

**Okanagan College Education Council
Minutes of Thursday, March 7, 2024 4:00 pm
S 103B – Student Services Boardroom – Kelowna Campus & Zoom**

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

Regrets: N Fassina, M Martin, T Walters

Guests: J Anderson, K Ashman, M Fritter, R Janyk, M Kline, J Lister, Y Moritz, M Saad, L Willson, J W. Wood
(Zoom): H Jordo, L O'Donoghue, T Redding

Recorder: A Chan

1. Determination of quorum and call to order

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

- C Battersby gave the land acknowledgment.

2. Adoption of the agenda

Motion: A Krebs/C Newitt

That Education Council approves the agenda as presented.

Motion: J Garrett/D Mehus

That Education Council amends the agenda as presented.

- To add 4.1 Final Grade Appeal Procedure.
- To move Collections Policy to 5.1.
- To add 5.6 Approval of New ARP members.

Carried as amended

3. Approval of the minutes

Motion: B Hall/M Somerville

That Education Council approves the minutes of the February 1, 2024 Education Council meeting as presented.

Carried

4. Business arising

4.1 Final Grade Appeal Procedures

Motion: B Hall/A Krebs

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

- J Lister stated that the change was made as per the request of the last EdCo meeting.
- S Lembke appreciated the change and asked how it was communicated with the change.
- J Lister stated that there is a Provost Council for Deans to communicate and a new Final Grade Appeal Policy for students.
- Y Moritz stated that the policy will be posted once passed, and all Deans are aware of the changes addressed in the Provost Council.
- S Lembke noted that the instructors often do not know about it.
- C Newitt stated the typical process that would consult I Wheeler and A Harden in the past, noting that this new procedure will give instructors a voice.

- S Lembke stated that the instructors need to know, not just receive a request from the Registrar. S Lembke also asked about the process of communication between the Deans, the Registrar, and instructors beyond just online.
- Y Moritz stated that communication has taken place and would make notes and bring all policies that have changes to the Provost Council for discussion.
- I Wheeler sought clarification on 4.1.
- J Lister stated that the Dean or Director is included in case the instructors are unavailable.
- J Garrett stated that there was a discussion about the department chair at the ARP meeting.

Carried

5. New business

5.1 Collections Policy

Motion: B Hall/A Krebs

That Education Council recommends the policy: Collections Policy as presented.

- R Janyk and L Willson provided an overview of the policy.
- J Garrett clarified that EdCo advises to the Board for this policy.
- D Mehus stated that the changes are positive and sought clarification on the process envision of the update of the procedures in terms of consultation.
- R Janyk clarified that the procedures will proceed to the Associate Dean Council and the policy will be discussed within the Library Management Community, noting that the minutes will be shared in the library unit before proceeding to the Associate Dean Council.
- D Mehus noted that the procedure does not include support staff or students and asked whether there will be any surveys collecting opinions from students.
- R Janyk stated that it would be up to the library staff to decide whether to share the procedure with whoever is appropriate. R Janyk stated that the current procedure has been running for a long time, noting that if there is no specific reason to update the procedure, it will remain as it is.
- D Mehus asked whether it would be updated if students or staff provided some feedback to the library.
- R Janyk responded in the affirmative, stating that reviews will sometimes be made.
- D Mehus suggested that it is good to have an open form that guides the portfolio about the course's required text.
- J Garrett noted that it is outside the scope of EdCo, stating that the operational issue should be communicated between the library and the instructors.
- R Dupuis appreciated the addition.

Carried

5.2 Curriculum recommended by CPRC – AFP

a. Proposal for a new course: ANIM 255 Introduction to Video Game Asset Creation and Animation

Motion: M Somerville/K Brochu

That Education Council approves the new course: ANIM 255 Introduction to Video Game Asset Creation and Animation as recommended by the CPRC – AFP:

- J W. Wood provided an overview of the new course.
- D Mehus asked whether it is a required course.
- J W. Wood responded in affirmative.
- D Mehus sought clarification on the changes in terms of learning outcomes.
- J W. Wood explained that this revision occurred because the ST Dean's office thinks it is unfair for CIS students to take more credits. This course is meant to fix that imbalance.
- I Wheeler sought clarification on whether it is replacing.
- J W. Wood clarified that it will also replace ANIM 112 and 122.
- I Wheeler stated that the two 6-credit courses are replaced by one 6-credit course.
- J W. Wood stated that this is a more intensive course.

- C Newitt sought clarification on whether there were any changes to the learning outcomes.
- J W. Wood stated that it is more specific now.
- D Mehus sought clarification on whether PAC should be consulted.
- J W. Wood responded in negative, noting that the department supports the proposal.

Carried, 1 abstained.

J Garrett vacated the role of Chair during the presentation of the proposals 5.2 b at 4:35pm and A Krebs assumed the floor.

b. New course: CMNS 380 Crisis Communication

Motion: M Somerville/D Marques

That Education Council approves the new course: CMNS 380 Crisis Communication as recommended by the CPRC – AFP:

- M Saad provided an overview of the new course.
- D Mehus sought clarification on the methodology used to assess the demand of domestic and international students.
- J Garrett noted D Mehus' comment in Kuali, stating that it considers twice the specific course, and both are over 20 students. J Garrett also noted that the department of Communications is actively developing new programming, and this course will be included as an upper-year elective for both the post-graduate certificate and post-baccalaureate diploma.
- D Mehus sought clarification on the prerequisite, asking about the rubric for assessing the students' (particularly mature students) prior learning and education, including non-formal education and work experience, and their ability to succeed in this course.
- J Garrett stated that the department of Communications does not currently have a prior learning policy, and students can apply for a waiver. It will be considered on a case-by-case basis.
- B Penfound asked whether this is a university transfer course.

Carried, 1 abstained.

J Garrett resumed the role of Chair at 4:44pm.

c. Program revision: Adult Graduation Diploma

Motion: D Mehus/B Hall

That Education Council recommends the program revision: Adult Graduation Diploma as recommended by the CPRC – AFP:

- A Krebs provided an overview of the program revision.

Carried, 1 abstained.

d. New course: LSIN 039 Introduction to Psychology and Sociology

Motion: M Somerville/A Krebs

That Education Council approves the new course: LSIN 039 Introduction to Psychology and Sociology as recommended by the CPRC – AFP:

- K Ashman provided an overview of the new course.
- D Mehus sought clarification on whether this course is 100% budget-funded by the provincial government and should be free of direct cost to the course's students. He also sought clarification on what LSIN stands for.
- K Ashman responded in affirmative and stated there is no cost for students with the Adult Upgrading applications.
- K Ashman stated that LSIN stands for Life Skills and Independent Living, stating that this code originates in the very old program name for the Basic Skills programmes.
- R Dupuis asked whether this course is transferable.
- K Ashman responded in negative.

Carried

e. Course revision: ARTS 498 Field Placement

Motion: B Hall/K Brochu

That Education Council approves the course revision: ARTS 498 Field Placement as recommended by the CPRC – AFP:

- J Anderson provided an overview of the course revision.
- D Mehus sought clarification in Kuali on whether this program will follow the same practice as other OC courses and practicums, noting that OC permits practicum hosts to students, but still advertises it solely as an unpaid practicum. D Mehus noted that some potential practicum host sites have policies that do not allow unpaid practicums.
- T Maria Soroskie responded that the program was approved in 2018, and there was never any discussion at any point in its creation about field placements being "paid." Sites are well aware that they are unpaid, and as stated previously, they are chosen based on their ability to accommodate the student and their specific research project.
- D Mehus asked about the approximate semester time requirement for ARTS499 - Capstone Project in Kuali, also asking whether a student would be permitted to enroll in ARTS498, noting it is a corequisite if a student has completed ARTS499 in a prior semester.
- T Maria Soroskie responded that Arts 499 is 3 contact hours per week and is intended to take place in Year 4 over the fall and winter semesters. Arts 498 takes place in the final year as well, in Year 4 of the program and is intended to be taken at the same time as ARTS 499 if the student is a full-time student taking this program.

Carried, 1 abstained.

f. Course revision: EESC 111 Earth Science

Motion: A Krebs/D Mehus

That Education Council approves the course revision: EESC 111 Earth Science as recommended by the CPRC – AFP:

- T Redding provided an overview of the course revision.
- Y Moritz sought clarification on whether the proposal needs to remove a course and whether a separate motion will be required.
- T Redding clarified that that was just a name change and no course was asked to be removed.
- D Mehus asked in Kuali whether there are any other Earth and Environmental Science courses, noting the course code is 'EESC'.
- T Redding responded that there are numerous EESC courses and this is the only course that needs a name change at this point due to the confusion caused by the current name.
- D Mehus appreciated using an open-access e-textbook as the required reading for this course.
- D Mehus noted in Kuali that the department name should also be updated to Geography and Earth Science.
- T Redding responded that the department tried to change the name to Geography, Earth and Environmental Science back in the mid-90s and the Dean's office would not allow it.
- D Mehus noted in Kuali that it is not EdCo's scope to request this, suggesting that the department might try to change the department name again as there is a new Science & Technology program dean.

Carried

g. New course: VGP 100 Storytelling Foundations and Asset Development

Motion: B Hall/C Newitt

That Education Council approves the new course: VGP 100 Storytelling Foundations and Asset Development as recommended by the CPRC – AFP:

- M Kline provided an overview of the new program.

- J W. Wood provided an overview of the new course, noting that it can be hybrid and has some at-home activities.
- C Newitt sought clarification on whether there is any technological requirement for students to complete the Micro-credential.
- J W. Wood stated that it might include the tablets, 3D animation software and game engines as suggested by H Jordo.
- D Mehus sought clarification in Kuali on whether this course being offered through Continuing Studies and Corporate Training, or Arts & Foundational Programs, as the Animation program has moved into AFP, or is this is a separate video game micro-credential offered through Continuing Studies.
- H Jordo stated that this is being offered through CSCT, noting that CS does not have its own CPRC, therefore the program would go through AFP CPRC as both Animation and Sound design fall under the Arts.
- D Mehus sought clarification in Kuali on whether the course contact hours are counted per course term.
- H Jordo stated that the program does not follow the academic term, noting that the hours listed are for each module. The program is 132 hours in total, 66 hours under coding, 24 under sound and 42 under animation.

Carried

h. New course: VGP 101 Interactive Design and Development

Motion: M Somerville/A Krebs

That Education Council approves the new course: VGP 101 Interactive Design and Development as recommended by the CPRC – AFP:

- As outlined.

Carried

i. New course: VGP 102 Sound Design for Games

Motion: B Hall/S Lembke

That Education Council approves the new course: VGP 102 as recommended by the CPRC – AFP:

- As outlined.

Carried

j. New program: Video Game Prototyping Micro-Credential

Motion: D Mehus/E Balili

That Education Council recommends the new program: Video Game Prototyping Micro-Credential as recommended by the CPRC – AFP:

- As outlined.
- C Newitt sought clarification on whether it can fit in the current Animation Program and whether it has the potential to ladder in future.
- M Kline stated that there is always a possibility in the future, but it is not yet for now.
- H Jordo noted the future possibilities of the non-credit and credit courses.
- D Mehus sought clarification on whether there was a PAC consultation.
- M Kline stated that CS does not have a formal PAC, but there are letters of support from the community.
- D Mehus sought clarification on whether it is possible to have PAC for CS in future.
- M Kline stated that CS has a group like PAC, just not the formal PAC.

Carried

5.3 Academic Policies recommended by ARP

a. Admissions Policy

Motion: A Krebs/M Somerville

That Education Council recommends the policy revision: Admissions Policy as recommended by the CPRC – ARP:

- As outlined.
- A Krebs sought clarification on whether the criminal record check at admission should be included for some health programs regarding tests or vaccines.
- J Lister stated that it needs to be completed before students go out to have a practicum, and the request is from Health CRC before the first day of class.
- I Wheeler stated that that is a program requirement.
- J Garrett noted that each program has its additional requirements.
- Krebs noted that it is weird to state that there is a criminal record check, if not for all programs, suggesting that it might be better to include a test or vaccine as a requirement to play safe.
- Y Moritz stated that the College cannot require someone to have vaccines except for provincial or legal mandates e.g. COVID. Students need proof, but it cannot be an admission requirement.
- M Somerville noted that the definition of mature students is listed differently for all policies in Bachelor of Arts.
- K Brochu stated that there are a lot of dual credit programs and sought clarification on access to criminal record checks.
- I Wheeler stated that the Registrar's office cannot request students to do a CRC and it is the faculty's decision.
- R Dupuis noted that CRC costs money.
- J Ragsdale stated that a new policy is coming up regarding the clinical practicum.
- K Brochu notes that many students are coming in as Dual Credit.
- D Mehus sought clarification on whether the policy will become effective at Summer 2024 instead of Winter 2024 as listed.
- J Lister stated that it is randomly picked and unsure of the exact timeline.
- D Mehus sought clarification on the CRC admission.
- J Lister stated that each program description will state whether a CRC is needed and clarify that it needs to be done before the start of the class.
- I Wheeler stated that the definition of mature students should add the phrase 'as of the start of the program' as sometimes people are confused.
- M Somerville suggested an alternative which was 'within their first semester'.
- J Garrett suggested changing it to 'by the end of the semester'.
- J Garrett stated that EdCo comes up with suggestions and recommends this policy to the Board.
- M Somerville sought clarification on whether the previous discussion was about the underage applicants.
- J Garrett suggested adding 'anyone under 16 as of the start of the program'.
- I Wheeler suggested doing the same for mature students.
- It will be edited accordingly.
- D Marques sought clarification on 7.3 about the concurrent students of the Dual Credit.
- I Wheeler stated that students come from concurrent studies and the Dean needs to approve on this.

Carried

- **Meeting break at 5:34 pm.**
- **Meeting resumed at 5:47 pm.**

b. Grading Policy

Motion: B Hall/E Balili

That Education Council approves the policy revision: Grading Policy as recommended by the CPRC – ARP:

- As outlined.

- S Lembke sought clarification on the individual grading portion and would like to know more about the credibility or flexibility from EdCo's perspective. S Lembke would like to know why a Dean's List is important, noting that more students are on the Dean's List.
- J Lister stated that Dean's List is an old policy.
- S Lembke stated that this is a strategic discussion and a great opportunity to discuss this.
- Y Moritz stated that it is to recognise students at certain levels of awards.
- S Lembke sought clarification on the grading criteria and shared a teaching experience, noting that the average score is unsatisfactory.
- B Penfound appreciated S Lembke for being an excellent educator, stating that it is a good opportunity to discuss, and it is good for the College to hire a data analyst to see the trend.
- J Garrett stated that this is an EdCo policy, stating that Distinction is listed on transcripts while Dean's list is not listed, and a letter from the Dean's office will be sent to the awardees.
- C Newitt stated that it is meaningful to reflect that on transcripts as a recognition that students did well and it can be used outside institutions.
- E Balili agreed with S Lembke and sought clarification on measuring the criteria. E Balili also asked whether qualifications are based on full time students who have completed studies as scheduled.
- J Lister stated that that is per term and the graduation average of all courses.
- E Balili noted that there is a need to review, and some students have taken courses and work and the weight of efforts is not equal, sought clarification on the transference.
- I Wheeler clarified that it does not matter for whatever year a student takes in a semester or whatever courses.
- J Lister stated that 11d should be removed.
- J Garrett sought clarification on students getting a certificate if they were awarded with the Dean's List but not listed on transcripts.
- J Ragsdale clarified that they would receive a letter.
- S Lembke asked how EdCo can ensure a consistent credible program and how EdCo supports this. S Lembke suggested that 50% of the grade should be individual assessments to ensure students are being assessed.
- J Ragsdale stated that Tributes look at academic excellence and that could be referred to Tributes Committee.
- C Newitt stated that it is an important discussion, and the challenge is academic freedom and academic integrity. C Newitt shared a departmental example and there is a guideline of how much written work can be participated in to ensure the distribution. It is a sign that more consultation across the portfolios should be done.
- S Lembke noted the issue of Grade Inflation, hoping EdCo can start the conversation.

Motion: J Garrett/A Krebs

That Education Council refers the policy revision: Grading Policy as recommended by the CPRC – AFP to Tributes and ARP to advise on what is needed for consultation which is necessary.

Carried

- J Garrett requested ARP to report back on this policy.

c. Prior Learning Assessment and Recognition

Motion: E Balili/M Somerville

That Education Council approves the policy revision: Prior Learning Assessment and Recognition as recommended by the CPRC – ARP:

- As outlined.
- D Mehus sought clarification on how we define Indigenous access and the consultation.
- R Dupuis stated that there is an Indigenous Education Council and there was communication, stating that voices are heard for the first time and was glad about that, and it is now open for review.

- J Garrett sought clarification on whether there is any procedure for how the Indigenous people were engaged, stating that the Indigenous Policy will go to the Board on Tuesday and should have a detailed procedure.
- J Lister stated that it is 6.3, and there is a content specialist to access the Indigenous knowledge.
- D Mehus asked whether it could be people outside OC.
- J Lister responded in affirmative.
- J Garrett sought clarification on how 6.3 is being operationalized.

Motion: D Mehus/E Balli

That Education Council refers the policy revision: Prior Learning Assessment and Recognition as recommended by the CPRC – ARP to ARP and return to EdCo.

- R Dupuis stated that it is in the process and would be happy to be part of the discussion. R Dupuis asked whether who in the College has the expertise to access the Indigenous knowledge but does not have a PhD or master's degree. It is unclear who can approve that they are qualified in the College.
- Y Moritz stated that that is part of the procedure, noting that the policy needs to pass at EdCo.
- J Lister stated that the policy drives procedure.
- J Garrett requested the Board to include the procedure to be reviewed at EdCo meetings as how to operationalize is important.
- B Penfound stated that the policy seems fine, suggesting that EdCo does not refer back to ARP and would vote after seeing the procedure.

Motion: B Penfound/D Mehus

That Education Council defers the policy revision: Prior Learning Assessment and Recognition as recommended by the CPRC – ARP and requests the policy to be back to EdCo with procedure.

- J Ragsdale sought clarification on how the intent falls out of the procedure and whether it applies to all policies or just this policy.
- J Garrett requested that the Board be the same for all policies.
- Y Moritz clarified that the procedure can change the next day and the policy needs to reflect the principles or rules, asking members to separate the two.
- J Garrett would like to have more transparency.
- Y Moritz stated that there is a lot of interest in changing the procedure and indicated that it is how to judge the policy as merit. All procedures have to be aligned to policy.
- R Dupuis stated that there was a consultation.
- J Lister stated that the procedure has not been written yet.
- There was a subsequent discussion.
- J Garrett withdrew the motion, accepting and respecting R Dupuis 'confirmation as proof of consultation.

Motion: J Garrett/D Mehus

That Education Council defers the policy revision vote: Prior Learning Assessment and Recognition as recommended by the CPRC – ARP to April EdCo pending for clarity.

Defeated, 3 in favoured, 9 opposed.

Motion to approve the PLAR

Carried with majority votes, 1 opposed, 1 abstained.

Motion: J Garrett/C Newitt

That Education Council extends the meeting.

Carried

d. Registration and Courses

Motion: J Garrett/S Lembke

That Education Council approves the policy revision: Registration and Courses as recommended by the CPRC – ARP:

Deferred to April EdCo meeting

e. Policy removal: Cross-listing of Courses Policy

Motion: J Garrett/C Newitt

That Education Council approves the policy removal: Cross-listing of Courses Policy as recommended by the CPRC – ARP:

Deferred to April EdCo meeting

Motion: B Penfound/D Mehus

That Education Council moves the reports up the agenda.

Carried

5.4 Discussion

5.5 Standing Committee Reports

a. Operations committee

-not met.

b. ARP committee

-met on 2024 03 04.

c. CCC committee

- met on 2024 02 29.

- CCC looked at the TOR and had a discussion and would make recommendations to EdCo about the definition of credits. J Anderson has been invited to sit as a non-voting Consultant.

d. Tributes committee

- met on 2024 02 22.

- some reviews were made on the process of criteria and TOR. (Honorary Fellow and Distinguished Service Awards)

- will present to Ad Hoc governance committee and make recommendations to EdCo.

e. Ad Hoc Governance committee

- met on 2024 02 15.

-Motion: J Garrett/B Hall

That Education Council recommends temporarily converting the Shuswap Revelstoke seat on the Education Council to a seat for a representative from an Engineering /Technology department housed within the Science and Technology portfolio, effective August 1, 2024 to July 31, 2025.

- J Garrett realised that EdCo could not make this motion and it is requesting EdCo to recommend it to I Wheeler.

- C Newitt was concerned about the responses from Shuswap even though the motion is for a short term.

- I Wheeler stated that the election currently extends until a member is found.

- C Newitt stated that the President can increase EdCo members as stated in EdCo

Bylaws, and that seat can be added this way. C Newitt also stated that the

Bylaws can be revised if the goal is to increase representation in Engineering, but no need to take away a seat in order to provide a seat for Engineering.

- J Garrett withdrew the motion and more discussion would be held at the next Ad Hoc

governance meeting. J Garrett also noted the discussion about the consent agenda and Robert's rule at the last meeting.

6. Reports

6.1 Council chair's report - J Garrett

- J Garrett informed members of the following:
 - the consent agenda will be adopted.
 - J Garrett will give the Board with a verbal report about the special Budget meeting and some updates.

6.2 VP Academic and Provost's report - S Lenci

- No report

6.3 Registrar's report - I Wheeler

- **Motion:** I Wheeler/M Somerville
That Education Council approves changing any reference to NTEN/Network Telecommunication Engineering Diploma in other programs and in courses and, as appropriate, add Infrastructure and Computing Technology Diploma (ICT) or the equivalent ICT course or replace it with ICT or the equivalent ICT.
Carried
- **Motion:** I Wheeler/D Mehus
That Education Council approves removing any reference to the LPI option from course prerequisites.
Carried
- I Wheeler informed the members that the upcoming elections are scheduled in April as the terms are up for the portfolio faculty seats, the support staff seats and all Board of Governors seats. I Wheeler also noted that the Regional Faculty seat is vacant, and the election is running now until candidate is found.

6.4 Board of Governors report - C Battersby

- C Battersby informed the members that the Board met on December 12, 2023 on the Kelowna campus. The next Board meeting will be on March 12 on the Vernon campus.

5.6 Program Advisory Committee Policy

- **Motion:** J Garrett/B Penfound
That Education Council recommends the Program Advisory Committee Policy as presented.
Deferred to the April EdCo meeting

5.7 OC STBC Training Plan 2024-2025

- **Motion:** D Mehus/M Somerville
That Education Council recommends the OC STBC Training Plan 2024-2025 as presented.
Deferred to the April EdCo meeting, 1 opposed.

5.8 Annual Programming Plan 2024 – 2025

- **Motion:** D Mehus/M Somerville
That Education Council recommends the Annual Programming Plan 2024 – 2025 as presented.
Deferred to the April EdCo meeting, 1 opposed.

8. Date, time of next regular meeting - Thursday, April 4, 2024 at 4:00 pm

9. Deadline for agenda items - Wednesday, March 20, 2024 at 12:00 pm

10. Adjournment at 7:39 pm

Motion to adjourn: J Garrett/B Hall

Carried