



**BOARD OF GOVERNORS
REGULAR MEETING
January 22, 2013; 9 a.m.; to be reconvened at 12:15 p.m.
Room S103B, Kelowna Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 ELECTION OF CHAIR and VICE-CHAIR (B. Eby) The Chair and Vice Chair will be elected and then the Board will convene the In Camera session. The Open Session meeting will be reconvened at 12:15 p.m.		9 a.m.
2 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the January 22, 2013, OC Board open session meeting agenda is approved".</i>		12:15 p.m.
3 SIGNING OF CODE OF CONDUCT FOR ALL MEMBERS		12:20 p.m.
4 DECLARATION OF CONFLICT		
5 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>		12:25 p.m.
5.1 MINUTES – November 27, 2012	A	
5.2 WRITTEN REPORTS		
5.2.1 President's Report (J. Hamilton)	B	
5.2.2 Education Council Report (R. Gee)	C	
5.3 APPROVALS		
5.4 INFORMATION		
6 BUSINESS ARISING FROM THE MINUTES		
7 PRESENTATIONS		
7.1 Enactus Okanagan College (<i>formerly SIFE</i>) Presentation (P. Sekhon)		12:30 p.m.
8 NEW BUSINESS/RESOLUTIONS		

8.1 Education Council (R. Gee) D 1 p.m.
8.1.1 Program Approvals

Recommended Motion:

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

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Autism Spectrum Certificate, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Network and Telecommunications Engineering Technology Diploma, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Practical Nursing Diploma, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program deletion, Practical Nursing Certificate, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program deletion, Intensive English Language Program, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Diploma in Criminal and Social Justice, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, PACE (Preparing for Access to Careers and Education) Certificate, as recommended by Education Council and as presented here”.

8.1.2 Program Schedules E

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 Adult Special Education Schedule as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 English as a Second Language Schedule as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of

Governors approve the 2013-14 Health and Social Development Programs Schedule as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 Adult Academic and Career Preparation Schedule as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 Office Administration Schedule as recommended by Education Council and as presented here”.

8.1.3 Memorandum of Understanding – OC and SD 53

F

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Dual Credit Memorandum of Understanding between Okanagan College and School District No. 53 (Okanagan-Similkameen), as recommended by Education Council and as presented here”.

9 VERBAL REPORTS

1:20 p.m.

9.1 Board Chair Report

9.2 President’s Report (J. Hamilton)

10 INFORMATION

11 TOPICS FOR NEXT MEETING

12 OTHER BUSINESS

13 FOR THE GOOD OF THE INSTITUTION

14 DATE OF NEXT MEETING March 26, 2013, Kelowna Campus

15 ADJOURNMENT

1:30 p.m.

**Consent Agenda Resolutions
Attachment A**

Item 5.1

Recommended Motion

“BE IT RESOLVED THAT the November 27, 2012, open session minutes be approved.”

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

**Tuesday, November 27, 2012, 12:45 p.m.
Room S103B, Kelowna Campus**

Members Present: B. Cooke
C. Denesiuk
J. Hamilton (President)
R. Gee
L. Kayfish
D. Manning (by teleconference)
S, Nahal
Y. Pinder
L. Rozniak
T. Styffe (Vice Chair)
Z. Webster
J. Wu

Regrets: L. Swite-Ghostkeeper
L. Thurnheer
A. Coyle

Board Secretary: L. Le Gallee

Vice Presidents: B. Eby
A. Hay
C. Kushner

Regrets: N. Ankerstein, Administrative Association
C. McRobb, BCGEU Vocational
S. Josephson, OCFA

Guests: S. Bujwa (Student), T. Witowski (Student); C. Ulmer; H. Schneider, G. Dickinson, and R. Barrett (item 6.1)

There being a quorum present, the Chair called the meeting to order at 12:45 p.m.

1. APPROVAL OF AGENDA

Motion: C. Denesiuk/J. Wu

“BE IT RESOLVED THAT the November 27, 2012, OC Board open session meeting agenda is approved”.

Item 9 was dealt with immediately after item 7.

MOTION CARRIED

2. OATH OF NEW MEMBERS - Z. Webster, J. Wu

The students signed the Code of Conduct at their orientation session on November 9, 2012. The Oath was signed at the Open Session meeting and returned to the Board office for filing.

3. DECLARATION OF CONFLICT

No conflicts were declared.

4. CONSENT AGENDA

Motion: T. Styffe/S. Nahal

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

Items Approved

“BE IT RESOLVED THAT the September 25, 2012, Open Session minutes were approved.”

“BE IT RESOLVED that the be following persons be appointed as Board Observers for a one year term from November 27, 2012 to November 26, 2013:

***Sharon Josephson, representing Okanagan College Faculty Association
Cam McRobb, representing the BCGEU Vocational Instructors
Nancy Ankerstein, representing the Administrators Association
Tina Witowski, Student, Shuswap Revelstoke;
Matthew Heuman, Student, South Okanagan- Similkameen;
Sukhvir Bajwa, Student, Central Okanagan”***

MOTIONS CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. PRESENTATIONS AND DELEGATIONS

6.1 Regional Dean Report (H. Schneider)

Highlights from the Regional Dean included:

- Head count of 5,000 students; student numbers are down in Trades a little;
- Trades Expansion renewal project building has begun; the architects will consult with the community and the students in the coming weeks;
- Green Team (student team and staff team) did a trash audit with the aim of improving our recycling efforts. There is also an initiative to keep Fascieux Creek clean and there has been a garage sale to encourage reuse/recycle. The Centre for Learning has earned LEEDS Gold certification;
- Demographics – the prediction for this area is that population will continue to increase. The community has indicated that health care programming will be a priority;
- Future initiatives – the Regional Dean’s office is working on a project with SD 23 (Early College Project) to encourage students who might be struggling in secondary school to attend college. They would receive their high school transcript as well as enter into College earlier than Grade 12. The aim is to increase high school transition rates.

Highlights from the RAC, Chair included:

- The Committee meets four times a year with a cross section of members;
- They are pleased with the designation for the Centre for Learning and look forward to completion of the Trades expansion.

Questions:

- With regard to parking, the ratio for student parking is 3.5/1. The College encourages car pooling and public transportation, as well there is overflow parking at the church on Gordon Drive.

H. Schneider, G. Dickinson, and R. Barrett left at 1:15 p.m.

7. NEW BUSINESS/RESOLUTIONS

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

7.1.1 Tuition Process

Motion: B. Cooke/J. Wu

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the tuition consultation process as recommended by the Finance, Audit and Risk Review Committee”.

The full budget proposal will be presented to the Board at a workshop in January and then consultation will occur with the college community (staff and students) in early February. The budget will then be reviewed by the Finance, Audit and Risk Review Committee in late February/early March, for presentation to the Board in March. As in previous years, the students will be given the opportunity to present to the Finance Committee.

MOTION CARRIED

7.1.2 Key Performance Indicators

These KPIs will become part of the KPIs that were approved in May 2012. These relate to the regular operations of the College as well as the investment portfolio.

Motion: B. Cooke/C. Denesiuk

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Key Performance Indicators for financial sustainability as recommended by the Finance, Audit and Risk Review Committee”

MOTION CARRIED

7.2 Education Council

7.2.1 Program Approvals

Motion: R. Gee/T. Styffe

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Medical Device Reprocessing Certificate, as recommended by Education Council and as presented here”.

MOTION CARRIED

Motion: R. Gee/J. Wu

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Civil Engineering Technology Diploma, as recommended by Education Council and as presented here”.

MOTION CARRIED

Motion: R. Gee/L. Rozniak

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Special Needs Worker Certificate, as recommended by Education Council and as presented here”.

These changes are a result of industry changes, and will bring the program up to current needs.

MOTION CARRIED

Motion: R. Gee/J. Wu

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

MOTION CARRIED

Motion: R. Gee/Z. Webster

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

More revisions will come to the Board in January as a result of the secondary school math course change.

MOTION CARRIED

Motion: R. Gee/L. Rozniak

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

MOTION CARRIED

Motion: R. Gee/S. Nahal

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Automotive Refinishing Certificate, as recommended by Education Council and as presented here”.

MOTION CARRIED

7.2.2 Program Schedules

Motion: R. Gee/B. Cooke

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Academic Schedule 2013-2014 as recommended by Education Council and as presented here”

Where noted, if a Saturday classes is listed, this is correct. Some courses begin on Saturday.

MOTION CARRIED

Motion: R. Gee/S. Nahal

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

MOTION CARRIED

Motion: R. Gee/S. Nahal

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the English As a Second Language Schedule, as recommended by Education Council and as presented here”.

MOTION CARRIED

Motion: R. Gee/D. Manning

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Adult Special Education Schedule 2012-13 as recommended by Education Council and as presented here”.

MOTION CARRIED

7.3 Executive Committee (L. Kayfish)

7.3.1 Board Meeting Schedule 2013

Motion: L. Kayfish/C. Denesiuk

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve Board Meeting Schedule for 2013 as presented here”

The meeting in April will occur in the South Okanagan, if a meeting is required.

MOTION CARRIED

9. INFORMATION

9.1 Stable Enrolment Report (A. Hay)

This report is a snapshot of programs that started in September. This is not always a good indication of Trades numbers as not all the programs begin in September. The headcount excludes Continuing Studies.

Headcount is a student registered in one or more courses; credits are the courses that students are registered in.

This report is produced again in the Spring from the January numbers. A chart will be added to show Distance Education numbers.

Even though the report shows some fluctuations, the College is predicting that the enrolment target will be over 100%.

A member asked if the next report could show a row in which totals are displayed.

8 VERBAL REPORTS

8.1 Board Chair Report (L. Kayfish)

October and November were active months with awards ceremonies. The Board has received thank you letters and cards from the students who received the Board scholarships.

The Chair recognized L. Rozniak for her 25 years of service which was acknowledged at the November 14th Employee Recognition Dinner.

The January convocation is scheduled for January 12th.

ACCC is scheduled for Penticton in June, 2013. If you would like to attend, please contact the Board office.

8.2 President’s Report (J. Hamilton)

The President recently made a presentation to Kelowna Council. This was an indication that more presentations of this nature need to be scheduled. There is a keen interest in the College from civic government. Board members were asked to let the President know if they are interesting in participating in these presentations.

A College Committee has begun planning the 50th Anniversary celebrations for 2013. If Board members have ideas for events or would like to serve on a Committee, they are to let the Board office know,

B. Cooke left at 2 p.m.

10. TOPICS FOR NEXT MEETING

11. OTHER BUSINESS

12. FOR THE GOOD OF THE INSTITUTION

The Minister of Education, Innovation and Technology recently toured the Centre of Excellence.

13. DATE OF NEXT MEETING January 22, 2012, Kelowna Campus

14. ADJOURNMENT

Motion to adjourn: T. Styffe/C. Denesiuk

MOTION CARRIED

The meeting adjourned at 2:05 p.m.

President's Report to the Okanagan College Board of Governors

January 2013

Engagement

- Representatives from Diamond Schmidt architectural firm spent several days in Kelowna consulting with Okanagan College students, staff and community representatives about the new Trades construction project.
- Okanagan College's 7th annual Pay It Forward giving campaign sent College alumna and campaign founder Sarah Comba off with not one, but two, truckloads of donations to Inn from the Cold and Kelowna's Gospel Mission. Faculty, students and staff donated winter coats, unwrapped toys, baby supplies, toiletries, toques, mitts and scarves.
- Institutional Research released the results of the fifth annual student satisfaction survey, conducted in the spring of 2012. Ninety-two per cent of those who responded say that attending Okanagan College has been a good experience, and 88 per cent would recommend their program to others.
- I made presentations in December to Salmon Arm Rotary and the South Okanagan Labour Council. Response from these groups to our initiatives and plans for 2013 was very positive.
- The Okanagan College Diversity Working Group, launched in March 2011, made up of volunteers from the College and chaired by James Coble, our Coordinator of Aboriginal Access & Services, is planning new initiatives for 2013. The Working Group is proposing surveying students about their perceptions and experiences to get a better idea of what activities might be appropriate for our campuses and how diversity can be rolled into the classroom experience

Learning and Teaching

- Jonathan Rouse, who is a faculty member in the Okanagan School of Business, has been appointed as Director of Wine, Food and Tourism and Associate Dean of the Okanagan School of Business. Jonathan will be focusing on further development of the College's existing programming in wine and viticulture, culinary arts, tourism and hospitality.
- Two teams from the College's Okanagan School of Business made it to the final round of the Inter-Collegiate Business Competition (ICBC) at Queen's University. Okanagan College is the only college in the country to be taking part in this year's competition, where our students were up against top-level Canadian and international universities. Under the mentorship of Professor Derek Cook, our students came home with a second place finish in the Finance category, behind Concordia University and ahead of University of Calgary, SFU and teams from Norway and Thailand. Our Management Information Systems team competed admirably, finishing in the top six but not in the top three.
- Two Okanagan College students, both enrolled in the Water Engineering Technology program, were recognized at the Applied Science Technologists and Technicians of BC (ASTTBC) annual Technology

Awards and Recognition Celebration. John Partanen received the ASTTBC Wade Wicks Memorial Bursary (\$1,000) while Chris Mackay was awarded the \$1,500 ASTTBC BC Hydro Award.

- The provincial government announced \$867,000 in funds in December for Trades equipment for Okanagan College.

Student Transition

- More high school students than ever before entered the 7th Annual Western Canada RoboCup Junior Games held at the Kelowna campus of Okanagan College Nov. 30. Almost 200 students took part in the event, bringing robots that they had created and designed to play soccer, dance, or work their way through a mock search and rescue course.
- Grade 9 students from Ecole KLO Middle School spent some time at the Kelowna campus checking out trades and other programs. The tour was part of the school's Health and Career Education (HACE) program where students had a chance to explore educational options for both high school and post secondary.

Collaboration and Partnership

- We signed an Agreement with School District 23 and commenced an 11 week program for at risk students from Central School to sample a variety of Trades at the College. All fourteen of the fourteen students who attended the sampler program have now registered in OC dual credit programs.

Aboriginal

- We signed an agreement with the Okanagan Indian Band to provide community-based delivery of employment, essential skills training and ABE courses on-reserve at OKIB.

Sustainability

- In December, the Centre for Learning received its LEED Gold certification from the Canada Green Building Council. The certification process has been longer than anyone could have anticipated but it is an important final piece of the Centre for Learning. The facility was designed and built at a time when very few people were thinking about sustainability in construction and operation of buildings. We have had a few years to monitor the building's performance and have been very pleased with the technologies we used.

Education Council Report to the Board December 2012

During 2012, Education Council discussed a total of 320 curriculum proposals, with 48 coming from Arts and Foundational Programs, 86 coming from Business and Commercial Aviation, 167 coming from Science, Technology and Health, and 36 coming from Trades and Apprenticeship.

This far exceeds the normal annual average of 205 proposals. Among the reasons for the increase are:

- calendar cleanup which resulted in the deletion of several Continuing Studies programs which have not been offered for several years.
- the introduction of the Practical Nursing diploma and deletion of the Practical Nursing certificate.
- extensive updating of the Water Engineering Technology courses, including a change to the name of the program.

Despite this activity, the bulk of which occurred early in the year, there were no proposals for the December Education Council meeting, which was thus cancelled.

January 2013

Education Council started off the year with a meeting of the Operations Committee on January 9, to approve graduates for the January 12 convocation.

Education Council itself was scheduled to meet on January 10 but, due to inclement weather, a room change, and a consequent lack of video-conferencing facilities, it actually met on January 17.

The Education Council meeting considered a memorandum of understanding, a small number of course proposals and a large number of program revisions, program deletions, and schedules for a number of programs.

Graduates

Program name	Number of graduates
Accounting Assistant Certificate (BC Campus)	1
Associate of Arts	20
Associate of Science	2
Bachelor of Business Administration	4

Bachelor of Computer Information Systems	2
BC Adult Graduation Diploma	4
Business Administration Certificate	2
Business Administration Diploma	56
Business Studies Certificate	2
Civil Engineering Technology Diploma	21
Computer Information Systems Diploma	1
Commercial Aviation Diploma	2
Diploma in Criminal and Social Justice	1
Diploma in Media and Cultural Studies	1
English for Academic Purposes Certificate	1
Electrician Pre-Apprenticeship Certificate (Kelowna) - July 10, 2012 - December 21, 2012	10
English as a Second Language Certificate	1
Heavy Duty & Commercial Transport Mechanics Certificate (Kelowna) - March 22 2012 - December 14 2012	7
Human Kinetics Diploma	1
Human Service Work Diploma	2
Medical Administration Assistant Certificate	1
Mechanical Engineering Technology Diploma	16
Network and Telecommunications Engineering Technology Diploma	2
Pathway to Professional Accounting Certificate	1
Post-Diploma Certificate in Business Administration	1
Therapist Assistant Diploma	1
Welding Level C certificate (Kelowna) - June 12, 2012 - December 21, 2012	11
Welding Level C certificate (Kelowna) - May 22, 2012 - November 30, 2012	14
Water Engineering Technology Diploma	19
Total (28 programs, 29 intakes)	207

**Education Council
Submission for the Board
January 2013**

Education Council – January 17, 2013

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

Program Revision – Green Building Design and Construction Certificate

Recommended Motion:

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

Program Revision

- Graduation requirements
- Prerequisites

Rationale:

The program is now being offered by continuous registration so we need to set a maximum time period of two years to be eligible for the certificate. Prerequisites need to be changed for two of the courses so that students have GBDC 120 before or while taking GBDC 125 and GBDC 130. Since GBDC 120 has an on-campus component offered only once per year (at this point), we want to be able to give students the option to start GBDC 125 and 130 before completing GBDC 120.

Program description:

As the economy and population continue to expand, the design, construction and operation community will face increasing challenges to meet the new demands for facilities that are accessible, secure, healthy, and productive while minimizing their impact on the environment. For the design, construction/renovation, operation, and decommissioning of a facility, there is an important relationship between the indoor and outdoor environments - the building connection.

This 360-hour certificate program gives students the skills and hands on experience to design and create building envelopes with a sustainable focus on the main functions of the design and construction of the building envelope, including solar and thermal control, moisture control, indoor air quality, acoustics, aesthetics, construction waste management and cost effectiveness. All phases of facility life cycle are examined, balancing environmental stewardship with mission and function of the facility.

Graduation requirements:

Existing:

Students must complete the five courses with a minimum passing grade of 60 in each course.

Proposed:

Students must complete the five courses with a minimum passing grade of 60% in each course. Students must complete this program within two years (24 months) to receive the certificate.

Courses to be revised:

Existing:

GBDC 125-50 hours

Existing Buildings

Students will examine the characteristics of existing buildings related to age and intended use and will focus on what improvements can be made to increase sustainability while maintaining or even reducing the costs of building operations. Cost benefit analysis for these improvements will be carried out and consumer education is discussed.

Prerequisite: GBDC 120

GBDC 130-50 hours

Building Envelope Project

Students will complete a work-based project in which theoretical knowledge is applied.

Prerequisite: GBDC 125

Proposed:

GBDC 125-50 hours

Existing Buildings

Students will examine the characteristics of existing buildings related to age and intended use and will focus on what improvements can be made to increase sustainability while maintaining or even reducing the costs of building operations. Cost benefit analysis for these improvements will be carried out and consumer education is discussed.

Corequisite: GBDC 120

GBDC 130-50 hours

Building Envelope Project

Students will complete a work-based project in which theoretical knowledge is applied.

Corequisite: GBDC 120

Proposed date of implementation: November 2012

Costs: n/a

Program Revision – Autism Spectrum Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Autism Spectrum Certificate, as recommended by Education Council and as presented here”.

Program Revision

- Admission requirements

Rationale:

The Criminal Record Check (CRC) was inadvertently added to the Autism Spectrum Certificate when blanket changes were made to the CRC's through EdCo on May 1, 2012. Please note the Autism Spectrum Certificate does not have a practicum and does not require a CRC as an admission requirement.

Admission requirements:

Existing

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.

A minimum grade of 60% in one of English 12 or Technical & Professional Communications (TPC) 12 or an equivalent Provincial Level Adult Basic Education

English course, or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI). Note: Communications 12 is not acceptable.

A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Proposed

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.

A minimum grade of 60% in one of English 12 or Technical & Professional Communications (TPC) 12 or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI). Note: Communications 12 is not acceptable.

Reason:

The Criminal Record Check (CRC) was inadvertently added to the Autism Spectrum Certificate when blanket changes were made to the CRC's through EdCo on May 1, 2012. Please note the Autism Spectrum Certificate does not have a practicum and does not require a CRC as an admission requirement.

Proposed date of implementation: January 1, 2013

Costs: n/a

Program Revision – Network and Telecommunications Engineering Technology

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Network and Telecommunications Engineering Technology Diploma, as recommended by Education Council and as presented here”.

Program revision

- Electives section of the program outline
- Admission requirements

Rationale:

Although it has happened rarely, there is a potential for students to take technical electives with similar content to that already offered in the program. We have added COSC 109 to the technical elective exception list as that is known to offer similar or more basic content than that offered in NTEN 219.

Outdated computer and technology requirements for admission are being removed and updated to minimize barriers to admission into the NTEN program.

Admission requirements:

Existing Requirements:

The following paragraph from the admission requirements requires change:

- A minimum 73% grade in Information and Communications Technology II or a 67% grade in Information and Communications Technology 12 or equivalent experience.

Recommended Admission Requirements:

This program assumes the student is comfortable with the fundamental concepts and basic configuration of computer operating systems as well as word processing and spreadsheet applications. Any student new to the computing environment is recommended to find an introductory class or follow a self-study learning guide on operating systems, word processing or spreadsheet applications before entering the program.

Reason:

Information and Communications Technology II or 12 is no longer offered in BC or any other province. Therefore every student entering the program required the Chair's approval of their existing computer hardware and software skills in order to be accepted. This is inefficient and an unnecessary barrier to admission into the program. The proposed statement puts the responsibility on the student to ensure they have the requisite knowledge before entering the program

Program outline:

Current:

Technical, Business, Administration and Communication Electives

- 15 credits of electives are included in the program
- 12 of these credits must be approved Computer Systems and Applications courses, or Electronics courses, or Computer Science courses eligible for credit towards the Bachelor of Computer Information Systems (BCIS) program, or Math courses eligible for credit towards the BCIS program. COSC 115, COSC 122 and COSC 127 are not eligible for credit towards the NTEN diploma.
- 3 of these credits must be either Business Administration (BUAD) courses eligible for credit towards the Bachelor of Business Administration (BBA) program or Communication (CMNS) courses. BUAD 128 is not eligible for credit towards the NTEN diploma.

Proposed:

Technical, Business, Administration and Communication Electives

- 15 credits of electives are included in the program
- 12 of these credits must be approved Information Technology courses, or Electronics courses, or Computer Science courses eligible for credit towards the Bachelor of Computer Information Systems (BCIS) program, or Math courses eligible for credit towards the BCIS program. **COSC 109, COSC 115, COSC 122 and COSC 127 or any course offering similar content to an existing course in the program are not eligible for credit towards the NTEN diploma. Any student considering a course that may offer similar content should consult with the chair prior to registration.**
- Three of these credits must be either Business Administration (BUAD) courses eligible for credit towards the Bachelor of Business Administration (BBA) program or Communication (CMNS) courses. BUAD 128 is not eligible for credit towards the NTEN diploma.

Proposed implementation date: 2013 03 01

Costs: n/a

Program Revision – Practical Nursing Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Practical Nursing Diploma, as recommended by Education Council and as presented here”.

Program revision

- Admission requirements

Rationale:

To clarify the wording on the Selection Process to accurately reflect what admission requirements for which the applicants will be ranked.

Admission requirements:

Existing

B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

English Requirement:

Either:

A minimum grade of 70% in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course.

Or

A grade between 50% and 69% inclusive in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course, and a minimum score of Level 5 on the Language Proficiency Index (LPI) test.

Mathematics Requirement:

Students graduating from secondary school in or prior to 2012: A minimum grade of 60% in either Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum grade of 67% in either Pre-calculus Grade 11 or Foundations of Mathematics Grade 11 or a minimum grade of 70% in either Introductory Algebra 11 or both Math 084/085.

Biology Requirement:

Both:

A minimum grade of 67% in a Grade 12 Biology course which includes human anatomy and physiology or an equivalent Provincial level Adult Basic Education Biology course.

A minimum grade of 70% in Pre-Practical Nursing Anatomy and Physiology (PNUR 113).

Selection Process

Fall Intakes

Applications will be accepted starting at 9 a.m. on the first business day in November and ending no later than 4:30 p.m. on the last business day in February. **Applicants will be ranked based on the grade average of the courses satisfying the English, Math and Biology admission requirements.**

Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in February.

The ranking of applications will take place in March and successful applicants will be notified by early April. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Winter Intakes

Applications will be accepted starting at 9 a.m. on the first business day in April and ending no later than 4:30 p.m. on the last business day in July. For the January 2013 intakes in Kelowna and Penticton, the deadline to apply has been extended to August 31, 2012. Applicants will be ranked based on the grade average of the courses satisfying the English, Math and Biology admission requirements.

Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in July.

The ranking of applications will take place in August and successful applicants will be notified by early September. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Proposed

B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

English Requirement:

Either:

A minimum grade of 70% in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course.

Or

A grade of 50% to 69% inclusive in one of: English 12, English 12 First Peoples, TPC 12 (Technical and Professional Communications) or an equivalent Provincial Level Adult Basic Education English course, and a minimum score of Level 5 on the Language Proficiency Index (LPI) test.

Mathematics Requirement:

Students graduating from secondary school in or prior to 2012: A minimum grade of 60% in either Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education Mathematics course.

Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum grade of 67% in either Pre-calculus Grade 11 or Foundations of Mathematics Grade 11 or a minimum grade of 70% in either Introductory Algebra 11 or both Math 084/085.

Biology Requirement:

Both:

A minimum grade of 67% in a Grade 12 Biology course which includes human anatomy and physiology or an equivalent Provincial level Adult Basic Education Biology course.

A minimum grade of 70% in Pre-Practical Nursing Anatomy and Physiology (PNUR 113).

Please note that Biology 12 is a prerequisite for PNUR 113.

Selection Process

Fall Intakes

Applications will be accepted starting at 9 a.m. on the first business day in November and ending no later than 4:30 p.m. on the last business day in February. Applicants will be ranked based on the grade average of the courses satisfying the **Grade 11 Math, Grade 12 English, and Grade 12 Biology** admission requirements.

Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in February.

The ranking of applications will take place in March and successful applicants will be notified by early April. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Winter Intakes

Applications will be accepted starting at 9 a.m. on the first business day in April and ending no later than 4:30 p.m. on the last business day in July. For the January 2013 intakes in Kelowna and Penticton, the deadline to apply has been extended to August 31, 2012. **Applicants will be ranked based on the grade average of the courses satisfying the Grade 11 Math, Grade 12 English and Grade 12 Biology** admission requirements.

Applicants enrolled in Grade 12 or Grade 12 upgrading are required to submit final or interim grades by 4:30 p.m. on the last business day in July.

The ranking of applications will take place in August and successful applicants will be notified by early September. Once the ranking has been completed, the limited number of seats in the program will be filled by offers of admission and all others will be put on a waitlist in order of their ranking. Students offered admission will be given a deadline to accept the offer by payment of the Admissions deposit. Those who do not accept their offer by the deadline specified will be cancelled and the seat offered to the next ranked person on the list.

Reason:

Applicants are not ranked on the full Biology admission requirements only Biology 12.

Proposed date of implementation: February 1, 2013

Costs: n/a

Program Deletion – Practical Nursing Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program deletion, Practical Nursing Certificate, as recommended by Education Council and as presented here”.

Rationale:

The new diploma program replaces the certificate program.

Proposed date of implementation: December 1, 2012

Costs: n/a

Program Deletion – Intensive English Language Program

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program deletion, Intensive English Language Program, as recommended by Education Council and as presented here”.

Rationale:

This program does not have the level of infrastructure that ESL students need. Students for this program are not being recruited as the program is under reconsideration/review. Leaving the program in the OC Calendar when it is not available is unwise. If the program is re-introduced to Okanagan College, it will need revision and could return under a New Program Proposal.

Proposed date of implementation: January 1, 2013

Costs: n/a

Program Revision – Diploma in Criminal and Social Justice

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Diploma in Criminal and Social Justice, as recommended by Education Council and as presented here”.

Program revision

- Addition of courses
- Graduation requirements

Rationale:

The interdisciplinary studies program proposes to replace a required CSJ program course (PSYC 250) with a list of choices (PSYC 250, 231, 242, 255, and 230). This will:

1. increase student choice within the criminal and social justice field,
2. improve departmental flexibility to offer more varied courses across campuses,
3. reduce student travel (the current required course is traditionally offered in Penticton only), and
4. include highly relevant course offerings to the CSJ program, as each of the proposed courses - drugs and behaviour, abnormal psychology, psychology and law, and biopsychology of behaviour - are directly relevant to work in the CSJ field.

Graduation requirements:

Existing

PSYC 111, SOCI 111, ENGL 100, CRIM 111, POLI 101, PSYC 121, SOCI 121, CRIM 121, WMST 100, PSYC 250, CRIM 235, CRIM 240, CRIM 260, SOCI 270, SOCI 271, CRIM 210, CRIM 230, CRIM 203, plus two electives.

Proposed

Same as above, but instead of PSYC 250, “one of PSYC 230, PSYC 231, PSYC 242, PSYC 250, and PSYC 255”

Proposed date of implementation: June 1, 2013

Costs: n/a

Program Revision – PACE (Preparing for Access to Careers and Education) Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, PACE (Preparing for Access to Careers and Education) Certificate, as recommended by Education Council and as presented here”.

Program Revision

- Program description

Rationale:

Members of the ASE Department want to have the option to offer this part-time program over either one or two years. The current program is four semesters of 220 hours each over two years - half-time in the classroom, half with applied skills in the community. The revision is simply to allow the option of teaching the program in one year with two semesters of 440 hours each.

Some instructors find the two-year option is best to allow students to mature and make considered career choices. Some instructors find they lose too many students at the end of year one and in smaller centres this is a significant concern. It is the department's intention that the one-year PACE Program would be offered in alternate years to allow student demand to build.

Program description:

Existing

The program is offered over two years.

Proposed

The program is offered over one or two years.

Proposed date of implementation: September 1, 2013

Costs: n/a

Program Schedules

Academic Schedule – 2013-14 Adult Special Education

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 Adult Special Education Schedule as recommended by Education Council and as presented here”.

Fall 2013

91 instructional days- All campuses

Semester One: September 3, 2013 to January 24, 2014

September 3	First day of class (Orientation)
October 7	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
December 19	Last day of classes before Christmas Closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas Closure (no classes) – Okanagan College will be closed to the public
January 6, 2014	Classes resume
January 24	End Semester One

Winter 2014

92 instructional days - All campuses

Semester Two: January 29 to June 18 2014 (June 19 in Salmon Arm and Penticton)

January 29	First day of class
February 10	Family Day (no classes)
February 11	Study break all campuses
February 12 - 14	Study break Kelowna, Vernon
March 17	Study break Kelowna, Vernon
March 17 – 21	Study break Penticton, Salmon Arm
April 18– 21	Easter (no classes)

Program Schedules

May 19	Victoria Day(no classes)
June 18	End Semester Two Kelowna, Vernon
June 19	End Semester Two Penticton, Salmon Arm

Academic Schedule – 2013-14 English as a Second Language

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 English as a Second Language Schedule as recommended by Education Council and as presented here”.

Fall 2013

August 28	Scheduled OCELA (Okanagan College English Language Assessment)*
August 30	International student orientation
September 3	Classes begin
October 7	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
December 11	Classes end
December 12 - 18	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

Winter 2014

January 2	Scheduled OCELA (Okanagan College English Language Assessment)*
January 3	International student orientation
January 6	Classes begin
February 11	Family Day (no classes)
February 12 - 14	Study Break – no classes
April 18 - 21	Easter (no classes)
April 22	Classes end
April 23 - 29	Final exam period

Program Schedules

*The OCELA (Okanagan College English Language Assessment) is also available at other times throughout the year.

Spring 2014

April 30	Scheduled OCELA (Okanagan College English Language Assessment)*
May 2	International student orientation
May 5	Classes begin
May 19	Victoria Day(no classes)
June 24	Classes end
June 25 - 26	Final exam period

Summer 2014

June 27	Scheduled OCELA (Okanagan College English Language Assessment)*
June 30	International student orientation
July 2	Classes begin
August 1	BC Day (no classes)
August 21	Classes end
August 22 – 25	Final exam period

*The OCELA (Okanagan College English Language Assessment) is also available at other times throughout the year.

Academic Schedule – Health and Social Development programs

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 Health and Social Development Programs Schedule as recommended by Education Council and as presented here”.

Program Schedules

Early Childhood Education Diploma

Kelowna

2013

September 3	Classes start (morning only) for Semester I followed by College-wide orientation day
September 3	Classes start for Semester III
September 4	Full classes start for Semester I
October 7	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
December 13	Classes end for Semester III
December 20	Classes end for Semester I
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes start for Semester II
January 6	Classes start for Semester IV
February 10	Family Day (no classes)
April 18–21	Easter (no classes)
April 25	Classes end for Semester II
May 2	Classes end for Semester IV

Early Childhood Education Infant/Toddler Specialty Certificate

Kelowna

Program Schedules

2014

January 6	Classes start
February 10	Family Day (no classes)
April 18 – 21	Easter (no classes)
May 19	Victoria Day (no classes)
June 20	Classes end

Health Care Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

FALL FIRST INTAKE (Kelowna)

2013

August 26	Classes start (morning only) followed by College-wide orientation day
September 4	Full classes start
October 7	Thanksgiving (no classes)
November 11	Remembrance Day(no classes)
December 20	Last day of classes before Christmas Closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes resume
February 10	Family Day (no classes)
February 17	Classes end

FALL SECOND INTAKE (Penticton and Vernon)

Program Schedules

2013

October 28	Classes start
November 11	Remembrance Day (no classes)
December 20	Last day of classes before Christmas Closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes resume
February 10	Family Day (no classes)
April 18	Classes end

WINTER INTAKE(Kelowna)

2014

January 6	Classes start
February 10	Family Day (no classes)
April 18 – 21	Easter (no classes)
May 19	Victoria Day (no classes)
June 20	Classes end

SUMMER INTAKE (Salmon Arm and Kelowna)

2014

May 1	Classes start
May 19	Victoria Day (no classes)
July 1	Canada Day (no classes)

Program Schedules

August 4	BC Day (no classes)
September 1	Labour Day (no classes)
October 7	Thanksgiving (no classes)
October 18	Classes end

Therapist Assistant Diploma

Kelowna

2013

September 3	College-wide orientation day
September 4	Classes start for Semester I
September 4	Classes start for Semester III
October 7	Thanksgiving (no classes)
November 11	Remembrance Day(no classes)
December 2	Last day of classes
December 4 – 14	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes start for Semester II
January 6	Classes start for Semester IV
February 10	Family Day (no classes)
April 11	Last day of classes
April 14 – 28	Final exam period

Program Schedules

April 18 – 21	Easter (no classes)
April 28	Start of Fall 2013 Intake Practicum
April 28	Start of Fall 2012 Intake Preceptorship
June 20	End of Fall 2013 Intake Practicum
June 20	End of Fall 2012 Intake Preceptorship

Human Service Work Diploma

Kelowna, Penticton, Salmon Arm, Vernon

2013

September 3	Classes start (morning only) for Semester I (Kelowna &Vernon) followed by College-wide orientation day
September 4	Full classes start for Semester I (Kelowna &Vernon)
September 4	Classes start Semester III (Kelowna &Salmon Arm)
October 7	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
December 2	Last day of classes
December 4 – 14	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes start for Semester II (Kelowna & Vernon)
January 6	Classes start for Semester IV (Kelowna &Salmon Arm)
February 10	Family Day (no classes)
April 11	Last day of classes
April 14 – 28	Final exam period
April 18 – 21	Easter (no classes)
April 30	Start of Practicum Period (all intakes)

Program Schedules

June 27 End of Practicum Period (all intakes)

Certified Dental Assistant certificate

Kelowna

2013

September 3	Classes start (morning only) followed by College-wide orientation day
September 4	Full classes start
October 7	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
December 19	Classes end for Semester I
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes start for Semester II
February 10	Family Day (no classes)
April 3	Classes end for Semester II
April 7	Classes start for Semester III
April 18 – 21	Easter (no classes)
May 19	Victoria Day (no classes)
June 27	Classes end for Semester III

Practical Nursing Diploma

SEPTEMBER 2013 INTAKE
(Kelowna, Vernon)

Program Schedules

2013

August 26	Classes start for Semester I
September 2	Labour Day (no classes or CPE)
October 7	Thanksgiving (no classes or CPE)
November 7	Semester I ends
November 11	Remembrance Day (no classes or CPE)
November 12	Consolidated Practice Experience 1 starts
November 21	Consolidated Practice Experience 1 ends
November 25	Semester II starts
December 19	Last day of classes before Christmas Closure
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas Closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes resume
February 10	Family Day (no classes or CPE)
February 27	Semester II ends
March 3	Consolidated Practice Experience 2 starts
March 20	Consolidated Practice Experience 2 ends
March 24	Semester III starts
April 18 – 21	Easter (no classes)
May 19	Victoria Day (no classes)
June 19	Semester III ends
June 23	Consolidated Practice Experience 3 starts
July 1	Canada Day (no classes or CPE)
July 17	Consolidated Practice Experience 3 ends
July 21 – August 21	Summer Break
August 25	Semester IV starts
September 1	Labour Day (no classes or CPE)

Program Schedules

October 6	Thanksgiving (no classes or CPE)
October 16	Semester IV ends
October 20	Consolidated Practice Experience 4 starts
October 30	Consolidated Practice Experience 4 ends
November 3	Transition starts
November 6	Transition ends
November 10	Preceptorship starts
November 11	Remembrance Day (no classes or CPE. Preceptorship will run.)
December 18	Preceptorship ends

JANUARY 2014 INTAKE (Kelowna, Penticton)

2014

January 6	Semester I starts
February 11	Family Day (no classes or CPE)
March 20	Semester I ends
March 24	Consolidated Practice Experience 1 starts
April 3	Consolidated Practice Experience 1 ends
April 7	Semester II starts
April 18 – 21	Easter (no classes or CPE)
May 19	Victoria Day (no classes or CPE)
June 26	Semester II ends
June 30	Consolidated Practice Experience 2 starts
July 1	Canada Day (no classes or CPE)
July 17	Consolidated Practice Experience 2 ends
July 21 – August 21	Summer Break
August 25	Semester III starts
September 1	Labour Day (no classes or CPE)
October 6	Thanksgiving (no classes or CPE)

Program Schedules

November 11	Remembrance Day (no classes or CPE)
November 20	Semester III ends
November 24	Consolidated Practice Experience 3 starts
December 18	Consolidated Practice Experience 3 ends
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) - Okanagan College will be closed to the public

2015

January 5	Semester IV starts
February 9	Family Day (no classes or CPE)
February 26	Semester IV ends
March 2	Consolidated Practice Experience 4 starts
March 12	Consolidated Practice Experience 4 ends
March 16	Transition starts
March 19	Transition ends
March 23	Preceptorship starts
April 3 - 6	Easter Weekend (no classes or CPE. Preceptorship will run.)
April 30	Preceptorship ends

Academic Schedule – Adult Academic and Career Preparation

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 Adult Academic and Career Preparation Schedule as recommended by Education Council and as presented here”.

Fall 2013

September 3	College-wide orientation day
September 4	Classes begin – all campuses
September 4	Flex class intakes Penticton and Vernon begin
September 9	Flex class intake Revelstoke begins
September 30	Flex class intake Penticton begins

Program Schedules

October 7	Thanksgiving(no classes)
October 28	Flex class intakes Penticton and Vernon begin
November 4	Flex class intake Revelstoke begins
November 11	Remembrance Day (no classes)
November 25	Flex class intake Penticton begins
December 18	Classes and exams end
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) - Okanagan College will be closed to the public

Continuous intake classes may be available. Check at the campus you wish to attend.

Winter 2014

January 6	Classes begin, for both four- and five-month programs, except Penticton instructor-led classes
January 6	Flex class intakes Vernon and Penticton begin
January 13	Penticton instructor-led classes begin
January 13	Flex class intake Revelstoke begins
January 27	Flex class intake Penticton begins
February 10	Family Day (no classes)
February 11 - 14	Study break – no classes; Kelowna only
February 24	Flex class intakes Vernon and Penticton begin
March 3	Flex class intake Revelstoke begins
March 17 – 21	Study break –Penticton, Vernon, Salmon Arm, Revelstoke (no classes)
April 3	Flex class intake Penticton begins
April 18 - 21	Easter (no classes)
April 30	Classes and exams end for four-month classes: Kelowna, Vernon and Salmon Arm
April 28	Flex class intake Penticton begins
May 19	Victoria Day (no classes)
May 28	Classes and exams end for five-month classes Penticton, Salmon Arm and Revelstoke
June 26	Classes and exams end for Penticton and Revelstoke flex classes

Continuous intake classes may be available. Check at the campus you wish to attend.

Spring (Summer Session I) 2014

May 5	Two-month classes begin, Kelowna and Vernon
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Program Schedules

	Four-month classes begin, Kelowna
May 19	Victoria Day(no classes)
June 26	Exams and classes end for two-month classes
June 27-30	Break for four-month classes

Summer (Summer Session II) 2014

No classes offered Penticton, Vernon, Salmon Arm and Revelstoke this session

July 1	Canada Day (no classes)
July 2	Two-month classes begin, Kelowna
	Four-month classes resume
August 1	BC Day (no classes)
August 25	Classes and exams end for two- and four-month classes

Academic Schedule – Office Administration Programs

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2013-14 Office Administration Schedule as recommended by Education Council and as presented here”.

Accounting Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2014

January 6	Classes start
February 10	Family Day (no classes)
March 17 – 21	Mid-semester break (no classes)
April 18 – 21	Easter (no classes)
May 19	Victoria Day (no classes)
June 2	Classes end

Administrative Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

Program Schedules

2013

September 3	Program orientation (morning only) followed by College-wide orientation day
September 4	Full classes start
October 7	Thanksgiving (no classes)
November 11	Remembrance Day (no classes)
December 20	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes resume after Christmas
February 10	Family Day (no classes)
March 17 – 21	Mid-semester break (no classes)
April 18 – 21	Easter (no classes)
May 19	Victoria Day (no classes)
June 20	Classes end

Administrative Assistant Fundamentals Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2013

September 3	Program orientation (morning only) followed by College-wide orientation day
September 4	Full classes start
October 7	Thanksgiving (no classes)
November 11	Remembrance Day(no classes)
December 20	Last day of classes before Christmas break
December 24	College closes at 3 p.m.

Program Schedules

December 25 – January 1 Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6 Classes resume after Christmas

January 17 Classes end

Office Assistant Certificate

Kelowna, Penticton, Salmon Arm, Vernon

2013

September 3 Program orientation (morning only) followed by College-wide orientation day

September 4 Full classes start

October 7 Thanksgiving (no classes)

November 11 Remembrance Day Holiday (no classes)

December 20 Last day of classes before Christmas break

December 24 College closes at 3 p.m.

December 25 – January 1 Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6 Classes resume after Christmas

February 10 Family Day (no classes)

February 19 Classes end

Legal Administrative Assistant Certificate (Litigation)

Kelowna only

2013

Program Schedules

September 3	Program orientation (morning only) followed by College-wide orientation day
September 4	Full classes start
October 7	Thanksgiving (no classes)
November 11	Remembrance Day(no classes)
December 19	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2014

January 6	Classes resume after Christmas
January 21	Classes end

Legal Administrative Assistant Certificate(Corporate/Conveyancing)

Kelowna only

2014

February 3	Classes start
February 10	Family Day (no classes)
April 18 – 21	Easter (no classes)
May 19	Victoria Day (no classes)
June 18	Classes end

Memorandum of Understanding

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Dual Credit Memorandum of Understanding between Okanagan College and School District No. 53 (Okanagan-Similkameen), as recommended by Education Council and as presented here”.

Dual Credit Memorandum of Understanding

Okanagan College and School District No. 53

(Okanagan Similkameen)

Preamble

In order to increase learning and career opportunities for students in the South Okanagan region, Okanagan College, South Okanagan Similkameen Region (hereafter Okanagan College) and School District No. 53(Okanagan Similkameen) (hereafter School District No. 53 or the School District) agree to collaborate to admit School District No. 53 students to agreed-upon Okanagan College programs on a dual credit basis. Dual credit programs are defined as programs that will be recognized for credit toward BC Secondary School graduation requirements and Okanagan College certificate requirements.

In a given year, programs which will accept Dual Credit students will be decided upon based on mutual agreement by the Program Dean, Regional Dean, and School District No. 53.

If a program already has a Dual Credit agreement in place with School District No. 53, the specific program agreement takes precedent.

Objectives

This MOU seeks to:

- Encourage secondary school students to investigate career programs
- Facilitate post-secondary admission to Okanagan College programs
- Foster educational initiatives between Okanagan College and School District No. 53
- Increase successful transition rates from secondary to post-secondary education

This MOU benefits students by:

- Providing dual credit towards secondary graduation and post-secondary training
- Providing secondary student access to designated College programs
- Minimizing time and cost required to complete post-secondary programs
- Increasing student's knowledge of post-secondary training

Terms of agreement

I. Program Admission:

- Okanagan College agrees to admit and register School District No. 53 approved students into agreed upon programs if space is available.
- School District No. 53 students approved to enrol in a program will fill out an Okanagan College application form. In addition, students will also sign an Okanagan College Release of Information form so that Okanagan College staff can discuss information regarding the student that falls under the Freedom of Information, Protection of Privacy guidelines. This release is to the designated High School Career Coordinator.
- Dual credit applicants will be required to meet all admission requirements, except for Grade 12 completion, for the respective programs by the program start date.
- School District No. 53 students will not be required to meet the admission requirement of Grade 12 completion or equivalent by the program start date. Rather, School District No. 53 Grade students will be admitted to the Okanagan College program on a **conditional** basis. The dual credit student will not receive their Okanagan College credential until they have satisfied all Okanagan College program admission requirements, including completion of Grade 12. (See below section VI).
- If under the age of 19 at the program start date, the dual credit applicant must receive the permission of their parent or legal guardian, and School District No. 53.

II. Fee Assessment:

- Okanagan College reserves the right to set fees for all courses and programs.
- Once a School District No. 53 student receives an offer of admission to an Okanagan College program, the School District will issue a sponsorship letter on behalf of the student to Okanagan College.
- The sponsorship letter will indicate the following: the name of the dual credit student, the current Secondary School, the program the student is registering in, and the fees that the School District will pay.
- Okanagan College will issue an invoice to the School District for the tuition that is to be paid by the School District.

- International students will be charged at International tuition rates as approved by the College Board.
- School District No. 53 students will be responsible for paying all fees other than tuition, including all admission and test fees, ancillary fees, and materials fees.

III. Student Progress:

- A designated Okanagan College administrator will correspond with the School District No. 53 Career Coordinator and the Secondary School Career contact regarding the dual credit students' progress on an interim basis.
- The School District Career Coordinator **or** Secondary School Career contact will in turn discuss any pertinent information regarding the dual credit students, with the Okanagan College Program Coordinators.

IV. Program Cancellation:

Okanagan College reserves the right to cancel or postpone programs due to low enrolment, unavailability of instructors, facilities, or other unforeseen circumstances.

- In the event that a program where a dual credit student is enrolled, is cancelled, Okanagan College will give as much advance notice to the School District as possible. If a dual credit program is cancelled, Okanagan College agrees to refund the School District and the student(s) the full amount of any tuition paid by the respective parties.
- School District No. 53 agrees to prepare an alternative plan of study for all dual credit students prior to the start of the dual credit program. Should a dual credit program be cancelled, the School District will be responsible for implementing the alternative plan of study.

V. Withdrawal and Refund Policy:

Withdrawal and refund procedures will follow the Okanagan College policies in place for the program the student is in. This information and important dates regarding withdrawal and drop dates will be provided to the student and the School District at the start of the program.

In addition:

- Dual credit students who opt to withdraw from an Okanagan College course or program must receive the written permission of the School District and, if under the age of 19, their parent or legal guardian.
- If a dual credit student withdraws from a College program prior to the start of the program, program tuition fees will be refunded in full with the exception of a \$200.00 non-refundable deposit.

- All withdrawal requests will be sent to the Dean of the program.

VI. Dual Credit Credential:

Dual credit students admitted to Okanagan College courses or programs on a conditional basis will be issued their Okanagan College certificate upon satisfactorily completing all program requirements and admission requirements. As completion of Grade 12 or equivalent is an admission requirement to the Okanagan College programs, the dual credit student will receive their Okanagan College certificate according to the following process:

- Upon successful completion of the Okanagan College program requirements, a transcript will be sent to School District No. 53.
- Once the student has met all secondary School graduation requirements, the School District will confirm this to the College in writing.
- Once Okanagan College receives this confirmation of Secondary School graduation (and satisfying the conditional admission to Okanagan College), Okanagan College will issue the certificate and/or transcript to the student.

VIII. Agreement Review:

- The terms of this agreement will be reviewed as needed by either party.

Signed on behalf of School District No. 53 (Okanagan Similkameen):

Bev Young, Superintendent

Date

James Insley, Assistant Superintendent

Date

Signed on behalf of Okanagan College:

Jim Hamilton, President

Date

Andrew Hay, VP Education

Date