
Regrets: J Hamilton, S Marken, A McKinnon

Absent: C Athay, A Leimert

Guests: M Befus, T Kisilevich, J Brooks

Recorder: D Crommer

1. Determination of Quorum and Call to Order
   - The meeting was called to order at 4:01 p.m.
   - S Friesen has resigned her position on EdCo and J Longeway will be representing Foundational programs until the end of Sandra’s term, June 30, 2012

2. Adoption of the Agenda
   Motion: T Attrill/B Olson
   “That Education Council approve the agenda as circulated.”
   Carried

3. Approval of the Minutes
   3.1 Minutes of the January 5, 2012 Education Council Meeting
   Motion: A Hay/A Hickey
   “That Education Council approve the minutes of the January 5, 2012 Education Council meeting as presented.”
   Carried

   3.2 Minutes of the January 10, 2012 Education Council Operations Standing Committee Meeting
   Motion: M Nicholson/R Gee
   “That Education Council approve the actions of the January 10, 2012 Operations Committee meeting as presented.”
   Carried

4. Business Carried Forward

5. New Business
   Curriculum recommended by the CPR committees
   5.1 CPRC – AFP (Arts and Foundational Programs)
   a.) Course revisions – IPSE 01 Inclusive Support
   Motion: R Huxtable/T Attrill
   “That Education Council approve the proposal for new course: IPSE 01 Inclusive Support, as recommended by the CPRC – AFP.”
- R Huxtable advised that the proposal speaks for itself and the course is embedded in the program. This will be part of a budget initiative going forward.
- The course is designed for student’s specific needs and it is tailored to meet student needs. An ASE instructor works with a student’s instructor to meet the needs of an individual student.

**Carried**

b.) New program – **Inclusive Post-Secondary Education Certificate**

**Motion:** R Huxtable/A Hay

“That Education Council approve the proposal for the new program: Inclusive Post-Secondary Education Certificate, as recommended by the CPRC – AFP.”

- This program is intended for students with cognitive challenges. There are interviews with the students and the program is tailored to meet their needs. The ASE department has been working to ensure students leave with a credential and this has been the most significant change to the programs in the last 5 – 10 years.
- Concern was expressed regarding students enrolled in the English courses. R Huxtable confirmed that ASE works with the English department to ensure the instructor is aware of the needs of the student.
- Clarification was requested regarding point six on page 17 to confirm that only one IPSE student will be in any on section of an Arts course. R Huxtable confirmed this.
- R Huxtable restated that program is subject to funding approval in the new fiscal year.

**Carried**

**Motion:** M Nicholson/J Longeway

“That Education Council combines the motions for the Advanced Skills Certificate B, Advanced Skill Certificate A, and Basic Skills Certificate intro one motion but discuss the program revisions separately.”

**Carried**


**Motion:** R Huxtable/ M Nicholson


- The revision is the addition of LISN 036 - General Science to these programs.

d.) Program revision – **Advanced Skills Certificate A**

e.) Program revision – **Basic Skills Certificate**

**Carried**

Office Administration Department - Overview of changes

- T Kisilevich advised that the department offers a number of certificates and students can complete one or more of the certificates.
- AAF (Administrative Assistant Fundamentals) is mainly designed for student entering LAA (Legal Administrative Assistant) or MAA (Medical Administrative Assistant) programs.
- Students enrolling in the AAC (Accounting Assistant Certificate) start in January.
- For many students, the certificate in which they enrol in may be determined by funding from an external agency.
- T Kisilevich provided a handout summarizing the revisions and including a timeline chart for each certificate program, including when the programs overlap.
- The revisions being presented are based feedback from the PAC and former students. It was determined that a number of courses required updating to current standards. The revisions also included a shuffling of hours for content-heavy courses.

5.2 CPRC – BUS (Business and Commercial Aviation)

a.) New course – OADM 135 - Records Management

Motion: T Attrill/L Mallory

“That Education Council approve the proposal for a new course: OADM 135 Records Management as recommended by the CPRC – BUS.”

- This is a new course with the course content currently included in OADM 120. The department wanted this material included in the program as a stand-alone course to better determine how students do in this area. More time is devoted to file management.

Carried

b.) New course – OADM 136 - Office Procedures

Motion: A Hickey/J Callin

“That Education Council approve the proposal for a new course: OADM 136 Office Procedures as recommended by the CPRC - BUS.”

- This new course contains the other half of the content from OADM 120. The content regarding Office Procedures is important enough for all students that the information will continue to be offered

Carried

c.) New course – OADM 155 – Accounting Software II

Motion: M Nicholson/T Kosowick

“That Education Council approve the proposal for a new course: OADM 155 – Accounting Software II, as recommended by the CPRC – BUS.”

- At present, Accpac GL and AR are used in the program and this software is no longer the software of choice for most smaller businesses. The change to name to allows flexibility to change the software to meet current demands.

Carried

d.) New course – OADM 156 – Accounting Simulation

Motion: T Kosowick/L Mallory

“That Education Council approve the proposal for a new course: OADM 156 – Accounting Simulation, as recommended by the CPRC – BUS.”

- This capstone or project course will be for students in the Accounting Assistant Certificate. The students have been requesting this type of course for some time.

Carried

e.) New course – OADM 174 - Keyboarding
Motion: J Longeway/A Hickey
“That Education Council approve the proposal for a new course: OADM 174 Keyboarding as recommended by the CPRC - BUS.”
- Keyboarding is currently included in the Word Processing course and students could be successful in the course but not have strong keyboarding skills. Many students coming out of secondary school have strong keyboarding skills while the same skills are not as strong for some mature students.
- There was a discussion regarding PLA or a having a challenge exam that would assess the skills for students without a strong background in keyboarding. J Muskens will provide PLA wording to the department.

Carried

R Gee noted that in general PLA wording for OC will need to be discussed and developed by CCC committee.

f.) New course OADM 175 – Word Processing
Motion: R Huxtable/L Mallory
“That Education Council approve the proposal for a new course: OADM 175 Word Processing as recommended by the CPRC - BUS.”
- Correct the hours to read as 120 hours.
- The skill of transcribing has been added to this course. This skill is not as common a required skill as it used to be, but the skill set is required for students entering the LAA (Legal Administrative Assistant Certificate) program.

Carried

g.) Course revision – OADM 111 – Letter and Report Writing
Motion: J Longeway/J Callin
“That Education Council approve the proposal for a course revision: OADM 111 Letter and Report Writing as recommended by the CPRC - BUS.”
- The revision is to increase to the course by 5 hours to adequately cover content.
- The revised course contact hours are to read as 50 hours.

Carried

h.) Course revision – OADM 127 – Administrative Assistant Simulation
Motion: T Attrill/M Nicholson
“That Education Council approve the proposal for a course revision: OADM 127 Simulation as recommended by the CPRC - BUS.”
- Correct hours indicated on page 23 to read as 45 hours.
- This course is the last course and done the week before students go out on their practicum placements. It is excellent experience for the students and it was determined that more time was needed in this course.
- There was a discussion regarding the name of this course. At the CPRC, the name Administrative Simulation was suggested and Education Council preferred the original name of Administrative Assistant Simulation be used.

Carried

i.) Course revision – OADM 140 – Accounting
Motion: T Kosowick/J Longeway
“That Education Council approve the proposal for a course revision: OADM 140 Accounting as recommended by the CPRC - BUS.”
The revision is to increase hours by 10 hours to a total of 115 to allow students to better understand content in the course.

Carried

j.) Course revision – OADM 142 – Payroll Accounting
Motion: A Anderson/A Hickey
“That Education Council approve the proposal for a course revision: OADM 142 Payroll Accounting as recommended by the CPRC - BUS.”
- Payroll accounting and payroll rules change frequently and more time is needed for this course. Students learn both manual and computerized payroll systems. The hours for the course are increasing by 15 hours, from 30 to 45 hours.

Carried

k.) Course revision – OADM 152 – Simply Accounting
Motion: T Kosowick/M Nicholson
“That Education Council approve the proposal for a course revision: OADM 152 Simply Accounting as recommended by the CPRC - BUS.”
- The revision is to reduce the hours to 60 from 75 hours and to change the course title to Accounting Software I.
- Two groups of students take this course and there is more content in the course than most students require. The change of name is to get away from using the name of the software as the course name. The 15 hours removed from this course has been moved to the payroll course.

Carried

l.) Course revision – OADM 169 – Spreadsheets
Motion: H Schneider/J Longeway
“That Education Council approve the proposal for a course revision: OADM 169 Spreadsheets as recommended by the CPRC - BUS.”
- The revision is to include the business math and calculators course to the prerequisites to help increase student success.
- Amend the prerequisites to read as OADM 167 or equivalent, OADM 130.

Carried

m.) Course revision – OADM 171 – Desktop Publishing
Motion: T Attrill/A Hickey
“That Education Council approve the proposal for a course revision: OADM 171 Desktop Publishing as recommended by the CPRC - BUS.”
- It was noted that the revision information for the contact hours has not been included in the Education Council document. Include the change of contact hours box in the Items Approved. The contact hours are increasing from 45 to 60 hours for this course.
- The website design portion has not been required by most employers so is being dropped from the course. The basic concepts of website design will be covered for students working for smaller companies that may be doing this type of work.

Carried

n.) Course revision – OADM 181 – Job Search
Motion: R Gee/J Longeway
“That Education Council approve the proposal for a course revision: OADM 181 Job Search as recommended by the CPRC - BUS.”
- The revision is a change to the prerequisites. The communications course has been deleted as the Accounting Assistant students do not take the communications course.

Carried

o.) Course revision – OADM 182 – Practicum

Motion: A Hickey/A Anderson
“That Education Council approve the proposal for a course revision: OADM 182 Practicum as recommended by the CPRC - BUS.”

- A loophole was discovered in that students could complete the full year certificate program and apply for a second certificate without taking the practicum course. The department wants to change this to have students complete a practicum component for each credential.
- There was a discussion regarding one course number being used and the possibility that students could earn two certificates. EdCo determined that proposals should be submitted for two new courses – one for the ADAC practicum and another for the MAA practicum.
- The department wished to withdraw the proposal.

Motion: M Nicholson/J Longeway
That Education Council refer the OADM 182 Course revision to the March 1, 2012 Education Council meeting.

Carried

p.) Program revision – Administrative Assistant Fundamentals Certificate

Motion: B Olson/J Longeway
“That Education Council approve the proposal for a program revision: Administrative Assistant Fundamentals Certificate as recommended by the CPRC - BUS.”

- T Kisilevich advised that the current courses will be deleted at a future date once it is confirmed that all online students have completed the program they enrolled in. She confirmed that Business correspondence is a part of word processing.
- A member asked for clarification about the timeline that students enrolled in the online certificates programs have to complete their certificate. J Muskens advised that there is not a tight timeframe once a student has enrolled in an online course. However, if the student leaves or takes a break, she/he would be required to enrol in the new program. Whenever possible, these students would receive credit for completed courses.

Carried

q.) Program revision – Accounting Assistant Certificate

Motion: Motion Withdrawn
“That Education Council approve the proposal for a program revision: Accounting Assistant Certificate as recommended by the CPRC - BUS.”

r.) Program revision – Administrative Assistant Certificate

Motion: A Hickey/J Longeway
“That Education Council approve the proposal for a program revision: Administrative Assistant Certificate as recommended by the CPRC - BUS.”

- There is an overall reduction of 30 hours in this certificate. There is no change to Articulation for this certificate.
- Correct typo on page 31 in grad requirements

Carried

s.) Program revision – Office Assistant Certificate

Motion: H Schneider/R Gee
“That Education Council approve the proposal for a program revision: Office Assistant Certificate as recommended by the CPRC - BUS.”

- There is no change to total hours for this certificate. Some hours have been moved between courses to provide better learning opportunities and to increase student success.

Carried

5.3 Academic Regulations and Policy recommendations

a.) Attendance Policy for Student Athletes on Okanagan College Competitive Sports Teams

Motion: M Nicholson/K Matthews
“That Education Council approve the Attendance Policy for Student Athletes on Okanagan College Competitive Sports Teams as recommended by the Academic Regulations and Policy Committee.”

- J Brooks advised this policy is returning to Education Council after clarifying the policy name and which students are covered by this policy. This policy deals with student athletes on OC teams only. At this time, the policy would apply to students on either the OC hockey or baseball teams.

- R Huxtable questioned use of ‘we’ in the policy while in other policies the phrase used has been ‘The College’. J Brooks expressed surprise at this comment noting that some administrators have seen this document several times and are just bringing this to her attention. The policy will be amended to change the wording to eliminate ‘we’ and add ‘Okanagan College’.

Carried

5.4 Standing Committee Reports

a.) ARP Committee – M Nicholson – no report

b.) CCC Committee – R Gee – no formal report. The revised forms are posted on the website and no major problems have been identified.

c.) Tributes Committee – H Schneider – no report

5.5 Standing Committee Nominations

Motion: R Gee/H Schneider
“That Education Council approve the nominees for the CPRC – T/A as recommended by the Operations Standing Committee.”

One (1) Faculty member from inside the portfolio
Nominee: Murray Perret for the period February 3, 2012 to August 31, 2013

One (1) Faculty member from inside the portfolio
Nominee: Jeff Francis for the period February 3, 20121 to August 31, 2013

One (1) faculty member from inside the portfolio
Nominee: Brad Oliver for the period February 3, 2012 to August 31, 2013

One (1) faculty member from inside the portfolio
Nominee: Bruce Slater for the period February 3, 2012 to August 31, 2013

Carried

5.6 In camera session

Motion: L Mallory/A Hickey
"That Education Council move in camera."

Carried

Administrative Assistant Fundamentals Certificate (Kelowna)
September 6, 2011 to January 18, 2012

Motion: J Muskens/J Callin
The Registrar has verified that the candidates listed herein have satisfied all
requirements for the Administrative Assistant Fundamentals Certificate and,
therefore, recommends these candidates to Education Council for approval of
the Administrative Assistant Fundamentals Certificate.

Carried

Administrative Assistant Fundamentals Certificate (Penticton)
September 6, 2011 to January 18, 2012

Motion: J Muskens/N Lermer
The Registrar has verified that the candidates listed herein have satisfied all
requirements for the Administrative Assistant Fundamentals Certificate and,
therefore, recommends these candidates to Education Council for approval of
the Administrative Assistant Fundamentals Certificate.

Carried

Administrative Assistant Fundamentals Certificate (Salmon Arm)
September 6, 2011 to January 18, 2012

Motion: J Muskens/A Hickey
The Registrar has verified that the candidates listed herein have satisfied all
requirements for the Administrative Assistant Fundamentals Certificate and,
therefore, recommends these candidates to Education Council for approval of
the Administrative Assistant Fundamentals Certificate.

Carried

Associate of Arts Degree (Kelowna) Ending December 31, 2011

Motion: J Muskens/T Kosowick
The Registrar has verified that the candidates listed herein have satisfied all
requirements for the Associate of Arts Degree and, therefore, recommends these
candidates to Education Council for approval of the Associate of Arts Degree.

Carried

RHuxtable noted that Education Council is approving grads throughout the year
for programs that are not calendar specific and asked if this practice would be
continuing. J Muskens advised that this would not normally be the case and there
was an unusual situation that allowed for the AA to be approved at this time.

BC Adult Graduation Diploma (Kelowna) Ending December 31, 2011

Motion: J Muskens/K Matthews
The Registrar has verified that the candidates listed herein have satisfied all
requirements for the BC Adult Graduation Diploma and, therefore, recommends
these candidates to Education Council for approval of the BC Adult Graduation Diploma.
Carried

Carpentry/Joinery Certificate (Kelowna) June 20, 2011 to January 20, 2012
Motion: J Muskens/T Attrill
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Carpentry/Joinery Certificate and, therefore, recommends these candidates to Education Council for approval of the Carpentry/Joinery Certificate.
Carried

Culinary Arts Certificate (Kelowna) January 4, 2011 to December 23, 2011
Motion: J Muskens/R Gee
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Culinary Arts Certificate and, therefore, recommends these candidates to Education Council for approval of the Culinary Arts Certificate.
Carried

Motion: J Muskens/B Olson
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Early Childhood Education Certificate and, therefore, recommends these candidates to Education Council for approval of the Early Childhood Education Certificate.
Carried

Legal Administrative Assistant - Litigation Certificate (Kelowna)
September 6, 2011 to January 24, 2012
Motion: J Muskens/R Huxtable
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Legal Administrative Assistant – Litigation Certificate and, therefore, recommends these candidates to Education Council for approval of the Legal Administrative Assistant – Litigation Certificate.
Carried

Plumber Pre-Apprenticeship Certificate (Penticton) August 22, 2011 to January 20, 2012
Motion: J Muskens/A Anderson
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Plumber Pre-Apprenticeship Certificate and, therefore, recommends these candidates to Education Council for approval of the Plumber Pre-Apprenticeship Certificate.

Refrigeration & Air Conditioning Mechanic Pre-Apprenticeship Certificate (Penticton)
August 2, 2011 to January 27, 2012
Motion: J Muskens/J Longeway
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Refrigeration & Air Conditioning Mechanic Pre-Apprenticeship Certificate and, therefore, recommends these candidates to Education Council for approval of the Refrigeration & Air Conditioning Mechanic Pre-Apprenticeship Certificate.
Carried

Welding Level C Certificate (Vernon) August 8, 2011 to January 27, 2012
Motion: J Muskens/L Mallory
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Welding Level C Certificate and, therefore, recommends these candidates to Education Council for approval of the Welding Level C Certificate.

Carried

Motion: A Hickey/T Attrill
“That Education Council move ex camera.”
Carried

6. Reports

6.1 Council Chair’s Report – Rick Gee
- The election posters will be distributed through the offices of the Regional Deans. R Gee advised that the March meeting will likely be a long and if so, dinner will be provided. He added that it is possible the April meeting may include a significant amount of curriculum as well.
- The Education Council meeting scheduled for May 10 conflicts with the Leadership retreat as well as articulation meetings for Rick and possibly for Michelle. R Gee advised that the May Education Council meeting would have to be rescheduled or cancelled. He added that the May Board meeting is scheduled for May 15 and it would be unlikely that any Education Council business will be included on the agenda at the May Board meeting. Committee members suggested it would be a bad idea to cancel the May Education Council meeting. R Gee advised that D Crommer would be sending out an email with meeting date options and requested that members respond as soon as possible.

6.2 Vice-President Education Report – Andrew Hay

6.3 President’s Report - Jim Hamilton

6.4 Registrar’s Report – Jane Muskens
- J Muskens advised that the original reminder was to be that the 2012 – 2013 OC calendar will be updated at the end of March. She added that they may wait until it is known how much curriculum will be included on the April Education Council Agenda.

6.5 Board of Governor’s Report – S Nahal
- S Nahal reported that the Board had an opportunity to review the employee satisfaction survey. She advised it seems that OC has done very well in every category compared to other colleges. The Board is proud of work done by employees at Okanagan College.

7. Date, Time of Next Meeting
Thursday, March 1, 2012 at 4:00 p.m.

Deadline for Agenda Items
Wednesday, February 15, 2012

8. Adjournment at 5:55 p.m.