

**Okanagan College Education Council
Minutes of Thursday, April 4, 2024 4:00 pm
Zoom**

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

Regrets: A Krebs, T Walters

Guests: S Andrusiak, L O'Donoghue, J Gibbons-Smyth, S Hawthorne, K Kazimer, M Kline, S McCarthy, H Valladares, K Wiebe

Recorder: A Chan

1. Determination of quorum and call to order

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

- R Dupuis gave the land acknowledgment.

2. Adoption of the agenda

Motion: D Mehus/M Martin

That Education Council approves the agenda as presented.

- J Garrett informed members that this meeting would adopt a consent agenda and explained the procedure, noting that if there are significant concerns or require any discussion of any courses, a request can be made to remove them from the motion.
- J Garrett stated that trying it out with MC is good and that a program summary will be given.
- N Fassina requested an additional item of the President's report under 6.5.
- M Morgan sought clarification on the consent agenda.

Carried as amended

3. Consent Agenda

Motion: B Penfound/K Brochu

That Education Council approves the minutes of the March 7, 2024 meeting and thereby approves the consent agenda.

- o **Policy removal: Cross-listing of Courses Policy**
- o **Course Revision: CMNS 123**
- o **Course Revision: CMNS 144**
- o **Course revision: STAT 121**
- o **Course revision: STAT 124**
- o **Course revision: DSCI 400**
- o **Course revision: DSCI 401**
- o **Program revision: Post Baccalaureate Diploma in Data Analytics and Economics**

• **The following items were pulled from the consent agenda:**

- The March 7, 2024 minutes (as per the request of N Fassina)
- Policy removal: Cross-listing of Courses Policy (as per the request of I Wheeler)
- Course revision: STAT 121 (as per the request of M Martin)

Motion: M Martin/B Hall

That Education Council approves the course CMNS 123 and thereby approves the consent

agenda.

Carried as amended

4. Business arising

4.1 Approval of the March 7, 2024 minutes

Motion: K Brochu/B Hall

That Education Council approves the March 7, 2024 minutes as presented.

- N Fassina noted the people to move and the second was missing in the Registrar's report session.
- J Garrett informed members of the following edits made by Y Moritz:
 - Y Moritz stated that the College cannot require someone to have vaccines except for provincial or legal mandates e.g. COVID. (P.6)
 - All procedures have to be aligned with policy. (P.8)
- The above amendments would be made.

Carried as amended

4.2 OC STBC Training Plan 2024-2025

- S Lenci provided an overview and noted that Deans would be brought in for the conversation in future.
- D Mehus asked whether we have a dedicated recruiter for Trades.
- S Lenci stated that it is an industry issue as the business is booming, noting that a meeting was held with the association and they need to talk with their members about this.

4.3 Annual Programming Plan 2024 – 2025

- As outlined.
- M Somerville asked whether it could be shared with other advisors.
- S Lenci responded in affirmative.
- J Ragsdale stated that in terms of the Annual Plan, the new Fall 2024 ECE diploma and CIS intake might refer to Salmon Arm as these are now ongoing in Vernon.
- S Lenci stated that it is ongoing in Vernon and was unsure about Salmon Arm. It would be better for the Dean to respond to this question.
- H Valladares stated that CIS in Salmon Arm would not run due to low enrollment.
- J Gibbons-Smyth stated that ECE is running in Vernon and Salmon Arm.
- I Wheeler sought clarification on the regular program plan, noting that under ECE, only diploma was mentioned but not others.
- S Lenci stated that more information would be provided.

4.4 Registration and Courses Policy

Motion: M Somerville/B Hall

That Education Council approves the Registration and Courses Policy as presented.

- I Wheeler provided an overview of the policy and noted a few inconsistencies:
 - 'Add-drop dates'- would like to make it consistent
 - Alphabetize the definitions
 - Some definitions and the late registration period are missing
 - The department- would like to make sure it is clear
 - Schedules of classes-the policy did not specify the classes now
 - Needs to double check with the title

Motion: J Garrett/M Somerville

That Education Council tables the Registration and Courses Policy for the May EdCo meeting for fixing the above edits.

Deferred

4.5 Policy removal: Cross-listing of Courses Policy

Motion: D Mehus/C Newitt

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

- I Wheeler clarified the wording and informed members that the policy is proposed to be deleted.

Carried

5. New business

5.1 Curriculum recommended by CPRC – AFP

a. Proposal for a new program: Anthropology Emphasis

Motion: D Mehus/M Somerville

That Education Council recommends the new program: Anthropology Emphasis as recommended by the CPRC – AFP.

- L Mallory provided an overview of the program.
- D Mehus sought clarification on the existing ANTH courses that are currently offered.
- L Mallory stated that there are not any, noting that there is a cross-cultural emphasis but not the department of ANTH initiated it.
- D Mehus asked whether the teaching courses are taught as an elective.
- L Mallory responded in affirmative and explained why it had not been done for so long, noting that there are minimum requirements for the Associate of Arts degree.
- M Somerville sought clarification on the requirement.
- L Mallory stated that it is very similar to others across the province.

Carried

5.2 Curriculum recommended by CPRC -ST

a. Program revision: Mathematics and Statistics Emphasis

Motion: D Mehus/B Hall

That Education Council recommends the program revision: Mathematics and Statistics Emphasis as recommended by the CPRC – ST.

- B Penfound provided an overview of the program.
- I Wheeler stated that the implementation date could not go backward.
- It will be edited.
- B Penfound asked whether it makes sense to start in the Fall.
- I Wheeler responded in affirmative.

Carried

b. Course revision: STAT 121 Elementary Statistics

Motion: M Martin/K Brochu

That Education Council approves the course revision: STAT 121 Elementary Statistics as recommended by the CPRC – ST.

- M Martin sought clarification on the rationale of switching labs due to the scheduling issue, noting that there are no educational reasons for changing that and would like to figure out for future implementation.
- J Ragsdale stated that it is not often a situation, noting that it is difficult to fit it into students' schedules.
- B Penfound explained the idea, noting that the lab could not coincide with students' schedules and that it is easier to integrate the lab into students' schedules.
- D Mehus asked in Kuali about the logical change in the type of hours (lab to lecture), seeking clarification on what a typical lecture Statistics class might look like versus a lab Statistics class.
- B Penfound explained the difference between lab and lecture, noting that with the new structure, the department is hoping to absorb some of those hands-on activities into the

lecture, so that all topics are taught by the same individual. This should promote a lot more flexibility for instructors as well as provide a bit more consistency for students (no discrepancies between instructor and lab instructor).

Carried

5.3 Curriculum recommended by CPRC -HSD

a. New program: Spa Practitioner Foundations Micro-credential

Motion: B Hall/B Penfound

That Education Council recommends the new program Spa Practitioner Foundations Micro-Credential and thereby approves the following courses:

- **New course: SPF100**
- **New course: SPF101**
- **New course: SPF102**
- **New course: SPF103**
- **New course: SPF104**
- K Kazimer provided an overview of the program and courses.
- D Mehus sought clarification on why the enrollment has declined and whether the training is done in-house.
- K Kazimer stated that there are various programs and took VCC as an example. The full certificate is extensive and expensive, and some people would like to complete only part of it. The new program allows people to choose and access a shorter specialised path.
- D Mehus stated that as the program has no credits assigned and sought clarification on the transferability.
- K Kazimer stated that VCC works with their EdCo, noting that it is possible to reach out to their program when developing the MC in the future.
- D Mehus sought clarification on the cost roughly.
- K Kazimer stated that CS is currently working on the cost.
- D Mehus stated that MC has come to EdCo and noted that has a lot of values.
- S Lenci stated that it is good to keep the transparency, noting that it is important to look at this for now until a decision is made.
- R Dupuis appreciated and was excited to know that CS has reached out to the Indigenous group.
- K Kazimer stated that there are many conversations in Salmon Arm and CS is expanding the courses.
- M Kline stated that CS had great conversations with the Indigenous group and was excited about this program's potential.

Carried

b. New course: PHTE 101 Professional Pharmacy Practice I

Motion: D Mehus/B Hall

That Education Council approves the new course: PHTE 101 Professional Pharmacy Practice I as recommended by the CPRC -HSD.

- S Andrusiak provided an overview of the program and the course.

Carried

c. New course: PHTE 102 Communications I

Motion: M Somerville/B Penfound

That Education Council approves the new course: PHTE 102 Communications I as recommended by the CPRC -HSD.

- As outlined.

Carried

d. New course: PHTE 103 Pharmacology I

Motion: B Hall/D Marques

That Education Council approves the new course: PHTE 103 Pharmacology I as recommended by the CPRC -HSD.

- As outlined.

Carried

e. New course: PHTE 104 Pharmacy Calculations

Motion: K Brochu/M Martin

That Education Council approves the new course: PHTE 104 Pharmacy Calculations as recommended by the CPRC -HSD.

- As outlined.

Carried

f. New course: PHTE 105 Community Pharmacy Lab

Motion: D Mehus/D Marques

That Education Council approves the new course: PHTE 105 Community Pharmacy Lab as recommended by the CPRC -HSD.

- As outlined.

Carried

g. New course: PHTE 201 Professional Pharmacy Practice II

Motion: K Brochu/M Martin

That Education Council approves the new course: PHTE 201 Professional Pharmacy Practice II as recommended by the CPRC -HSD.

- As outlined.

Carried

h. New course: PHTE 202 Communications II

Motion: L Mallory/B Penfound

That Education Council approves the new course: PHTE 202 Communications II as recommended by the CPRC -HSD.

- As outlined.

Carried

i. New course: PHTE 203 Pharmacology II

Motion: B Penfound/B Hall

That Education Council approves the new course: PHTE 203 Pharmacology II as recommended by the CPRC -HSD.

- As outlined.

Carried

j. New course: PHTE 204 Sterile Products

Motion: B Hall/B Penfound

That Education Council approves the new course: PHTE 204 Sterile Products as recommended by the CPRC -HSD.

- M Martin sought clarification on the skill-based zero tolerance.
- S Andrusiak stated that zero tolerance would be adopted, and prescriptions would be checked in the community such as hospitals and pharmacies to ensure zero contamination. It will be run in the labs as a learning experience for students' practice.

Carried

k. New course: PHTE 205 Hospital Pharmacy Lab

Motion: D Mehus/M Somerville

That Education Council approves the new course: PHTE 205 Hospital Pharmacy Lab as recommended by the CPRC -HSD.

- As outlined.

Carried

l. New course: PHTE 300 Pharmacy Management

Motion: B Hall/D Marques

That Education Council approves the new course: PHTE 300 Pharmacy Management as recommended by the CPRC -HSD.

- As outlined.
- D Mehus stated that the calculation of the assessment activities might need to be edited.
- It will be edited.

Carried

m. New course: PHTE 301 Practicum and Employment Preparation

Motion: D Mehus/K Brochu

That Education Council approves the new course: PHTE 301 Practicum and Employment Preparation as recommended by the CPRC -HSD.

- As outlined.

Carried

n. New course: PHTE 302 Community and Hospital Practicum

Motion: B Penfound/M Martin

That Education Council approves the new course: PHTE 302 Community and Hospital Practicum as recommended by the CPRC -HSD.

- As outlined.

Carried

o. New program: Pharmacy Technician Certificate

Motion: B Hall/M Somerville

That Education Council recommends the new program: Pharmacy Technician Certificate as recommended by the CPRC -HSD.

- As outlined.
- M Somerville sought clarification on whether this will continue to be offered until January to October.
- S Andrusiak responded in affirmative, stating that the first year will run till January as the department does not want a significant gap, and the other will run in August. It is hoped to do like other health programmes to start in August. This is to let students do practicum and it is hard to do the practice in the Fall, in this way students can do their practicum in the Summer.
- D Mehus sought clarification on the old program.
- S Andrusiak stated that the one-year program has always been offered. There will be no option to delay the practicum, as students may lose some skills if there is too much delay.
- D Mehus asked about how many courses are under existing programs.
- S Andrusiak stated that the department has ten courses now, noting that some are longer than others and that they are spread over terms.
- M Martin asked if there are any units between the system change and the Indigenous people in order to understand the patients.
- S Andrusiak stated that it is included in the new system and needs to be worked on, noting that it is going to happen.
- I Wheeler asked whether there are students in the current program, and they will complete their studies in December.

- S Andrusiak responded in affirmative, stating that all students will finish practicum by October and that is set by the Interior Health.
- I Wheeler stated that after this program is completed, it will need to get rid of the old programs.
- R Dupuis wondered if this is an exciting opportunity to reach out to First Nations authority and it is good to look at how they develop and do partnership within the health care system.
- S Andrusiak is excited to work with them.
- R Dupuis stated that this helps bridge the gaps.
- J Ragsdale sought clarification on whether it needs to be brought back to EdCo for transparency if the cultural component needs to be added.
- J Gibbons-Smyth stated that a more targeted learning outcome will be needed to add to a specific area.
- S Lenci suggested that we can make a note for the future when developing the program, noting that it is important to move this program forward and R Dupuis has been working on it.
- D Mehus sought clarification on the Math requirements, noting that one of the math courses, MATH 011, no longer exists and asking whether it needs to be updated.
- I Wheeler stated that the Registrar's office still accepts it although it is not listed and that there will be discussion about that in the future.
- M Somerville sought clarification on whether the Math course needs to be within 7 years.
- B Penfound noted that if there are no expiry dates, it should not be a problem.
- D Mehus noted that the existing program has a different code, asking if the existing students fail but still want to continue the program, and whether students will still get credits as the new program kicks in January.
- I Wheeler stated that they started under the old program and it is up to departments to access the equivalency to ensure students can continue if the courses are not listed in the calendar, noting that they can continue under that specific calendar.
- D Mehus asked whether S Andrusiak was satisfied with overall library resources.
- J Garrett stated that it would be a good conversation for D Mehus to have with S Andrusiak later as that is not EdCo's purview.
- K Brochu sought clarification on the Indigenous waiving, asking whether we would have some documentation to point to that.
- S Lenci noted that LAR is looking at that for the program and that there is an ongoing conversation.
- R Dupuis stated that it is a framework that needs further development, noting that there is a huge awareness around that. R Dupuis stated that there is informal networking, and it has been reached out to have some resources that we can tap into, R Dupuis would help others learn and guide people in finding the resources they need.

Carried

- **Meeting break at 6:05 pm.**
- **Meeting resumed at 6:17 pm.**

5.4 Academic Policy recommended by ARP

a. Student Progression policy

Motion: B Hall/B Penfound

That Education Council approves the Student Progression policy as recommended by ARP.

- J Gibbons-Smyth provided an overview of the policy.
- M Martin sought clarification on why a student was terminated but did not go on the transcript for Trades and Health, which differs from other areas.

- J Gibbons-Smyth stated that as long as they complete a program, it does not matter whether they end the program and go into another area or are terminated.
- I Wheeler noted that Trades or vocational is not the same with the academic side and that would not be noted, stating that probation is a more compromising word.
- S Lenci stated that the College has some internal functions, noting that the College would like students to be successful, and the external world does not need to know whether students encountered some struggles in their personal journey.
- K Brochu stated that a lot of information will go to SkillsBC for Trades, it just does not go on the transcript.
- D Mehus asked what the instructional activities would be.
- J Gibbons-Smyth stated that it depends on the context or patterns.
- I Wheeler stated that this one will change and summer counts now, noting that summer does not count on academic standing previously and suggesting an edit that it lists out that it 'includes summer'.
- M Somerville was glad to have the change.
- C Newitt sought clarification on 8.2, asking whether the academic suspension would be reconsidered if the Dean did not support it.
- I Wheeler clarified that 'Registrar' would be deleted in 8.2.
- J Gibbons-Smyth stated that those are procedures for departments.

Carried

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

- J Garrett vacated the Chair role at 6:28 pm and I Wheeler took control of the floor.
- I Wheeler outlined that this as the first call for the Chair and Vice-Chair positions.
- No candidates were nominated for the position of Chair and Vice Chair.
- I Wheeler noted that there are five outstanding members, and the second and third calls for the Chair and Vice-Chair positions will be held in the May meeting.
- M Martin sought clarification on the extra person for science.
- I Wheeler clarified that the election is running, noting that either M Martin or another candidate will join EdCo in future.
- E Balili asked whether students could nominate the Chair.
- I Wheeler responded in affirmative, noting that the nominees need to be on EdCo next year.
- R Dupuis asked whether it needs to be a Faculty member.
- I Wheeler stated that it can be a Support Staff and it needs to be a voting member.
- I Wheeler noted that the second and third calls for the Chair and Vice-Chair positions will be held in the May meeting due to no nominations.
- J Garrett resumed the role of Chair at 6:36 pm.

5.6 Standing Committee Reports

a. Operations committee

- J Garrett informed the members that a motion was put forward on the table at the last meeting and the committee recommended it to EdCo:
Motion: S Lenci/M Somerville
 That Education Council approves the shifting of the duty of approving graduates from EdCo to the Registrar as recommended by the Operations committee.
- J Garrett explained the motion as recommended by the Operations Committee.

Carried

b. ARP committee

- The next meeting of the committee is on 2024 04 08.

c. CCC committee

- J Garrett informed the members that the committee discussed how CCC can support the Registrar's office in operationalizing Kualii and automating things.

d. Tributes committee

Motion: J Ragsdale /C Newitt
That Education Council moves in camera.
Carried

- Tributes Presentation

Motion: D Mehus/B Hall
That Education Council approves and recommends to the Board of Governors, the nominees for the 2024 Honorary Fellow award as presented.
Carried

Motion: D Mehus/B Hall
That Education Council approves and recommends to the Board of Governors, the nominee for the 2024 Distinguished Service Award as presented.
Carried

Motion: C Newitt/B Hall
That Education Council moves out of camera.
Carried

e. Ad Hoc Governance committee

- J Ragsdale informed the members that the committee reviewed the Terms of Reference and the responsibilities of various committees.
- The key duties of the committees will be discussed at the next meeting.

5.7 Approval of CPRC ST members

Motion: K Brochu/M Martin
• That Education Council approves Stacey Sakakibara, Stephen Brown and Julian Buck for membership for CPRC ST effective immediately.
Carried

6. Reports

6.1 Council chair's report - Jillian Garrett

- J Garrett outlined the following:
 - Based on the last meeting of the Ad Hoc Governance Committee, A Krebs raised the question of AU courses going to CPRC AFP regardless of the subject matter.
 - AU courses will go to whichever CPRC discipline of the subject matter of that course effective in May. It is most likely to be either ST/AFP.
 - There was a nice conversation with the new Board Chair at the last Board meeting. EdCo and the Board can work more closely to support the best for OC.

6.2 VP Academic and Provost's report - Samantha Lenci

- S Lenci appreciated the changes that are in progress, outlining the following:
 - There is a program currently being discussed with Interior Health.
 - Although the application for funding for Women in Trades Training and Equity in Trades Training programming was not selected for 2024/25, the College would

like to give Trades a great shoutout for all the hard work. OC is now looking at the next steps.

- Each Dean will present to the Board and provide the highlights of the programs next year. S Lenci would like to introduce them to the community.
- STBC: will put some data and it is good that we can have the conversation in the future. More information will be provided.
- Policies: This is a significant change. S Lenci informed the members that the links would be posted later.

6.3 Registrar's report - Inga Wheeler

- I Wheeler outlined the following:
 - Elections run from now until Wednesday, April 17.
 - J Garrett and A Krebs are elected by acclamation.
 - There are two candidates for the Faculty/Instructor seat: Youry Khmelevsky and Morgan Martin.
 - There are three candidates for the Support Staff seat: Kristine Wickner, Michelle Somerville and Shannon Hawthorne.
 - There are By-Elections:
 - South Okanagan Similkameen Term: immediately – July 31, 2025 ;
 - Shuswap Revelstoke Term: August 1, 2024 – July 31, 2025.
 - There are minor updates on the dates and students need to know the schedules. It is pending approval for the next meeting.
 - There is a transfer agreement between OC and UBCO for AA. There is no change in the transfer agreement. They go through a regular process, and it is a clarification of the pathway to students.

6.4 Board of Governors report - Cindy Battersby

- C Battersby informed the members that the Board met on March 12, 2024 on the Vernon campus. C Battersby gave a brief report on what were passed at the Board meeting. The next Board meeting will be on May 21 on the Kelowna campus.
- D Mehus sought clarification on the IRP that was presented.
- N Fassina stated that it was a public session.

Motion: S Lenci/M Martin

That Education Council extends the meeting to 7:30pm.

Carried

6.5 President's report - Neil Fassina

- N Fassina informed members that some people raised concerns about a lack of transparency between the executive and EdCo at the last March Board meeting. N Fassina would like feedback from EdCo. It needs to be a discussion point for EdCo.
- N Fassina stated that it was raised at the meeting about the concern of undermining the authority of EdCo.
- N Fassina outlined the following:
 - From the legislative perspective, it is a legislative mandate.
 - The Board cannot lessen the power of EdCo. Only EdCo can lessen the power of EdCo.
 - j With 23 representatives, it is one of the most diverse groups on campus in every part of the organization.
 - N Fassina appreciates the change at this meeting, noting that the meetings are public and people have raised concerns about the internal systems.
 - N Fassina would like to note a reminder to treat everyone with the values of the organisation and utmost respect to peers. It allows for significant debate with respect, noting that members should treat each other with respect all the time.

- D Mehus asked whether the members should discuss the President's report in future meetings.
- J Garrett responded in affirmative.

7. In Camera Item

Motion: M Somerville/L Mallory
That Education Council moves in camera.
Carried

7.1 Minutes of March 20, 2024 Operations Committee meeting

Motion: M Somerville/L Mallory
That Education Council approves the minutes of March 20, 2024 Operations Committee meeting as presented.
Carried

Motion: M Martin/J Ragsdale
That Education Council moves out of camera.
Carried

8. Date, time of next meeting - Thursday, May 2, 2024 at 4:00 pm

9. Deadline for agenda items - Wednesday, April 17, 2024 at 12:00 pm

10. Adjournment

Motion to adjourn: D Mehus/S Lembke
Adjourned at 7:34pm.
Carried