

**Okanagan College Education Council  
Minutes of Thursday, November 6, 2008  
Room S103B Student Services Boardroom – Kelowna Campus**

**Approved**

**Present:** D Cook, S Dieno, J Gabanowicz, R Gee, A Hay, R Huxtable, C Kushner, C Lee, A Leimert, J Mantyka, S Marken A McKinnon, M Mitsch, M Ouellet, R Ruf, H Schneider. A Cossentine, R Dhillon, S Mendoza, J Mantyka – by phone

**Regrets:** J Hamilton, Y He, S Knox

**Guests:** B McGillivray, P Beckmann, N Fretz

**Recorder:** D Crommer

1. **Determination of Quorum and Call to Order** at 4:05 p.m.  
R Gee welcomed the new members.
  
2. **Adoption of the Agenda**  
**Motion:** R Dhillon/M Ouellette  
“That Education Council approve the agenda as circulated.”
  - add item 5.6 b – Honorary Fellow Award Nominees
  - add item 5.7 academic Schedule – R Ruf
  - R Gee advised that A Leimert will take over as Chair while items 5.2f – 5.2m are discussed.**Carried**
  
3. **Approval of the Minutes**  
3.1 Minutes of October 2, 2008 Education Council Meeting  
**Motion:** J Gabanowicz/A Hay  
“That Education Council approve the minutes of the September 4, 2008 Education Council meeting as presented.”
  - R Gee referred to handwritten page five and advised that on some of the forms the prerequisites were shown as current and proposed and on other forms, the prerequisites are shown as proposed and current. The problem has been corrected so that the prerequisites are shown in the same order on all forms.
  - A member referred to the third bullet on handwritten page eight, requesting that course be changed to ‘program’.
  - The 13<sup>th</sup> bullet on page 8 was amended to read a ‘*...the last meeting that the implementation date was prior to council review and approval. We have an obligation to students and the institution to ensure that students receive the appropriate credential if these programs are approved.*’
  - The fifth bullet under item d.) on page 10 was amended to read as ‘*...language requirements for international students...*’
  - The second sentence of the second bullet under item 5.5 b.) on page 11 was amended to read as ‘*The draft process assigns management of the process to the Registrar. The Registrar’s Office will seek input from the departments and the Registrar will bring calendar deletions to Council for approval.*’ The last sentence of the bullet should read as ‘*Dormancy is something that is not standard in BC.*’
  - Spelling errors were corrected.

**Carried as revised**

#### 4. **Business Arising**

##### 4.1 Associate of Science Degree Medal

**Motion:** C Lee/R Gee

“That Education Council approve the Associate of Science Medal as recommended by the Tributes Standing Committee.”

- This proposal was presented to Education Council some time ago. The intent is for a medal to be awarded to the Associate of Science student graduating with highest graduating grade average. Initially a monetary award was attached to the medal and this has now been removed. The Science department chairs have approved the change and wish to offer the award without monetary attachment. The revised proposal had not returned for Education Council approval.
- R Ruf questioned why the Registrar identifies and presents the top three students and why not the top student. A member added that perhaps the Dean has the option of looking at other criteria. R Ruf advised that the criteria states top GGA.
- A member questioned why the portfolios are submitting requests for awards instead of the Tributes committee or Education Council. The member added this is more of an institutional issue than a portfolio issue.
- H Schneider advised that the Tributes committee reviewed this and determined that it should come from the portfolios. The Tributes committee supported the idea and thought other instruction areas should look at similar awards.
- A member added that this is consistent with what is currently in the calendar and the proposal should go forward.
- A member suggested that we deal with this award today and have the Tributes committee look at areas that do not have awards and urge them to consider implementing an award. The committee should look at wording for similar awards.
- A member asked about full time or part time student status adding that three courses is considered full time and this seems an uneven opportunity for a medal. The member advised that he thinks the criteria should include full time status. The member added that part time status can be a minimal course load.
- R Gee advised that while this is an important issue, this may not be the time for the discussion to take place.
- A member advised that the Registrar will have to determine if a student is full-time each semester and what if a student takes a course over the summer – are they then considered part-time? The member advised that full-time or part-time is hard to measure over a long period of time.
- A member suggested that credits be measured.
- A member added that he does not like the idea of excluding students because they are part-time. Financial and family commitments may prohibit full-time enrolment.
- A member added that we may find more will enrol on a part-time basis. The whole issue needs discussion at another time.
- A member added that he is finding the discussion inconsistent. The issue needs more discussion and we are encouraging a vote.
- A member asked if the medal would be presented this academic year if approved tonight. H Schneider confirmed that the medal could be presented in the spring. She advised that the Tributes Committee is looking at making some changes to the medals, that time is tight and we need to proceed quickly on the matter.

**Carried** with 1 opposed 2 abstentions

**5. New Business**

**5.1 CPRC – BUS (Business and Commercial Aviation)**

B McGillivray advised that over last few years the business recruiters have learned of an area that is missing from our program offering – Merchandising. These course proposals are in response to that market. This is not a new program or a new specialty option at this time and these three courses will be offered as part of the Marketing option. The CPRC committee questioned offering a course at the 200-level that did not require a prerequisite. Currently there are five business courses listed in the calendar offered at the 200-level that do not require a prerequisite. BUAD 176 is the only elective offered in the first year for students interested in the Marketing option. Looking at other institutions, similar courses are offered at the 200-level.

a.) New Course – BUAD 290

**Motion:** D Cook/A Leimert

“That Education Council approve the proposal for a new course, BUAD 290 Introduction to Merchandising, as recommended by the CPRC – BUS”.

- A member noted that some of the content of an existing course BUAD 297 is covered in this course. B McGillivray advised that the expectation is that BUAD 297 will be the introductory course. In the Merchandising vs Retailing field, Retailing is considered introductory and merchandising is fairly specific and at a higher level. This course is not intended to be a repetition and most material from BUAD 297 would be covered in the first week of classes.

**Carried**

b.) New Course – BUAD 291

**Motion:** D Cook/C Kushner

“That Education Council approve the proposal for a new course: BUAD 291 Designing the Retail Environment, as recommended by the CPRC – BUS.”

**Carried**

c.) New course – BUAD 292

**Motion:** D Cook/A Leimert

“That Education Council approve the proposal for a new course: BUAD 292 Merchandise Display Strategy as recommended by the CPRC – BUS.”

- The prerequisites should read as BUAD 116 and the implementation date should read as September 2009.

**Carried**

**5.2 CPRC – STH (Science Technology and Health)**

a.) Course revisions – CHEM 111, CHEM 112, CHEM 115, CHEM 121, CHEM 122, CHEM 125

**Motion:** C Lee/S Marken

“That Education Council approve the proposal for a course revisions: CHEM 111 Principles of Chemistry, CHEM 112 Introduction to Chemistry I, CHEM 115 Introduction to Chemistry for Water Quality Technology I, CHEM 121 Principles of Chemistry II, CHEM 122 Introduction to Chemistry II and CHEM 125 Introduction to Chemistry for Water Quality Technology II, as recommended by the CPRC – STH.”

- P Beckmann advised that the changes are the same for each course. There is no change to contact hours but there is a change in the delivery format. The courses have been taught this way for some time

and this should be indicated correctly in the calendar. The seminar hour is not used much in either first-year or second-year sciences and these courses have been taught as four hours of lecture.

- A member noted that the courses are currently taught as two 90-minute and one 60-minute lecture and a three-hour lab. P Beckmann added there is no intent to change this system if it is working well.
- A member asked if the department has been able to operationalize the distinction between seminar hours and lecture hours. The member asked what is the difference between a lecture hour and a seminar hour. P Beckmann advised that the seminar hour is used as a lecture and the department would like the calendar to reflect reality.
- A member suggested that perhaps the calendar be reviewed to determine how many times a seminar course is listed in the calendar
- A Hay added that he agrees with the change in that this is reflective of changes in teaching pedagogy and that interaction with students is ongoing and constant.
- Perhaps this is a topic that needs to be reviewed by the CCC committee.

**Carried with one abstention**

b.) New course - NTEN 219

**Motion:** M Mitsch/M Ouellette

"That Education Council approve the proposal for a new course: NTEN 219 Linux Server Management as recommended by the CPRC – STH."

- P Beckmann advised that the constantly-changing technology will always require updates of a minor nature. This time the minor changes are complicated by some moving of courses to different terms.
- A member asked why Linux has been separated out from the other systems. N Fretz clarified that most work is in Windows and there is the Linux side and the Windows side. Most in-house systems are offered using the Windows side and the Linux side was picked out as a course to offer something different.

**Carried**

c.) Course revision – NTEN 116

**Motion:** J Gabanowicz/A Leimert

"That Education Council approve the proposal for a course revision: NTEN 116 Basic Electricity and Electronics, as recommended by the CPRC – STH."

- N Fretz advised that the program exists as a package and introducing a new course means something had to give. COSC 110 had to go; NTEN 219 replaces it. When accreditation was established, it was based on hours and the number of hours is more than can be obtained in a September to April timeframe. This requires teaching time in early May and while accreditation is no longer based on hours, the program has not been shortened. The department looked at courses to determine what could be reduced. The change allows this course to be taught in the post-semester time slot and the instructor confirms that students would still be job-ready. The content is still there but in less depth.
- A member asked why the course is not offered during the semester. N Fretz advised that the course is required for graduation and the content is necessary for the understanding of other courses. The member asked if the course will have a final exam. N Fretz advised that the department is not sure as the course has not yet been taught in this format.

- A member added that there are two courses taught in May or the post-semester time frame. This provides students with the ability to work in labs and take the labs apart; this is an incredible experience for students.
- A member requested clarification that the NTEN program is reducing the content of NTEN 116 and offering the course in the post-semester, adding the new course NTEN 219 and removing COSC 110 as a required course for graduation.
- N Fretz confirmed that this is a two-credit course; there is a typo in the agenda package.
- N Fretz confirmed that accreditation is still viable with the changes.

**Carried**

d.) Course revision – NTEN 199

**Motion:** R Dhillon/J Mantyka

“That Education Council approve the proposal for a course revision: NTEN 199 Topics in Internetworking, as recommended by the CPRC – STH.”

- N Fretz confirmed that this is a two-credit course; there is a typo in the agenda package.

**Carried**

e.) Program revision – Network and Telecommunications Engineering Technology Diploma

**Motion:** A Hay/A Leimert

“That Education Council approve the proposal for a program revision: Network and Telecommunications Engineering Technology Diploma as recommended by the CPRC – STH.”

- A member requested clarification that in order to keep the hours the same, the deletion of COSC 110 is required. N Fretz confirmed this.
- A member asked if the implementation date of May 2009 is for students entering the program after May 2009. It was decided to change the implementation date to September 2009.
- A member asked if students continuing in the program will complete the old sequence of courses. N Fretz confirmed this is the case and added that NTEN 219 may be offered as an elective for current students.

**Carried**

**R Gee stepped aside and A Leimert took over the role of Chair.**

f.) Course revisions – COSC 111, COSC 121, NTEN 112

**Motion:** R Gee/J Gabanowicz

“That Education Council approve the proposal for course revisions: COSC 111 Computer Programming I, COSC 121 Computer Programming II and NTEN 112 Computer Programming I as recommended by the CPRC – STH”

- R Gee advised that COSC 111 and NTEN 112 are cross-listed courses and each is currently taught with three hours of lecture and a two-hour lab. The department would like to increase the lecture part to four hours with a two-hour lab. If the contact hours increase for the first semester courses, there should be an increase for the winter course offerings.
- A member advised that the rationale is not convincing as a 30% increase is not a small increase. R Gee clarified that it may not be little, but that there is a significant amount of material to cover in class. In these classes, a small amount of content can take a lot of time to adequately cover.

- A member added that the Business department has similar issues. The member added that how we offer courses needs to be discussed as this is becoming more of a concern.
- A member added that the breadth of offering is an issue. For example if every Arts course changed from three to four contact hours, we would lose course offerings. The member added that we need to be certain of the merit of the increase as there are definite consequences on a fixed budget.
- Another member asked if there is additional work, should the credits also be increased. R Gee advised that there are no courses at OC that offer more than three credits. Some courses are four hours but still are three credits.
- A member referred to the prerequisites shown on page 23 and suggested that the order be revised to have the ABE Math Equivalent moved to immediately follow after 'Application of Mathematics 12'. Another member added that this request was made by the AACP department approximately three years ago and it came to Education Council. We agreed that this department is important and to list the prerequisites in this order.
- A member asked if adding content would effect articulation or transfer credit. R Gee advised that adding content would work well for students transferring out and students transferring in will be missing a little bit.
- A member added that it seemed odd to have recommended prerequisites that are not actual prerequisites.
- A member added that he is not able to support the proposal and is waiting to hear that other institutions are moving to four hours per week. The proposal is for a 30% increase in hours and the reason are not adequate for supporting this.
- Another member confirmed difficulty supporting the proposal as the articulation is unclear.
- A member added that in many courses he would wish for an extra hour with students and if that was the case, great things could be done with the hour.
- Another member indicated that at times, they feel they are behind starting in the second week of September when teaching.

**Motion defeated**

g.) Course revisions – COSC 221 and MATH 251

**Motion:** R Gee/A Hay

“That Education Council approve the proposals for course revisions: COSC 221 Introduction to Discrete Structures and MATH 251 Introduction to Discrete Structures, as recommended by the CPRC – STH.”

- R Gee advised that these are cross-listed courses that show as having a three lecture hours and a one-hour seminar and have been taught as four lecture hours. The purpose is to correct the calendar description.
- A member noted there should be cost implications associated with the change. The cost implications are minimal and are not an issue for Education Council.

**Carried**

h.) Course revision – COSC 224

**Motion:** R Gee/S Dieno

“That Education Council approve the proposal for course revisions: COSC 224 Projects in Computer Science as recommended by the CPRC – STH.”

- R Gee confirmed that the proposal is to change the contact hours from (3,3,1\*) to (3,3,1).

- The proposal is to change the seminar from bi-weekly to weekly. The instructor uses the time to meet with the teams regarding project work.
- A Hay indicated support for this change. He added that he has been involved with teaching project classes and the weekly contact is important for student success.
- A member added that he is looking for comparison to other courses and not finding that. This goes back to original question of what is a seminar hour, when or how is it used as it appears that it is often used as office hours. R Gee clarified that attendance at office hours is not compulsory and this has compulsion. The member advised that he does not understand the need to have a seminar hour for this course.
- The Registrar advised that for timetabling, it is easier to support weekly meetings over alternate weekly meetings.
- A member asked if the intention is that students are working in a lab setting during the seminar. R Gee advised that for this course the seminar tends to be multi-functional. It is not held in a lab as computer science students have laptop computers. The seminar is not intended to be a lab and therefore not held in a lab setting.
- A member added that he is in favour of increasing the hours if there is a set meeting time established. R Gee advised the department will try to indicate a time that works. The instructor tries not to use a classroom to meet with smaller groups of students and can have as many as six meetings per week.
- A member asked why we are treating CIS students differently from students in other programs such as Business or Arts.
- A member added that he would have supported this proposal if a scheduled time could be confirmed.

**Carried with 5 against and 4 abstentions**

i.) Course revisions – COSC 229, COSC 414

**Motion:** R Gee/C Lee

“That Education Council approve the proposal for course revisions: COSC 229 Computer Graphics and COSC 414 Computer Graphics as recommended by the CPRC – STH”.

- R Gee advised that there are two courses with same course name. The intent is to have one become ‘Intro’ and the other ‘Advanced’.
- A member asked why the Math portion of the class was being deleted. R Gee advised that the instructor believes he can cover the math in class.
- A member asked if the consultation had occurred with the Math department. R Gee was unable to confirm this.

**Proposal withdrawn – consultation with Math**

j.) Course revisions – COSC 310, COSC 319

**Motion:** R Gee/M Ouellett

“That Education Council approve the proposal for course revisions: COSC 310 Software Engineering and COSC 319 Software Engineering Project as recommended by the CPRC – STH”.

- This two courses involve a large project in the degree program. It used to be a one-year six-credit course and has changed to two courses, one per semester and each offered as three credits. The department is finding that students are taking these courses in third year. The department considers these as capstone courses and are trying to move them to the fourth year by changing the number and prerequisites.

- A member added that he doesn't understand the rationale for changing the numbers from the 300- to the 400- level. The member asked if we follow the rationale or do we choose because this is what we want.
- R Gee advised that the standard answer is that the course has a third-year prerequisite and a third-year corequisite. This is meant to be a capstone course and fourth-year standing also makes this clear.
- A member asked if we have prerequisites what difference would it make when the course is taken. The member asked why the course has an alternate week seminar hour when we just voted to change that on another course. Alternate week seminar hours are bad for students, bad for timetabling and have poor space utilization.
- R Gee advised that the definition of fourth year is having 78 credits towards a degree. The department would expect students enrolling would have a significant amount of computer science or transferable NTEN credits. In this case, meetings are scheduled at a mutually convenient time for the students and instructors. The purpose is more to provide direction to the students and meeting are not necessary as the students are better prepared than they were for the smaller project.
- The Registrar advised that fourth-year standing can't be checked or implemented. R Gee added that intention behind the prerequisites is to ensure that students have taken a large number of computer science courses.
- A member added that this sounds like seminar hours need not be assigned, and that this is done as office hours.
- A member expressed discomfort with the possible additional office hours.
- The Registrar added that if this passed, it would be better to have no time allotted for the seminar portion and this will allow students to register in other courses. R Gee clarified that it is difficult to identify a specific time and specific courses as the NTEN students have different prerequisites.

**Defeated 6 – 7 with 2 abstentions**

- k.) Course revisions – COSC 318, COSC 328

**Motion:** R Gee/J Gabanowicz

“That Education Council approve the proposal for course revisions: COSC 318 Advanced Computer Networks and COSC 328 TCP/IP Networking as recommended by the CPRC – STH”.

- Networking is a changing field and titles are being updated to reflect this.
- Revisions were put forward and never made it to Education Council. The description is changing to better reflect the course content.

**Carried**

- l.) Program revision – Computer Information Systems Diploma

**Motion:**

“That Education Council approve the proposal for program revision: Computer Information Systems Diploma as recommended by the CPRC – STH”.

**Withdrawn**

- m.) Program revision – Bachelor of Computer Information Systems

**Motion:**

“That Education Council approve the proposal for program revision: Bachelor of Computer Information Systems as recommended by the CPRC – STH”.

**Withdrawn**

### **R Gee resumed the role of Chair**

There was a five minute break at 6:07

### **Motion:** H Schneider/R Huxtable

“That the Education Council meeting continue and deal with the business items on the agenda.”

### **Carried**

#### 5.3 Education Plan Review

- A Hay advised that the purpose of the review is to look at changes the institution is experiencing in the external environment. The most notable are shifts in the enrolment patterns from K – 12 and the strategic government plan experienced last year. OC is trying to make the plan as adaptable and flexible as possible. The plan is being reviewed and not rewritten.
- Issues include campus space, the final year of SIP funding, balancing programming profiles, issues around international education, and innovation. Campus space or the lack of is beginning to limit our growth. We are in the final year of Strategic Investment Plan (SIP) funding and need to ensure a balanced program profile. We are looking at alternative process for this year such as recruitment and retention before increasing offerings.
- Last year some decisions were made that will tie up some funds for this year, including the Human Kinetics program. OC will look at opportunities in Trades for growth with ITA funding.
- We don't yet know what opportunities will be available for targeted funding. We are doing well in those areas but don't know what will happen.
- International Education poses real questions such as how do we want International Education to look like at OC. Other questions for consideration include what is the purpose for having International students being here and how do we want it to look.
- A member asked where OC is going with this noting that it is good to have International students in the classroom. Where is the balance and how do we wrestle with this?
- A Hay advised that the member has correctly identified one issue and advised there are other issues. Questions are being asked and there are no answers at this time. We need to engage the whole institution in this discussion.
- A member added that in the Business department, many courses were full and students had to be turned away.
- A Hay added that the timetable needs to be optimized.
- Innovation has always been a strength of the institution as we are innovative and have adapted to change.
- The main changes are to strategies and one area to identify is the use of portfolios. The K – 12 system used portfolios but no longer uses them. The recommendation is to remove portfolios from the education plan.
- We are currently conducting open houses at all campuses.
- The institution is looking for feedback from Education Council to provide to the Board.
- A member referred to the first bullet on page 43 noting that degree should be 'degrees'.
- A member suggested that when doing renovations it is better to match classrooms to class sizes. A Hay advised that OC is not intending to increase class sizes but to optimize class size.

- A member asked if space will still be an issue once the new building is complete. The member also asked if the next upgrade will include the Health or Business buildings. H Schneider advised that the next focus will be to work on trades programming space. Work will be needed on the aging health building. It would be optimal to have all students on one campus.

**Motion:** H Schneider/A Leimert

"That Education Council supports the revisions to the Education Plan as presented."

**Carried**

#### 5.4 Nominees sought for standing committees

**Motion:** A Hay/H Schneider

"That Education Council approve the nominee for the Tributes Committee as recommended by the Operations Standing Committee.

One (1) Faculty member Certificate programs

Nominee – Catherine Baranow

**Carried**

In future include brief bio of nominees

#### 5.5 Standing Committee reports

##### a.) ARP Committee

- No report

##### b.) CCC Committee

- no report

##### c.) Tributes Committee

- This will be dealt with in camera.

Motion: A Leimert/H Schneider

'That Education Council move the meeting in camera.'

Carried

#### 5.6 In-Camera Session

##### a.) Approval of Candidates for Graduation

- An Operations Standing Committee meeting will be held to approve the candidates for Graduation.

##### b.) Approval of Honorary Fellow Award Recipients

Motion: H Schneider/A McKinnon

'That Education Council move the meeting out of camera.'

Carried

#### 5.7 Academic schedule

- R Ruf advised that for 2009 the Labour Day holiday falls on Monday, September 7, the worst possible day. If we start classes after Labour Day, exams would end on December 24. The Deans have suggested having a 12-week semester in the fall. The OC semester is usually 13 weeks and in the past, the semester has been shorter than 13 weeks.
- A member noted that this is a significant change and losing a week is not acceptable.
- A member asked what UBC is doing and how long is their fall semester. R Ruf advised that UBC has a short semester.
- R Ruf added that he has contacted the Registrars at other institutions regarding this and most have not yet responded. He will bring two options to the table for review at the next meeting.

- A member asked about the reading break usually around November 11 and suggested that we would not likely get away with starting classes before Labour Day.
- A member added that it is not acceptable having exams on December 24.
- R Ruf asked if members preferred a 13-week semester and have the institution stick with it regardless of when Labour Day falls.
- A member noted that orientation day is usually after Labour Day and suggested that the orientation be held prior to the start of classes. The member suggested that non-course tasks generally be held prior to the start of classes including orientation.
- R Ruf advised with the current 13-week schedule, we ensure there are 13 Mondays, 13 Wednesdays and 13 Fridays, etc.
- A member asked if there is any way of getting input from students.
- A member noted that for the 2009 – 2010 year a number of Lower Mainland colleges will shut down during the Olympics and will have a semester that ends in mid-May. The member suggested having some exams before Christmas, some in January and then start the second semester in approximately mid January.
- A member advised that they would not support having the exam period carried over to January. The member added that if necessary, orientation could be held before Labour Day.
- R Ruf advised that he will do a schedule with classes starting on September 1.
- A member suggested that faculty be consulted to determine how many weeks are needed to offer curriculum.
- A member suggested that would provide many varied answers and it is difficult to cover all content in the current schedule without decreasing it by a week. The member added that classes should not start prior to September 1 and exams should be completed prior to December 24.
- A member added that you do what you have to do to streamline the material and that it could be taught in 12 weeks if necessary.
- A member added that it is probably easier for the UT courses as most universities offer a 12-week semester.
- A Hay added that national accreditation used to require 2100 hours for some of the engineering technology programs. OC had a 13-week semester and has courses offered out-of-semester. Now that the program is outcome-based, the hours requirement is gone but the material must still be covered.
- A member noted that for many trades programs, there are two weeks in the summer with no students and there are students in class for the rest of the year.
- A Hay suggested historical patterns may give us some guidance.
- A member added that if a 13-week semester is the standard, we should adhere to that and have exams completed at an appropriate time. If students know that September 1 is a start date or the alternative is exams on December 25, they will choose the September 1 start date.

## **6. Reports**

### **6.1 Council Chair's Report**

- R Gee reported that the quorum issue will be discussed in future.

### **6.2 Vice-President Education Report**

- A Hay reported that the Highway 97 road closure is causing difficulty for faculty, staff and students. OC is trying to deal with the situation.

101 sections have been affected and 24 classes were cancelled the first week. This past week, six classes were cancelled and OC hopes for no cancellations next week. There are some scheduling problems that we just can't get around. It is not a perfect situation and has been dealt with incredibly well.

- A member added that OC should not get classes in place at the risk of people. Another member added that videoconferencing is an alternative and better than cancelling classes.
- A Hay added that we are trying to get back to face-to-face instruction. IT Services personnel are working hard to ensure the technology is working well. Many people are working long hours to ensure the equipment is working.

6.3 President's Report

- No report

6.4 Registrar's Report

- Reorganized Registrar's Office to combine registration and admissions.

6.5 Board of Governor's Report

- no report

**7. Date, Time of Next Meeting**

Thursday, December 4, 2008 at 4:00 p.m.

**8. Deadline for Agenda Items**

Tuesday, November 18, 2008

**9. Adjournment** at 7:15 p.m.