

**MINUTES OF REGULAR MEETING OF THE  
OKANAGAN COLLEGE BOARD OF GOVERNORS  
Open Session**

**Tuesday, June 23, 2009 1:30 p.m.  
S103B, Kelowna Campus**

**Approved September 29, 2009**

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Members Present:           B. Cooke  
                                  R. Gee  
                                  J. Hamilton (President)  
                                  B. Hughes  
                                  P. Johnson  
                                  L. Kayfish  
                                  J. Lister  
                                  A. March  
                                  Y. Pinder  
                                  J. Shaw (Chair)  
                                  L. Swite  
                                  Z. Zhou

Regrets:                     M. Conlin

Board Secretary:           L. Le Gallee

Vice Presidents:           B. Eby  
                                  A. Hay  
                                  S. Koehle

Directors:                   A. Coyle

Observers:                  J. Muskens, Administrators Association

Regrets:                    C. McRobb, BCGEU Vocational  
                                  P. Murray, OC Faculty Association  
                                  P. Bourbeau, Student  
                                  M. Ouellet, Student  
                                  C. Rines, Student

Guests:                     R. Winslade, J. Coble, R. Seymour (Kelowna Courier)

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Prior to the Open Session meeting the Board had an informational session on MOUs and Partnership Agreements, presented by B. Eby.

A hardcopy of the slides were distributed.

A contract registry is in place for Okanagan College and agreements are time coded so that when they are due to expire they are either routed via the routing process for renewal or they are filed as inactive.

Questions and comments from the presentations included:

- Was there a time frame defined in the agreement between OC and UBCO in March 2005.  
**B. Eby will confirm this;**

- The Signing Authority Policy dictates the approval process for these agreements;
- The risk assessment is part of the approval process for all agreements. The Board was assured that an appropriate routing process exists and is adhered to.

There being a quorum present, the Chair called the Open Session meeting to order at 2:20 p.m.

**1. APPROVAL OF AGENDA**

**Motion:** B. Cooke/J. Lister

***“BE IT RESOLVED THAT the June 23, 2009, OC Board open session meeting agenda is approved”***

**CARRIED**

**2. DECLARATION OF CONFLICT**

No conflicts were declared.

**3. CONSENT AGENDA**

**Motion:** B. Cooke/L. Kayfish

***“BE IT RESOLVED THAT the Consent Agenda be approved as presented”.***

**CARRIED**

**Items Approved:**

***“BE IT RESOLVED THAT the May 19, 2009, open session minutes are approved.”***

**5. BUSINESS ARISING FROM THE MINUTES**

**6. PRESENTATIONS/DELEGATIONS**

**7. NEW BUSINESS/RESOLUTIONS**

**7.1 Accountability Plan and Report (S. Koehle)**

Some edits have been sent to S. Koehle and A. Coyle; the document will be revised prior to submission. Once signed off this report will be posted on the website.

S. Koehle highlighted the changes from last year's report:

- The institutional overview, planning and operational context are different than last year;
- The majority of the changes are on pages 8 and 9;
- Achievements are highlighted on pages 14 and 15;
- Financial statements no longer need to be appended, these can now be accessed on the web;

In response to questions raised at the meeting, S. Koehle prepared the attached.<sup>1</sup>

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<sup>1</sup> During the review of the draft “Accountability Plan & Report: 2008-09 to 2011-12”, I committed to providing additional information to Board Members regarding two items that are included in the “Okanagan College 2008/09 Accountability Framework Performance Measure Results” (see Page 19 of the draft document).

The first item relates to the proportion of Aboriginal students attending our institution:

As the “Performance Measure Results” table indicates, our Aboriginal student ‘headcount’ increased from 513 to 881 from the 2007/08 reporting year to 2008/09. This same table also reports a change in the “percent” indicator that saw an increase from 2.7% to 4.8%.

The question arose at the Board table, “How is this 4.8% determined?” Is it a percentage of our catchment area population? Of the total Okanagan College student population? Or of some other figure?

The Accountability Framework Standards Manual distributed by the Ministry indicates that the Aboriginal percentage is determined by dividing the number of our students that have self-identified as aboriginal (either to OC or in K-12) by our total headcount for the year, excluding international students.

As our Accountability Report submission indicates, Okanagan College provided education and training to approximately 19,000 people in 2008-09. This is often referred to as our ‘headcount’ (as distinguished from the Full-Time-Equivalent Student figures [FTEs]). The Ministry’s figures for Okanagan College have been used in calculating the percentage of our ‘headcount’ that is represented by our Aboriginal students.

It should be noted that the total headcount for the institution (the 19,000) includes students enrolled in Continuing Studies programs and courses.

At Okanagan College, we do not query students who register in general-interest Continuing Studies courses regarding Aboriginal status. We do request this information from those who enrol in Education Council-approved CS Certificate programs.

This may have some effect on our percentage calculations.

At the same time, it is important to note that our growth from 2.7% to 4.8% not only represents proportional growth, but it also represents a larger proportion of a larger overall number, due to institutional growth over the same period.

The second area of discussion involved the items included on the Accountability Framework Performance Measure table that reflect the results of the most recent available “Diploma, Associate Degree, and Certificate Student Outcome Survey” (DACSO), compiled by BC Stats. One of these items, “Student assessment of the quality of instruction”, generated significant discussion at the table.

An interest was expressed in being able to compare our results and year-over-year changes in these items with the results of other institutions covered by the survey.

In response, the Okanagan College Department of Institutional Research has prepared the attached table. It provides averaged results for the province’s institutions for the DACSO items, results for Okanagan College, and a comparison of the two for both 2007-08 and 2008-09.

I trust that Board Members will find this information helpful in understanding and interpreting our reported results.

Steve Koehle  
Vice President, Students  
Okanagan College

Prior to the revised Plan being submitted to the Ministry, it will be sent to the Board Chair for review and sign off.

**Motion:** B. Cooke/L. Kayfish

***“BE IT RESOLVED THAT the Board of Governors approve the Accountability Plan and Report 2008-2012 with amendments as discussed”.***

**CARRIED**

## **7.2 Education Council Submission (R. Gee)**

**Motion:** R. Gee/L. Kayfish

***“BE IT RESOLVED THAT the Board approve the new program, Diploma in Environmental Studies, as recommended by Education Council and as presented herein”***

Once this proposal is approved it will go through the planning/budgeting process. This could potentially be offered this fall (many of the courses exist already).

**CARRIED**

**Motion:** R. Gee/P. Johnson

***“BE IT RESOLVED THAT the Board approve the new degree program, Bachelor of Arts in Writing and Publishing, subject to review by the Degree Quality Assessment Board and subsequent approval by the Minister as recommended by Education Council and as presented herein”***

This program is structured around an existing diploma.

A member clarified, due to the creation of the teaching universities, if anything has changed within the approval process for colleges to offer degrees.

J. Hamilton stated that trends around government policy have not changed; colleges can offer applied degrees after the programs have been approved by DQAB (Degree Quality Assessment Board). Okanagan College is committed to offering programming that employers and communities need.

**A Hay will check if there have been any new degrees offered by colleges in the last year.**

Once this new degree program is approved by the Ministry, students from the diploma will be able to ladder into it.

**CARRIED**

**Motion:** R. Gee/ A. March

***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Commercial Transport Vehicle Mechanic Interprovincial Refresher Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Automotive Service Technician Interprovincial Refresher Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Automotive Collision Repair Interprovincial Refresher Certificate, as recommended by Education Council and as presented”***

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***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Automotive Refinishing Interprovincial Refresher Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Carpentry Interprovincial Refresher Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Cook Training Interprovincial Refresher Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Trades Technology Teacher Education, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Early Childhood Education, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the proposal for the program revision: Preparing for Access to Careers and Education, as recommended by Education Council and as presented”***

**CARRIED**

### **7.3 Fees for International Engineering Technology Students (S. Koehle)**

In March 2008 the Board approved the international fee structure at \$1100/per course (based on an 80 hour course). This fee structure has not worked for the engineering technology students due to the varying number of courses in the programs.

Management is proposing the maximum per semester be \$7,150; this will put Okanagan College within the range of BCIT and Camosun.

**Motion:** Y. Pinder/B. Cooke

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve a tuition fee maximum of \$7,150 per semester for international students enrolled in any of Okanagan College’s Engineering Technology Diploma programs (Civil Engineering Technology; Electronic Engineering Technology; Mechanical Engineering Technology; Network & Telecommunications Engineering Technology; Water Quality & Environmental Engineering Technology)”***

**CARRIED**

## **9. INFORMATION ITEMS**

### **9.1 Aboriginal Student Survey ( J. Coble)**

Points raised included:

- 46 students responded to the survey; J. Coble did not have final numbers as to how many surveys were distributed (it is believed this is a 5% response rate). Exact numbers

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are expected in the next couple of weeks. **He committed to submitting a report to the Board with more definitive numbers.**<sup>2</sup>

- In Figure 1, the Associate of Science degree is not accounted for as aboriginal students do not usually meet the entrance requirements for this program. This seems to be a problem province wide. Aboriginal recruiters will assist with this issue;
- Financial aid is communicated to the prospective students and numbers show that more students are self declaring their aboriginal status;
- Some students stated they found the campus uncomfortable, the reason is not clear, therefore this is an opportunity for future focus groups;
- The survey will be conducted again in the future with the hope that there will be more participation.

S. Koehle stated that OUC used to have one person that served as Aboriginal Services Coordinator; Okanagan College has a coordinator, recruiters, mentors and advisors. The Board support of these positions is greatly appreciated.

The Kelowna Aboriginal Student Centre is expanding this year; as well, the Board will be invited to the opening of the Aboriginal Gathering Centre in Salmon Arm when it is complete.

*R. Winslade and J. Coble left the meeting at 2:35 p.m.*

## **8. VERBAL REPORTS**

### **8.1 Board Chair Report (J. Shaw)**

The Chair thanked Z. Zhou and R. Gee for attending convocation and the honorary fellows dinner in June. As well, L. Kayfish will attend the convocation ceremony on June 25<sup>th</sup>.

B. Hughes and the Chair attended the Donor Appreciation event in Penticton.

The Chair attended the Salmon Arms reception ceremony June 22<sup>nd</sup>.

There are a few community meetings over the summer months, members will be kept informed of the dates. Currently Spallumcheen is scheduled for July 6<sup>th</sup> and WFN for August 10<sup>th</sup>.

J. Shaw would like to meet with Committee Chairs over the summer if possible, they will be contacted by email to set this up. As well, the Board Chair evaluation will be circulated by email.

She congratulated Z. Zhou on a successful convocation, she will enroll in a course in the fall so will remain eligible to serve on the Board until the elections in November.

### **8.2 President's Report (J. Hamilton)**

Written report was included.

He highlighted student achievements, David Colombe recently won the Florida Tomato Committee's 20th annual Best of the Best Recipe Contest; he currently works at the Armstrong Inn.

There have been 18 convocations this year, with six more scheduled. He thanked J. Muskens for organizing such successful ceremonies.

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<sup>2</sup> J. Coble reported to the Board office that 46 students responded out of a possible 493 which is a rate of 9.3%.

**8.3 Vice Chair's Report - ACCC (L. Kayfish)**

He attended sessions on governance and innovation in the college sector and found them very useful. Next year's conference is in Niagara Falls, Ontario.

One of the sessions he attended was on becoming paperless at Board meetings; he intends to discuss this with the Governance Committee.

**8.4 Report from ACCC (M. Conlin) - absent.**

**10 TOPICS FOR NEXT MEETING**

**11. OTHER BUSINESS**

**12. DATE OF NEXT MEETING**

September 29, 2009, Vernon Campus

**13. ADJOURNMENT**

The meeting adjourned at 2:50 p.m.