

**Okanagan College Education Council
Minutes of Thursday, February 1, 2024 4:00 pm
S 103B – Student Services Boardroom – Kelowna Campus & Zoom**

Present: C Battersby, K Brochu, N Fassina, J Garrett, B Hall, S Lembke, S Lenci, M Martin, D Marques, D Mehus, C Newitt, B Penfound, M Somerville, I Wheeler, A Krebs
(Zoom): E Balili, L Mallory, A Leader, J Ragsdale

Regrets: R Dupuis, A Seidel, T Walters

Guests: K Douglas, H Jordo, Y Khmelevsky, J Lister
(Zoom): M Kline, L Maley

Recorder: A Chan

1. Determination of quorum and call to order

J Garrett called the meeting to order at 4:02 pm.

- K Brochu gave the land acknowledgment.

2. Adoption of the agenda

Motion: D Mehus/B Hall

That Education Council approves the agenda as presented.

- Amended to add 5.6 Approval of New ARP members.

Carried as amended

3. Approval of the minutes

Motion: B Hall/D Marques

That Education Council approves the minutes of the January 11, 2024 Education Council meeting as presented.

- Amendment will be made to the following:
 - Date, time of next meeting - Thursday, February 1, 2024 at 4:00pm
 - Deadline for agenda items - Wednesday, January 17, 2024 at 12:00pm

Carried as amended

4. Business arising

4.1 Proposal for a policy revision: Attendance Policy

Motion: B Hall/S Lenci

That Education Council approves the policy revision: Attendance Policy as recommended by ARP:

- J Lister provided an overview of the policy.
- D Mehus sought clarification on the comparison document.
- J Garrett stated that the comparison document is for reference only, noting that members should review the policy.
- D Mehus asked whether it is not overriding the local policy.
- J Garrett stated that there is usually a statement about attendance in the course outline.
- N Fassina clarified that it allows instructors to set rules in their classes, noting that it is delegated authority if deemed appropriate.

Carried

5. New business

5.1 Curriculum recommended by CPRC – ST

a. Proposal for a course revision: COSC 118 Networks and Telecommunications I

Motion: B Hall/A Krebs

That Education Council approves the course revision: COSC 118 Networks and Telecommunications I as recommended by the CPRC – ST:

- Y Khmelevsky provided an overview of the course revision.
- I Wheeler asked whether NTEN 117 or COSC 218 students cannot take it for further credit.
- Y Khmelevsky stated that those students should talk with Y Khmelevsky.
- B Penfound asked whether 118 and 117 are cross listed.
- Y Khmelevsky stated that that is removed ten years ago.
- M Somerville asked whether the COSC118 is different from ICT 117.
- Y Khmelevsky responded in affirmative.
- D Mehus asked if students taking NTEN 117 want to take COSC 118, could students get credit for one, and get credit for- another one as elective.
- Y Khmelevsky stated that students are not eligible to take as stated in the programme description.
- B Penfound sought clarification on whether NTEN 117 is at a certain level, while COSC 118 is at a higher level, noting that students can upgrade to COSC 118 but not the reversed order.
- Y Khmelevsky responded in affirmative.

Carried

b. Proposal for a program revision: Okanagan College to UBC-Okanagan Mechanical Engineering Bridge

Motion: D Mehus/M Somerville

That Education Council approves the program revision: Okanagan College to UBC-Okanagan Mechanical Engineering Bridge as recommended by the CPRC – ST:

- L Maley provided an overview of the program revision.
- To keep the student-first mandate, D Mehus sought clarification on whether the list of the suggested electives can include other suggestive courses and be validated by the Chair.
- L Maley stated that as the Canadian Election Board is updating requirements, it is hoped that the list can be translated this Summer to give students flexibility.
- D Mehus sought clarification on whether it is a joint approval under Section 25.
- J Ragsdale sought clarification on the admission requirement, asking if it is necessary to have the additional requirement of Chemistry 12 even if students have completed a diploma and achieved 80%.
- L Maley stated that the requirement comes from UBCO.
- B Penfound stated that MATH 112 is always offered in Winter and Summer.
- S Lenci would like to know how many students are taking the Bridge program.
- L Maley stated that it has been 4-5 students on average for the past few years.
- S Lenci would like to know if those classes are fully involved.
- L Maley stated that there are 5-6 sessions for Computer Science.
- K Douglas clarified that that are the existing sessions for Associate Science.
- S Lenci responded to D Mehus that it is joint approval.
- M Martin asked whether students could it do out of sequence.
- L Maley stated the negotiation that the order does not matter as long as they have the courses completed before going to UBCO.

Carried

c. Proposal for a new course: STAT 203 Introduction to Probability

Motion: B Hall/M Somerville

That Education Council approves the new course: STAT 203 Introduction to Probability as recommended by the CPRC – ST:

- B Penfound provided an overview of the new course.

Carried, 1 abstained.

d. Proposal for a new course: STAT 205 Introduction to Mathematical Statistics

Motion: A Krebs/M Somerville

That Education Council approves the new course: STAT 205 Introduction to Mathematical Statistics as recommended by the CPRC – ST:

- As outlined.

Carried, 1 abstained.

5.2 Curriculum recommended by CPRC – AFP

a. Proposal for a course revision: AEMP 110 Introduction to Audio Engineering

Motion: B Hall/M Martin

That Education Council approves the course revision: AEMP110 Introduction to Audio Engineering as recommended by the CPRC – AFP:

- H Jordo provided an overview of the new program and the course revision.
- D Mehus sought clarification on whether the contact hours are counted per week or per term of programme.
- H Jordo stated that CS refers to modules equivalent to academic courses, noting that it refers to the contact hours for that module.
- D Mehus sought clarification on whether they are credit courses.
- H Jordo stated that they earn OC credentials, but there are no academic credits, therefore there is no academic transferability.
- S Lenci noted that members will have to discuss CS in future, stating that it may be possible to recognize credits in virtue of public interests.

Carried

b. Proposal for a course revision: AEMP 111 Hearing and Music

Motion: D Mehus/A Krebs

That Education Council approves the course revision: AEMP 111 Hearing and Music as recommended by the CPRC – AFP:

- As outlined.

Carried

c. Proposal for a course revision: AEMP 112 Audio Equipment Repair and Maintenance

Motion: K Brochu/B Hall

That Education Council approves the course revision: AEMP 112 Audio Equipment Repair and Maintenance as recommended by the CPRC – AFP:

- As outlined.

Carried

d. Proposal for a course revision: AEMP 113 Signal Flow and Processing

Motion: B Hall/S Lembke

That Education Council approves the course revision: AEMP 113 Signal Flow and Processing as recommended by the CPRC – AFP:

- As outlined.

Carried

e. Proposal for a course revision: AEMP 114 Microphone Techniques

Motion: B Hall/K Brochu

That Education Council approves the course revision: AEMP 114 Microphone Techniques as recommended by the CPRC – AFP:

- As outlined.

Carried

f. Proposal for a course revision: AEMP 115 Mixing and Mastering

Motion: D Mehus/M Martin

That Education Council approves the course revision: AEMP 115 Mixing and Mastering as recommended by the CPRC – AFP:

- As outlined.

Carried

g. Proposal for a course revision: AEMP 116 Music Business Practices

Motion: B Hall/M Somerville

That Education Council approves the course revision: AEMP 116 Music Business Practices as recommended by the CPRC – AFP:

- As outlined.

Carried

h. Proposal for a course revision: AEMP 117 Live Sound Engineering and Event Production

Motion: B Hall/M Somerville

That Education Council approves the course revision: AEMP117 Live Sound Engineering and Event Production as recommended by the CPRC – AFP:

- As outlined.

Carried

i. Proposal for a course revision: AEMP 118 Analog Processing and Recording Production

Motion: D Mehus/A Krebs

That Education Council approves the course revision: AEMP118 Analog Processing and Recording as recommended by the CPRC – AFP:

- As outlined.

Carried

j. Proposal for a course revision: AEMP 119 Electronic Music Production

Motion: B Hall/S Lembke

That Education Council approves the course revision: AEMP119 Electronic Music Production as recommended by the CPRC – AFP:

- As outlined.

Carried

k. Proposal for a course revision: AEMP 120 Recording Studio Operation

Motion: M Somerville/M Martin

That Education Council approves the course revision: AEMP 120 Recording Studio Operation as recommended by the CPRC – AFP:

- As outlined.

Carried

l. Proposal for a course revision: AEMP 121 Applied Audio Engineering and Production

Motion: B Hall/A Krebs

That Education Council approves the course revision: AEMP 121 Applied Audio Engineering

and Production as recommended by the CPRC – AFP:

- As outlined.

Carried

m. Proposal for a program revision: Audio Engineering and Music Production Certificate

Motion: B Hall/M Somerville

That Education Council approves the program revision: Audio Engineering and Music Production Certificate as recommended by the CPRC – AFP:

- As outlined.
- B Hall appreciated the explanation provided about the high percentage of participation.
- H Jordo stated that it is different from the academic side, noting the importance of creativity and stating that it is to ensure students are accessed in a way that suits the program.

Carried

5.3 Academic Policies recommended by ARP

a. Educational Decisions Appeal Policy

Motion: K Brochu/B Hall

That Education Council approves the Educational Decisions Appeal Policy as recommended by the ARP.

- J Lister provided an overview of the policy.
- D Mehus noted a comment posted in Quali.
- J Lister stated that the new policy and the documents will be in the attachments.
- 3.3 will be edited to 'Final Grade Appeals Policy'.
- M Somerville noted that it should be 'BCCAT' in point 6.
- S Lembke suggested that a time limit should be given that can appeal for grades, stating that a standard financial charge should be included.
- J Lister stated that that will be addressed in the Final Grade Appeals Policy.
- M Martin sought clarification on the request review form in myOkanagan.
- J Lister stated that a student form is available for everyone.
- D Mehus asked about the process and if the appeal is made through the Registrar's office.
- J Lister noted that the appeal will go to the Dean's office or the Registrar's office, depending on the topic.
- M Martin sought clarification on 4.8, asking if there is a timeline for students to pause in certain circumstances, for example, if students get sick.
- J Lister stated that students can withdraw and it is done, unless it is explicitly stated.
- I Wheeler suggested that the binary gender language can be removed.
- Members agreed that the gender language will be edited for all policy documents.

Carried

b. Final Grade Appeal Policy

Motion: B Hall/K Brochu

That Education Council approves the Final Grade Appeal Policy as recommended by the ARP.

- As outlined.
- J Lister responded to S Lembke's question raised before, stating that the fee is not in practice until the application has been reviewed and assigned to a committee.
- S Lembke sought clarification on whether students would not be charged while the appeal was being screened.

- J Lister stated that the decision was made after discussion, noting that there should not be any artificial barrier.
- S Lembke shared an experience of an international student's appeal, stating that S Lembke needs to produce several documents for people to review.
- S Lembke noted the Dean's review and approval of the new policy, which did not exist before, stating the wish to discuss the issue with the Dean and not need to produce that documentation.
- C Newitt argued that the fee is challenging yet recognized the burden that could be placed on faculty.
- S Lembke stated that there is a check beforehand in Business, hoping that it could have one before sending to the faculty.
- B Penfound sought clarification on 5.3.
- N Fassina clarified that this is about policy, stating that the fee may be applied to allow moving to the procedures. N Fassina noted that it provides flexibility for EdCo to guide the procedure.
- S Lembke suggested that it would be great to have a flow diagram of the approval steps.
- M Martin stated that students will go to the instructors first, stating that professors need guidance about their responsibilities.
- S Lembke shared the difficulties with the members and stated that a request to supply documents whenever students would like to apply, hoping that there is a Dean or a colleague that can talk with instead.
- J Lister stated that is addressed in procedure 3.2.
- There was a subsequent discussion about the process.
- J Lister suggested that that an etrieve form could be worked out.
- S Lembke stated that a review for each case will be needed.
- D Mehus sought clarification on how many people are involved in the process.
- N Fassina clarified the process, noting that fees may be involved and that it would move to the Board after EdCo.
- D Mehus sought clarification on whether students have access to etrieve.
- I Wheeler responded in affirmative.
- I Wheeler stated that the chair will usually be the one on the committee.
- K Brochu sought clarification on what the informal resolution is about.
- C Battersby sought clarification on whether students get a refund if their appeals are successful.
- I Wheeler responded in affirmative.

Motion: D Mehus/S Lembke

That Education Council defers the procedures of the Final Grade Appeal Policy and bring it back to EdCo in a future meeting.

Motion: J Garrett/D Marques

That Education Council defers the procedures of the Final Grade Appeal Policy and sends it back to ARP.

Carried as amended

- I Wheeler sought clarification on the business days and the academic days.
- S Lenci suggested that an email be sent indicating that it will be continued in January, noting that students have to understand that there are no scholars in the conversation during Christmas.
- M Martin stated that students have a certain number of days to submit the Grade Appeal, and they do not know those days would not be counted and they may feel stressed.
- B Penfound stated that it is appropriate to call the related people to have the conversation unless they have applied for vacation leave.

Carried (procedures are tabled to ARP)

c. Program Quality Review and Renewal Policy

Motion: B Hall/M Martin

That Education Council approves the Program Quality Review and Renewal Policy as recommended by the ARP.

- As outlined.
- A Krebs suggested including the Indigenous perspective.
- S Lenci noted that it is an excellent point.
- J Lister stated that an Indigenous Advisor is included internally, while there are procedures externally.
- D Mehus asked whether the Indigenous representative could be a faculty or support staff member.
- S Lenci stated that it is in our community.
- J Garrett stated that it depends on programs and can be on a case-by-case basis.
- K Brochu stated that the stakeholders can be defined.

Carried

d. Indigenous Access Policy

Motion: M Somerville/A Krebs

That Education Council approves the Indigenous Access Policy as recommended by the ARP.

- As outlined.
- A Krebs suggested that the 'our' can be deleted in point 1.
- B Penfound is concerned about proactivity.
- There was a subsequent discussion.
- J Lister stated that students may have some barriers that do not allow them to be proactive.
- B Penfound stated that they are holding seats from a Chair's perspective.
- J Ragsdale noted that it needs to be cautious to comment whether a population is proactive or not.
- D Mehus stated that the changes are good overall, wondering is there a way to change the language of the waiting list.
- M Martin asked if it is feasible to reserve 5% instead of 10%, suggesting the possibility of changing the percentage procedurally.
- I Wheeler stated that it depends on programs.
- S Lenci appreciated and thanked J Ragsdale and R Dupuis's efforts to work with J Lister to produce 5.4, stating that traditional knowledge is honoured as much as formal academic perspectives. S Lenci noted that students can self-declare how traditional knowledge enables them to enter the programs. In that way, it allows the door for conversations.
- I Wheeler stated that the phrase of providing assessment in the document seemed to be like writing a test.
- J Lister stated that a test may be required.
- M Somerville sought clarification on whether this flexible admission option will be extended to other students who have not studied or worked in Canada.
- J Lister stated that Deans always have the admission waivers, noting that applicants can meet with Deans with circumstances and that Deans have the authority.
- N Fassina noted that it opens the opportunity for academic discussion about equating traditional knowledge, stating that it is a breakthrough never seen in other institutions.
- S Lembke sought clarification on the marketing.
- N Fassina responded that it is currently being communicated.
- J Lister stated that most came from the consultation of the Indigenous Director and services.

- D Mehus sought clarification on whether it is referred to 90 days before the start of the term.
- J Lister clarified that it is 90 days before the start of a program, noting that many programs do not start at the beginning of the semester.
- B Penfound expressed concern and noted that this might bring forth more policy regarding specific groups.
- N Fassina stated that this is a unique situation, noting that that is equity of opportunity lens.
- B Hall asked how the Registrar knows if applicants are not being asked about their status.
- N Fassina stated that it is easy to notice if applicants come with authentic traditional knowledge.
- D Mehus sought clarification on how traditional knowledge is accessed.
- N Fassina provided a parallel example.

Carried with majority votes, 2 opposed.

- **Meeting break at 6:20 pm.**
- **Meeting resumed at 6:30 pm.**

e. Final Examinations Policy

Motion: D Marques/B Penfound

That Education Council approves the Final Examinations Policy as recommended by the ARP.

- As outlined.
- B Penfound noted an error in 5.4, asking if buffer time will be allowed for faculty.
- M Martin asked whether all instructors are supposed to follow this policy.
- N Fassina suggested that instructors reserve the rights.
- E Balili sought clarification on whether the final exam can be taken outside campus, such as online exams.
- C Newitt stated that is the case in theory, noting that it is not generally happening.
- B Penfound noted an error in 5.1.
- D Mehus suggested adding some linking words in 6.1.
- E Balili noted that there may be risks for taking exams outside campus, suggesting that some controls could be set up as the final exam usually accounts for 30% or 40%.
- C Newitt stated that if students need to write exams outside campus, they will write their exams in the Registrar's Office on their campuses or test centres in a secured location of the agreement.
- E Balili suggested that this piece of information should be put in the policy.
- Members noted that it should be placed in procedures.

Carried

5.4 Discussion

a. Governance training debrief

- J Garrett informed the members that G Bowbrick is happy to answer questions if there are any, stating that members can send them to J Garrett which will be gathered and sent to G Bowbrick.

5.5 Standing Committee Reports

a. Operations committee

-met on January 24, 2024 and January 29, 2024.

b. ARP committee

-will meet on next Monday.

c. CCC committee
-not met.

d. Tributes committee
-not met.

e. Ad Hoc Governance committee
-not met since the last meeting as there has been a change in meeting schedule.
-Terms of Reference has been uploaded to EdCo website.
-J Garrett informed the members that the committee members have looked at how the 10 faculty seats are now designated, noting that Science and Technology should have their seats separately.

5.6 Approval of ARP members

Motion: B Penfound/B Hall

That Education Council approves Terry Becker (and Shona Harrison) for membership for ARP effective immediately.

Carried

6. Reports

6.1 Council chair's report - J Garrett

- J Garrett reminded members that a special meeting will be held on February 29, 2024 at 4pm. The meeting will be conducted in camera.
- There was a subsequent discussion on the meeting process.
- S Lembke pointed out that it is important to ensure the rubberstamping can move faster, and more strategic discussion could be done.
- C Newitt recalled that minor course revisions that do not have substantial changes do not need to be discussed in the past, noting that the consent agenda can be used to speed up the process as CPRC meetings have already reviewed those changes.
- S Lenci stated that issues of how to develop programs, budget and CS which are currently non-credit credentials are to be discussed in future.
- J Garrett stated that the Ad Hoc Governance Committee will be reviewing the governance documents, noting that it needs to make sure CPRC does their mandate.
- N Fassina suggested that it is important to have three levels of discussion: validation, policy-level conversation and strategic-level conversation, noting that there was some policy-level conversation and a lack of strategic-level conversation today.
- D Marques noted that the committee should trust CPRC's efforts and not repeat their work in EdCo meetings.

6.2 VP Academic and Provost's report - S Lenci

- S Lenci notified the members that the College is waiting for the directions about the news of the international students, stating that a discussion can be held when there is more clarity.
- There is an update from the Provost Council. Conversation has been held about strategic management and institutional perspectives, which are hoped to be gained. S Lenci informed the members that the Associate Deans' Council is held, noting that the College would like to elevate from portfolio to institution level.

- S Lenci was pleased to attend the special meeting, noting that G Bowbrick's sharing is clear and concise. S Lenci stated that it is good to move forward with those conversations.

6.3 Registrar's report - I Wheeler

- I Wheeler informed the members that the Faculty/Instructional - South Okanagan Similkameen is still vacant and the nomination has been extended, encouraging nominations for this seat.

6.4 Board of Governors report - C Battersby

- C Battersby informed the members that the Board met on January 27, 2024 and the Winter Convocation was held in Kelowna. The next Board meeting will be in March on the Vernon campus.

7. In Camera Items

Motion: B Penfound/B Hall

That Education Council moves in camera.

Carried

7.1 Minutes of January 24, 2024 Operations Committee meeting

Motion: A Krebs/ M Somerville

That Education Council approves the minutes of January 24, 2024 Operations Committee meeting as presented.

Carried

7.2 Minutes of January 29, 2024 Operations Committee meeting

Motion: M Somerville/A Krebs

That Education Council approves the minutes of January 29, 2024 Operations Committee meeting as presented.

Carried

Motion: D Marques/D Mehus

That Education Council moves out of camera.

Carried

8. Date, time of next special meeting - Thursday, February 29, 2024 at 4:00 pm

Date, time of next regular meeting - Thursday, March 7, 2024 at 4:00 pm

9. Deadline for agenda items - Wednesday, February 21, 2024 at 12:00 pm

10. Adjournment at 7:05 pm

Motion to adjourn: S Lembke/M Martin

Carried