



**BOARD OF GOVERNORS
REGULAR MEETING
May 17, 2011; 12:30 p.m.
S103B, Kelowna Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the May 17, 2011, OC Board open session meeting agenda is approved".</i>		12:30 p.m.
2 DECLARATION OF CONFLICT		
3 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>		12:35 p.m.
3.1 MINUTES – March 29, 2011 and April 26, 2011	A	
3.2 WRITTEN REPORTS		
3.2.1 President's Report (J. Hamilton)	B	
3.2.2 Education Council Report (R. Gee)	C	
4 BUSINESS ARISING FROM THE MINUTES		
5. PRESENTATIONS		
6 NEW BUSINESS/RESOLUTIONS		
6.1 Education Council (R. Gee)	D	12:40 p.m.
6.1.1 Program Approvals <u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Bachelor of Business Administration Program – Financial Service Specialty, as recommended by Education Council and as presented here".</i>		

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Business Studies Certificate Program, as recommended by Education Council and as presented here”.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Business Administration Certificate Program, as recommended by Education Council and as presented here”.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Business Administration Diploma Program, as recommended by Education Council and as presented here”.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Commercial Aviation Diploma Program, as recommended by Education Council and as presented here”.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Culinary Arts Diploma Program, as recommended by Education Council and as presented here”.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Pharmacy Technician Certificate Program, as recommended by Education Council and as presented here”.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, Aircraft Maintenance Engineer Category “S”, as recommended by Education Council and as presented here”.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, International Development Diploma, subject to approval by PSIPS, as recommended by Education Council and as presented here”.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, Applied Ecology and Conservation Diploma, subject to approval by PSIPS, as recommended by Education Council and as presented here”.

- 6.2.1 Audited Finance Statements – Report from In Camera
- 6.2.2 Safe Disclosure (Whistleblower) Policy E 1 p.m.
Recommended Motion:
“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Safe Disclosure (Whistleblower) Policy, as recommended by the Finance, Audit and Risk Review Committee”.
- 7 VERBAL REPORTS** 1:15 p.m.
- 7.1 Board Chair Report (L. Kayfish)
- 7.2 President’s Report (J. Hamilton)
- 8 TOPICS FOR NEXT MEETING**
- 9 OTHER BUSINESS**
- 10 FOR THE GOOD OF THE INSTITUTION**
- 11 DATE OF NEXT MEETING** June 28, 2011, Vernon Campus
- 12 ADJOURNMENT**

**Consent Agenda Resolutions
Attachment A**

Item 3.1

Recommended Motion

“BE IT RESOLVED THAT the March 29, 2011, open session minutes be approved.”

Recommended Motion

“BE IT RESOLVED THAT the April 26, 2011, open session minutes be approved.”

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

**Tuesday, March 29, 2011, 12:00 p.m.
Room S103B, Kelowna Campus**

Members Present: P. Bourbeau
M. Conlin
B. Cooke (teleconference)
J. Hamilton (President)
J. Gabanowicz (*arrived 10:20 a.m.*)
R. Gee
B. Hughes
L. Kayfish (Chair)
D. Manning
Y. Pinder
L. Rozniak
T. Styffe
L. Swite-Ghostkeeper

Regrets: S. Nahal

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Observers: L. Graham, Admin. Association
C. Nelmes, Student

Regrets: C. Athay, Student
C. McRobb, BCGEU Vocational
C. Athay, Student, Salmon Arm
J. Haynes, Student, Kelowna
T. Walters, OCFA

Guests: K. Butler (6.2.1), R. Huxtable (6.2.2 and 6.2.3)
Students (5.1 and 5.2.1)
Media: M. Folkhard, AM 1150
JP Squire, Daily Courier
B. McDivitt, CHBC News

There being a quorum present, the Chair called the meeting to order at 12:20 p.m.

1. APPROVAL OF AGENDA

Motion: J. Gabanowicz/P. Bourbeau

“BE IT RESOLVED THAT the March 29, 2011, OC Board open session meeting agenda is approved”.

The following items were removed from the agenda: 5.2.2 a and b. 6.1.1 the motion for Sustainable Construction Management Technology.

MOTION CARRIED AS AMENDED

2. DECLARATION OF CONFLICT

No conflicts were declared.

3. CONSENT AGENDA

Motion: T. Styffe/B. Hughes

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

MOTION CARRIED

Items Approved:

“BE IT RESOLVED THAT the January 25, 2011, Open Session minutes are approved as amended.”

“BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2011/12 on behalf of the Okanagan College Student Union and the Kalamalka Student Association as outlined in the submissions that are included in the agenda”.

4. BUSINESS ARISING FROM THE MINUTES

5. PRESENTATIONS/DELEGATIONS

5.1 Student Presentations Re: Tuition

5.1.1 Kalamalka Campus Student Association

A memo was received from KCSA and distributed to the Board.

5.1.2 Okanagan College Student Union

C. Nelmes and J. Haynes gave a presentation.

The Chair thanked them for their presentation and noted for the record that in the last six years, the Board has not increased tuition 4/6 times; they have approved one year of increases; and last year only applied an increase to a portion of the courses. The first value in the Mission Vision Values is to “Assist learners to overcome barriers to education”. The Board feels strongly about this value and access is a priority.

5.2 Finance, Audit and Risk Review Committee (B. Cooke)

5.2.1 Tuition Recommendation 2011/12

A number of options have been presented in Attachment E. Option 3 (freeze on all courses 10% above the average) was adopted by the Finance, Audit and Risk Review Committee.

Motion: D. Manning/T. Styffe

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve a tuition freeze on all courses within programs more than 10% above the average of comparator institutions with a full allowable tuition increase for all remaining courses and fees as recommended by the Finance, Audit and Risk Review Committee”.

Full tuition increase would generate \$260,000 in revenue, this proposal will generate \$75,000 in revenue.

MOTION CARRIED
1 opposed

10 minute break
Guests left

5.2.2 2011/12 Okanagan College Budget

The budget will be presented in April.

B. Cooke left the conference call at 12:50 p.m.

5.3 Key Performance Indicators – Update (S. Koehle)¹

The Indicators were first presented in November 2008 in relation to the first Strategic Plan; an update was given in June 2010.

Highlights and comments included:

- #5 – National or College Survey on Student Engagement: 3 other BC institutions are using COSE as a survey instrument this year. The complete survey results will come to the Board later this year;
- Some points related to more than one indicator;
- Not all the KPIs are done all the time. Institutional Research is developing patterns and trends so measurables can be considered. The goal is to ensure accountability with each indicator. Some are institutional and some are unit specific;
- In the past the Board has discussed creating 10 for a dashboard. This has not been achieved yet, as only two years of data are available. This needs to be worked through so that it can be determined, over time, which indicators can be measured.

6. NEW BUSINESS/RESOLUTIONS

6.1 Education Council (R. Gee)

6.1.1 Program Approvals

The first motion was removed from the list of approvals as additional consultation is underway.

Motion: R. Gee/L. Rozniak

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Concentration in Communication, as recommended by Education Council and as presented here”.

MOTION CARRIED

Motion: R. Gee/M. Conlin

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the ARC/Info GIS Certificate, as recommended by Education Council and as presented here”.

MOTION CARRIED

Motion: R. Gee/J. Gabanowicz

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the BSN Program, Years 1 and 2, as recommended by Education Council and as presented here”.

This has been approved for funding, notification has been received

R. Huxtable arrived at 1:15 p.m.

¹ The Presentation will be posted on the My Okanagan Board website for members future reference.

MOTION CARRIED

Motion: R. Gee/D. Manning

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, Learner Centered Instructor Certificate, as recommended by Education Council and as presented here”.

This Certificate will not be mandatory for all faculty and instructors. The incentive is that some of the course work will grant credit in the provincial certification.

This Certificate needs to be approved by PSIPPS and will be offered through Continuing Studies.

MOTION CARRIED

Motion: R. Gee/P. Bourbeau

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve recommendation from the Curriculum Criteria and Calendar Standing Committee, as recommended by Education Council and as presented here”.

MOTION CARRIED

J. Gabanowicz and M. Conlin left at 1:33 p.m.

K. Butler arrived at 1:30 p.m.

6.1.2 Program Schedules

Motions: R. Gee/T. Styffe

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve ESL Program Schedule for 2011/2012, as recommended by Education Council and as presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve amended Academic Schedule for 2011/12, as recommended by Education Council and as presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve vocational program schedules, as recommended by Education Council and as presented here”

MOTIONS CARRIED

6.2 Policies

6.2.1 Naming Policy; Buildings, Facilities and Other Physical Assets (K. Butler)

The amendments to the Policy clarify the naming of facilities and buildings. A fee schedule has not been developed as this will be reviewed on a project by project basis. The following criteria will be used when considering naming opportunities: square footage of space; construction costs; visibility of space; fair market analysis. Guidelines will be developed as they relate to the whole institution.

Point 3.0 has been added. Some donations have been grandfathered due to previous commitments. These are dealt with differently as they are capital projects.

Motion: J. Hamilton/B. Hughes

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Naming Policy – Buildings, Facilities and Other Physical Assets as presented here”.

MOTION CARRIED

K. Butler left at 1:40 p.m.

6.2.2 Research Ethics Board Policy (R. Huxtable)

Okanagan College adopted the OUC policy and revisions were required. Working with the Canadian Research bodies R. Huxtable identified 20 areas that needed to be revised in the policy.

For clarification purposes the following was noted, research is not part of the mandate of colleges, but colleges can engage in research either as an applied research project or individual staff research projects. This policy addresses the standard research that colleges engage in.

R. Huxtable has participated in meetings with the intent of identifying the role colleges play in research; there is an important role for students in research; as part of the educational experience

Motion: P. Bourbeau/B. Hughes

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Research Ethics Board Policy as presented here”.

MOTION CARRIED

6.2.3 Conflict of Interest in Research Policy (R. Huxtable)

These revisions were recommended by the Canadian Research bodies as well.

These policies adopt model language and put the College in line with other institutions aligning with best practices.

Motion: Y. Pinder/D. Manning

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Conflict of Interest in Research Policy as presented here”.

MOTION CARRIED

Board members felt that the College should build a reputation of research and pursue various opportunities if the funding is available.

7 VERBAL REPORTS

7.1 Board Chair Report (L. Kayfish)

Nothing to report.

7.2 President’s Report (J. Hamilton)

Regional district in South Okanagan has passed a motion for \$300,000 donation over three year period for Centre of Excellence.

On March 31st the College will be filing our first Green House Gas Report under the provincial carbon neutral policy. This year the College has had to pay around \$55,000, however, more initiatives are underway to increase our efficiency.

8. INFORMATION ITEMS

8.1 February 2011 FTE Report (A. Coyle)

These numbers are estimates; actuals will be available in May.

Increased enrolment was noted.

Trades are down due to a timing issue. As well, ITA has reduced the budget by 5%. Numbers in Science, Technology and Health would have increased; however, LPN was not offered.

9. TOPICS FOR NEXT MEETING

10. OTHER BUSINESS

11. FOR THE GOOD OF THE INSTITUTION

Meetings with MLAs occurred on March 10th and 11th.

The Chair and J. Gabanowicz participated in the Campus to Campus Half Marathon.

M. Conlin and the Chair attended the student organized Business Banquet this year.

Upcoming events include: Pancake Breakfast in Penticton on April 6th; and April 20th members are invited to view students CoSc presentations. Contact R. Gee if you have questions.

T. Styffe and S. Nahal will be attending ACCC (Association of Canadian Community Colleges) this year in Edmonton.

The International students are running a campaign "Hope for Japan"; proceeds of T shirt sales will go to the Red Cross.

SIFE students continue to be successful in the competitions they engage in.

The President is hosting a Competition Excellence Awards dinner tomorrow night. Over 100 guests, students and coaches attend at which student successes are acknowledged.

12. DATE OF NEXT MEETING

April 26, 2011, Kelowna Campus

13. ADJOURNMENT

The meeting adjourned at 2:23 p.m.

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

**Tuesday, April 26, 2011, 2011, 8:45 a.m.
Room E309, Kelowna Campus**

Members Present: P. Bourbeau
M. Conlin
B. Cooke
J. Hamilton (President)
J. Gabanowicz
R. Gee
B. Hughes
L. Kayfish (Chair)
D. Manning
S. Nahal
Y. Pinder
L. Rozniak
T. Styffe

Regrets: L. Swite-Ghostkeeper

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Regrets: C. Athay, Student
C. McRobb, BCGEU Vocational
C. Athay, Student, Salmon Arm
J. Haynes, Student, Kelowna
T. Walters, OCFA
L. Graham, Admin. Association
C. Nelmes, Student

Guests: H. Stewart

There being a quorum present, the Chair called the meeting to order at 9:30 a.m.

1. APPROVAL OF AGENDA

Motion: Y. Pinder/R. Gee

"BE IT RESOLVED THAT the April 26, 2011, OC Board open session meeting agenda is approved".

MOTION CARRIED

2. DECLARATION OF CONFLICT

No conflicts were declared.

3. PRESENTATIONS/DELEGATIONS

3.1 2011/12 Okanagan College Budget (B. Eby)
a) Comments from Chair, Education Council (R. Gee)

Council appreciated the opportunity to review the budget and comment on it prior to Board approval. They support it.

Motion: B. Cooke/T. Styffe

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an operating budget of \$92,953,680 for 2011/12 as presented”.

MOTION CARRIED

3.2 ITA Training Plan (A. Hay)

This plan outlines the 5% cut in trades funding. To determine which programs are not offered the BC Deans of Trades look at programs on a ‘last in, first out’ basis. For Okanagan College this resulted in not offering Metal Fabricator (Foundational) and Commercial Transport Vehicle Mechanic (Apprenticeship).

BCIT no longer wants to offer the Aircraft Maintenance Engineering Program, so the College is looking a developing a MOU with them so those students would benefit from the program offered here.

Motion: J. Gabanowicz/T. Styffe

“BE IT RESOLVED that the Board of Governors approve the ITA Training Plan as presented”

In response to a question, 5% reduction equates to 13 less intakes (14-16 students in each). Capacity has been reduced in these programs this year, so it is not a large number of students who are being turned away.

MOTION CARRIED

3.3 Annual Programming Plan (A. Hay)

This is the programming the College plans to offer in the coming year.

Questions were raised with regard to the BSN program were answered. There are no plans to offer the full degree at the College at this time. And, for the first two years students pay the same tuition as they would pay at UBCO

With regard to the Sustainable Construction Program, only two months lead time is required to recruit students and prepare to offer it if money becomes available.

Motion: D. Manning/B. Cooke

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Annual Programming Plan for 2011/12 as presented”.

MOTION CARRIED

A comment was made that the format was very helpful this year for these two reports

3.4 Education Council (R. Gee)
3.4.1 Program Approvals

Motions: R. Gee/B. Cooke

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Human Service Work Diploma as recommended by Education Council and as presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Water Engineering Technology Diploma as recommended by Education Council and as presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Teaching English as a Second Language Certificate as recommended by Education Council and as presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Community Brain Injury Services Certificate as recommended by Education Council and as presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program Green Building Design and Construction Certificate as recommended by Education Council and as presented here”

MOTIONS CARRIED

4. ADJOURNMENT

The meeting adjourned at 10:00 a.m.

President's Report to the Okanagan College Board of Governors

May 2011

Engagement

- On March 30th, I hosted the Annual President's Dinner for Student Ambassadors. This year we recognized the achievements of 130 students and their advisors who had participated in various business competitions, the BC Skills competition, the World Environmental Summit (Germany), the National Youth Caucus (Ottawa), the Model United Nations (Vancouver), and our own Spaghetti Bridge competition.
- Okanagan College's International Student Services Assistant, Masami Kostiuk and the work of a group of international students at Okanagan College were recognized by Kelowna Mayor Sharon Shepherd with the Spirit of Kelowna award for their efforts to raise money and awareness about the issues facing the people of Japan. The group's initiative, Hope for Japan, included the development of a t-shirt and a volunteer campaign to raise funds for the Canadian Red Cross. The team sold more than 1,800 shirts and raised \$15,000 for the Canadian Red Cross.

Learning and Teaching

- I was fortunate to be able to attend the Honours Bachelor of Business Administration Research Project presentations at the Kelowna Ramada Inn recently. These presentations are the culmination of a 4th year business course in which students are required to work with local business, analyze the challenges they face and provide recommendations for solutions. I continue to be impressed by the quality of work done by our students.
- In late March, Okanagan College hosted the B.C. Business Simulation Competition. Okanagan College's two teams, a sophomore team and a senior team, each won top prizes in their categories.
- Okanagan College students competed successfully in a number of categories at BC Skills in Abbotsford in late April. Our Electronic Engineering Technology students took the top three awards in their division earning Jamie Maloway, who won gold, the opportunity to represent BC at the Skills Canada National Competition, which takes place in Quebec City in early June. We also dominated the podium in the Automotive Service Technician division with Russell Silvius, Jesse Gervais and Michael Collin winning gold, silver and bronze respectively. In Carpentry Jacyn Lowe won gold and Justin Bye took home bronze in Welding.
- Second-year Okanagan College Arts student Ryan Ennis's short story *Hole* came third in the 13th annual Okanagan Short Story Contest which included over 140 entries from across the Southern Interior.
- English instructor Melanie Murray took an Extended Study Leave in 2009 / 2010 to write a book about her nephew, Captain Jeff Francis who was killed in Afghanistan. Melanie recently celebrated the launch of that book, "*For Your Tomorrow: The Way of an Unlikely Soldier.*" Her book explores the forces that compelled Jeff, at age 30, to abandon his PhD studies to enlist in the Canadian military and to risk his life for the Afghanistan mission.
- I am delighted that Jane Lister will be joining the Okanagan College Leadership Team as the new Regional Dean for the North Okanagan.

- Communications professor Marc Arellano launched the DVD of his award-winning documentary, *Strange Fruit: A Changing Landscape in The Central Okanagan*. In an effort to raise awareness about the importance of local food production and educate a new generation of concerned citizens, all proceeds from the sale of the DVDs will go to the Ecole Glenmore Elementary Garden project, which promotes sustainability issues and curriculum innovation.

Student Transition

- In April, four Okanagan College RV Service Technician students were recognised by the industry and given awards for achievement in their program.
- On Saturday April 2, I was delighted to attend a graduation celebration for a group of our Aboriginal students.

Collaboration and Partnership

- Okanagan College and partners College of the Rockies and Selkirk College announced a new agreement that will allow students from the Kootenay institutions to transfer directly into the second year of Okanagan College's Diploma in Writing and Publishing. The initiative is part of the Southern Interior Writers' Project—a joint undertaking, which creates new and improved services for learners through the smooth transferability of writing courses between post-secondary institutions.
- Our 9th annual Okanagan College Half Marathon, 10k Run and Relay Race was held on March 27th and despite the snow almost 400 people participated.
- Okanagan College lost a dear friend on April 25th, with the passing of Rev. Albert Baldeo. In 2006 Okanagan College bestowed its top honour on Rev. Baldeo, naming him an Honorary Fellow of the institution, in recognition of his service to the community.

Sustainability

- The official opening of the Community Garden at the KLO Campus was held on May 11th.
- In April, TELUS announced a \$50,000 contribution to the Okanagan College Foundation to help support the Centre of Excellence.
- Penticton Trades students will be moving into the Centre of Excellence at the end of the month, out of leased premises off campus. The remainder of students will move into the building for the start of classes in September 2011.

**Report from R. Gee, Chair, Education Council
May 2011**

Since my last report, Education Council met on **May 3**.

Curriculum Criteria and Calendar standing committee

This committee is labouring to make the calendar as accurate, correct, and clear as possible. Recently it has been discussing the use of the word “formerly” in course descriptions of courses which have been renumbered. This committee proposed a motion to limit the use of “formerly” to ten years and to clarify the description to indicate that a student who took the course with the old number cannot take it with the new. This motion does not require Board approval.

Candidates for Graduation

Education Council approved the following candidates for graduation.

Program	# of students
Administrative Assistant Fundamentals Certificate (BCcampus ending 2011-03-31)	1
Culinary Arts Certificate (revised grade/make-up work completed 2011-03-04)	1
Office Assistant Certificate (All campuses ending 2011-03-31)	4
Recreational Vehicle Technician Certificate (Kelowna 2010-09-07 to 2011-03-25)	7
Welding Level C Certificate (Kelowna 2010-09-07 to 2011-03-25)	10
Total Candidates for Graduation	23

**Education Council
Submission for the Board
May 2011**

Education Council – May 3, 2011

The meeting featured seven program revisions and three new program proposals, along with many course changes.

For all Education Council approvals, not just the ones presented in my reports, Board members should visit http://www.okanagan.bc.ca/about/Education_Council/Items_Aproved.html.

Program Revision – Bachelor of Business Administration – Financial Service Specialty

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Bachelor of Business Administration Program – Financial Service Specialty, as recommended by Education Council and as presented here”.

Changes:

- Program name
- Program description
- Graduation requirements

Rationale:

The Financial Services Specialty was initially established for students who planned to enter the financial planning sector in the industry. At that time, most courses offered in this specialty were to satisfy the requirements by the CFP (Certified Financial Planner) designation. The Financial Services Specialty has been a great success and it has helped many graduates enter the financial industry, particularly the major banks.

In the past ten years, we have enhanced our upper-level course offerings in this specialty. BUAD 350 Capital Markets, BUAD 353 Derivative Securities and BUAD 450 Investment Management have been added to the curriculum. These courses are commonly categorized in the Finance Major / Concentration / Specialization at other business schools. The enrolment numbers in these courses have been steady. As a result, students have been able to pursue other professional designations such as the globally recognized CFA (Chartered Financial Analyst) charter and consequently to prepare themselves for their future careers in the investment and corporate finance sector.

The Business Administration diploma will continue to focus on the financial services sector. However, the BBA specialty is more focused on investment and corporate finance. Consequently, to be in line with other business schools, we propose to change the program name from “Financial Services Specialty” to “Finance Specialty”.

Program description:

Bachelor of Business Administration

This unique four-year degree program focuses on business in the Canadian and international context. Year one of the program provides a solid foundation in general business. In subsequent years, specializations are available in Accounting, Finance, Hospitality and Tourism Management, Human

Resources Management, Management, and Marketing. A General Studies specialization is also available to those who want to take elective courses from a variety of specialties. Business and non-business electives are also part of the program.

Graduation requirements:

Current:

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Students who wish to specialize in Financial Services must meet the specialty requirements listed below under Financial Services Specialty. Students who only meet the basic requirements will continue to earn a general studies BBA.

Current
Financial Services Specialty While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Financial Services.
Current: Required courses: BUAD 208 Canadian Income Tax I BUAD 235 Wealth Management and Estate Planning BUAD 251 Personal Financial Planning Plus five courses from the following list, of which at least 3 courses must be 300 level or higher: BUAD 234 Risk and Retirement Planning: Comprehensive Practices BUAD 250 Canadian Securities BUAD 296 Long-term Capital Management BUAD 350 Capital Markets BUAD 353 Derivative Securities BUAD 356 Contemporary Practices in Financial Planning BUAD 360 Canadian Financial Institutions BUAD 361 Selected Topics: Financial Services

[BUAD 450 Investment Management](#)

Proposed

Students must complete 120 credits and obtain a minimum graduating grade average of 60% to be eligible for a Bachelor of Business Administration degree.

Students who wish to specialize in Finance must meet the specialty requirements listed below under *Finance Specialty*. Students who only meet the basic requirements will continue to earn a general studies BBA.

Proposed

Finance Specialty

While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Finance.

Proposed:

Eight courses from the following:

[BUAD 208 Canadian Income Tax I](#)

[BUAD 234 Risk and Retirement Planning: Comprehensive Practices](#)

[BUAD 235 Wealth Management and Estate Planning](#)

[BUAD 250 Canadian Securities](#)

[BUAD 251 Personal Financial Planning](#)

[BUAD 296 Long-term Capital Management](#)

[BUAD 350 Capital Markets](#)

[BUAD 353 Derivative Securities](#)

[BUAD 356 Contemporary Practices in Financial Planning](#)

[BUAD 360 Canadian Financial Institutions](#)

[BUAD 361 Selected Topics:](#)

[BUAD 369 Canadian Income Tax II](#)

[BUAD 450 Investment Management](#)

Program outline table:

Current	Proposed
<p>Financial Services Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Financial Services.</p>	<p>Finance Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Finance.</p>
<p>Current:</p> <p>Required courses:</p> <p>BUAD 208 Canadian Income Tax I</p> <p>BUAD 235 Wealth Management and Estate Planning</p> <p>BUAD 251 Personal Financial Planning</p> <p>Plus five courses from the following list, of which at least 3 courses must be 300 level or higher:</p> <p>BUAD 234 Risk and Retirement Planning: Comprehensive Practices</p> <p>BUAD 250 Canadian Securities</p> <p>BUAD 296 Long-term Capital Management</p> <p>BUAD 350 Capital Markets</p> <p>BUAD 353 Derivative Securities</p> <p>BUAD 356 Contemporary Practices in Financial Planning</p> <p>BUAD 360 Canadian Financial Institutions</p> <p>BUAD 361 Selected Topics: Financial Services</p> <p>BUAD 450 Investment Management</p>	<p>Proposed:</p> <p>Eight courses from the following:</p> <p>BUAD 208 Canadian Income Tax I</p> <p>BUAD 234 Risk and Retirement Planning: Comprehensive Practices</p> <p>BUAD 235 Wealth Management and Estate Planning</p> <p>BUAD 250 Canadian Securities</p> <p>BUAD 251 Personal Financial Planning</p> <p>BUAD 296 Long-term Capital Management</p> <p>BUAD 350 Capital Markets</p> <p>BUAD 353 Derivative Securities</p> <p>BUAD 356 Contemporary Practices in Financial Planning</p> <p>BUAD 360 Canadian Financial Institutions</p> <p>BUAD 361 Selected Topics: Financial Services</p> <p>BUAD 369 Canadian Income Tax II</p> <p>BUAD 450 Investment Management</p>

Proposed date of implementation: September 2011

Program Revision – Business Studies Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Business Studies Certificate Program, as recommended by Education Council and as presented here”.

Changes:

- Admission Requirements

Rationale:

The English admission requirement for all Business programs is higher than the Arts and Science requirement. Students who really want Business are being admitted to other programs (Arts especially) to circumvent the Business requirements. The proposed change is to bring Business admission requirements in line with others in the institution. Note: the change does not apply to the BBA.

Admission requirements:

Current

A minimum grade of 70% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level five on the Language Proficiency Index (LPI).

Proposed

A minimum grade of 60% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level four on the Language Proficiency Index (LPI).

Proposed date of implementation: September 2011

Program Revision – Business Administration Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Business Administration Certificate Program, as recommended by Education Council and as presented here”.

Changes:

- Admission Requirements

Rationale:

The English admission requirement for all Business programs is higher than the Arts and Science requirement. Students who really want Business are being admitted to other programs (Arts especially) to circumvent the Business requirements. The proposed change is to bring Business admission requirements in line with others in the institution. Note: the change does not apply to the BBA.

Admission requirements:

Current

A minimum grade of 70% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level five on the Language Proficiency Index (LPI).

Proposed

A minimum grade of 60% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level four on the Language Proficiency Index (LPI).

Proposed date of implementation: September 2011

Program Revision – Business Administration Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Business Administration Diploma Program, as recommended by Education Council and as presented here”.

Rationale:

The English admission requirement for all Business programs is higher than the Arts and Science requirement. Students who really want Business are being admitted to other programs (Arts especially) to circumvent the Business requirements. The proposed change is to bring Business admission requirements in line with others in the institution. Note: the change does not apply to the BBA.

Admission requirements:

Current

A minimum grade of 70% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level five on the Language Proficiency Index (LPI).

Proposed

A minimum grade of 60% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level four on the Language Proficiency Index (LPI).

Proposed date of implementation: September 2011

Program Revision – Commercial Aviation Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Commercial Aviation Diploma Program, as recommended by Education Council and as presented here”.

Changes:

- Admission Requirements

Rationale:

The English admission requirement for all Business programs is higher than the Arts and Science requirement. Students who really want Business are being admitted to other programs (Arts especially) to circumvent the Business requirements. The proposed change is to bring Business admission requirements in line with others in the institution. Note: the change does not apply to the BBA.

Admission requirements:

Current

A minimum grade of 70% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level five on the Language Proficiency Index (LPI).

Proposed

A minimum grade of 60% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level four on the Language Proficiency Index (LPI).

Proposed date of implementation: September 2011

Program Revision – Culinary Arts Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Culinary Arts Diploma Program, as recommended by Education Council and as presented here”.

Changes:

- Admission Requirements

Rationale:

The English admission requirement for all Business programs is higher than the Arts and Science requirement. Students who really want Business are being admitted to other programs (Arts especially) to circumvent the Business requirements. The proposed change is to bring Business admission requirements in line with others in the institution. Note: the change does not apply to the BBA.

Admission requirements:

Current

A minimum grade of 70% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level five on the Language Proficiency Index (LPI).

Proposed

A minimum grade of 60% in either English 12 or Technical and Professional Communications 12, or an equivalent Provincial Level Adult Basic Education English course (Communications 12 is not acceptable), or a minimum score of level four on the Language Proficiency Index (LPI).

Proposed date of implementation: September 2011

Program Revision – Pharmacy Technician Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Pharmacy Technician Certificate Program, as recommended by Education Council and as presented here”.

This is a Continuing Studies certificate.

Changes:

- Program Description
- Admission Requirements
- Course Descriptions: PHARM 14 and PHARM 15

Rationale:

1. Updated program description to include information about the requirement to have a lab coat or nurse's uniform for the labs and practicum, and to advise that travel may be required for the practicum placements.
2. Math admission requirement updated to replace the Pharm Tech Math Competency Exam with the Math 12 Competency Exam.
3. The Canadian Council for Accreditation of Pharmacy Programs has advised the following:
 - that OC add English language proficiency testing following the criteria set by the College of Pharmacists of BC. (for applicants whose first language is not English).
 - that OC remove the following statement from PHARM 14 & 15, “Part of the practicum may be waived by the Program Administrator based on previous experience.”

Program description:

Current

The Pharmacy Technician Certificate program is a 940-hour program which prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.

Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, record keeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communication skills and the law as it applies to pharmacies, and the legal relationship between a pharmacist and technician.

The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum.

Proposed

The Pharmacy Technician Certificate program is a 940-hour program which prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.

Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, record keeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communication skills and the law as it applies to pharmacies, and the legal relationship between a pharmacist and technician.

The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum. Students are required to have a lab coat or nurse's uniform for the labs and practicum. Please note that practicum placements may be anywhere in BC, so travel may be required.

Course descriptions

PHARM 14 and PHARM 15

Remove from both courses: "Part of the practicum may be waived by the Program Administrator based on previous experience."

Admission requirements:

Current

- BC secondary school graduation, or equivalent, or be currently enrolled in Grade 12, or 19 years of age and out of secondary school for one year as of the first day of classes
- A minimum grade of 60% in Biology 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent Provincial Level ABE Biology course, or a passing grade of 60% on the Pharmacy Technician Biology Competency Test.
- A minimum grade of 60% in English 12, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- Students graduating from secondary school in or prior to 2012: A minimum grade of 60% in Principles of Mathematics 12 or an equivalent Provincial Level ABE Mathematics course. If this course has not been successfully completed within the last seven (7) years, the applicant must pass the Pharmacy Technician Mathematics Competency Test.
Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course. Applicants who have not satisfied either of these requirements within the last seven (7) years may write the Okanagan College Pharmacy Technician Mathematics Competency Test and must receive a minimum of 50%.
- Minimum keyboarding speed of 35 words per minute
- Applicants must complete a criminal record check no more than three months before their date of admission. The form will be mailed to the applicants by Continuing Studies in Kelowna. Applicants with a criminal record who are seeking a pardon are advised that this can be a lengthy process; they should initiate the criminal record check procedure at their local RCMP detachment six months prior to date of

admission. Prospective students who have been convicted of a criminal offence may be denied admission.

Proposed

- BC secondary school graduation, or equivalent, or be currently enrolled in Grade 12, or 19 years of age and out of secondary school for one year as of the first day of classes
- A minimum grade of 60% in Biology 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent Provincial Level ABE Biology course, or a passing grade of 60% on the Pharmacy Technician Biology Competency Test.
- For applicants whose first language is English: A minimum grade of 60% in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- For applicants whose first language is not English: A TOEFL score of at least 91 (Internet-based), or an overall band score of 6.5 on the academic version of IELTS.
- Students graduating from secondary school in or prior to 2012: A minimum grade of 60% in Principles of Mathematics 12 or an equivalent Provincial Level ABE Mathematics course. Applicants who have not satisfied this requirement within the last seven (7) years may write the Okanagan College Math 12 competency exam (minimum grade of 60% required).

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 12, Foundations of Mathematics Grade 12, or Apprenticeship and Workplace Mathematics Grade 12, or the equivalent Provincial Level Adult Basic Education mathematics course. Applicants who have not satisfied this requirement within the last seven (7) years may write the Okanagan College Math 12 competency exam (minimum grade of 60% required).

- Minimum keyboarding speed of 35 net words per minute
- Applicants must complete a criminal record check no more than three months before their date of admission. The form will be mailed to the applicants by Continuing Studies in Kelowna. Applicants with a criminal record who are seeking a pardon are advised that this can be a lengthy process; they should initiate the criminal record check procedure at their local RCMP detachment six months prior to date of admission. Prospective students who have been convicted of a criminal offence may be denied admission.

Proposed date of implementation: June 2011

New Program – Aircraft Maintenance Engineer Category “S”

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, Aircraft Maintenance Engineer Category “S”, as recommended by Education Council and as presented here”.

Rationale:

Aircraft Structures Technicians are responsible for the assessment, planning and implementation of aircraft structural fabrication and repairs. Structures Technicians are an integral part of repair teams including Maintenance Technicians, Avionics Technicians and Professional Engineers. The majority of

Aircraft Structures Technicians are employed by major airlines and large repair and overhaul organizations, as well as specialty repair and avionics installation shops, which are generally located around airports. Locally in the Okanagan Valley industries like Flightcraft at the Kelowna International Airport have a large demand for Aircraft Structures Technicians and expect to hire up to eight new technicians annually.

"BC Work Futures for Trade and Technical Occupations" reports that faster than average employment growth is expected in this sector over the next ten years. In addition, a higher than average number of current workers in this occupation is expected to retire and will need to be replaced. The Armed Forces are also competing to recruit skilled workers in this area. Air transportation is projected to grow and the demand for aircraft mechanics and inspectors to carry out repair and maintenance work is expected to remain high.

Program description:

The program consists of 37 weeks of full-time studies. Approximately 50 per cent of the day is spent on theory discussions in a classroom setting, followed by hands-on practical training in the shops located in OC's Aerospace Campus at Kelowna International Airport. The program follows a national/international set of standards and is approved by Transport Canada and the Canadian Council for Aviation and Aerospace. Upon successful completion, the graduate will receive an Okanagan College certificate. Transport Canada also grants graduates of this program ten months experience credit towards the 36 month experience requirement. Upon completion of the required total work experience and successful completion of a regulatory exam you will qualify for a Transport Canada AME "S" Licence.

Admission Requirements

- B.C secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- A passing grade in the ABLE assessment in Reading Comprehension and Number Operations. A minimum grade of 77% is required for Reading Comprehension; 63% is required for Number Operations.

The following courses are recommended for success:

- Drafting
- Any Mechanics 11, or Physics 11
- [English 12, or Communications 12, or a min. grade of 24 out of 40 \(level 4\) on the English Language Proficiency Index](#)
- [Any Math 11](#)

Good colour vision and an interest in mechanics are recommended

Graduation requirements

A minimum grade of 70% is required in every course to complete the program.

Attendance:

The attendance policy for the Aircraft Maintenance Engineer Category 'S' (Structures) program differs from other OC programs and is regulated by Transport Canada and/or the Canadian Council for Aviation and Aerospace.

Canadian Aviation Regulation 566 states:

(A) students having missed more than 5 percent of the course through absences, shall not qualify for experience credit from a basic training course;

(C) a student may make up the lost time which is in excess of 5 percent through documented supplementary studies, equivalent to that missed from the original program to qualify for experience credit.

Program outline

Term 1 (16 weeks)		
Proposed Course #	Course Name	Proposed Hours
AMES 100	Introduction to Aviation Structures	150
AMES 101	Metal A/C Construction 1	180
AMES 102	Metal A/C Construction 2	150
Term 2 (16 weeks)		
AMES 200	Special Processes / Practices	150
AMES 201	Composite Fabrication / Repair	180
AMES 202	Damage Assessment / Repair 1	150
Term 3 (5 weeks)		
AMES 300	Damage Assessment / Repair 2	150
Total		1110 hrs 37 wks.

New Program – International Development Diploma
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Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, International Development Diploma, subject to approval by the Post-Secondary Institution Proposal System (PSIPS), as recommended by Education Council and as presented here”.

Program description:

The International Development Diploma is designed for students who are interested in working with organizations involved in development projects across the globe. The program provides students with an

opportunity to engage with current global issues such as poverty; environmental degradation; racial and gender discrimination; corruption and lack of economic and financial transparency; and political deficiency. Upon successful completion of this program, students will acquire a multidisciplinary understanding of the current issues in international development and learn to apply appropriate techniques to analyze the issues and problems of development in the global context.

The diploma has two options:

I. **International Development Governance.** In this option, students will have a choice of further emphases in:

- a. Women and Development;
- b. Environment and Development;

II. **International Development Management,** a joint Diploma Program between Arts and Business.

All Arts courses in this Diploma program have university studies credits, providing students with the option of further study in either international development or other related disciplines. Business courses are transferred on a course-by-course basis.

The International Development Management option will have a pathway to the BBA at Okanagan College.

Students should refer to the most recent BC transfer guide at <http://www.bctransferguide.ca/>

Admission requirements:

Students enrol in one option in the Diploma in International Development:

- I. Governance option or
- II. Management option.

Regular Applicants: A regular applicant will have secondary school graduation (or equivalent) or will complete the requirements for senior secondary graduation (or its equivalent) not less than one month prior to commencement of classes for the semester to which admission is sought - either fall or winter. The following minimum entrance requirements will apply to regular applicants:

- B.C. secondary graduation, or equivalent.

English Entrance Requirement: Minimum grade of 60% in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.

Students with a passing grade of less than 60% in English 12 or TPC 12 will be admissible to the first year of the Associate of Arts Degree, subject to the following conditions:

1. Registration is restricted to courses for which the student satisfies the prerequisites.
Registration in first-year English courses is, therefore, prohibited.
2. Successful completion of the English entrance requirements within the first year of studies.
This may be done in one of the following ways:

- Successful completion of English 12 or TPC 12 or an equivalent course with a minimum grade of 60%. This may be done concurrently through the College's Adult Basic Education Program or by completing an equivalent course through a distance education program.
- Writing the LPI and obtaining a score of at least 24/40 (level 4).

Mature Applicants: A mature applicant will be at least 19 years of age and will not have attended secondary school on a full-time basis for a minimum period of one year.

Secondary graduation is waived for mature applicants. The English entrance requirements, as stated above, must be satisfied prior to admission. Admission may be granted on the condition that the entrance requirements will be completed prior to the commencement of classes for the semester to which admission is sought - either fall or winter

Graduation requirements:

Graduation with the International Development Diploma will require the completion of 60 prescribed compulsory and elective credits as outlined below.

I. Required Courses for Diploma in International Development (All Options)

- BUAD 201: Conflict Resolution and Negotiation
- ECON 115: Microeconomics
- ECON 125: Macroeconomics
- ECON 261: Economics of Developing Countries
- POLI 101: Introduction to Politics
- POLI 220: The Politics of Human Rights
- POLI 221: Global Politics
- POLI 222: Global Political Economy

II. Other required and elective courses for International Development Governance option:

a) All of the following

ANTH 121: Introduction to Cultural Anthropology
HIST 115: Contemporary World from 1900 to WWII
HIST 125: Contemporary World from WWII to the Present

b) POLI and ECON Electives

One from the following

ECON 210: Women and the Economy (*WMST 211*)

ECON 260: Poverty and Inequality

ECON 271: Environmental and Natural Resource Economics

One from the following

POLI 202: Women and Politics (*WMST 202*)

POLI 211: Comparative Government
POLI 240: Contemporary Political Ideologies

c) Arts Electives

Five from the following

ANTH 180: Communicating Across Cultures
ANTH 213: Women in Cross-cultural Perspective (WMST 213)
ANTH 245: Culture and the Environment
CMNS 100: Introduction to Communications
CMNS 230: Communications and Culture
GEOG 129: Human Geography: Resources, Development and Society
ENGL 222: Studies in International Literature in English
HIST 241: Late Imperial China,
HIST 250: Post-Independence Latin American History
HIST 251: The Chinese Republics,
HIST 261: Modern Japan
PHIL 241: Contemporary Moral Issues
PHIL 251: Environmental Ethics
PSYC 121: Introduction to Psychology: Personal Functioning
SOC 101: Introduction to Sociology
SOC 121: Introduction to Sociology
SOC 202: Introduction to Social Problems
WMST100: Introduction to Women Studies

d) English Electives

Two from the following

ENGL 100: University Writing
ENGL 150: Critical Writing and Reading: Poetry and Drama
ENGL 151: Critical Writing and Reading: Short Fiction and the Novel
ENGL 153: Critical Writing and Reading: Narrative
ENGL 199:*Arts Studies in English

**Students with credit for ENGL 100 may not take ENGL 199 for further credit. (Students planning to transfer to UBC Vancouver are advised to complete ENGL 199.)*

i) Emphasis in Women and Development

Students must choose their ARTS electives from the following courses to gain the emphasis in Women and Development:

Five from the following

ANTH 213(WMST 213): Women in Cross-cultural Perspective
ECON 210 (WMST 211): Women and the Economy
POLI 202 (WMST 202): Women and Politics
WMST100: Introduction to Women Studies
WMST 215: Women and Popular Culture
WMST 222: Eco-feminism

ii) Emphasis in Environment and Development

Students must choose their ARTS electives from the following courses to gain the emphasis in Environment and Development:

Five from the following

ANTH 245: Culture and the Environment
ANTH 260 Ethnobotany
ECON 271: Environmental and Natural Resource Economics
EESC 101: Environmental Science
GEOG 129: Human Geography: Resources, Development and Society
PHIL 251: Environmental Ethics

III. Other required and elective courses for International Development Management option

a) All of the following

BUAD 111: Financial Accounting
BUAD 116: Marketing
BUAD 123: Management Principles
BUAD 128: Computer Applications
BUAD 195: Financial Management
BUAD 209: Business Law

- BUAD 262: Organizational Behavior
BUAD 269: Human Resources Management

b) Political Science and Economics electives

One from the following

- ECON 205: Managerial Economics
ECON 210: Women and the Economy (*WMST 211*)
ECON 260: Poverty and Inequality
ECON 271: Environmental and Natural Resource Economics

One from the following

- POLI 202: Women and Politics (*WMST 202*)
POLI 240: Contemporary Political Ideologies
POLI 211: Comparative Government
POLI 210: Canada and the United States

Plus

- CMNS 112 Business Communication I**
CMNS 122 Business Communication II**

***With permission of the Business Administration department other CMNS or ENGL courses may be substituted.*

Acceptable ENGL courses are two of the following

- ENGL 100: University Writing
ENGL 150: Critical Writing and Reading: Poetry and Drama
ENGL 151: Critical Writing and Reading: Short Fiction and the Novel
ENGL 153: Critical Writing and Reading: Narrative
ENGL 199:* Arts Studies in English

Program outline:

See graduation requirements.

New Program – Applied Ecology and Conservation Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, Applied Ecology and Conservation Diploma, subject to approval by the Post-Secondary Institution Proposal System (PSIPS), as recommended by Education Council and as presented here”.

Program description:

The Applied Ecology and Conservation (AEC) program provides students with the employment skills needed for work as conservation field technicians. The program is based on a core of university studies courses that allow students the option of exiting with a Certificate after completion of one year, continuing to the two-year Diploma or transferring into a Bachelor of Technology or Bachelor degree program in Biology, Environmental Science, and Geography at other post-secondary institutions in British Columbia and elsewhere.

The Applied Ecology and Conservation program is unique in providing students with an understanding of both western science and First Nation ecological knowledge systems. Both knowledge systems are integral components of conservation research and regulation. Instruction is provided by both Okanagan College and the Okanagan Nation Indigenous educational institution, the En'owkin Centre. The En'owkin Centre provides expertise for the Traditional and Aboriginal Ecological Knowledge (TEK and ATK) components of the program. Skills are applicable to a variety of ecosystems. Field experiences are taught within the context of one of the most threatened ecosystems in Canada, the south Okanagan, an area with the highest biodiversity and the most species at risk in Canada.

The program provides a solid foundation of conservation and best-practices protocols common to field studies. Students learn principles and theories of biology, applied ecology, conservation, geology, geography, TEK and ATK for a variety of ecosystems. The program covers plant and animal species identification, sampling, data processing and interpretation, safe and environmentally sound field practices, effective report and technical writing, public presentation skills and familiarity with Canada's Species At Risk Act (SARA). Graduates of the AEC program will be prepared for field technician jobs in environmental assessment, forestry, fisheries, mining, and petrochemical fields with First Nations agencies, industry, and non-governmental organizations. Graduates may also choose to continue their academic studies by transferring to programs other post-secondary institutions.

Certificate: The one-year Certificate requires successful completion of 30 credits of courses taken during the September through April semesters plus summer field courses.

Diploma: The two-year Diploma requires successful completion of 60 credits of courses. The Diploma coursework is taken over two years during the September through April semesters plus summer field courses in year one.

Part-time study: Students may also choose to pursue part-time studies and complete the program over a longer period of time.

Following approval and implementation of the program Okanagan College will seek industry accreditation for AEC certificate graduates from the Canadian Council of Technicians and Technologists (CCTT). Additionally, Diploma students may apply, upon completion of their Diploma, to gain the following two credentials: EPts (Environmental Professionals-in-training) from ECO Canada and R.B. Tech. (Registered Biology Technologist in Training) from the College of Applied Biology of British Columbia.

External agencies may require students to complete additional written examinations and/or practical competency evaluations and pay additional fees.

Admission requirements:

- B.C. secondary graduation, or equivalent, or 19 years of age and out of secondary school for one year prior to the first day of classes.
- **English Entrance Requirement:**
 - A minimum grade of 60% in one of English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course, or an equivalent course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
 - Students who do not satisfy the English entrance requirement will be admissible to the Applied Ecology and Conservation program, subject to the following condition:
 - Registration is restricted to courses for which the student satisfies the prerequisites. Registration in first-year English courses is, therefore, prohibited.
- **Mathematics Entrance Requirement**
 - *Students graduating from secondary school in or prior to 2012:* Applications of Mathematics 11, Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education Mathematics course, or an equivalent course.
 - *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* Foundations of Mathematics Grade 11, Pre-Calculus Grade 11, or an equivalent Advanced Level Adult Basic Education Mathematics course, or an equivalent course.
 - *Note that students wishing to proceed beyond the diploma to a degree may need additional mathematics to transfer to the degree program. Students must check with the institution where they plan to continue their study for complete details.*
 - Students who do not satisfy the Mathematics entrance requirement will be admissible to the Applied Ecology and Conservation program, subject to the following condition:
 - Students must satisfy the Mathematics entrance requirement within one year of starting the program.

Graduation requirements:

The Applied Ecology and Conservation Certificate is granted upon completion of ECCO 150, BIOL 150, ECCO 151, BIOL 151, EESC 111, ECCO 152, BIOL 152, BIOL 153, GEOG 210 and two of ENGL 100, ENGL 150, ENGL 151, ENGL 153 with a minimum grade average of 50 percent.

The **Applied Ecology and Conservation Diploma** is granted upon completion of the sixty (60) credits in the program outline.

Program outline:

Semester 0 or 3 (May - June) (OFFERED IN ALTERNATE YEARS - 3 week field course unit)

ECCO 150 Traditional Ecological Knowledge of the Okanagan

BIOL 150 Natural History of the Okanagan

Semester 1 (September - December)

ECCO 151 Aboriginal Traditional Knowledge and Conservation

BIOL 151 Introduction to Applied Ecology and Conservation

EESC 111 Earth and Environmental Science

Three (3) One of:

ENGL 100 University Writing

ENGL 150 Critical Writing and Reading: Poetry and Drama

ENGL 151 Critical Writing and Reading: Short Fiction and the Novel

ENGL 153 Critical Writing and Reading: Narrative

Semester 2 (January - April)

ECCO 152 Methodologies and Applications of Traditional Ecological Knowledge

BIOL 152 Zoological Diversity of British Columbia

BIOL 153 Botanical Diversity of British Columbia

GEOG 210 Introduction to Environmental Issues

Three (3) different ,One of, not already taken:

ENGL 100 University Writing

ENGL 150 Critical Writing and Reading: Poetry and Drama

ENGL 151 Critical Writing and Reading: Short Fiction and the Novel

ENGL 153 Critical Writing and Reading: Narrative

Semester 0 or 3 (May - June) (OFFERED IN ALTERNATE YEARS - 3 week field course unit)

ECCO 150 Traditional Ecological Knowledge of the Okanagan

BIOL 150 Natural History of the Okanagan

Semester 4 (September - December)

ECCO 280 Indigenous Approaches to Knowledge

BIOL 280 History of Biological Thought

BIOL 281 Environmental Law, Policy, and Planning

GEOG 270 Geographic Data Analysis

BIOL 203 Introduction to Ecology

Semester 5 (January - April)

ECCO 281 Working in First Nations Communities

BIOL 283 Conservation Biology

BUAD 100 Introduction to Business

GEOG 272 Cartography and Remote Sensing

One (1) of:

ECCO 282 Selected Topics in Aboriginal Traditional Knowledge Science

BIOL 282 Selected Topics in Biology

Program Outline

As a means of satisfying all the prescribed graduation requirements for the Applied Ecology and Conservation Certificate and Diploma, students must take the all the prescribed courses with one course selection in the second year (diploma) of the program (**ECCO 280 or BIOL 282**).

All students will register for courses individually and should consider consulting with an educational advisor or program faculty if they have any questions. Students will find that not all receiving institutions require the recommended courses as outlined. Students designing their own program of study are advised that the summer courses (BIOL and ECCO 150) will be offered in alternate years.



Submission of Information from Senior Staff to the Board of Governors Finance, Audit and Risk Review Committee

Report Title:	Safe Disclosure (Whistleblower) Policy
Date:	May 10, 2011
Background Information: Information could include: <ul style="list-style-type: none">• Purpose• History• Other relevant information	Attached is the Safe Disclosure (Whistleblower) Policy for review and approval by the Board. The Policy was developed by Donna Olson, Director of Legal Affairs and Policy Development and has had an extensive review by the OC Executive and the Leadership Team
Action Required: <ul style="list-style-type: none">• For consultation• For information• For approval (including resolution)	<i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Safe Disclosure (Whistleblower) Policy, as recommended by the Finance, Audit and Risk Review Committee”</i>
Comments from the President:	Submission recommended.
Report prepared and supported by:	Donna Olson, Bob Eby



Title	Safe Disclosure (Whistleblower) Policy
Policy Area	Operations/Finance
Policy Number <i>(to be assigned by Information Services)</i>	E.1.13
See also <i>(related policies)</i>	Board of Governors - Bylaws Code of Ethical Practices For Employees Student Non-Academic Misconduct Policy Harassment and Discrimination Policy Violent and Threatening Behaviour Policy Collective Agreements Employment Policies

Effective Date of Policy:	
Approval Date:	
Applies to:	Board of Governors, Employees
Approving Body:	Board of Governors
Supersedes/New:	New
Authority	<i>College and Institute Act Freedom of Information and Protection of Privacy Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Office of the Vice President, Finance and Administration	Vice President, Finance and Administration

Policy Statement

- 1.0 The purpose of this Policy is to provide a process by which employees may raise concerns about potential or suspected wrongdoing that would not otherwise come to light.
- 1.1 Okanagan College expects all employees to report potential or suspected wrongdoing using the reporting procedures set out in this Policy.

- 1.2 Reports under this Policy must be made in good faith and be based on reasonable grounds.
- 1.3 This Policy prohibits any retaliation or adverse employment consequences against any employee who makes a good faith report. Any employee who experiences such retaliation or adverse employment consequences should promptly inform one of the Vice Presidents or the Director, Legal Affairs and Policy Development.

Policy Details

2.0 Scope of Policy

- 2.1 This Policy applies to all employees and Board of Governors members.
- 2.2 This Policy contains defined terms and must be read in conjunction with those definitions.

Policy Definitions

3.0 Definitions

For the purpose of this Policy:

- 3.1 "Wrongdoing" means
 - a) unlawful or fraudulent activities, including accounting irregularities, suspicious financial activity, corruption, fraud, theft of College funds, property or assets; misuse of public funds or resources; or
 - b) conduct or practices that present a danger to the well-being, health or safety of employees, students or third parties, or a danger to the environment.
- 3.2 "Employee" means all employees and Board of Governors members of Okanagan College.

Procedures

4.0 Reporting

- 4.1 The report of a concern can be raised anonymously, or formally, verbally or in writing.
 - 4.1.1 Anonymous Reporting
 - (a) An employee may choose to make an anonymous report of wrongdoing by contacting Grant Thornton C.A.R.E. (*Confidential Anonymous Reporting for Employees*) at **1-888-747-7171** or **www.grantthorntoncare.ca**. Grant Thornton will refer the matter to two Vice Presidents for review and investigation.

- (b) The anonymity of the person reporting the concern will be maintained through procedures implemented by Grant Thornton.
- (c) It may not be possible for the College to conduct a complete investigation of an anonymous report. Anonymous allegations will be acted upon only if the evidence collected indicates that the report can be properly investigated.

4.1.2 Formal Reporting (*Verbally or in Writing*)

4.1.2.1 Employees are encouraged to raise their concerns to one of the following:

- (a) The employee's designated Supervisor or the appropriate member of Leadership Team, or if there is a conflict of interest, the next highest level of authority. That person must immediately convey the report to the Vice President in his or her area;
- (b) Vice President, Finance and Administration;
- (c) Vice President, Education; or
- (d) Director, Legal Affairs and Policy Development.

Contact Information:

Vice President, Finance and Administration

Telephone number: 250-762-5445, Ext. 4365

Email: reby@okanagan.bc.ca

Vice President, Education

Telephone number: 250-762-5445, Ext. 4317

Email: ahay@okanagan.bc.ca

Director, Legal Affairs and Policy Development

Telephone number: 250-862-5489

Email: dolson@okanagan.bc.ca

- 4.2 Reports made under this Policy should be made in a timely manner. In most cases, the earlier a matter is raised, the more likely the investigation can be conducted effectively.
- 4.3 Employees are encouraged to provide factual information to substantiate the report and to share any evidence supporting their allegations.

5.0 **Investigation**

5.1 In determining whether to pursue the investigation of an anonymous report, the two Vice Presidents will consider the following factors:

- (a) the seriousness of the allegation;
- (b) the credibility of the allegation; and

- (c) the likelihood of confirming the allegation from an independent or reliable source.
- 5.2 In determining whether to pursue the investigation of a formal report, the two Vice Presidents will consider the following factors:
 - (a) the alleged wrongdoing is one that would be more appropriately dealt with under another policy;
 - (b) the alleged wrongdoing is frivolous, vexatious, or made in bad faith;
 - (c) the allegations do not have sufficient information to undertake an investigation; and
 - (d) another valid reason exists for not proceeding with an investigation.
- 5.3 The two Vice Presidents will determine if the matter will be referred to the RCMP, external investigator or investigated by management.
- 5.4 Reports made under this Policy will be handled promptly.
- 5.5 All employees of the College have a duty to cooperate with an investigation initiated under this Policy.
- 5.6 Consistent with applicable employment policies or collective agreements, an employee may be placed on general leave with pay, when it is determined by the College that such leave would serve the best interests of the employee, the College or both. Such a leave is not to be interpreted as an accusation or a conclusion of guilt or innocence of any individual including the person on leave.

6.0 **Confidentiality**

- 6.1 Formal reports will be kept confidential to the extent possible consistent with the need to conduct an adequate investigation. Whether or not an employee's identity can be fully protected will depend on the nature of the allegations.
- 6.2 Subject to paragraph 6.1, the College will make all reasonable efforts to maintain the confidentiality of the individual making a formal report.
- 6.3 All employees interviewed as part of an investigation under this Policy are expected to treat the matter confidentially and refrain from discussing it in the workplace or elsewhere.
- 6.4 Content of an investigation will be kept confidential to the extent authorized or required by law. Information sharing will be limited to those who have a clear need to know.

7.0 **Disciplinary Offences**

- 7.1 An employee who retaliates against someone for making a good faith report under this Policy may be subject to discipline up to and including termination of employment in accordance with the College's policies and collective agreements.

- 7.2 An employee who makes a report in good faith will not be subject to disciplinary action, regardless of whether the allegations are ultimately substantiated or not.
- 7.3 A report under this Policy is a serious matter. Intentional misuse of this Policy and/or making allegations that are frivolous, vexatious or in bad faith may be cause for disciplinary action up to and including termination of employment in accordance with the College's policies and collective agreements.
- 7.4 An employee found to have participated in wrongdoing will be subject to disciplinary action, which may include termination of employment in accordance with College policies and collective agreements.

8.0 **Compliance**

- 8.1 The Office of the Vice President, Finance and Administration is responsible for monitoring compliance with this Policy and ensuring that there are no conflicts of interest on the part of any party involved in an investigation. If there is a conflict with the Vice President, Finance and Administration, compliance will be assumed by another Vice President.

9.0 **Coordination with Other Policies**

- 9.1 If a matter reported under this Policy is covered under another policy or collective agreement, the procedures under that other policy or collective agreement will be followed. The reporting process and protection against retaliation under this Policy will continue to apply if the matter is covered under another policy.