



**BOARD OF GOVERNORS  
REGULAR MEETING  
September 29, 2009; 10:00 a.m.  
D348, Vernon Campus**

**AGENDA  
OPEN SESSION**

	Attachment	Approximate Time
<b>1 APPROVAL OF AGENDA</b> <u>Recommended Motion</u> <b><i>“BE IT RESOLVED THAT the September 29, 2009, OC Board open session meeting agenda is approved”.</i></b>		10:00 a.m.
<b>2. WELCOME NEW MEMBER and SIGN CODE OF CONDUCT</b>		10:02 a.m.
<b>3 DECLARATION OF CONFLICT</b>		10:05 a.m.
<b>4 CONSENT AGENDA</b> <u>Recommended Motion</u> <b><i>“BE IT RESOLVED THAT the Consent Agenda be approved as presented”.</i></b>	A	
<b>4.1 MINUTES – June 23, 2009</b>	B	
<b>4.2 WRITTEN REPORTS</b>		
4.2.1 President’s Report (J. Hamilton)	C	
4.2.2 Education Council Report (R. Gee)	D	
<b>4.3 APPROVALS</b>		
4.3.1 Approval of Board Observers	A	
<b>4.4 INFORMATION</b>		
4.4.1 Update on Regional Advisory Committee (A. Hay)	E	
<b>5 BUSINESS ARISING FROM THE MINUTES</b>		

		Attachment	Approximate Time
<b>6</b>	<b>PRESENTATIONS/DELEGATIONS</b>		
6.1	Foundation Annual Report (K. Butler/S. Tuck)	Enclosed	10:10 a.m.
6.2	Alumni Strategic Plan 2010-2012 (K. Butler/K. Kazimer)	Enclosed	10:20 a.m.
6.3	Regional Dean Report (J. Lent)	F	10:30 a.m.
6.4	Education Plan Process (A. Hay)	G	10:40 a.m.
<b>7</b>	<b>NEW BUSINESS/RESOLUTIONS</b>		
7.1	Education Council Submission	H	10:55 a.m.
	<u>Recommended Motion</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, Medical Administrative Assistant, as recommended by Education Council and as presented”</i></b>		
	<u>Recommended Motion</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision to the Early Childhood Education Program, as recommended by Education Council and as presented”</i></b>		
<b>8.</b>	<b>VERBAL REPORTS</b>		11:05 a.m.
8.1	Vice Chair Report (L. Kayfish)		
8.2	President’s Report (J. Hamilton)		
<b>9</b>	<b>INFORMATION ITEMS</b>		11:15 a.m.
9.1	ITA Funding (A. Hay)	I	
9.2	Enrolment Numbers 2009 (A. Hay)	J	
9.3	Community Report (A. Coyle)		
9.4	BC College Degree Summary	K	
9.5	Video from Connections 2009 (A. Coyle)		
<b>10</b>	<b>TOPICS FOR NEXT MEETING</b>		
<b>11</b>	<b>OTHER BUSINESS</b>		
<b>12</b>	<b>FOR THE GOOD OF THE INSTITUTION</b>		
<b>13</b>	<b>DATE OF NEXT MEETING</b> November 24, 2009, Kelowna Campus		
<b>14</b>	<b>ADJOURNMENT</b>		

**Consent Agenda Resolutions  
Attachment A**

**Item 4.1**

Recommended Motion

***“BE IT RESOLVED THAT the June 23, 2009, open session minutes are approved.”***

***“BE IT RESOLVED that the be appointed as Board Observers for a one year term from September 29, 2009 to September 28, 2010:***

***Ross Tyner, representing Okanagan College Faculty Association”***

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

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

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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**

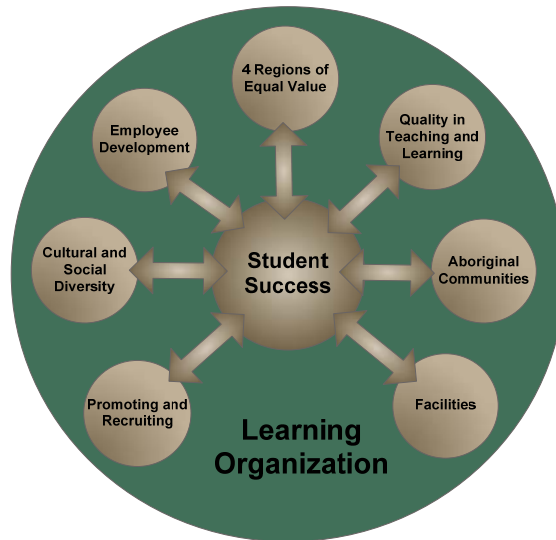
September 29, 2009, Vernon Campus

**13. ADJOURNMENT**

The meeting adjourned at 2:50 p.m.

# President's Report to the Okanagan College Board of Governors

September 2009



## Learning Organization

- Connections 2009 was held in August with nearly 400 employees attending. The highlights of the event included the premiere of the Okanagan College Sustainability Video, Peter Gregg's presentation "Sustaining the Human Spirit", many exceptional learning sessions and the opportunity to socialise with new and returning colleagues.

## Student Success

- In August we celebrated the graduation of another 34 practical nursing students at ceremonies held in Vernon and in Kelowna.
- Joel Dyck, one of our Trades Technology Teacher Education, students recently earned a prestigious Garfield Weston Scholarships awarded to only 25 students across Canada. The award is one of the most lucrative financial awards available in the county and received over 700 applications this year.

## Four Regions of Equal Value

- On August 19<sup>th</sup> the Provincial and Federal Governments announced the allocation of \$1million from the Knowledge Infrastructure Fund to expand trades facilities in Salmon Arm.

## Aboriginal Communities

- On September 4<sup>th</sup> the Hon. George Abbott and dignitaries from Splotsin First Nation, Shuswap Nation Tribal Council, Métis Nation, Adams Lake Indian Band and Neskonlith Indian Band joined Janet Shaw for the official opening of the new Aboriginal Gathering Place in Salmon Arm. The development of the Gathering Place completes our commitment to provide dedicated space for Aboriginal students on each of our four campuses.

## **Quality in Teaching and Learning**

- ESRI, the makers of ArcInfo Geographic Information Systems software, recently announced that our Salmon Arms campus is one of a select group of schools in Canada being recognised for a strong, multidisciplinary focus on Geographic Information Systems.
- Two Home for Learning projects were completed over the summer. The first in Salmon Arm - a partnership between the College and the Adams Lake Indian Band - is a home specifically built for an Adams Lake family. The other project located in the Arrow Heights subdivision in Revelstoke was a partnership with Vic Van Isle, Jake-Jay Holdings and School District 19 and resulted in a beautiful two-storey home.
- The Connections 2009 event provided the opportunity to introduce our ten Institute Fellows in the Institute for Leadership in Teaching and Learning for 2009/10. The Fellows are Margaret Evans, Patricia Toma, Court Ashbaugh, Terry Scarborough, Kerry Rempel, Dini Steve, Brett Wade, Paul Stephenson, Carl Doige, Nolan Fretz and Jim Gamble.
- On September 21<sup>st</sup> I was elected to the position of Chair of the BC Colleges following the retirement of Lou Dryden.

## **Employee Development**

- During the summer Heather Schneider and I hosted two morning coffee breaks for the Kelowna staff to welcome back employees returning to campus from leased space and to provide all employees the chance to check out the new Centre for Learning.

## **Cultural and Social Diversity**

- I recently attended the unveiling of a new sculpture on the Kalamalka campus. The sculpture entitled "Destiny" was designed by Gerrt Maas and commissioned to celebrate the 20<sup>th</sup> anniversary of the partnership between Okanagan College and Kyoto Tachibana University. I will be attending the unveiling of an identical sculpture at Kyoto Tachibana on October 24<sup>th</sup>.
- For the 18<sup>th</sup> year a graduation celebration was held in August for Toyota Technical College students who come to Kelowna to broaden their technical skills and practice their English. This year saw 48 students complete the program.

## **Promoting and Recruiting**

- Loleen MacDonald and Shelley Witzky were the successful candidates in our search for full-time Aboriginal Recruiters. Loleen will be based in Salmon Arm and Shelley will cover the South and Central Okanagan regions.
- I had the opportunity to attend to represent both Okanagan College and the Trades Training Consortium of BC at the World Skills competition held in Calgary in early September. The event brought together over 1000 competitors aged 17-22 from 51 countries to compete in 45 trade and technology skill categories.

## **Facilities**

- The Centre for Learning is now open, allowing administrative staff in leased space in Kelowna to return to campus and providing students with many new spaces and services including a new Educational Technology Centre, new student meeting space and a planned food outlet.
- On August 31<sup>st</sup> the new Little Scholars Child Care Centre opened its doors providing a great addition to the campus.

**Report from R. Gee, Chair, Education Council  
September 2009**

Since my last report, the Operations Committee met on June 25, August 25, and September 4. Education Council met on September 3.

In addition to discussing the programs mentioned below, the meetings approved numerous course proposals, as well as appointments to standing committees. Operations nominates the members of the standing committees and Education Council approves (or not) the nominees. This summer one nominee withdrew her nomination when her teaching schedule did not allow her to attend committee meetings.

**Operations Committee – June 25 2009**

Operations Committee meetings in May and June are usually called to approve candidates for graduation.

**Candidates for Graduation**

<b>Program</b>	<b>Number of students</b>
Accounting Assistant Certificate	7
Applied Business Technology (all campuses)	50
ASE – Advanced Skills Certificate	2
ASE Basic Skills A Certificate	1
ASE Basic Skills B Certificate	16
BC Adult Graduation Diploma	5
Certified Dental Assistant Certificate	23
Early Childhood Education – Infant Toddler Specialty Certificate	10
Early Childhood Education Certificate	3
Home Support/Resident Care Attendant (Kelowna)	18
Human Service Work Diploma	22
Legal Administrative Assistant Corporate Conveyancing	13
Office Assistant Certificate	4
PACE (Preparing for Access to Careers and Education)	3
SAME (Supported Access to Modified Education)	4
Therapist Assistant Diploma	19
	200

In addition, the June Operations Committee meeting approved candidates for the following medals.

***Lieutenant Governor’s Silver Medal for Vocational Studies***

*Presented to the graduate who has successfully completed a vocational certificate program on a full-time basis with the highest graduating grade average.*

Mr Shane Mervyn McCune has completed the Plumbing Pre-Apprenticeship Certificate with a graduating grade average of 100%. This is not a typo.

***President’s Award for Certificate Programs***

*Presented to the two graduates who have successfully completed a vocational certificate program on a full-time basis with the highest graduating grade average. The recipient of the Lieutenant Governor's Silver medal is excluded.*

Ms Laura Ann Ginn has completed the Legal Administrative Assistant Corporate Conveyancing Certificate with a graduating grade average of 98.80%.

Ms Dorothy Ellen McArthur has completed the Home Support/Resident Care Attendant Certificate program with a graduating average of 98.60%.

**President's Award for Vocational Diploma Programs**

*Presented to the two graduates who have successfully completed a vocational diploma program on a full-time basis with the highest graduating grade average.*

Ms Caroline Ashleigh Perrin has completed the Therapist Assistant Diploma program with a graduating grade average of 96.77%.

Ms Taryn Jade Allen has completed the Early Childhood Education Diploma program with a graduating grade average of 94.35%.

**Operations Committee – August 25 2009**

The August meeting dealt with candidates for graduation along with one nomination to an Education Council standing committee.

**Candidates for Graduation**

<b>Program</b>	<b>Number of students</b>
Carpentry Certificate, Dual Credit (Kelowna) February 2 2009 - July 17 2009	1
Electrician Pre-Apprenticeship Certificate (Vernon) February 9 2009 – July 24 2009	17
Electrician Pre-Apprenticeship Certificate (Vernon, section 2) February 9 2009 – July 24 2009	14
Plumbing Pre-Apprenticeship Certificate (Salmon Arm) February 9 2009 – July 24 2009	13
Practical Nursing Certificate (Kelowna) September 2 2008 – August 21 2008	21
Practical Nursing Certificate (Vernon) September 2 2008 – August 19 2008	13
Residential Construction Certificate (Salmon Arm) February 2 2009 – July 31 2009	8
Welding Level C (Kelowna) January 20 2009 - July 31 2009	11
Welding Level C (Penticton) February 9 2009 - July 24 2009	13
	111

**Operations Committee – September 4 2009**

The September 3 Education Council meeting was a long one so the approval of candidates for graduation was postponed to an Operations Committee meeting, which took place the following day.

**Candidates for Graduation**

<b>Program</b>	<b>Number of students</b>
Bachelor of Business Administration Degree	2
Computer Information Systems Diploma	1
Water Quality and Environmental Engineering Technology Diploma	1
Human Service Work Diploma	1
Business Administration Diploma	9
Heavy Duty and Commercial Transport Mechanic Certificate	13
Residential Construction Certificate (Penticton)	7
Residential Construction Certificate (Vernon)	10
	44

The work of the Operations Committee is approved by a subsequent meeting of Education Council; in this case the June and August decisions were approved at the September 3 2009 meeting. The decisions of the September 4 meeting will be presented for approval at the October 1 meeting.

## Purpose of the Report

To provide the Board with the current status of Okanagan College Regional Advisory Committees.

## Background Information

**There are five Regional Advisory Committees (RAC) at Okanagan College. A synopsis is provided below.**

### **South Okanagan Similkameen RAC**

**Meeting Frequency:** every month with the exception of July, August and December (met 6 times to date in 2009). The next scheduled meeting is set for September 30, 2009.

**Membership:** 12 members

### **Central Okanagan RAC**

**Meeting Frequency:** every two months during the academic year (have met twice to date in 2009). The next scheduled meeting is set for September 24, 2009. This meeting may need to be rescheduled to October due to a ministry visit.

**Membership:** 18 members

### **North Okanagan RAC**

**Meeting Frequency:** every month or two during the academic semester (have met 5 times to date in 2009).

**Membership:** 12 members

### **Shuswap RAC**

**Meeting Frequency:** every two months during the academic year with a joint meeting in June with the Revelstoke Advisory Committee (met 4 times to date in 2009).

**Membership:** 14 members (1 new member waiting approval at the next meeting in October).

### **Revelstoke RAC**

**Meeting Frequency:** 4 times a year with one of these meetings being a joint meeting with the Shuswap RAC (have met 4 times in 2009). Next meeting is scheduled for September 21, 2009 which will bring meetings to a total of 5 for 2009.

**Membership:** 7 members (3 new members waiting to be approved at the September 21, 2009 meeting – this will bring the total membership to 10 members).

Recommendations

No action is required by the Board at this time.

Comments from President

*Submitted by: Dr. Andrew Hay, P.Eng.  
Vice President Education*

*Date: 2009-09-18*

# **Report to Okanagan College Board of Governors from the North Okanagan Region, September 2009**

## Purpose of the Report

To provide the Board with a briefing note on the North Okanagan region of Okanagan College.

## Background Information

The following is a snapshot of the state of affairs at the Vernon Campus of Okanagan College for the Fall of 2009.

Generally, we are experiencing the most robust September we've experienced in years: in terms of enrolments, morale of staff, programming and both internal and external issues. Though there are still challenges here---particularly space allocation issues caused by increased enrolments---this campus is feeling strong and optimistic about what might occur here over the next few years.

### ENROLMENT STATISTICS

As of September 15<sup>th</sup>, the student headcount for the Vernon Campus was 765, but we have still to count second intakes for AACP, our registrations in CS Certificates, and some trades and international registrations. The 765 represents an 18.4% increase over the fall of 2008, but, more significantly, it represents a close to 40% increase over the headcount compared to 2005. Over the past four years, then, the Vernon Campus has bounced back in significant ways, mostly due to a careful enhancement of arts and science programming, and our diversification into trades and health programming. The Vernon Campus is close to the capacity enrolments experienced in the late 80s, early 90s, and everyone here is excited about these figures. Registration statistics are 14% over the same statistics for Fall 2008, and Billing Credits have increased by 29% over last year. This last figure (and the different scale of increase over FTE and Registrations) indicates that more students are taking a full load as compared to previous Septembers.

Some specific highlights in enrolment patterns are: the Writing and Publishing Diploma enrolments for first year are full...we are working hard on retention strategies to address the lower figures in the 2<sup>nd</sup> year of this Diploma; Human Service Work Diploma is over-subscribed and incredibly healthy; the Licensed Practical Nursing is full; Aircraft Maintenance Engineering (M class) registrations are lower than usual for the fall, but over-subscribed for the February intake; we are getting a strong response to our two new Continuing Studies Certificates---the Esthetician and Nail Tech Certificates---but we realize it will take several years to establish these certificates as far as the region is concerned; our rotating trades enrolments are strong; our AACP enrolments have increased dramatically and even though they may be tied to the global economic situation, we are confident that part of the increase is due to a greater awareness in the region of what we offer in the upgrading part of our programming; our science enrolments have maintained the surge we experienced two years ago, but we recognize that we need to work harder at marketing our Associate Degree in Science to our high school population; our enrolments in the BBA, the Business Administration Diploma and our Business Office Training program are strong, especially in the latter where we had to offer another section of it to accommodate demands.

Overall, we are excited by the general increase in students and the difference that is making to the feeling of a rich community of staff and students at this campus.

## PHYSICAL PLANT

There have been significant developments here at the Vernon Campus over the past year as far as renovations are concerned:

- A refurbished Chemistry Lab;
- A completely reconstructed Biology Lab
- A re-designed Student Centre and Student Offices
- New accommodations for the CS Esthetician and Nail Tech Certificates

The Campus must thank Facilities Services and Student Services for these changes.

We are embarking on a strong partnership concerning community gardens here on this campus.

We are embarking on a fundraising campaign with Okanagan College Foundation for a new Centre for Skills And Innovation (Health & Trades programming) on site. We applied to the CAF for this building and are still waiting to hear the results of that application, but we have set the wheels in motion to begin fundraising for this building if that application is not successful.

We continue to explore public/private partnerships to build student residences on site.

## LONG TERM STRATEGIES

As I explained to Kathy Butler and the Okanagan College Foundation, the internal health of this campus has improved vastly. Morale is high and we have put a lot of energy into improving our programming and our sense of ourselves as a campus in both abstract and concrete ways. This internal improvement seemed crucial to me as Regional Dean; it seemed a necessary pre-condition to long-term strategies. Now that we appear healthy from that point of view, we can turn our attention more aggressively to our external relationships, and that is what we are doing this year from the small to the big:

I have been working closely with School District 22 concerning recruitment, retention and dual credit possibilities and am nurturing a positive relationship with teachers throughout the school district in terms of future programming; I am working especially closely on some possibilities for Global Education students in the district; I have been appointed to the Economic Development Advisory Committee for the City of Vernon; I have been appointed to the Regional Growth Strategy Committee for the City of Vernon and District of Coldstream; I have been working closely with Robert MacDonald (Okanagan College Publisher In Residence) and Barry MacGillivray (Associate Dean of Business) on the Centre for Creative Leadership and the Okanagan Leadership Development Institute

I have been working with a team of people from Selkirk College, the College of the Rockies, and the University of Calgary to create the Southern Interior Writers Project, a matrix of transferability opportunities for writers, writing students and writing programs.

## CONCLUSION

Our Aboriginal Mentorship Program and Room are doing very well. We are quietly confident that the relationships being nurtured there by Marilyn Alexis and her mentors are getting stronger and stronger and that our first nations students feel an integral part of this community and safe and welcome here. In time, it would be wonderful to create a better physical space for our aboriginal students, but for now they have still created one of the most vibrant and welcoming places on this campus.

Our International Program continues to thrive, and we were particularly thrilled to commemorate our twenty year relationship with Kyoto Tachibana University with the installation of a Geert Maas sculpture, ‘Destiny,’ outside our CS Building two weeks ago.

Kalamalka Press is releasing two books this fall: Out Of The Ordinary, a collection of essays by Gary Geddes, last year’s Mackie Lake House Writer in Residence, and Baptism By Mud, the first in a series of James Hamilton books. Baptism By Mud is a novel by the Alberta writer Rod Schumacher. Rod is currently the Chair of the English Department at Red Deer College, but began his career as a mature student at the Salmon Arm campus of Okanagan College years ago.

## Recommendations

No action is required by the Board at this time.

## Comments from President

### ***Submitted by:***

John Lent  
Regional Dean, North Okanagan

### ***Date:***

2009-09-22

## Purpose of the Report

This report is to provide the Okanagan College Board of Governors with a synopsis of the revised education planning framework.

## Background Information

At the annual Leadership Team retreat in the spring of 2009, a new planning framework was considered. The key aspects were to: (1) provide greater clarity between the various planning documents; (2) to separate plans between long term high level plans, and focused three to five year plans; and (3) consider how support unit plans would be built upon and integrate with the educational plans. As with our learning organization approach, this new framework will be analyzed further by Leadership Team before being tested and adapted over the coming year.

Figure 1 shows the key planning elements, starting with the long term, overarching plans and working down to the very focused annual plans. These plans eventually translate into the college budget, but it is clear that the budget is driven by the goals of the organization and the subsequent plans that are developed. In addition, the intent is that support plans are driven by the education plans. This tighter, more explicit integration should result in clarity of purpose throughout Okanagan College.

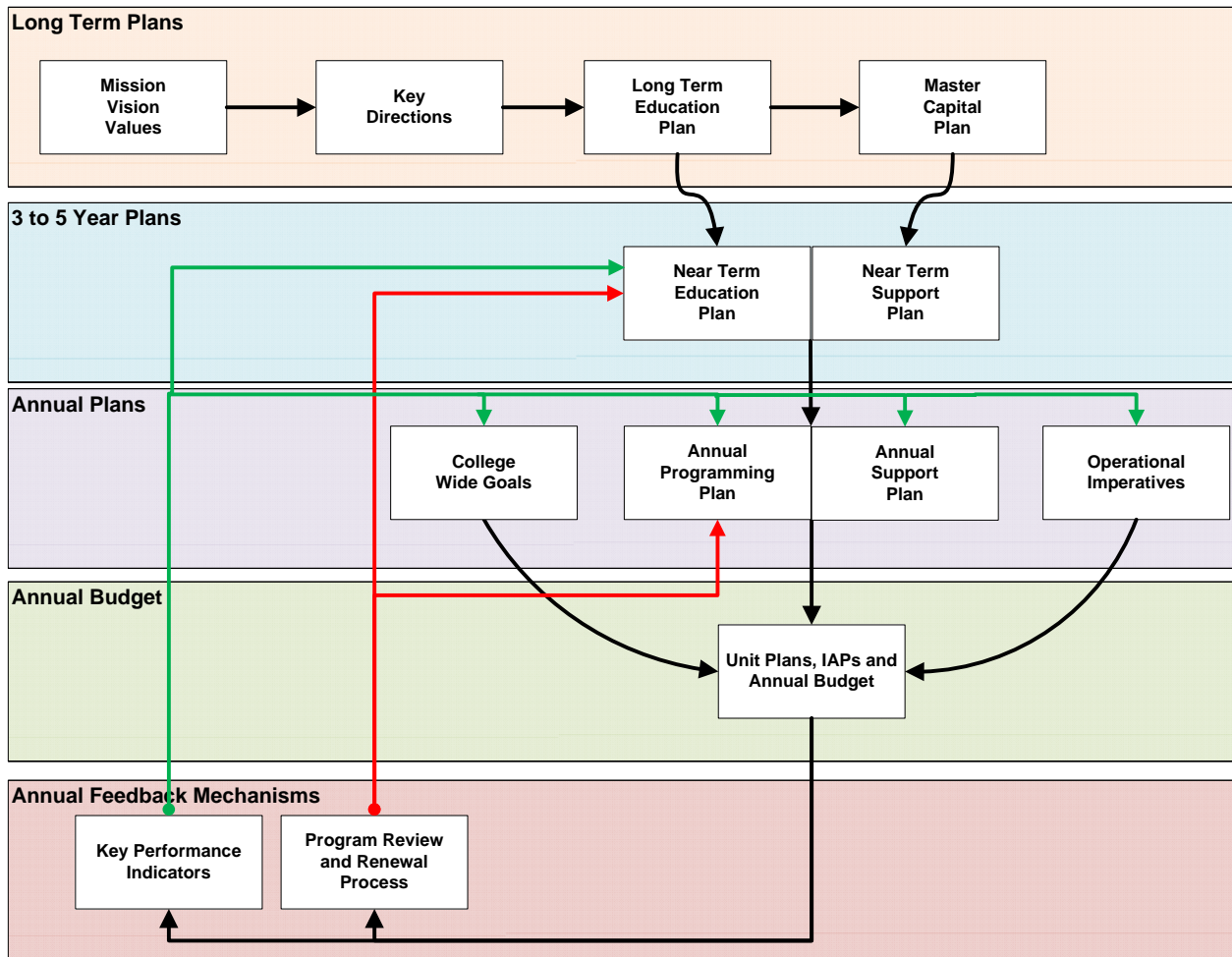


Figure 1: Planning Relationships

2009-09-18 Rev. 2

## ***Planning Definitions***

### **Mission, Vision, Values**

The result of Planning Our Future process involving hundreds of individuals and organizations in the Okanagan College region, the MVV sets the context for Okanagan College from inception well into the future. Likely a 10 year plan, taking us to 2015 or so these guiding principles stand as a foundational context for planning and delivery.

### **Key Directions**

Overarching document that sets specific directions based on the MVV. Still a high level, long lasting document but intended to be adapted and refined periodically based on our internal and external environment.

### **Long Term Education Plan**

This document will define the type and style of educational programming at Okanagan College. It will consider the general size of the institution, the desired student and program profile both domestic and international, and the essential aspects of the student experience. It will guide the long term development of Okanagan College and flows directly from the MVV and KDs.

### **Master Capital Plan**

The MCP is derived from the Long Term Education Plan and provides guidance for the facilities required to realize the MVV, KDs and Long Term Education Plan. The facilities required for each campus are defined in the plan, including order of priority.

### **Near Term Education Plan**

This plan is a 3 to 5 year rolling plan, updated annually. The plan indicates the program profile for the near term, including growth and contraction sequencing. The Near Term Education Plan is to be developed in conjunction with the Near Term Support Plan, ensuring strong linkage between a program and the support services required for program delivery. In keeping with the College's Mission, Vision and Values the Education Plan is the main driver for the Near Term Support Plan.

### **Near Term Support Plan**

The Near Term Support Plan is developed as a direct output of the Near Term Education Plan and the Master Capital Plan. As such it both operationalizes and facilitates the NTEP. Both the NTEP and NTSP are developed together, and may in fact become melded as one document. The NTSP incorporates Student Services, IT, Facilities, OCIE, Library, HR, LR planning to define suitable instructional space, support mechanisms, student recruitment and staffing as required by the NTEP.

### **College Wide Goals**

College Wide Goals are set by the institution and establish important short-term priorities, thus allowing us to annually focus our resources and energy to a small number

of specific actions. College-wide in their impact, the College Wide Goals are operational, actionable and lead to measurable outcomes. These goals are identified by the institution annually and run alongside of the programming plans. A typical example would be the Three Steps Forward initiative. The general plan for a CWG must be developed by the fall each year in order to catch the annual budget cycle, with actuation of the CWG beginning after budget approval by the Board.

### **Annual Programming Plan**

Previously referred to as the New FTE Process, this plan defines the annual programming mix. It includes both the ALMD FTE allocations as well as the ITA Training Plan. This plan will be a combination of continued, revised, and new programming and will be the key display of the programming mix at Okanagan College.

### **Operational Imperatives**

Operational Imperatives are obligations, priorities or requirements that the College must complete within a defined timeframe. They originate primarily from government and reflect Ministry of Advanced Education and Labour Market Development policy. These are the “must do” tasks that occur every year, such as ensuring a balanced budget, meeting FTE targets, and so on.

### **Unit Plans and Annual Budget**

These have now been incorporated into a single process for each unit, culminating in the institutional budget. Each budget manager is responsible to define an appropriate budget that properly reflects the CWGs, Annual Programming Plan and Operational Imperatives. These unit plans give opportunity for meaningful input from faculty, instructors and staff in instructional and non-instructional areas, and thereby engage all employees in the development and profile of the institution.

### **Individual Annual Plans**

The plans provide managers with a detailed synopsis of their goals, drawn from the Unit Plans as well as other institutional priorities. They provide a basis for discussion and monitoring of key initiatives with both supervisors and subordinates.

### **Key Performance Indicators**

These are either benchmark or baseline performance measures, typically shown over a number of years. The KPIs allow comparisons with other institutions and reveal emerging trends.

### **Program Review and Renewal Process**

This is an annual process that is divided into three “tiers”. The first tier is a basic review of the central features of a program, assessing overall effectiveness and ensuring alignment with the program's stated purpose and contribution. If further investigation is warranted, the program proceeds into a more in-depth review at the Tier 2 level. Should significant problems emerge that cannot readily be solved, the program enters into the Tier 3 review process. Note that programs that have not been reviewed for a long period of time will also be considered for Tier 3 review.

## Recommendations

No action is required by the Board at this time.

## Comments from President

This document reflects the latest iteration of our ever evolving planning process, designed to establish a clear progression from the strategic to the operational, from the general to the specific.

### ***Submitted by:***

Dr. Andrew Hay, P.Eng.  
Vice President Education

### ***Date:***

2009-09-21

## **Education Council Submission – September 2009**

### ***Education Council – September 3 2009***

Education Council resumed meetings after the summer's break and approved the decisions of the June and August Operations Committee meetings. While discussing curriculum, it referred two proposals (one for a course, one for a program) back to the proposers.

### **New Program – Medical Administrative Assistant**

#### Recommended Motion:

***“BE IT RESOLVED THAT the Board of Governors approve the new program, Medical Administrative Assistant, as recommended by Education Council and as presented”***

A Medical Administrative Assistant Certificate and its component courses were approved. This certificate was developed collaboratively by a number of colleges in BC. It is offered online through BCcampus. Faculty from different institutions teach the courses. A student registers at her/his home institution and then takes the courses from whichever institution is offering them, eventually graduating from her/home institution. Education Council approval is more of a formality to allow our students to register in sections we offer, thus counting towards OC's student count.

#### **The program description is:**

Medical Administrative Assistant (MAA) is an online specialty certificate program designed for students with prior office administration experience or training who wish to attain the skills required to work in a medical or allied health office as a medical administrative assistant. Graduates of the Medical Administrative Assistant Certificate may work as assistants in hospital departments including admitting, diagnostic imaging and various outpatient clinics or in medical general practitioner and specialist offices and in medical clinics. Graduates may also work for allied health professionals in facilities such as physiotherapy offices and clinics, chiropractic offices and clinics and massage therapy and naturopathy offices and clinics. Graduates may also be employed by long-term care facilities and insurance companies.

Courses included in the 480-hour MAA program include Medical Terminology I, Medical Terminology II: Anatomy & Physiology, Medical Terminology III: Pharmacology and Specialties, Medical Transcription, Medical Administrative Procedures, Medical Billing - Manual, Medical Billing - Computerized, Clinical Procedures & Practice and a practicum.

Applicants who do not meet the entrance requirements for the MAA certificate program may take the Office Assistant (OAC) certificate or similar program to obtain the requirements for entry into the MAA Certificate. See the Office Administration website at [www.okanagan.bc.ca/oadm](http://www.okanagan.bc.ca/oadm) for further details on other Office Administration programs.

Applicants with prior experience and training but no official transcript may meet the MAA Certificate entrance requirements by completing challenge exams in English, math, keyboarding, computer and word processing to prove competence in these areas.

#### **The courses are:**

MAA 110 Medical Terminology I (new course)

MAA 111 Medical Terminology II (new course)  
MAA 112 Medical Terminology III (new course)  
MAA 120 Medical Administrative Procedures (new course)  
MAA 126 Medical Transcription (new course)  
MAA 130 Medical Billing – Manual (new course)  
MAA 131 Medical Billing – Computerized (new course)  
MAA 140 Clinical Procedures and Practice (new course)  
OADM 182 Practicum (existing OADM course)

Details of the courses are available if the Board wishes to see them.

### **Program Revision – Early Childhood Education**

#### Recommended Motion:

***“BE IT RESOLVED THAT the Board of Governors approve the program revision to the Early Childhood Education Program, as recommended by Education Council and as presented”***

The June meeting of the Operations Committee included two curriculum revisions. One was to correct the prerequisites to a course (a first-semester course with second-semester prerequisites) and the other was to interchange two courses in the Early Childhood Education Diploma program, moving ECED 123 from semester two to semester three, and moving ECED 217 from semester three to semester two.



**LETTER OF AGREEMENT – 2009/2010  
JOINT TRAINING PLAN AND FUNDING**

THIS AGREEMENT dated for reference the 8th day of July, 2009.

BETWEEN:

**INDUSTRY TRAINING AUTHORITY (“ITA”)**  
1223 – 13351 Commerce Parkway  
Richmond, British Columbia V6V 2X7

AND:

**OKANAGAN COLLEGE**  
1000 KLO Road  
Kelowna, British Columbia V1Y 4X8

The ITA's mandate is to provide oversight and leadership to ensure British Columbia's labour market needs are addressed through the development of effective standards, programs of training, assessment and system-wide quality assurance. In executing its mandate, the ITA recognizes that:

- industry is best positioned and qualified to determine and articulate the skills required in a particular sector
- training providers are best positioned and qualified to deliver technical training that will produce the learning outcomes identified in industry training program standards and to inform the development of that technical training.

This Agreement sets out the parties' respective rights, obligations, and intent with respect to the planning, development and delivery of effective trades training programs, including the ITA's financial contribution for such education programs.

The ITA and Okanagan College agree as follows:

**1. PRINCIPLES**

A commitment to enterprise partnership underlies the spirit of this agreement and is based on the following principles:

---

- A key strength of BC's industry training system is the diversity of its stakeholders;
- Respect for the unique roles and mandates of each enterprise partner;
- Shared risk and shared responsibility for risk mitigation;
- Continuous improvement of BC's industry training system;
- A joint commitment to achieve measurable outcomes that will improve the efficiency, effectiveness, relevance and overall return on investment for all participants in the system;
- A sustainable training system that is appropriately resourced.

BC's trades training system must be:

- Responsive to the emerging needs of industry and learners
- Flexible and innovative to meet the training delivery needs of learners
- Standardized in the learning outcomes that it provides
- Consistent in delivering high quality training outcomes
- Integrated through an enterprise network with clear roles and accountabilities
- Successful through the committed involvement and investment of system partners
- Efficient in the use public funds and industry resources (within the efficient provision of training delivery is the recognition that industry and trainees also share responsibility for efficient capacity utilization).

## **2. DEVELOPING AND AMENDING TRAINING PLANS**

### **DEVELOPMENT PROCESS**

- a. Draft Training Plans will be developed by Okanagan College each fiscal year for submission to the ITA by December 1st
- b. The ITA, will take a number of factors into consideration in finalizing the Training Plan, including:
  - o input from Okanagan College;
  - o input from relevant Industry Training Organizations (ITO's),
  - o economic conditions
  - o actual utilization performance in the preceding year
  - o timely access to training by learners, including regional access
- c. Upon approval of the Training Plan by the ITA, Okanagan College will be funded in accordance with the terms of this agreement: approval of the annual Training Plan for Okanagan College is targeted for April 1st of the fiscal year.
- d. Okanagan College's 09/10 Training Plan is attached as Schedule C of this Letter of Agreement.

#### TRAINING PLAN FLEXIBILITY / AMENDMENT

Employers and learners require a predictable and sustained supply of trades' educational programs, and neither Okanagan College nor the ITA can predict or control the actual numbers of enrolled students in programs at any given time despite their best efforts to do so. Accordingly, the ITA and Okanagan College agree that Schedule C may be modified from time to time during the fiscal year in accordance with the following parameters:

- a. To be responsive to market conditions (including the institution's community), based on actual enrollment and funds arising from cancelled or deferred courses, Okanagan College is encouraged to move dollars between programs. This can be done at the discretion of Okanagan College with the exception of moving funding from Apprenticeship programs to Foundation or non-ITA programs: institutions wishing to move funds from Apprenticeship or non-ITA programs to Foundation programs will require ITA approval.
- b. To maximize and leverage the training funds provided by the ITA, institutions may supplement ITA funding with other initiatives that lead to an increase in the number of utilized training seats. These seats would be counted in the year end reconciliation. This could include subsidizing training from other sources, overfilling intakes or merging classes where efficiency doesn't have detrimental effects on quality.
  - In no case can Okanagan College double dip ie the ITA will not fund an intake that is being funded by another party: this does not preclude a supplemental fee in order to cover disproportionate costs due to location, type of cohort, or time of day (overtime pay).
- c. To acknowledge the costs associated with cancelled intakes where funding is returned to the ITA, Okanagan College is permitted to retain a notional fixed cost of 30% of the funded value of the intake. In return Okanagan College agrees to treat this allowance as a last resort option only.

#### LEARNER DEMAND FUND

At any time during the course of the fiscal year, where unanticipated demand for apprenticeship or foundation intakes arise that are not reflected in the Training Plan, Okanagan College may apply to the ITA to draw upon an Learner Demand Fund for additional intakes if it is not able to address the increased demand through a reallocation of its existing training funds. Any additional intakes will be included in Okanagan College's capacity utilization target. Priority consideration will be given to requests for apprentice programs for which there are waitlists. Requests for additional foundation intakes (to achieve Level 1 credit) must meet the foundation program expansion criteria in place during the economic downturn:

- Prerequisite to an apprenticeship program (e.g. HD Commercial Transport)
- Strong history of continuation to an apprenticeship program
- Strong industry support
- Clear link to addressing needs of workers in transition (e.g. forestry workers)
- Semester-length or summer Youth programs

### TRAINING PLAN AMENDMENT REPORTING

Okanagan College will update the ITA on modifications to its Training Plan on a quarterly basis within 10 working days of the end of each quarter.

Okanagan College will inform the ITA as soon as is practical, when it is determined that an intake is to be cancelled and the funds are not required to meet apprentice programming elsewhere within Okanagan College in that fiscal year. Okanagan College will return 70% of those funds to the trades training system to address needs elsewhere in the system.

### 3. KEY PERFORMANCE INDICATORS (KPIs)

The ITA is committed to a suite of key performance indicators, including balancing the **utilization** of training seats with minimizing **waitlists**.

#### CAPACITY UTILIZATION

Effective utilization of training seats is important and it is recognized that:

- a. The efficient use of training funds is maximized through continuous refinement and improvement of joint utilization management initiatives;
- b. System capacity utilization management planning is supported by the use and reporting of data that is harmonized among the public institutions and which is clear and transparent;
- c. Performance measures and targets are developed in ways that assess the effectiveness of capacity utilization strategies;
- d. Training capacity should facilitate apprentices accessing the next level of technical training within twelve months of making their intention known.

The ITA and Okanagan College agree in principle that notwithstanding all best efforts to ensure utilization targets are reached and an active system-wide reallocation of available dollars so they are best utilized during the fiscal year, Okanagan College may experience some degree of underutilization due to changes in market conditions.

#### WAITLISTS

- a. The Okanagan College, working with the Trades Training Consortium of BC's Waitlist Workgroup, will:
  - confirm a consistent understanding of the waitlist definition
  - support the collection of accurate and reliable waitlist data
  - work collaboratively to achieve the waitlist targets set out in Schedule A
- b. Okanagan College will submit to the ITA, within 10 working days of the end of each quarter, an update on its waitlists on a program by program basis.

**ANNUAL CAPACITY UTILIZATION TARGETS**

- a. A system-wide utilization target will be developed in consultation with the Trades Training Consortium of BC.
- b. Individual institution targets will be established collectively by the institutions through the Trades Training Consortium of BC on a proportional basis to cumulatively achieve the overall system target set in consultation with the Trades Training Consortium of BC.
- c. System-wide targets and individual institution targets are attached as Schedule A.
- d. Okanagan College may apply (typically through the Training Plan Development process that occurs prior to the beginning of the fiscal year) to the ITA for consideration of exemption of specific underutilized programs from the target utilization seat pool based upon the following criteria:
  - Industry demand (during an economic downturn this criteria is extended to include ensuring a supply of labour in areas where short term conditions may not be generating employment opportunities)
  - A program is required for reasons of regional access (during an economic downturn this criteria is extended to include a normally low volume, but sustainable, program that is in jeopardy)
  - A new program or a new and significantly different delivery model
  - During an economic downturn: market conditions for Level 1 apprenticeship programs
  - For 2009/10 implementation: Cook apprenticeship intakes
- e. Upon ITA approval, these programs can be removed from the seat pool used to calculate Okanagan College's utilization targets and the system-wide targets.
- f. Okanagan College will have the ability to adjust its Training Plan within the fiscal year to meet utilization targets.

**WINTER CAPACITY REVIEW**

In addition to Okanagan College's ongoing utilization review through the year (that may result at any time in either a request for Learner Demand Funds or return of cancelled intakes to the ITA), by December 1<sup>st</sup> of each fiscal year, Okanagan College will:

- a. Conduct a review of its Training Plan forecast for the remainder of the year to identify where it may be overestimating actual utilization for particular programs;
- b. Identify if it can direct these funds internally towards another program (within the parameter stated in the flexibility section of this Letter of Agreement). Update the ITA.
- c. Identify potential underutilization dollars which cannot be used within Okanagan College and which could be returned to the ITA to address demand elsewhere in the trades training system. Notify the ITA.
- d. Identify if any additional funds could be effectively utilized and communicate this to the

ITA so funds being returned from other training providers can be redirected and utilized in the last quarter of the fiscal year. Notify the ITA.

#### YEAR END RECONCILIATION

Okanagan College will conduct and report to the ITA, by February 15<sup>th</sup> of the fiscal year, a reconciliation of the programs and seats actually delivered (and scheduled to be delivered by year end under the Training Plan) against the financial contribution paid to Okanagan College during the fiscal year. Enrolment numbers from February 15<sup>th</sup> to March 31<sup>st</sup> are an estimate.

- a. The reconciliation will provide a summary of the Programs and Services delivered, by Program, by level, with the actual number of students who enrolled in the Program compared to the estimate in the Plan.
- b. On the signing of this agreement, Okanagan College will declare how they wish to be funded for continuous entry programs ie by cohort intake or per seat (see Schedule A). Cohort intakes will be paid on an intake basis (typically 16 seats). Continuous Intakes will be paid on a per seat basis (continuous intakes are always at 100% utilization as they are paid on a per seat basis).
- c. "Seats actually delivered ", for the purpose of reconciliation, is defined as the number of seats filled at Okanagan College's stable date.

#### PERFORMANCE TARGETS

##### System-wide performance on targets

- a. If the public training system's system-wide utilization target for Apprenticeship is achieved, then the application of the financial accountability mechanism will be waived for Apprenticeship system-wide.
- b. If the public training system's system-wide utilization target for Foundation is achieved, then the application of the financial accountability mechanism will be waived for Foundation system-wide.
- c. If the public training system's system-wide utilization target for non-ITA programs is achieved, then the application of the financial accountability mechanism will be waived for non-ITA programs system-wide.

##### Institution Underutilization (accountability mechanism formula)

In the event that the system-wide utilization targets are not met, an individual institution may have its funding adjusted in the subsequent year: Specifically:

- a. If, despite plan flexibility and mitigation strategies, Okanagan College is unable to meet its agreed upon utilization targets for either Apprentice, Foundation or non-ITA categories, the ITA will meet with Okanagan College to determine the extent to which unforeseeable demand reduction contributed to the shortfall. The ITA will exercise discretion based on the outcome of that dialogue on the application of the financial

accountability mechanism formula.

- The formula calls for the deduction from the funding of the approved Training Plan for the subsequent year an amount equal to 70% of the value of the shortfall of the utilization in the category where the utilization target has not been met. For purposes of determining the value, 1% of utilization equals 1% of the approved funding for the Training Plan.
- b. In the event Okanagan College's utilization targets are above the system-wide targets, for the purposes of applying the financial accountability mechanism the individual (Apprentice, Foundation, non-ITA Foundation) utilization target will be deemed to be the system-wide target.

#### 4) STANDARDS

- a. If the ITA has not set standards for the content and delivery of any programs, Okanagan College may set the appropriate standards, subject to applicable national and provincial program standards, if any.
- b. Level examinations (whether established by the ITA or by Okanagan College) for the programs will be administered by Okanagan College according to any agreed upon protocols.
- c. Course results will be reported to the ITA as specified in the ITADirectAccess manual for training providers.
- d. The ITA and Okanagan College recognize that industry is a significant stakeholder in the training provided through the ITA and Okanagan College. Therefore Okanagan College will use its best efforts to accommodate the concerns of industry in the provision of the programs and services, including:
  - altering programs and services to meet industry needs consistent with the governance requirements of the institution; and
  - accommodating and cooperating with industry standards mechanisms such as Industry Training Organizations, and the Red Seal program.
- e. For all ITA credentialed programs, Okanagan College will ensure that:
  - The training content follows the current ITA Program Outline, and that any ITA approved changes to a program are implemented upon notification by the ITA subject to timelines jointly established by the ITA and the legal and internal processes Okanagan College must follow; and
  - Instruction is provided by a certified individual in the trade being instructed (for example – certified journeyman or equivalent) and appropriate equipment and facilities are in place to provide instruction in the areas specified in the ITA Program Outline.
  - The ITA reserves the right to verify Okanagan College's assurances as articulated in the two bullets above.

5) SCHEDULES

The schedules to this Agreement are an integral part of the Agreement.

6) DURATION OF AGREEMENT

The term of this Letter of Agreement shall be from April 1, 2009 to March 31, 2010, and shall be reviewed and renewed on an annual basis, unless either party advises the other party in writing of its desire to terminate in which case termination, for any reason, will occur on the date which is the end of the Training Plan period in the year after notice to terminate is given.

This Letter of Agreement does not preclude either party to the Letter of Agreement from raising issues in need of review to respond to changes in the operating environment. The Trades Training Consortium of BC and the ITA will review this Letter of Agreement annually prior to April 1<sup>st</sup> as will Okanagan College and ITA prior to April 30<sup>th</sup> of the fiscal year to which this agreement applies. No amendments or modifications of any provision of this Letter of Agreement will be effective unless it is in writing and executed by the parties.

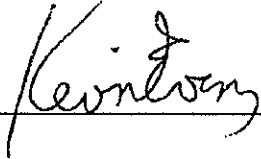
It is the intention of the parties that operational issues will be defined and resolved through further discussions between the ITA and the TTCBC (on system matters) and Okanagan College (on individual matters). The parties will meet as regularly as practical and will commit to at least two meetings per year to discuss any issues arising from the implementation of this agreement.

7) RELATIONSHIP

This Letter of Agreement and the actions of any of the parties pursuant to this Letter of Agreement does not create any agency, representation or right of any party to assume or create any obligation on behalf of the other.

Okanagan College and the Industry Training Authority have executed this Agreement on the day and year as set out above.

**SIGNED AND DELIVERED** by an  
Authorized Representative of **INDUSTRY  
TRAINING AUTHORITY.**

Signature 

Kevin Evans  
Print Name

Chief Executive Officer  
Title

**SIGNED AND DELIVERED** by an  
Authorized Representative of **OKANAGAN  
COLLEGE.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

**SCHEDULE A**

**Key Performance Indicator (KPI) Targets**

**Capacity Utilization**

- The 2009-10 system-wide targets are (a 2% reduction from 2008/09 targets):
  - Apprentice 89.25%
  - Foundation 83.6%
  - Non-ITA Foundation 84%
  
- The 2009-10 Okanagan College utilization targets are:
  - Apprentice 91%
  - Foundation 83%

**Waitlist**

The system-wide target is:

- 2009/10 5%
- 2010/11 4.5%
- 2011/12 4%

**Declaration for payment:**

Please indicate by initialling the appropriate box, which basis of payment you are requesting for Welder programs.

Program	Continuous Intake		Cohort intake	
	Institution Entry	Workplace Entry	Institution Entry	Workplace Entry
Welder A				
Welder B				
Welder C				

**SCHEDULE B**

**Price Schedule**

The agreed upon price schedule and normal Intake capacity by Program as of April 1, 2009 is as follows. This schedule may be updated from time to time by the Finance Committee of the ITA Board:

**Apprenticeship Programs**

Apprenticeship – Program Name	Level	Price Band	Price per Intake	Intake Size
Aircraft Maintenance Technician (CAT:M)	All	2	\$217,600	16
Aircraft Structural Technician (CAT:S)	1-4	4	\$177,600	16
Aircraft Structural Technician (Apprenticeship)	4	4	\$ 19,200	16
Appliance Service Technician	1	1	\$117,000	16
Automotive Collision Repair Technician	1-2	2	\$ 17,000	16
Automotive Collision Repair Technician	3	2	\$ 20,400	16
Automotive Glass Technician	1-2	2	\$ 3,400	16
Automotive Refinishing Prep. Technician	1	2	\$ 13,600	16
Automotive Refinishing Technician	1	2	\$ 13,600	16
Automotive Service Technician	1 & 3*	2	\$ 23,800	16
Automotive Service Technician	2 & 4	2	\$ 20,400	16
Automotive Service Technician (GM/Honda)	1-5	2	\$ 27,200	16
Baker	1-3	3	\$ 16,000	16
Barber		1	\$111,000	16
Barber (Online Continuous Intake)		1	N/A	-
Carpenter	1-4	1	\$ 18,000	16
Cement Mason	1-3	1	\$ 12,000	16
Commercial Transport Vehicle Mechanic	1-3	2	\$ 20,400	16
Commercial Transport Vehicle Mechanic	4	2	\$ 27,200	16
Construction Boilermaker	1-3	4	\$ 24,000	16
Professional Cook (Workplace Entry)	1-3	3	\$ 32,000	16
Professional Cook (Institution Entry)	1	3	\$112,000	16
Professional Cook (Institution Entry)	2	3	\$ 56,000	16

Apprenticeship – Program Name	Level	Price Band	Price per Intake	Intake Size
Cosmetologist		1	\$126,000	16
Diesel Engine Mechanic	1-2	2	\$ 20,400	16
Domestic/Commercial Gasfitter	1-2	1	\$ 18,000	16
Electrician	1-4	1	\$ 30,000	16
Floor Covering Installer	1-3	2	\$ 17,000	16
Glazier	1-3	3	\$ 24,000	16
Heat and Frost Insulator	1-4	3	\$ 16,000	16
Heavy Duty Equipment Mechanic	1-4	2	\$ 20,400	16
Heavy Equipment Operator	1	1	\$ 11,250	15
Inboard/Outboard Mechanic	1-4	1	\$ 12,000	16
Industrial Engines & Equipment Partsperson	1-3	1	\$ 9,000	16
Industrial Instrument Mechanic	1-4	2	\$ 34,000	16
Industrial Warehouseperson	1-3	1	\$ 9,000	16
Ironworker	2-3	4	\$ 24,000	16
Joiner	1-4	4	\$ 28,800	16
Landscape Horticulturist	1-4	1	\$ 18,000	16
Lumber Manuf. Industry - Benchperson	1	1	\$ 12,000	16
Lumber Manuf. Industry - Circular Sawfiler	1	1	\$ 12,000	16
Lumber Manuf. Industry - Sawfitter	1-2	1	\$ 12,000	16
Machinist	1-4	1	\$ 15,000	16
Mason	1-4	1	\$ 15,000	16
Meatcutter	1-2	1	\$ 12,000	16
Metal Fabricator (Fitter)	1-4	2	\$ 17,000	16
Millwright	1-4	1	\$ 21,000	16
Motorcycle Mechanic	1-2	1	\$ 15,000	16
Outdoor Power Equipment Technician	1-4	1	\$ 4,500	6
Partsperson	1-3	1	\$ 9,000	16
Piledriver and Bridgeworker	1-2	1	\$ 18,000	16
Piledriver and Bridgeworker	3	1	\$ 24,000	16
Planermill Maintenance Technician 1	1	2	\$ 12,750	10
Planermill Maintenance Technician 2	1	2	\$ 14,875	10
Planermill Maintenance Technician 2	2	2	\$ 12,750	10

Apprenticeship – Program Name	Level	Price Band	Price per Intake	Intake Size
Plumber	1-3	1	\$ 18,000	16
Plumber	4	1	\$ 24,000	16
Production Horticulturist	1-4	1	\$ 18,000	16
Recreation Vehicle Service Technician	1-4	2	\$ 20,400	16
Refrigeration Mechanic	1-2	4	\$ 28,800	16
Refrigeration Mechanic	3-4	4	\$ 38,400	16
Residential Building Maintenance Worker	1-3	1	\$ 24,000	16
Residential Construction Framing Technician	1	1	\$ 60,000	16
Rig Technician 1	1	4	\$ 19,200	16
Sheet Metal Worker	1-4	1	\$ 18,000	16
Steamfitter / Pipefitter	1-3	1	\$ 18,000	16
Steamfitter / Pipefitter	4	1	\$ 24,000	16
Wall and Ceiling Installer	1-4	1	\$ 18,000	16
Welder	1-4	3	\$ 24,000	16
Welder	A	3	\$ 32,000	16
Welder	B	3	\$ 64,000	16
Welder	C	3	\$112,000	16

\*Effective September 1, 2008

**Foundation Programs**

Foundation – Program Name	Level	Price Band	Price per Intake	Intake Size
Automotive Collision Repair Technician	1	2	\$ 91,200	16
Automotive Refinishing Prep. Technician	1	2	\$ 66,880	16
Automotive Refinishing Technician	1	2	\$ 66,880	16
Automotive Service Technician	1	2	\$ 91,200	16
Automotive Upholsterer	1	2	\$ 60,800	16
Baker	1	3	\$ 144,000	16
Carpenter	1	1	\$ 65,280	16
Commercial Transport Vehicle Mechanic	1	2	\$ 91,200	16
Construction Boilermaker	1	4	\$ 99,360	16

Foundation – Program Name	Level	Price Band	Price per Intake	Intake Size
Diesel Engine Mechanic	1	2	\$ 60,800	16
Electrician	1	1	\$ 65,280	16
Florist	1	1	\$ 81,600	16
Heavy Duty Equipment Mechanic	1	2	\$ 91,200	16
Horticulture Technician Foundation	1 & 2	1	\$ 97,920	16
Inboard/Outboard Mechanic	1	1	\$ 54,400	16
Industrial Instrument Mechanic	1	2	\$ 63,840	16
Ironworker	1	4	\$ 99,360	16
Joiner	1	4	\$ 108,000	16
Machinist	1	1	\$ 68,000	16
Mason	1	1	\$ 57,120	16
Meatcutter	1	1	\$ 106,080	16
Metal Fabricator (Fitter)	1	2	\$ 69,920	16
Millwright	1	1	\$ 65,280	16
Motorcycle Mechanic	1	1	\$ 54,400	16
Outdoor Power Equipment Technician	1	1	\$ 54,400	16
Partsperson	1	1	\$ 54,400	16
Plumber	1	1	\$ 57,120	16
Recreation Vehicle Service Technician	1	2	\$ 85,120	16
Refrigeration Mechanic	1	4	\$ 108,000	16
Road Builder & Heavy Construction Foundation	1	1	\$ 13,600	20
Security Alarm Installer		1	\$ 76,160	16
Sheet Metal Worker	1	1	\$ 54,400	16
Steamfitter / Pipefitter	1	1	\$ 57,120	16

**Non-ITA Foundation Programs**

The following Non-ITA Foundation programs have historically been paid from the ITA funding envelope for some institutes and will be addressed over time.

Non-ITA Foundation – Program Name	Level	Price Band	Price per Intake	Intake Size
Automotive Upholsterer	N/A	2	\$ 60,800	16
Computer & Business Service Technician	N/A	1	\$108,800	16
Computer Automated Systems Tech	N/A	2	\$ 97,280	16
Computer Systems Network Fundamentals	N/A	1	\$108,800	16
Computer Systems Technician	N/A	2	\$ 97,280	16
Electronics Core	N/A	2	\$118,560	16
Electronics Industrial	N/A	2	\$115,520	16
Electronics Technician Core	N/A	2	\$ 91,200	16
Electronics Technician-Common	N/A	2	\$103,360	16
Electronics Technician-Computer	N/A	2	\$103,360	16
Electronics Tech-Telecom Systems Sp	N/A	2	\$103,360	16
Esthetics	N/A	2	\$ 82,080	16
Intro to Trades	N/A	2	\$ 30,400	16
Motion Picture & Theatre Grip	N/A	3	\$ 63,000	20
Motion Picture & Theatre Lighting Technician - Stage	N/A	3	\$ 63,000	20
Motion Picture & Theatre - Set Dresser	N/A	3	\$ 63,000	20
Planermill Upgrade	N/A	2	\$ 3,800	10
Power Engineering	N/A	2	\$121,600	16
Process Operator	N/A	2	\$112,480	16
Telecommunications Technician	N/A	2	\$121,600	16
Timber Framing	N/A	1	\$ 16,320	16
Wireless Communication Technician	N/A	1	\$108,800	16

SCHEDULE C

Agreement # C10062

2009/2010 TRAINING PLAN

Program	APP Level	2009/2010 - Number of Seats			Financial Contribution
		Intakes	Intake Capacity	Total Capacity	
<b>Apprenticeship Program</b>					
Aircraft Maintenance Technician (CAT:M)	All Levels	2	16	32	326,400
Automotive Collision Repair Technician	1	1	16	16	17,000
	2	2	16	32	34,000
	3	1	16	16	20,400
Automotive Collision Repair Technician Total		4		64	71,400
Automotive Refinishing Prep. Technician	1	1	16	16	13,600
Automotive Refinishing Technician	1	1	16	16	13,600
Automotive Service Technician	1	2	16	32	47,600
	2	4	16	64	81,600
	3	3	16	48	71,400
	4	3	16	48	61,200
Automotive Service Technician Total		12		192	261,800
Carpenter	1	7	16	112	126,000
	2	16	16	256	288,000
	3	10	16	160	180,000
	4	11	16	176	198,000
Carpenter Total		44		704	792,000
Commercial Transport Vehicle Mechanic	1	1	16	16	20,400
	2	1	16	16	20,400
Commercial Transport Vehicle Mechanic Total		2		32	40,800
Cook (Institution Entry)	1	5	18	90	630,000
	2	5	18	90	315,000
Cook (Institution Entry) Total		10		180	945,000
Cook (Workplace Entry)	1	1	16	16	32,000
	2	2	16	32	64,000
	3	3	16	48	96,000
Cook (Workplace Entry) Total		6		96	192,000
Domestic/Commercial Gasfitter	1	1	16	16	18,000



SCHEDULE C

Agreement # C10062

2009/2010 TRAINING PLAN

		2009/2010 - Number of Seats			
Program	APP Level	Intakes	Intake Capacity	Total Capacity	Financial Contribution
Electrician	1	6	16	96	180,000
	2	13	16	208	390,000
	3	9	16	144	270,000
	4	7	16	112	210,000
Electrician Total		35		560	1,050,000
Heavy Duty Equipment Mechanic	1	2	16	32	40,800
	2	2	16	32	40,800
	3	2	16	32	40,800
	4	2	16	32	40,800
Heavy Duty Equipment Mechanic Total		8		128	163,200
Joiner	1	1	16	16	28,800
	2	2	16	32	57,600
	3	3	16	48	86,400
	4	1	16	16	28,800
Joiner Total		7		112	201,600
Metal Fabricator (Fitter)	1	1	16	16	17,000
	2	1	16	16	17,000
	3	1	16	16	17,000
	4	1	16	16	17,000
Metal Fabricator (Fitter) Total		4		64	68,000
Plumber	1	5	16	80	90,000
	2	8	16	128	144,000
	3	6	16	96	108,000
	4	5	16	80	120,000
Plumber Total		24		384	462,000
Recreation Vehicle Service Technician	1	1	16	16	27,200
	2	1	16	16	27,200
	3	1	16	16	27,200
	4		16	-	-
Recreation Vehicle Service Technician Total		3		48	81,600



SCHEDULE C

Agreement # C10062

2009/2010 TRAINING PLAN

Program	APP Level	2009/2010 - Number of Seats			Financial Contribution
		Intakes	Intake Capacity	Total Capacity	
Refrigeration Mechanic	1	1	16	16	28,800
Residential Construction Framing Technician	1	7	16	112	420,000
Sheet Metal Worker	1	1	16	16	18,000
	2	2	16	32	36,000
	3	2	16	32	36,000
	4	2	16	32	36,000
Sheet Metal Worker Total		7		112	126,000
Welder	2			5	7,500
	3			16	24,000
	4			23	34,500
	A			12	24,000
	B			58	232,000
	C			160	1,120,000
Welder Total				274	1,442,000
<b>Total Apprenticeship Programs</b>		<b>179</b>		<b>3,158</b>	<b>6,717,800</b>
<b>Foundation Program</b>					
Automotive Collision Repair Technician / Automotive Refinishing Prep. Technician	1 / 1	1	18	18	123,120
Automotive Service Technician	1	2	18	36	205,200
Carpenter / Joiner	1 / 1	2	18	36	176,256
Electrician	1	2	18	36	146,880
Heavy Duty Equipment Mechanic / Commercial Transport Vehicle Mechanic	1 / 1	2	18	36	246,240
Joiner	1	1	16	16	108,000
Plumber	1	2	18	36	128,520
Recreation Vehicle Service Technician	1	2	18	36	191,520
<b>Total Foundation Programs</b>		<b>14</b>		<b>250</b>	<b>1,325,736</b>
<b>Grand Total</b>		<b>193</b>		<b>3,408</b>	<b>8,043,536</b>



**SCHEDULE D**  
**FINANCIAL CONTRIBUTION**

The financial contribution to Okanagan College for Fiscal 2009/10 for trades' program delivery commencing April 1, 2009 to March 31, 2010 will be \$8,043,536.00 based on the following terms and conditions:

1. The ITA will pay to Okanagan College the amount shown in the *Financial Contribution* column on the Training Plan (Schedule C).
2. The schedule of payments for F 2009/10 is:

April 2009	Tuesday, April 21, 2009
May 2009	Thursday, May 21, 2009
June 2009	Monday June 22, 2009
July 2009	Tuesday July 21, 2009
August 2009	Friday August 21, 2009
September 2009	Monday September 21, 2009
October 2009	Wednesday October 21, 2009
November 2009	Friday November 20, 2009
December 2009	Monday December 21, 2009
January 2010	Thursday January 21, 2010
February 2010	Monday February 22, 2010
March 2010	Monday March 22, 2010

3. Notwithstanding any other provision of this Agreement the payment of the Financial Contribution by the ITA to Okanagan College is subject to there being sufficient monies available in the ITA's annual legislative appropriation to enable the ITA to make that payment.



## Purpose of the Report

This report is to provide the Okanagan College Board of Governors with a synopsis of the Fall 2009 enrolment based on stable fall enrolment data.

## Background Information

The September stable enrolment gives a partial picture of the overall enrolment of students at Okanagan College. It includes all enrolment for all Fall 2009 programs up to and including September 16, 2009. It does not include Continuing Studies enrolments.

There are two different methods of counting students used in this report:

- 1) headcount: counts individual students in a program, regardless of the number of courses the student is taking. It does not differentiate between full time and part time students; each is counted as one headcount.
- 2) Credits: counts the total number of credits being taken in a programming area. This is directly related to tuition revenue and FTE counts. Note that for this document we have used "billing credits" in order to compare all programs in an equivalent manner; in most cases billing credits and course credits are identical.

Example 1: Business student taking 3 business courses, 1 arts course, 1 science course in the fall semester.

This would result in:

Headcount = 1 Business Academic headcount

Credits = 9 credits for business, 3 credits for arts, 3 credits for science (assuming all courses are 3 credit courses)

Example 2: Business student taking 1 business courses, 1 arts course in the fall semester.

This would result in:

Headcount = 1 Business Academic headcount

Credits = 3 credits for business, 3 credits for arts (assuming all courses are 3 credit courses).

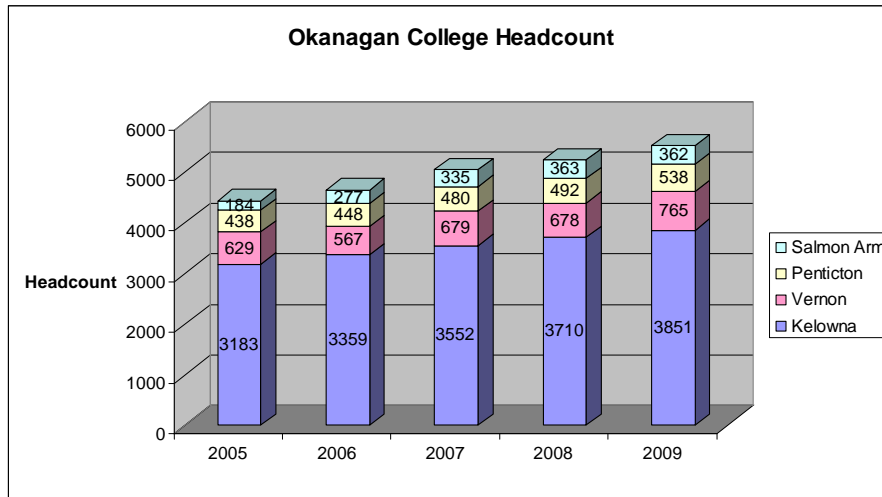


Figure 1: September Headcount, all programs

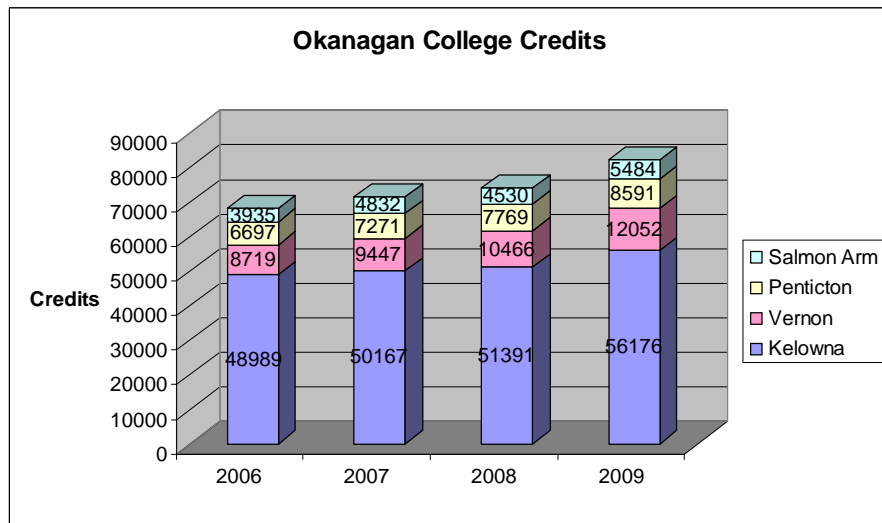


Figure 2: September Credits, all programs

Overall, headcount has increased by 5.3%, with the largest percentage growth in headcount occurring in Vernon (12.8%) and the lowest in Salmon Arm (-0.3%). At the same time, credits have increased by 9.7%, with the largest percentage growth in credits occurring in Salmon Arm (21.1%) and the lowest in Kelowna (9.3%).

In general, this should be a very strong year for enrolment at Okanagan College.

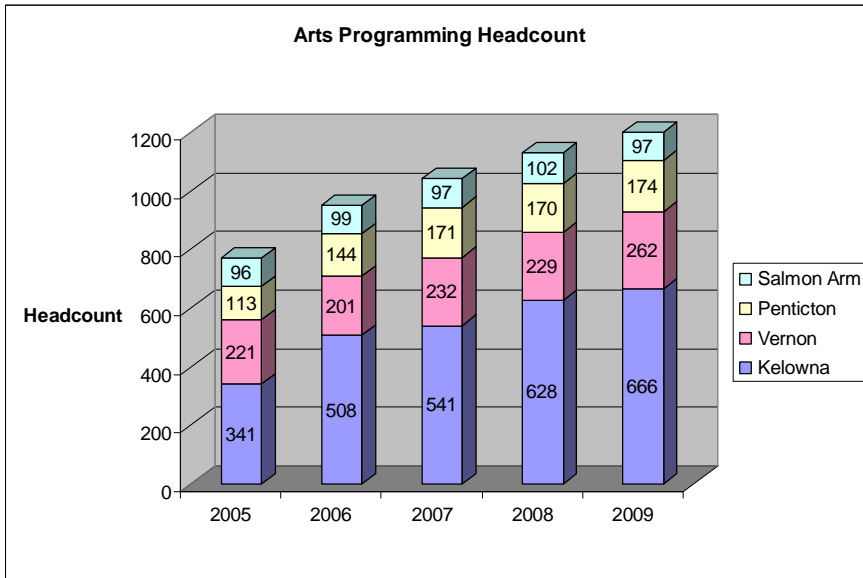


Figure 3: September Headcount, Arts programs (university transfer and diplomas)

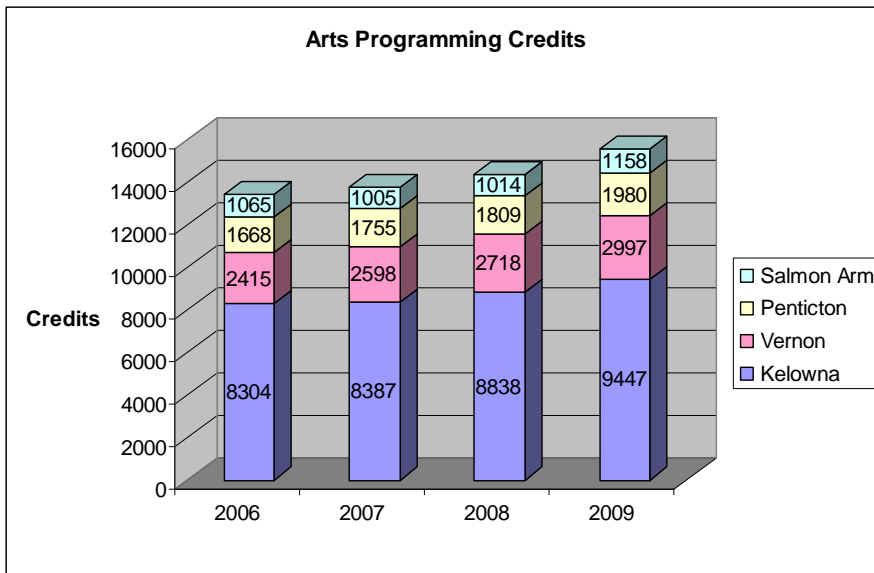


Figure 4: September Credits, Arts programs (university transfer and diplomas)

The strong performance of arts programming continues, with an 5.7% growth in headcount and a 5.9% growth in credits delivered. This increase is lead by Vernon with a 14.4% increase in headcount and a 10.3% increase in credits delivered.

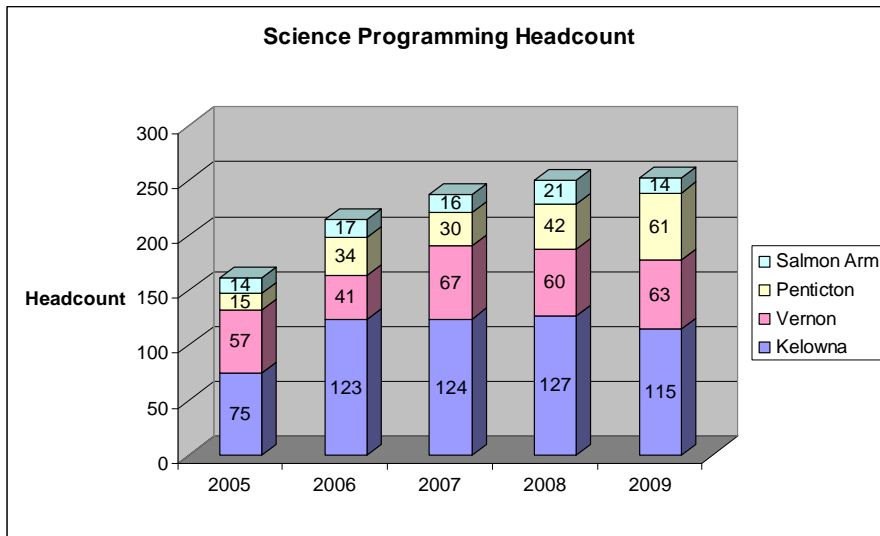


Figure 5: September Headcount, Science programs (university transfer and diplomas; does not include computer science)

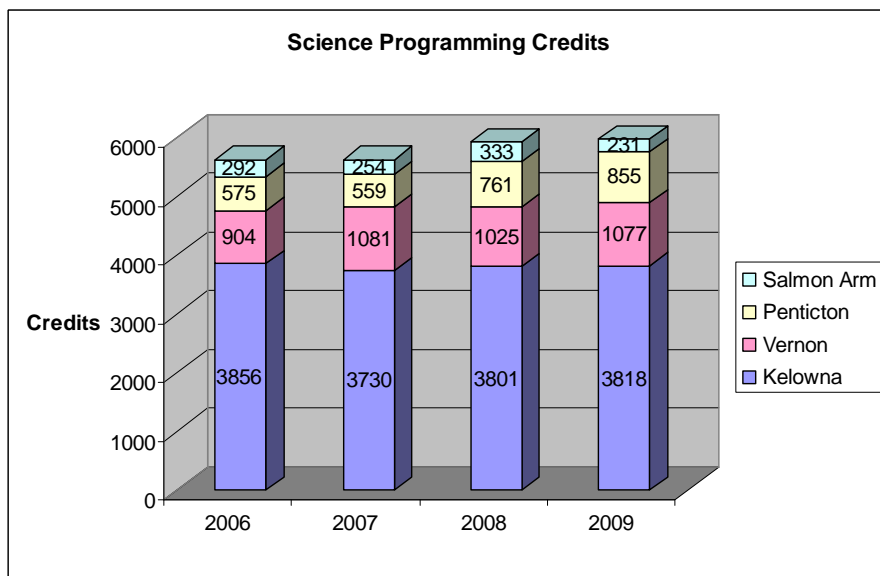


Figure 6: September Credits, Science programs (university transfer and diplomas; does not include computer science)

Science growth has slowed, with an increase in headcount by 1.2% and 1.8% in credits. The new Human Kinetics program in Penticton has been a significant boost in the South Okanagan, and is the principle driver behind the modest growth in Science headcount.

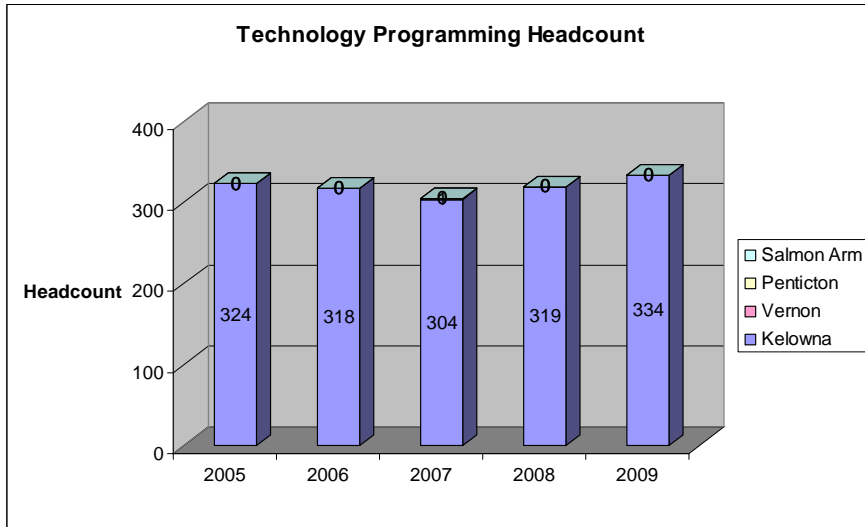


Figure 7: September Headcount, Technology programs (including computer science and TTTE)

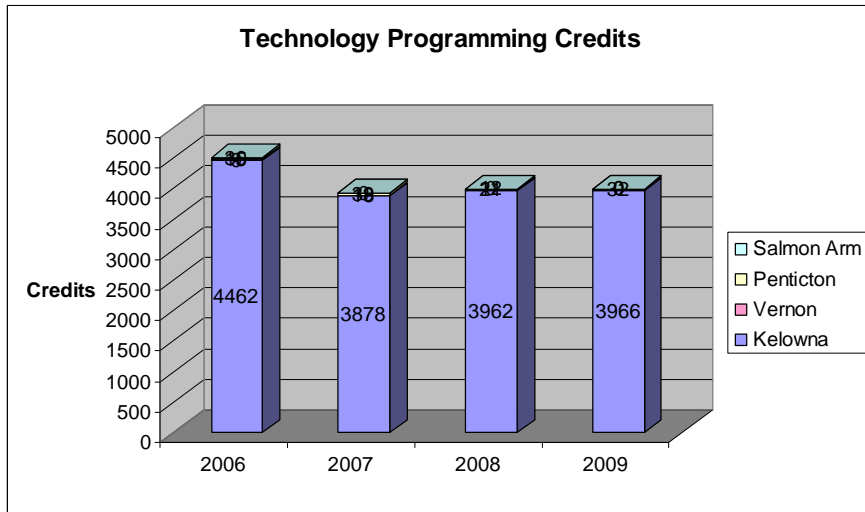


Figure 8: September Credits, Technology programs (including computer science and TTTE)

Following a very poor 2007, technology programs continue to show increases: 10.6% up in headcount and 6.9% up in credits. There was a good surge in applicants but many were ineligible – this helps explain the very strong increase in foundation programming as students begin upgrading.

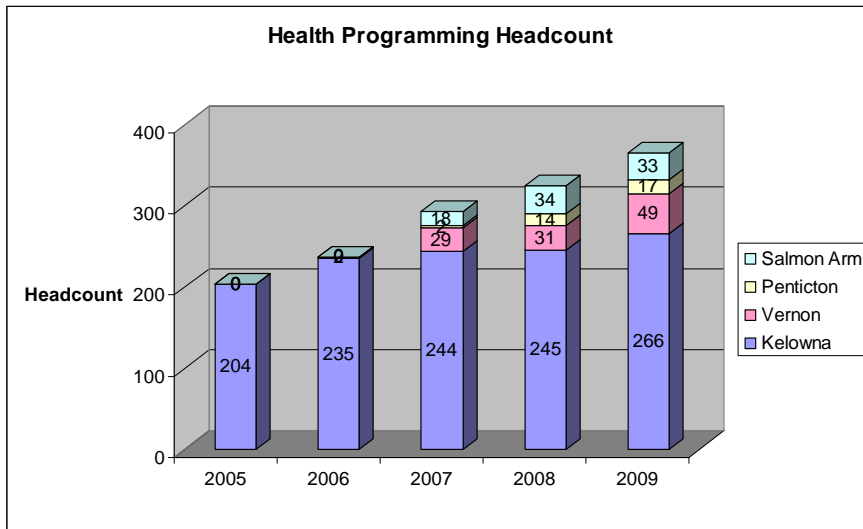


Figure 9: September Headcount, Health and Social Development programs

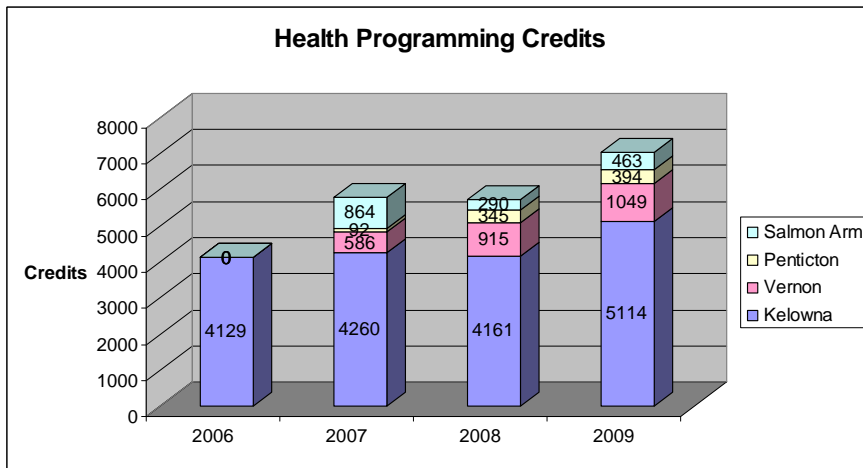


Figure 10: September Credits, Health and Social Development programs

Headcount and credits continue to increase strongly. Overall headcount has increased by 13.5% while credits have increased by 21.3%. We expect to see continued growth in this area.

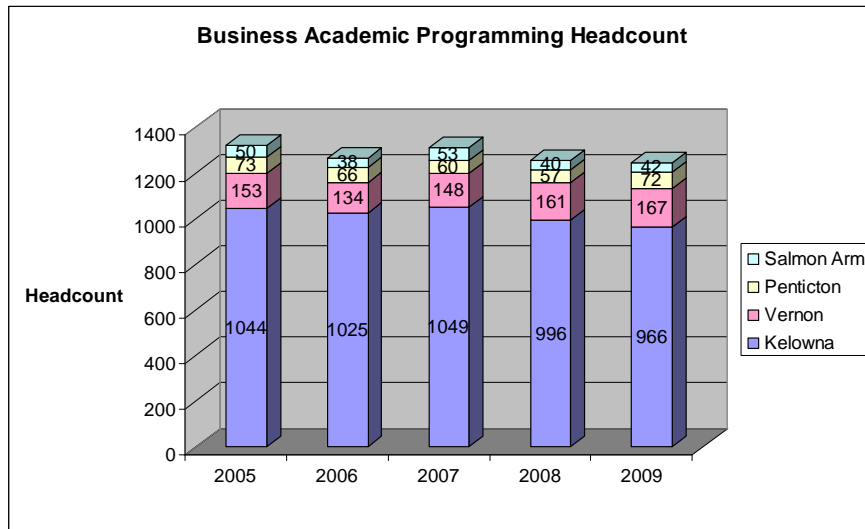


Figure 11: September Headcount, Business Academic programs (includes Business Administration degree and diploma, Commercial Aviation, and Advanced Culinary Arts)

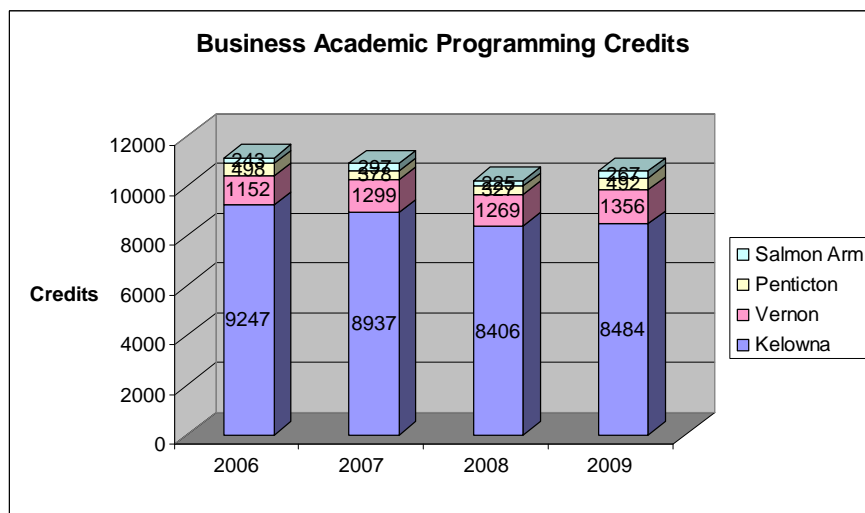


Figure 12: September Credits, Business Academic programs (includes Business Administration degree and diploma, Commercial Aviation, and Advanced Culinary Arts)

While slightly down from last year with only an overall -0.3% decline in headcount but a 2.8% increase in credits (which would indicate more students are taking a higher course load or fewer part time students). First year growth continues, this year at 5.6% in headcount.

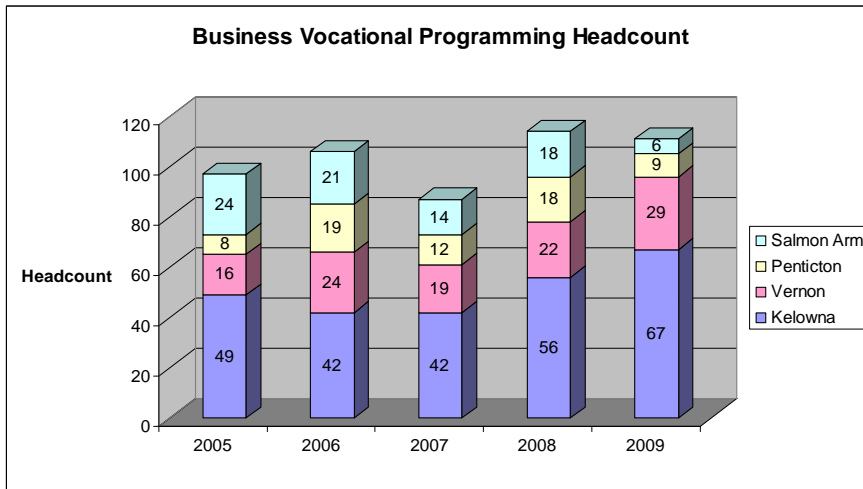


Figure 13: September Headcount, Business Vocational programs (includes Office Administration certificate programs)

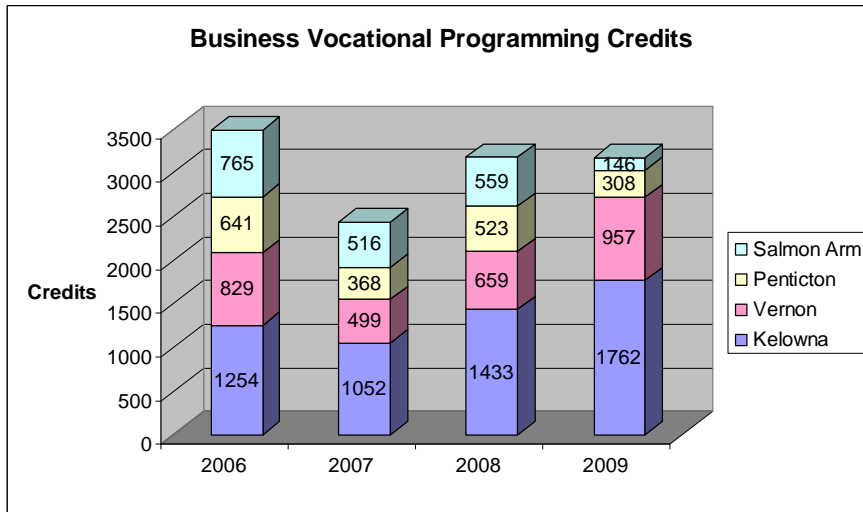


Figure 14: September Credits, Business Vocational programs (includes Office Administration certificate programs)

After a very strong rebound last year, the programs are showing a modest decrease in headcount of -2.6% and credits of -0.1%.

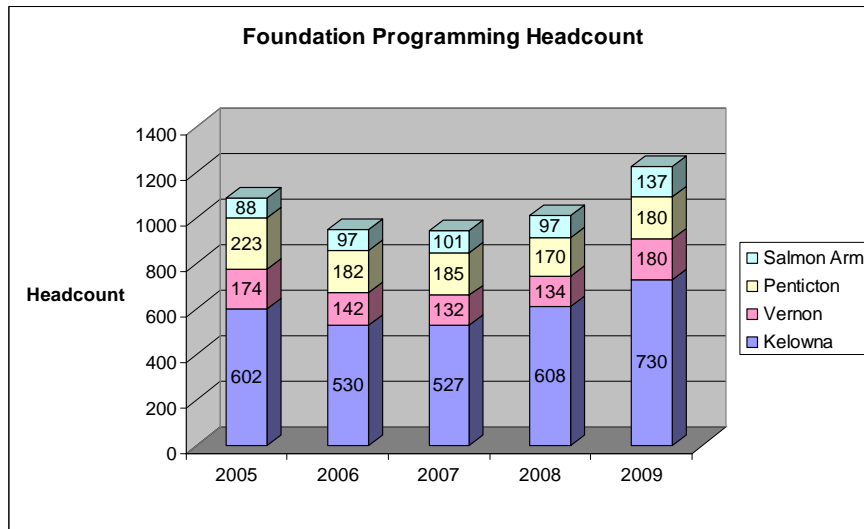


Figure 15: September Headcount, Foundation programs (includes Adult Academic Career Prep, Adult Special Education and English as a Second Language)

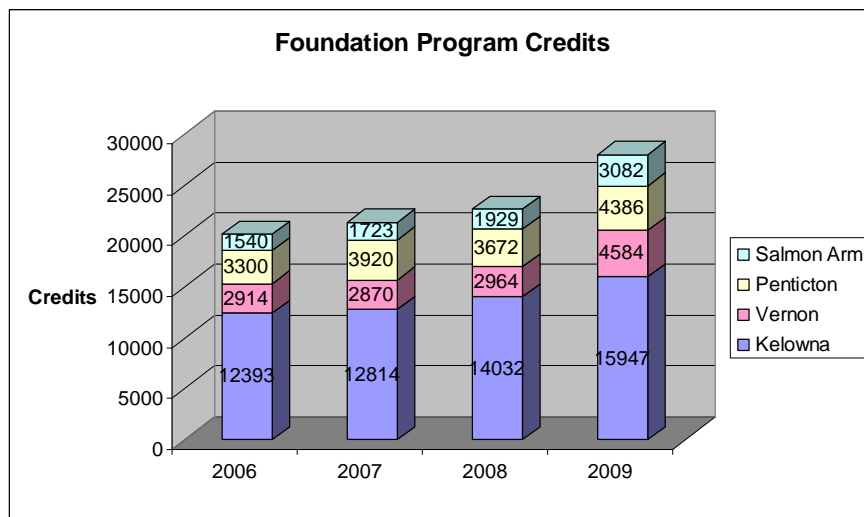


Figure 16: September Credits, Foundation programs (includes Adult Academic Career Prep, Adult Special Education and English as a Second Language)

Foundation programs are showing accelerated growth as expected due to the economic situation, with headcount jumping by 21.2% and credits by 19.6%.

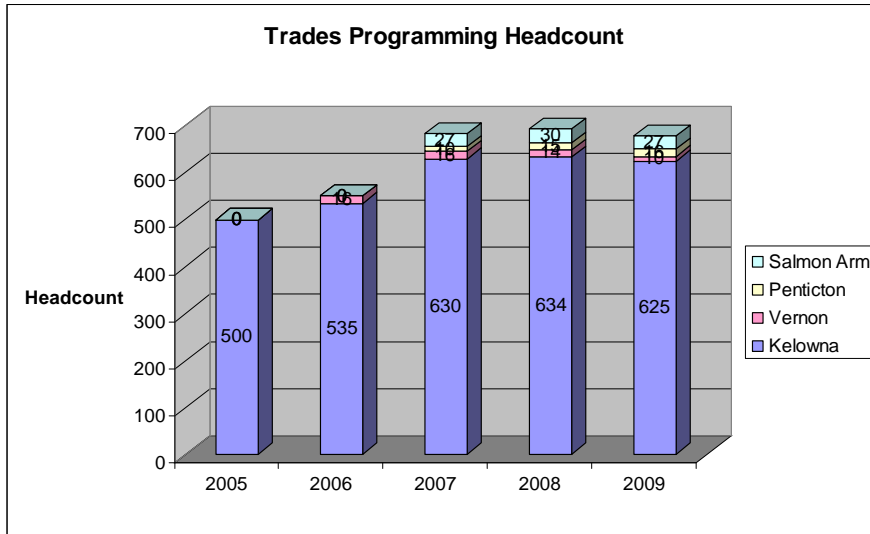


Figure 17: September Headcount, Trades programs (includes apprenticeship and foundation programs)

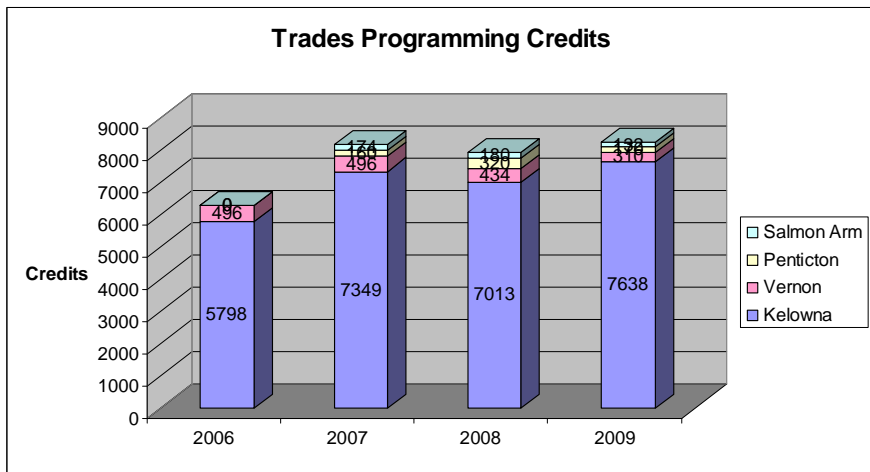


Figure 18: September Credits, Trades programs (includes apprenticeship and foundation programs)

While headcount has decreased slightly by -3.3%, the credits have increased by 3.8%. This is to be expected, as there will be a greater demand for Foundational Trades than seen previously, and the Apprenticeship streams ease up somewhat (thus fewer students but more credits as Foundational Programs have a greater amount of credits). Overall the trades training profiles is healthy. Our strategy of slow growth for this current year will continue to allow this programming area to focus on overall program quality while assessing the impact of the past few years of growth.

Recommendations

No action is required by the Board at this time.

Comments from President

**Submitted by:**

Dr. Andrew Hay, P.Eng.  
Vice President Education

**Date:**

2009-09-17

## Purpose of the Report

This report is to provide the Okanagan College Board of Governors with a summary of recent public college degree approvals in British Columbia, as requested at the last Board meeting.

## Background Information

Under British Columbia legislation, the Minister must approve all new degree programs for all BC public post-secondary institutions.

Since Okanagan College began in 2005, several colleges have brought degree proposals forward and the following have been approved by the Minister:

	<u>Implementation Date</u>
<b>Camosun College</b>	
BBA (Marketing Communications Management Major); BBA (HR Management & Leadership Major)	2008
Bachelor of Athletic and Exercise Therapy	2009
Bachelor of Sport and Fitness Leadership	2009
<b>Douglas College</b>	
Bachelor of Arts in Child and Youth Care	2007
Bachelor of Business Administration, major in Accounting & major in Financial Services & Administration	2007
Bachelor of Physical Education & Coaching	2007
Bachelor of Science in Psychiatric Nursing (BSPN)	2006
Bachelor of Therapeutic Recreation	2006
<b>Langara College</b>	
Bachelor of Business Administration	2006
Bachelor of Recreation Management	2009
Bachelor of Science in Nursing	2006
<b>North Island College</b>	
BBA Majors in Marketing and General Management	2009
Bachelor of Business Administration, Accounting major	2005
<b>Selkirk College</b>	
Bachelor of Geographic Information Systems	2007
<b>Vancouver Community College</b>	
Bachelor of Applied Music	2006
Bachelor of Science in Nursing	2009

This listing does not include Capilano University, but as Capilano College no new degrees had been approved in the period listed above. Since the change to Capilano University, they have had three new degrees approved.

This is also not a complete listing of degrees offered at colleges in B.C., as other degrees have been approved previously.

Currently, there is one other degree proposal from BC Public Colleges undergoing the review process. Okanagan College will be submitting the Bachelor of Applied Writing and Publishing degree for review within the next month.

## Recommendations

No action is required by the Board at this time.

Comments from President

**Submitted by:**

Dr. Andrew Hay, P.Eng.  
Vice President Education

**Date:**

2009-09-18