

**Okanagan College Education Council
Minutes of Thursday, April 2, 2009
Room S103B Student Services Boardroom – Kelowna Campus**

Approved

Present: D Cook, A Cossentine, S Dieno, R Dhillon, J Gabanowicz, R Gee, J Hamilton, A Hay, Y He, R Huxtable, C Kushner, C Lee, J Mantyka, S Marken, A McKinnon, S Mendoza, M Mitsch, R Ruf

Regrets: H Schneider, M Ouellet

Absent: S Knox, A Leimert

Guests: J Brooks, P Beckmann, M Douglas, B Duffy

Recorder: D Crommer

1. **Determination of Quorum and Call to Order** at 4:00 p.m.
R Gee welcomed Yvonne Pinder to the meeting. Yvonne will represent the Board at Education Council.
2. **Adoption of the Agenda**
Motion: R Huxtable/C Lee
“That Education Council approve the agenda as circulated.”
 - Delete item 3.1 approval of the minutes. The minutes will be approved at the next meeting.
 - Add item 5.4 – approval of candidates for graduation**Carried as revised**
3. **Approval of the Minutes – deferred to the next meeting**
3.1 Minutes of the February 5, 2009 Education Council Meeting
Motion:
“That Education Council approve the minutes of the March 5, 2009 Education Council meeting as presented.”
 - To be placed on the agenda for the next meeting
4. **Business Arising**
5. **New Business**
 - 5.1 CPRC – BUS (Business and Commercial Aviation)
J Brooks advised that BUAD 268 Marketing Research is the first course in marketing research. The course includes theory and a research project that requires REB approval. This was challenging for students to learn the theory, obtain REB approval and complete a research project in one semester. The first new course (BUAD 210) is primarily theory and the second (BUAD 344) deals with the research project.
 - a.) New course – BUAD 210 and BUAD 344
Education Council members decided to combine the motions for BUAD 210 and BUAD 244.
Motion: D Cook/J Gabanowicz
“That Education Council approve the proposal for the new courses: BUAD 210 Introduction to Marketing Research and BUAD 344 Applied Marketing Research, as recommended by the CPRC – BUS.”

- A member noted that in reviewing BUAD 344 there is no requirement for a Stats course while the old BUAD 268 had STAT 124 as a corequisite.
- J Brooks advised that STAT 124 is a service course for business students and STAT 121 is accepted as STAT 124 is not offered at all campuses. She added that STAT 121 or STAT 124 can be taken either as a prerequisite or a corequisite.
- A member added that traditionally the department has accepted either STAT 121 or STAT 124 and accepting STAT 121 allows students to transfer from Arts to the Business program.
- A Hay added that several other Business courses have STAT 121 or STAT 124 listed as either/or and the calendar states that students cannot receive credit for both courses.

Carried

b.) Course revision – BUAD 470

Motion: Y He/D Cook

“That Education Council approve the proposal for the course revision: BUAD 470 Customer Relationship Management, as recommended by the CPRC – BUS.”

- The change of prerequisite is to include the new course (BUAD 344).

Carried

c.) Program revision – Business Administration Diploma – Marketing Option

Motion: S Mendoza/J Gabanowicz

“That Education Council approve the proposal for the program revision: Business Administration Diploma – Marketing Option, as recommended by the CPRC – BUS.”

- J Brooks advised that the change is to include the new course of BUAD 210 in the program.

Carried

d.) Program revision – Bachelor of Business Administration – Marketing Specialty:

Motion: D Cook/J Mantyka

“That Education Council approve the proposal for the program revisions: Bachelor of Business Administration – Marketing Specialty, as recommended by the CPRC – BUS.”

- This change is to Include BUAD 210 and BUAD 344 for the Marketing Specialty. There are no other changes.

Carried

e.) Course deletion – BUAD 268

Motion: D Cook/Y He

“That Education Council approve the proposal for the course deletion: BUAD 268 Marketing Research, as recommended by the CPRC – BUS.”

Carried

5.2 CPRC – STH (Science Technology and Health)

- B Duffy provided an overview of the changes being requested. She advised there are three purposes for the changes as follows:
 1. set of calendar changes for consistency
 2. prerequisite change
 3. facilitating transfer credit for courses in the ECED program

- She added there has been a strong movement from government to move to full-day kindergarten for five-year-olds and part-day for three- and four-year-olds.
- It is important for graduates to have the option of enhancing their training. These changes will allow for graduates to ladder into the third year of a child and youth care program offered by the University of Victoria. In order for students to transfer, existing courses need to have credits assigned.
- A member asked if having credits assigned will allow students to transfer into other programs at OC. M Douglas clarified that the department is not asking for academic credit as is similar to the HSW program where some courses have academic transfer and some are vocational credit courses and do not receive academic transfer credit.
- A member noted this is a complicated issue and statements from UVIC need to read carefully. The member added there may be jurisdictional issues. M Douglas advised that this is not a university transfer issue and the department has no intention to apply for transfer credit.
- R Ruf asked if the courses will have non-academic credits. He asked if this means that we do not treat any part of the course differently than is currently being done such as the passing grade percentage or probation.
- It was noted that ECE is a diploma program like the HSW program where the courses are credit courses but do not have academic transferability.
- A member expressed support for the changes and noted that Council has approved similar requests from the Therapist Assistant and Human Service Worker programs. The member added that this allows students to transfer to an appropriate degree program or to access other programs after completion of the full diploma. However, despite supporting the goal, the individual course credits appear to be high..
- C Kushner added support for the intent and advised that Continuing Studies will be reviewing some of their courses later this year to see if students can use the courses as prerequisites for other courses. She added this is a critical discussion and we need to do it correctly and ensure that the formula used previously is considered for this program.
- A member asked if this has gone to the Deans Forum and what feedback was given. A Hay confirmed that this has not been reviewed by the Deans Forum and he would prefer that it go to the Deans Forum for review and discussion to ensure everything is in order.
- A member asked if this has been done before or are we building this from scratch. B Duffy confirmed that similar changes have been made to other program areas at OC and by other BC institutions.
- A member suggested that we all need to know more about this program. Credits are a large number and this should be looked at with regard to other programs here as well as at other institutions. The member asked if there are any practicums outside of the academic year. B Duffy advised that the Infant/toddler practicum is outside of the academic year.
- A member asked about the licensing requirements for this program. B Duffy advised that this program falls under the authority of the Ministry of Health.
- A member asked if any other institutions offered a program that would allow students to transfer into the UVIC degree in Youth and Children.
- B Duffy advised that the program at many institutions allow students to transfer to UVIC. B Duffy added that the ECE courses are checked through BCCAT and institutions agree to allow students to transfer.

- A member noted that there are a lot of details that Education Council needs. The member asked what the timelines re in order to meet the needs of students. B Duffy advised that she was going to ask that the effective date be set to include students that have completed the diploma program since the 2005-2006 year (beginning of OC). The member added retroactivity is another issue.
- A Hay advised that if compared to the Therapist Assistant Diploma, there are three credits for each course in TAD and in this proposal the credits are different for each course. He expressed concern for adding another mix to our programming.
- M Douglas added these are good points and confirmed that in the HSW program, all courses are three credits and 45 hours. He acknowledged that this should have gone to the Deans Forum and assured Council it will go to the Deans Forum before returning for approval.

Motion: R Huxtable/A Hay

“That items 5.2 a – 5.2 e be referred back to the CPRC – STH for discussion and clarification.”

Carried with two abstentions

- B Duffy asked if there were other departments that should be consulted for direction.
- R Gee advised that the Registrar’s Office could provide a lot of information and direction.

- a.) New course – ECED 101
- b.) Course revision – ECED 125
- c.) Course revisions – ECED 224, ECED 225
- d.) Course revisions – ECEC 112, ECED 113, ECED 117, ECED 118, ECED 125, ECED 126, ECED 128, ECED 129, ECED 212, ECED 213, ECED 215, ECED 217, ECED 218, ECED 223, ECED 226, ECED 228, ECE 231, ECE 232, ECE 233.
- e.) Program revision – Early Childhood Diploma
- f.) Course revision – MATH 112
Motion: C Lee/A Cossentine
 “That Education Council approve the proposal for the course revision: MATH 112 Calculus I, as recommended by the CPRC – STH.”
 - P Beckmann advised that the department has revised the course description and prerequisites. There is no change to the substance or content of the course and this is to update the calendar description to ensure it is current.**Carried**
- g.) Course revision – MATH 122
Motion: C Lee/A Hay
 “That Education Council approve the proposal for the course revision: MATH 122 Calculus II, as recommended by the CPRC – STH.”
 - P Beckmann advised that the department is expanding the course description to reflect what is included in course**Carried**
- h.) Course revision – MATH 139

Motion: C Lee/S Mendoza

“That Education Council approve the proposal for the course revision: MATH 139 Mathematics for Information Technology, as recommended by the CPRC – STH.”

- This is a service course for CIS and NTEN and has been reviewed to ensure the Math department is delivering content that meets the needs for students in other programs. Changes were requested and the course description is being changed as a result.
- A member asked if this is a different course or a new course and should have a new course number
- R Gee added that the title is the same and the change includes reflecting a different emphasis in the subject areas taught. The course still involves a lot of Math content.
- A member added that this course is not articulated so it is not as significant an issue.
- A member added support for the way the information was presented.

Carried

i.) Course revision – MATH 212

Motion: C Lee/R Dhillon

“That Education Council approve the proposal for the course revision: MATH 212 Calculus III, as recommended by the CPRC – STH.”

- The changes are in the course description but not in content. The course has been delivered as 4,0,0 for many years and this correction is being reflected in the calendar
- Correct to read as MATH 212 – 3 - 4

Carried

5.2 Nominees sought for standing committees

5.3 Standing Committee reports

a.) ARP Committee

- R Gee advised there is no official report. The committee is still looking for a member of Education Council to sit as a member of this committee and take on the role of Chair.
- Add Conflict of Interest on Scholarly Research to the next agenda as it was missed on this agenda.

b.) CCC Committee

- A Cossentine advised that the committee continues to meet and is hopefully close to a final recommended definition of Mature and Regular students. This will come before Education Council as soon as it is completed.

c.) Tributes Committee

- R Gee advised that the Tributes Committee will be meeting next week.

5.4 In camera Session

Welding Level C Certificate (Kelowna) September 2, 2008 to March 20, 2009

Motion: R Ruf/S Dieno

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

Automotive Collision Repair, Interprovincial Refresher Certificate (Kelowna)
August 25, 2008 to April 3, 2009

Motion: R Ruf/S Mendoza

Subject to the caveat that all outstanding requisites, courses, and standards are completed and satisfied, the Registrar recommends each student candidate named herein to Education Council for approval of the Automotive Collision Repair, Interprovincial Refresher Certificate with annotation of the graduation status to which the respective candidates may be entitled.

Carried

Automotive Service Technician Certificate (Kelowna)

September 2, 2008 to April 3, 2009

Motion: R Ruf/ M Mitsch

Subject to the caveat that all outstanding requisites, courses, and standards are completed and satisfied, the Registrar recommends each student candidate named herein to Education Council for approval of the Automotive Service Technician Certificate with annotation of the graduation status to which the respective candidates may be entitled

Carried

Cook Training, Interprovincial Refresher Certificate (Kelowna)

August 25, 2008 to April 3, 2009

Motion: R Ruf/A McKinnon

Subject to the caveat that all outstanding requisites, courses, and standards are completed and satisfied, the Registrar recommends each student candidate named herein to Education Council for approval of the Cook Training, Interprovincial Refresher Certificate with annotation of the graduation status to which the respective candidates may be entitled.

Carried

Recreational Vehicle Service Technician Certificate (Kelowna)

September 2, 2008 to March 20, 2009

Motion: R Ruf/D Cook

Subject to the caveat that all outstanding requisites, courses, and standards are completed and satisfied, the Registrar recommends each student candidate named herein to Education Council for approval of the Steel Fabricator Certificate with annotation of the graduation status to which the respective candidates may be entitled.

Carried

6. Reports

6.1 Council Chair's Report

- R Gee reported that he will be attending a CoEdCo (Council of Education Council Chairs) meeting in Prince Rupert in early May and will not be at the May Education Council meeting. He has asked vice-chair A Leimert to chair the meeting.
- The May meeting will include the first call for nominations for the positions of Education Council Chair and Vice-chair. He suggested that Council consider revising the bylaws to allow for two vice-chairs. This would require notice as it involves a bylaw change.
- The Education Council group photo will be scheduled to be taken at the June meeting. He encouraged all members to attend.

6.2 Vice-President Education Report

- A Hay reported that last year we received one-time funding for LPN and renewed funding was predicated on good performance. Okanagan College received renewed funding.
- One-time funding for skilled trades including plumbing and electrical also received renewed funding.
- Once again the Ministry put out the call for skilled trades. We did not receive this funding last year and have applied this year for the Metal Fabricator program.
- There is additional funding for health programming including Medical Lab Assistant and HSRCA.
- The Deans Forum looking at new FTE funding and the proposal will come to Education Council when ready. This is a difficult time of year for this discussion but it is being worked on.

6.3 President's Report

- J Hamilton advised that the Board passed the 2009 – 2010 budget. There were no reductions and the budget does include 200 new FTE. We received funding for 136 FTE more than expected.
- The institution will go through a separate process to determine extra continuing money regarding the additional FTE's.
- We were expecting a tough budget year and both ACCC and the BC Colleges group have been lobbying hard to suggest to government that investing in colleges would be a good thing. The traditional pattern of students looking at colleges during a recession is holding true. The budget increases are on a continuing and one-time basis. The budget did not include an increase for student tuition.
- Tuition fees at OC are high in some program areas, low in other areas and some fees were average. Four years have passed since we inherited tuition fees from OUC and the University Colleges no longer exist. The Board has asked that tuition fees be reviewed by the institution.
- He added that OC proposed four projects – one per region under federal project funding. The most challenging criterion is that the project must be shovel-ready in 90 days. This stipulation required significant consideration. We are hoping to see an announcement as early as next week in advance of the Provincial election. It is believed that there may be more than one round of announcements.
- A team of Civil Engineering students competed in the Western Canadian Wood Catapult Competition. They captured first place well ahead of UBC and BCIT.
- A member noted the budget process was tough on departments and many departments went through a lot to meet expectations. The member asked if money will be put back into the departments. J Hamilton advised that this will have to be reviewed. One thing that did happen was to shift surpluses to a central contingency fund. This will be looked at by the Deans Forum.
- J Hamilton added that we managed to get through the process without reducing programming. He added that we need to look at programming and service levels. He noted we need to be cautious in an election year as things have been known to change after the election.

6.4 Registrar's Report

- R Ruf reported that March 2009 was the best March for numbers of applications received. The Registrar's Office is about to launch a

transcript order process. This will reduce the time to issue transcripts from 10 – 15 days to 1 – 3 days.

- The office is working to build a student-centred timetable and they have some funds for this project. There is a curriculum advising piece that will allow students to go online to determine where they are and how close they are to completion or graduation.
- The election results for faculty representative from South Okanagan are in and Sheilagh Seaton was the successful candidate.
- A new version of Banner will be implemented this fall and will include wait-listing and other improvements. Concern was expressed regarding students not using the 'MyOkanagan' email addresses and changing email addresses. Students are not getting information that is being sent in many cases by instructors. Emails sent to the 'MyOkanagan' address can be easily forwarded to another email address.

6.5 Board of Governor's Report

- No report

7. Date, Time of Next Meeting

Thursday, May 7, 2009 at 4:00 p.m.

8. Deadline for Agenda Items

Wednesday, April 22, 2009

9. Adjournment at 5:48 p.m.