizing a policy governing the definition and treatment of micro-credentials as academic or vocational programs of study pursuant to clauses 24 (2) (c) and 24 (2) (f) of the College and Institute Act.

- A Hay stated that it is necessary to ensure the micro-credentials have the unique code combined with the curriculum.

- N Fassina stated that it is not EdCo's role to make the amendment to micro-credentials given the legislative policy.
- N Fassina made an amendment on the table, suggested adding 'if applicable' to the motion at the end.

Carried

- C Newitt sought clarification on whether it should go to CCC.
- A Hay responded in the affirmative.
- D Marques stated that it will go to CCC and will be recommended to EdCo.
- D Mehus sought clarification on whether EdCo could decide which committee is responsible for the policy formalization.
- J Garrett stated that it is defined by Terms of Reference of the Committees.
- J Garrett amended the motion.

Motion: That Education Council task CCC with researching and formalizing a policy governing the definition and treatment of microcredentials as academic or vocational programs of study pursuant to clauses 24 (2) (c) and 24 (2) (f) of the College and Institute Act if applicable.

Carried with majority votes, 1 abstained

c. Call for nominations for ARP Committee members

Motion: D Mehus/ M Somerville

That Education Council agrees, without precedent or prejudice, to delegate the responsibility to approve and appoint seven faculty members to the Academic Regulations and Policies Committee, in compliance with ARP membership guidelines defined in the committee Terms of Reference.

- J Garrett stated that two EdCo voting members are needed-one is faculty, another one is other group (faculty, administrator, support staff or student), noting the following-
 - It will be functional as soon as possible.
 - It will meet regularly.
 - Operations Committee will be convened to approve the ARP members.
 - Outcome will be recommended to EdCo due to the time sensitivity.
- D Mehus sought clarification on the meeting dates.
- J Garrett stated that it will have a monthly schedule, noted that there are two proposals that will go to ARP Committee for discussion.
- B Hall sought clarification on whether vocational instructor is considered as faculty members.
- J Garrett responded in the affirmative as noted in Terms of Reference.

Carried

Motion: B Penfound/S Lembke

That Education Council agrees to accept nominations for positions on the Academic Regulations and Policies Committee via email to the Education Council Assistant and the Council Chair, waiving the requirement for signatures of additional nominators.

- There was a subsequent discussion on the amendment of the motion.
- A Krebs suggested adding 'for Fall 2023' at the end.

Motion: D Mehus/B Hall

That Education Council agrees to accept nominations for positions on the Academic Regulations and Policies Committee via email to the Education Council Assistant and the Council Chair, waiving the requirement for signatures of additional nominators for Fall 2023.

Carried

- J Garrett informed the members to email A Chan on or before October 5, 2023 if anyone is interested in the positions, noted that the schedule of ARP might change due to its failure to meet the EdCo submission deadline.

5.4 Standing committee reports

- a. Operations Committee
 - J Garrett informed the members that Operations Committee will meet tomorrow to approve awards, graduates and ST committee member.
- b. ARP Committee
 - Not met.
- c. CCC Committee
 - Not met.
- d. Tributes Committee
 - Not met.

6. Reports

6.1 Council Chair's report – J Garrett

- J Garrett provided the following overview:
 - The Board met on July 17, 2023 and the reduction of Nursing Year 1 and 2 was approved.
 - OC is in touch with J Garrett, sought clarification on whether more information will be provided in public regarding the reduction of BSN and the mandate of EdCo.
 - Since the meeting is in camera, it is suggested that a discussion could be added on the agenda of the meeting in October.
- D Mehus sought clarification on whether the newly appointed EdCo members need to step out from the in-camera session as they are not EdCo members in the previous Special Meetings.
- J Garrett responded in the negative, noted that all EdCo members can attend.
- J Garrett stated that it is good to increase the knowledge of roles of EdCo and responsibilities within a collegial governance framework. J Garrett indicated that professional development opportunities for EdCo members are expected to come, and welcomed members to let J Garrett know if they notice any opportunities.
- J Garrett stated that a committee is needed to review the governance documents, noted that there is no governance committee currently to review the documents. It is necessary to review and ensure the information is up-to-date.

Motion:

That Education Council agrees to strike an ad hoc committee whose mandate is to review all Education Council governance documents, with recommendations for revisions presented to Education Council for approval and adoption no later than at the June 6, 2024 Education Council meeting.

- B Penfound suggested amending the motion.

Motion: B Penfound/C Newitt

That Education Council agrees to strike an ad hoc period committee whose mandate is to review all Education Council governance documents.

- J Garrett provided the information of the ad hoc committee:

Membership:

- EdCo chair
- Two EdCo voting members (one OCFA faculty, one BCGEU instructor)
- One EdCo voting member (faculty/instructor or support staff)
- One Edco voting member (educational administrator)

- J Garrett stated that the idea is to have different perspectives from different parties.
- B Penfound asked if it requires members from different standing committees.
- J Garrett noted that it is not necessary, but the ad hoc committee can consult the standing committees. It could be possible that an agenda item will be added to CPRC meetings in November (TOR consultation), TOR can be attached for CPRC committees to take as reference.
- J Garrett stated that the ad hoc committee will need a Terms of Reference.
- D Mehus amended the motion on the table.

Motion: D Mehus/S Lembke

That Education Council agrees to strike an ad hoc committee whose mandate is to review all Education Council governance documents, with recommendations for revisions presented to Education Council for approval and adoption no later than December Education Council meeting.

- J Garrett suggested moving the deadline to November meeting for approval.

Carried

- J Garrett stated that any EdCo member who would like to join the ad hoc committee could email J Garrett and A Chan.
- J Garrett informed the members that two EdCo voting members are needed for CCC, and called for volunteers for the positions by emailing A Chan on or before October 5, 2023 meeting. J Garrett stated that a call for nominations will take place if there are no volunteers.

6.2 VP Academic and Provost report – A Hay

- A Hay noted the following:
 - The entrepreneurship specialisation has gone through PSIPS.
 - Dean’s office is working on the response.
 - There are two comments regarding the learning outcomes-OC will decide whether those changes need to be made or not, then it will be submitted to the Board for approval.
 - If there are changes, it will come back to EdCo for review. If it states the current form, it will not come to EdCo for review.

6.3 Registrar’s report –J Anderson

- No report.
- T Walters sought clarification on the teaching schedule, stated that the number of classes is different depends on whether it is scheduled on Mondays or Wednesdays.
- A Hay stated that there are holidays scheduled on Mondays, the Registrar has to follow. There is material loss due to holidays on Mondays.
- T Walters noted that with the same curriculum, there are fewer classes on Mondays when compared to Wednesdays.
- A Hay suggested the possibility of adding extra days to the end of the courses, instructors can determine whether they will need the extra days or not, noted that J Anderson could consider.
- C Newitt stated that it is necessary to have a policy to ensure a balance for classes and contact hours.
- There was a subsequent discussion on the issue. Several committee members also noted the similar situation to be affected by loss of classes due to holidays.
- J Anderson will consult and look into the issue.

6.4 Board of Governor's report

- No report.

7. In camera session

7.1 Minutes of June 08, 2023 Education Council Special meeting

Motion: M Somerville/B Penfound

That Education Council accepts the June 08, 2023 Education Council Special meeting minutes as presented.

7.2 Minutes of June 15, 2023 Education Council Special meeting

Motion: M Somerville/B Penfound

That Education Council accepts the June 15, 2023 Education Council Special meeting minutes as presented.

7.3 Minutes of June 22, 2023 Education Council Special meeting

Motion: B Hall/A Krebs

That Education Council accepts the June 22, 2023 Education Council Special meeting minutes as presented.

- T Walters asked if it is possible to provide a copy for EdCo members to review.
- A Hay suggested that a paper copy can be provided and kept in the Registrar's office in all campuses for review.
- A Krebs suggested sending out the minutes with password protected.
- There was a subsequent discussion on the way to circulate the in camera Special meeting minutes.
- C Newitt made a motion on the table.

Motion: T Walters/ B Penfound

That Education Council agrees to table item 7.1-7.3 to the next meeting on Oct 5.

- The minutes will be sent to the EdCo members with password protected.

Carried

7.4 Minutes of June 16, 2023 Operations Committee meeting

Motion: M Somerville /B Hall

- J Garrett noted that a discussion of distinction and High distinction could be added in future meeting.

Carried

7.5 Minutes of August 03, 2023 Operations Committee meeting

Motion: M Somerville /T Walters

Carried

7. Date, time of next regular meeting – Thursday, October 5, 2023 at 4:00 pm.

8. Deadline for agenda items – Wednesday, September 20, 2023 at 12:00 pm.

9. Adjournment at 6:42 pm

Motion to adjourn: T Walters/B Hall

Carried