



**BOARD OF GOVERNORS
REGULAR MEETING
May 14, 2013; 1:15 p.m.
Room E102/103, Vernon Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the May 14, 2013 OC Board open session meeting agenda is approved".</i>		1:15 p.m.
2 DECLARATION OF CONFLICT		1:17 p.m.
3 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented"</i>		
3.1 MINUTES – March 26, 2013	A	
3.2 WRITTEN REPORTS		
3.2.1 President's Report (J. Hamilton)	B	
3.2.2 Education Council Report (R. Gee)	C	
4. INFORMATION		
4 BUSINESS ARISING FROM THE MINUTES		
5 PRESENTATIONS/DELEGATIONS		1:20 p.m.
5.1 Regional Dean Report (J. Lister)		
6 NEW BUSINESS/RESOLUTIONS		1:45 p.m.
6.1 Policy Revision		
6.1.1 Signing Authority Policy (B. Eby) <u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Signing Authority Policy as presented".</i>		
6.2 Finance, Audit and Risk Review Committee (B. Cooke)		1:50 p.m.
6.2.1 Audited Financial Statements – Report from In Camera		

- 7.1 Education Council (R. Gee) 2:00 p.m.
7.1.1 Program Approvals
Recommended Motions:
“BE IT RESOLVED THAT the Board approve the revisions to the Aircraft Maintenance Engineer Category “S” (Structures) Certificate as recommended by Education Council”

“BE IT RESOLVED THAT the Board approve the revisions to the Sheet Metal Worker Foundation Certificate as recommended by Education Council”

“BE IT RESOLVED THAT the Board approve the new program, Power Line Technician Certificate, as recommended by Education Council”

“BE IT RESOLVED THAT the Board approve the revisions to the Computer Information Systems Diploma as recommended by Education Council”

BE IT RESOLVED THAT the Board approve the revisions to the Bachelor of Computer Information Systems as recommended by Education Council”

“BE IT RESOLVED THAT the Board approve the revisions to the Bachelor of Science in Nursing (Years 1 and 2) as recommended by Education Council”

“BE IT RESOLVED THAT the Board approve the revisions to the Audio Engineering and Music Production Certificate as recommended by Education Council”

“BE IT RESOLVED THAT the Board approve the revisions to the Diploma in Criminal and Social Justice as recommended by Education Council”

“BE IT RESOLVED THAT the Board approve the revisions to the Associate of Arts: Discipline Emphasis in Spanish as recommended by Education Council”
- 8 VERBAL REPORTS** 2:10 p.m.
8.1 Board Chair Report (T. Styffe)
8.2 President’s Report (J. Hamilton)
8.3 Governance Committee Report (Y. Pinder)
8.3.1 Report from Association of Governing Boards
- 9 INFORMATION** 2:25 p.m.
- 10 TOPICS FOR NEXT MEETING**
- 11 OTHER BUSINESS**
- 12 FOR THE GOOD OF THE INSTITUTION** 2:30 p.m.

13 **DATE OF NEXT MEETING** June 25, 2013 Revelstoke

14 **ADJOURNMENT**

**Consent Agenda Resolutions
Attachment A**

Item 3.1

Recommended Motion

“BE IT RESOLVED THAT the March 26, 2013, open session minutes be approved.”

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

**Tuesday, March 26, 2013; 12 p.m.
Room S103B, Kelowna Campus**

Members Present: T. Styffe (Chair)
B. Cooke
C. Denesiuk (Vice Chair)
J. Hamilton (President)
R. Gee
L. Kayfish
D. Manning
R. McGowan
S. Nahal
Y. Pinder
L. Rozniak
L. Swite-Ghostkeeper
L. Thurnheer
Z. Webster
J. Wu

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Observers: T. Martens, Student

Regrets: N. Ankerstein, Administrative Association
C. McRobb, BCGEU Vocational
S. Josephson, OCFA
T. Witowski, Student
A. Hoenisch, Student

Guests: C. Athay and contingent of students

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

1. APPROVAL OF AGENDA

Motion: J. Wu/C. Denesiuk

“BE IT RESOLVED THAT the March 26, 2013, OC Board open session meeting agenda is approved”.

MOTION CARRIED

2. OATH OF NEW MEMBER – B. McGowan – B. McGowan signed his Code of Conduct at the Orientation.

4. DECLARATION OF CONFLICT

No conflicts were declared.

4. CONSENT AGENDA

Motion: L. Rozniak/J. Wu

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

Items Approved:

“BE IT RESOLVED THAT the January 22, 2103, Open Session minutes were approved.”

“BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2013/2014 on behalf of the Okanagan College Student Union and the Vernon Student Association as outlined in the submissions that are included in the agenda”.

“BE IT RESOLVED that the following persons be appointed as Board Observers for a one year term from March 26, 2013 to March 25, 2014:

***Anders Hoenisch, Student, South Okanagan- Similkameen;
Trevor Martens, Student, Central Okanagan”***

MOTIONS CARRIED

5. BUSINESS ARISING FROM THE MINUTES

5.1 Dual Credit Outcomes Report (A. Coyle)

This is for Board member for information following queries with regard to how dual credit students perform in comparison to other students.

Information with regard to SD 22 is available and will be added to the submission; once received it will be posted on My Okanagan. Ad hoc agreements exist with other School Districts as well.

6. PRESENTATIONS AND DELEGATIONS

6.1 Student Presentations Re: Tuition

a) Okanagan College Student Union ¹

The Board thanked the students for the presentation and shared their consensus that access is a priority at Okanagan College.

The students noted their appreciation for the opportunity to make this presentation.

Other student centered activities include: Rock the Vote (whereby all students are encouraged to register to vote on May 14th); there is an all candidates meeting on the Salmon Arm campus in April.

b) Vernon Student Association - submission in the agenda

7. NEW BUSINESS/RESOLUTIONS

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

7.1.1 Okanagan College Budget 2013/14

a) Comment from Chair, Education Council (R. Gee)

¹ The Presentation was posted on My Okanagan/Board Meetings/2013/Presentations

The VP Finance presented the budget at Education Council, a recommendation can not come forward as they did not have quorum. Comments included increasing the margin for textbooks at the bookstore as students often buy used books or purchase online.

b) Comments from Chair, Finance, Audit and Risk Review Committee (B. Cooke)

At the last meeting the Finance Committee reviewed the annual audit process; the investment plan; received updates on ABCP and the investment program.

The budget was presented and is recommended for approval by the Committee.

Motion: B. Cooke/C. Denesiuk

“BE IT RESOLVED THAT the Board of Governors approve the operating budget of \$95,504,389 for 2013/14 as recommended by the Finance, Audit and Risk Review Committee

With the 2% increase in tuition this amounts to approximately \$300,000 in revenue.

The Board Chair noted that credit goes to the College administration as some institutions are increasing tuition and laying off employees, Okanagan College has found efficiencies and this is not affecting programs.

The provincial budget has not been approved, this will likely occur in September. The College is currently funded on a monthly basis. It is unlikely there will be a huge change in September.

MOTION CARRIED
One abstention

7.1.2 Tuition Recommendation 2012/13

Motion B. Cooke/C. Denesiuk

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve a tuition increase of 2% for 2013/2014 as recommended by the Finance, Audit and Risk Review Committee”

International student fees will not be increased by 2%; this is a separate matter.

MOTION CARRIED
One abstention

7.2 ITA Training Plan (A. Hay)

This year's plan is based on last year's demand figures, is a status quo plan, Trades has been run as cost recovery in the past, this is being reviewed.

Motion: L. Kayfish/S. Nahal

“BE IT RESOLVED that the Okanagan College Board of Governors approve the ITA Training Plan as recommended”.

MOTION CARRIED

7.3 Annual Programming Plan

Given the budget situation existing level of programming is being maintained. The Sustainable Construction Management Technology (SCMT) program will be offered on a one time basis (3 year program).

Student observers left at 12:40; student presenters stayed.

Motion: L. Rozniak/Y. Pinder

“BE IT RESOLVED that the Okanagan College Board of Governors approve the Annual Programming Plan 2013/14 as recommended”.

MOTION CARRIED

7.4 Education Council

7.1.1 Program Approvals

May meeting of Council will likely be cancelled, as there are not enough submissions.

Motion: R. Gee/J. Wu

“Be it resolved that the Board approve the revisions to the academic, Practical Nursing, and Office Administration schedules as recommended by Education Council”

These schedules were approved in January, the error was that the reference to Thanksgiving was the wrong date, so minor a change is required. As well, there some date adjustments in the Office Administration schedule.

MOTION CARRIED

7.5 Governance Committee (Y. Pinder)

7.5.1 Board Goals 2013/14

The College has a number of good practices in place. However, the Governance Committee is reviewing the OAGBC Crown Agency Board Governance Report. The Committee may recommend a workshop on this report and its' recommendations.

Motion: Y. Pinder/L. Thurnheer

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Goals for 2013/14 as presented”.

MOTION CARRIED

8 VERBAL REPORTS

8.1 Board Chair Report

Congratulations went out to L. Thurnheer for her nomination of Women of the Year for Kelowna Community Awards. The ceremony is May 1st.

8.2 President's Report (J. Hamilton)

This past Saturday the President and the Director of Public Affairs attended the Aboriginal Student Recognition Celebration to honour and celebrate 25 aboriginal student achievements.

Secondly, the annual President's Dinner for Student Ambassadors who represent Okanagan College at competitions was held on March 21st. 130 students and coaches attended.

Enactus will be heading to the nationals in May.

8.3 Chair, Governance Committee (Y. Pinder)

Fall retreat is in October. This will be an educational day covering current trends in post-secondary with a possible update from the Ministry. There may be a presentation on new programming.

8.4 Chair, Campus Planning Committee (D. Manning)

The Committee met in February. All funds that needed to be spent by March 31st on the Trades expansion have been spent.

9. INFORMATION

10. TOPICS FOR NEXT MEETING

Future topic: cost of programming and access for students.

11. OTHER BUSINESS

12. FOR THE GOOD OF THE INSTITUTION

Upcoming events are the Business banquet on March 27th and the ½ marathon on April 7th.

ACCC is in Penticton on June 1st -3rd.

13. DATE OF NEXT MEETING May 14, 2013, Vernon Campus

14. ADJOURNMENT

Motion to adjourn: J. Wu/L. Rozniak

MOTION CARRIED

The meeting adjourned at 1:05 p.m.



President's Report to the Okanagan College Board of Governors

April 2013

Engagement

- On May 1, we held the second annual Employee Excellence Awards ceremony in the Centre for Learning. Employees were recognized for excellence in eight categories: Career Achievement, Innovation, Leadership, Key Directions, Scholarly Activity, Service Excellence, Teaching Excellence, and Strong Start. The President's Award this year was presented to Business Professor Rick Appleby for his many years of exceptional service to the institution and its students, as well as to post-secondary education in general.
- On April 3, Andrew gave the Welcome Address at the Venture Okanagan Spring Investors Forum. An ENACTUS initiative, the Forum identifies the winner of a \$5,000 "Angel Investment" (funds provided by Grant Thornton and Prospera Credit Union). The entrepreneurial initiative which claimed this year's prize was a software concept referred to as "Pottymouth" which aims to protect children playing on the popular Club Penguin site.
- I spent the morning of April 7 watching 506 runners compete in the 11th annual Okanagan College Half Marathon and handing awards to the winners.
- On March 21, I hosted 170 students and their faculty/staff mentors at the annual President's Dinner for Student Ambassadors. Every one of the College's portfolios was represented at this dinner, which celebrates student participation in competitions, events and conferences.
- The Western Canadian International Business Competition was held at the College's Kelowna campus in late March. The Okanagan College Sophomore team took gold for overall team, while our Senior team took silver. Five Okanagan College students also won individual gold awards at this competition and a further three students took home silver awards for their individual performances.

Learning and Teaching

- We have appointed a new Director, International Education. Russel Boris will be joining our Leadership Team on July 2, 2013. Boris comes to us from Medicine Hat College, where he has served more than 16 years in the International Education department, most recently as its Director.
- Friday April 26 was Director of Student Services, Russ Winslade's last day at Okanagan College. Russ retired after 28 years of service. Allan Coyle is serving as Interim Director of Student Services (as well as Director, Public Affairs).

- Students from a number of portfolios travelled to Abbotsford on April 17 to compete at the Skills Canada provincial competition. Brandon Scott, a Level 3 Motor Vehicle Body Repairer Apprentice, won gold in the Collision Repair category. Nathanael Bergmann, one of our Electronic Engineering Technology students, won gold in the Electronics category. Five other Okanagan College students brought home silver medals in their competition categories and three more won bronze medals.
- On May 1st, I joined a number of my colleagues at the City of Kelowna's annual Civic and Community Awards ceremony. Okanagan College Professor Laura Thurnheer was a finalist for the Sara Donaldson-Treadgold Woman of the Year award.
- Okanagan College Psychology Professor June Li has been invited to present her latest research at the American Psychological Association conference, July 31 – Aug. 4 in Hawaii. Li will be presenting her paper *Between East and West, Past and Future: The Psychological Adjustment of Chinese Immigrant Youth in Canada*.
- English Professor Corinna Chong has published her first novel *Belinda's Rings* which follows a smart-alecky teenaged girl as she tries to cope with her crumbling family while her mother flies off on a trip to study crop circles in the English countryside.
- English Professor Jason Dewinetz has received second place in the Limited Edition category in this year's Alcuin Society Awards for Excellence. Dewinetz reprinted Stanley Morison's classic text *First Principles of Typography* and impressed the judges with his "meticulous craftsmanship." This marks the tenth Alcuin Society award for Dewinetz. His book will be among those able to represent Canada at the Best Book Design from All Over the World competition held each year in Leipzig, Germany
- Two Okanagan College professors will be among those presenting at this year's 9th Annual Learning Conference taking place May 1 and 2 at UBCO. Political Science Professor Dr. Rosalind Warner and Communications Professor Dr. Cathi Shaw will each be making presentations at this conference, which features nearly 30 sessions on the theme of Enhancing Student Learning.

Student Transition

- Camp OC is now taking registrations for this year's selection of summer camps for kids from grades 2 to 9. This, the camp's 10th year, will be bigger than ever before with 66 camps covering a wide variety of topics, including: Chemistry Ka-Boom, Lego Robotics, Metal Fabrication 101, Chef Academy, Go-Kart Mechanic and Flight Academy.

Collaboration and Partnership

- I travelled to Salmon Arm on April 17 for the latest Home for Learning ground-breaking ceremony for a 2,300 square foot house. The project is a joint effort with participation from Okanagan College and School District 83, building contractor Heyde Werks Homes, developer Rob McKibbin, and the Shuswap Rotary Club.
- In early April, voters in the North Okanagan Regional District voted in favour of borrowing \$7.5-million to construct a running track and sports field on our Vernon Campus land. The sports facility will provide significant benefits to our students and employees and to the Greater Vernon community.

Aboriginal

- Hon. Judith Guichon, the Lieutenant Governor of B.C. joined me at the fourth annual Aboriginal Student Recognition Celebration. This event recognized 25 students from all four regions of Okanagan College for their successful completion of their diplomas, certificates and degrees. With about 125 people in attendance, this celebration was the biggest Aboriginal Student Recognition event we've held to date.

Sustainability

- As part of the Kelowna Trades Complex project, construction has started on the Heavy Duty Commercial Transport Building, with the concrete floors now poured and framing for both the East and West expansions now up.
- On Earth Day (April 22), I signed a Memorandum of Understanding with the Okanagan Collaborative Conservation Program (OCCP). The College joins numerous other organizations in the region taking part in the OCCP, which is designed to ensure collaboration and communication among all levels of government, land trusts, and outreach organizations when it comes to the Okanagan Basin.
- Due to a late allocation from AVED, we now have the funding in place to offer the three year Sustainable Construction Management Technology diploma program. It will be offered at the Penticton campus Jim Pattison Centre of Excellence in Sustainable Building Technologies and Renewable Energy Conservation with the first intake expected to arrive on campus this fall.
- Four commuter bicycles are now being made available to staff and students at the Kelowna campus. The program, which has been running at the Penticton campus for the last year, is designed for those who do not already own a bike

Education Council Report to the Board April/May 2013

Education Council met on April 4.

In addition to approving a number of courses, it approved program proposals for the Aircraft Maintenance Engineer Category 'S' Certificate, Sheet Metal Worker Foundation Certificate, Power Line Technician Certificate, Computer Information Systems Diploma, Bachelor of Computer Information Systems, Bachelor of Science in Nursing (Years 1 and 2), Audio Engineering and Music Production Certificate, Diploma in Criminal and Social Justice, and Associate of Arts: Discipline Emphasis in Spanish.

Twenty-one graduates were also approved.

Graduates

Program name	Graduates
Recreation Vehicle Service Technician Certificate September 4 2012 to March 22 2013	8
Welding Level 'C' Certificate September 4, 2012 to March 22, 2013	13
Total (two programs, two intakes)	21

Education Council did not meet in May due to the small amount of non-time sensitive material on the agenda.

The Operations Committee met on May 6 to approve 67 graduates.

Graduates

Program name	Graduates
Automotive Service Technician Certificate September 4, 2012 to March April 5 ,2013	15
Carpentry/Joinery Certificate September 4, 2012 to April 5, 2013	8
Health Care Assistant Certificate (Penticton) October 29, 2012 to April 19, 2013	15
Health Care Assistant Certificate (Vernon) October 29, 2012 to April 19, 2013	26
Office Assistant Certificate September 5, 2012 to February 28, 2013	3
Total (two programs, two intakes)	67



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Regional Dean Report – Vernon Campus
Date:	May 3, 2013
Background Information: Information could include: <ul style="list-style-type: none"> • Purpose • History • Other relevant information 	Regional Dean – Vernon Campus Report 2013 - update on Campus activities, enrollments and facilities
Action Required: <ul style="list-style-type: none"> • For consultation • For information • For approval (including resolution) 	Information only
Comments from the President:	None required
Report prepared and supported by:	Jane Lister, Regional Dean

BOARD OF GOVERNORS REPORT

May 2013

Vernon Campus
2012-2013

Submitted by: Jane Lister, Regional Dean

The following report outlines the key activities that the Vernon Campus has been working on over the past year.

PARTNERSHIP INITIATIVES

Sports Complex

The past year was spent preparing for the Greater Vernon referendum on the Sports Facility Complex. Okanagan College participated on the community steering committee (which was focused on getting the “yes” vote out) by facilitating the meetings, assisting with the development of a marketing plan, attending community presentations, designing flyers and email inserts, and attending public booth displays. The referendum was held April 6, 2013 and resulted in a positive outcome.

The Regional District is now proceeding with the planning, tendering, permitting, and engineering documentation that is required prior to any construction. An area where Okanagan College is still involved is in the archaeological impact assessment that will be required on the site. Okanagan College commenced this process however the Regional District needs to include this assessment as part of its project activities and therefore is now organizing this assessment. Okanagan College has also been asked to participate on one of the steering committees for the project that will be in place throughout the pre-construction phase.

Demonstration Garden

As stated last year, the Vernon Campus has embarked on a Demonstration Garden project to provide access to agricultural educational opportunities for students and community partners through training, demonstration and applied research. During the past year considerable work has been done on the garden site including:

- Irrigation system - installation of the mainlines
- Food forest –over 200 food- bearing plants have been planted in this area
- Swales/Berms –the lower berm is covered with kinnickinic plants and the upper berm has honey berries (a new berry to the OK Valley) and we have planted four different varieties to see which ones grow best.
- Center Plots - cover crops planted
- Patchwork Farm Areas – the upper plot has been planted with peas and will be followed by another green manure crop and a fall cover. The raised bed area is now complete with 20 raised beds all individually irrigated and crush has been spread all around the beds to provide easy access for people with disabilities.
- Social/Learning Area – we have received a grant to xeriscape the social area and have hired a xeriscape garden designer to develop the plan. This area will incorporate seating for students

and the public. We anticipate having a xeriscape garden for demonstration purposes by the end of the summer/fall. This area will include the butterfly and insect garden.

- Shade Structure –Keith Construction Ltd. has generously volunteered to provide the labour to build this structure. We are in the building permit stage at this time but hope to have the structure built by mid-June.
- Wicking beds and rain gardens– we have received a grant to build 4 wicking beds and 5 rain gardens. This work should be completed by the end of June.
- With respect to educational programming, the geography department at OC has a summer student who will be conducting a training needs survey for agriculture businesses over the next four months. This information should provide the College with a clearer idea of what skills businesses are seeking.
- OC has developed a Horticultural Program for People with Special Needs. It is a one month program scheduled for July 2013 depending on demand. The goal of the program is to provide skills that will assist people with special needs to find work with landscape companies, nurseries, orchardists, and farms. The program is currently accepting applications and OC is working in conjunction with Kindale Developmental Association on the assessment and referral processes.

Kalamalka Press

Over the past year Kalamalka Press has focused its activities in three areas.

1. Kalamalka Press' publishing activities were integrated into the English Department's Writing and Publishing Program through an applied learning experience for students in the new Bunker Print Shop. The students worked on printing "fine press books" from manuscripts written by the winners of the annual Three Hour Short Story Contest and the John Lent Poetry Contest.
2. The Mackie Lake House Writer in Residency Program was expanded to include two residencies (fall and winter). Kalamalka Press coordinated the marketing and application process for the residencies. The 2012-2013 Writers in Residence were Terry Jordan and Kath McLean. Kalamalka Press is currently accepting applications for the 2013-2014 residencies.
3. The first John Lent Poetry contest was coordinated through Kalamalka Press and the winner was Ariel Gordon. This competition seeks chapbook-length works of poetry, short fictions or hybrids thereof. Entrants are residents of Canada and in the early stages of their writing careers, having not published more than two full-length books. The winning chapbook was published in a limited fine-press edition by Kalamalka Press at the Bunker Print Shop by the students of the Writing and Publishing Program. The second annual John Lent Poetry-Prose contest is now accepting applications and will be judged in July 2013.

CAMPUS ACTIVITIES

Registration Levels

For the 2012-2013 year, the following levels in head count and registration were achieved. The numbers are down from the previous year and reflect the declining enrollment at the local school district. This trend of lower secondary school graduates is predicted to continue for the next few years in School District #22.

Head Count					Registrations				
Year	12/13	11/12	10/11	09/10	Year	12/13	11/12	10/11	09/10
Total academic	416	472	507	475	Total academic	1375	1527	1581	1527
Total vocational	24	29	38	45	Total vocational	106	142	194	208
Total foundation	148	155	251	291	Total foundation	358	361	548	558
Total trades	58	58	62	63	Total trades	871	1021	676	638
Total CS certificate	130	152	191	214	Total CS certificate	345	446	567	502
Total headcount	776	866	1049	1088	Total Registrations	3055	3497	3566	3433

The following is a short synopsis of the enrollment issues:

- Year 12/13 are the numbers we have to date
- In Business there was a significant drop in enrollments with the Bachelor degree enrollment declining by 24% and the Diploma enrollment declining 37% from 2011-2012.
- Arts enrollments are down (5%) and science enrollments have increased (20%).
- The vocational programs have strong enrollments with a full class of Practical Nursing and a full class of Health Care Assistant.
- Trades are experiencing an increase in enrollment to the extent that a double intake of welding was held in the winter term of 2013. The Trades Programs in the fall and winter of 2012/13 were all full and the 2013 fall intakes are already close to being full.

Marketing/Recruitment

Recruitment of students and student transition is a major focus of the Vernon campus particularly given the declining high school graduating students. The Campus has been working on marketing all of the programs with the goal of increasing class enrollments to full capacity but a comprehensive plan for marketing is needed for both the direct transfer students (grade 12s) and the mature adult population.

New recruiting initiatives over the past year included:

- Implementing a pilot project where OC has a permanent office inside two secondary schools. Our recruiter now spends two mornings a week working with secondary school students, teachers and counsellors to assist students to learn about Okanagan College and registration processes. To date, we have received very positive feedback on this service with respect to the interactions between our staff and the students/teachers. Since this initiative has only just started it is still too early to see if the activities will translate into applications and enrollments at OC. The initiative is premised on relationship building and, as such, will take time to achieve and measure direct enrollment results.
- The English department and the Math/Science department arranged joint meetings with secondary school teachers in their respective fields to discuss concerns about student transitions and appropriate course selection for students. These meetings were very well received and have continued this spring with plans for future meetings in order to keep this connection working.

Facilities

With respect to facility upgrades, the following was completed during the year:

- renovation of the "Bunker Print Shop" to accommodate the Writing and Publishing Program
- repairs to the roof
- replacement of the main staircase in the cafeteria

- outside painting to “beautify” the Campus
- renovations to the student washrooms
- installation of a new entrance sign
- installation of a new sound system in the cafeteria
- installation of a new hydration station in the fitness room
- acoustical improvements in the cafeteria, and
- installation of additional banners for the parking lots.

Community Outreach

There has been considerable community engagement during the past year including participation on committees, partnerships on events, and Regional Advisory Committee meetings. Key areas of community involvement included:

- The sports facility project involved many community groups and organizations becoming connected to the College.
- The Science Speakers Series had high attendance from the community.
- The science department again organized the Kalamalka Research Station Student Project.
- A strong partnership has developed with the non-profit organizations involved in Patchwork farms in the demonstration garden.
- One of our sociology faculty has partnered with the Community Foundation to provide her students with an applied learning experience by being part of the data gathering processes for Vital Signs in January 2013.
- Continuing Studies has been delivering a number of pre-employment and upgrading training to Okanagan Indian Band throughout the year.



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Signing Authority Policy - Revisions
Date:	May 3, 2013
Background Information: Information could include: <ul style="list-style-type: none"> • Purpose • History • Other relevant information 	<p>The recommended change to the sub-delegations will accommodate the needs of departments and Finance with respect to signing authority for special purpose funds and projects. These projects often span the fiscal year end and it is cumbersome for departments to resubmit a sub-delegation right in the middle of the fiscal year reporting period. This step is often forgotten leaving departments scrambling to have documents signed by an appropriate signatory.</p>
Action Required: <ul style="list-style-type: none"> • For consultation • For information • For approval (including resolution) 	<p>For approval – change to policy Section 6.11</p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Signing Authority Policy as presented”.</i></p>
Comments from the President:	Recommended
Report prepared and supported by:	<p>Vicki Pannell, Manager, Payroll and Accounts Payable Donna Potter, Controller Reviewed by: Bob Eby, VP, Finance</p>



Title	Signing Authority Policy
Policy Area	Operations, Finance
Policy Number	E.1.11
See Also	Purchasing Policies (credit card, purchase orders, etc.) Asset Disposal Policy

Effective Date:	April 1, 2011
Approval Date:	January 25, 2011
Applies to:	Board of Governors, Employees
Approving Body:	Board of Governors
Supersedes:	OUC Policy Manual Section 25, October 30, 1995; Okanagan College Board of Governors June 28, 2005 November 28, 2007 policy
Authority:	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Office of Vice President, Finance and Administration	Vice President, Finance and Administration

Policy Statement

The purpose of this policy is to outline the signing authority and responsibilities for employees who have the authority to sign revenue generating and expenditure contracts/agreements, and other binding documents on behalf of the College.

Policy Details

1. DEFINITION OF AGREEMENT

- 1.1 For the purposes of this policy, an agreement is defined as a document that creates a legally binding commitment, and includes, but is not limited to, revenue generating or expenditure contracts, memorandum of understanding, licences, letters of agreement, letters of intent, purchase agreements, invoices, affiliation agreements, services contracts, and so forth ("Agreement").

2. AUTHORITY TO BIND OKANAGAN COLLEGE

- 2.1 Pursuant to the *College and Institute Act*, the Board of Governors (the "Board") has the power to enter into Agreements and can delegate certain powers and duties to employees to execute Agreements that bind the College.
- 2.2 Pursuant to the *College and Institute Act*, Agreements must be signed by two authorized signatories of the College.
- 2.3 Employees of the College are not authorized to sign Agreements unless they have been granted that authority pursuant to this policy, a resolution of the Board or such authority has been delegated.

3. INDEMNITIES AND INSURANCE

- 3.1 The granting of indemnities by the College is restricted by legislation. The **Director, Ancillary and Business Services** must be contacted concerning an Agreement that contains an indemnity and insurance prior to it being finalized and signed.
- 3.2 Indemnity means an assurance by one party to another to protect them against or keep free from loss, to repay what has been lost or damaged, to compensate for a loss. Term pertains to liability for loss shifted from one person to another person.

4. RESPONSIBILITIES OF EMPLOYEES

- 4.1 Employees with signing authority, and those persons who have initiated an Agreement through the contract routing process (see vi below), have the following responsibilities:
- (i) They must have read the Agreement and be assured that the College is able to meet its obligations and commitments within the terms of the Agreement and that it is likely the other party(ies) can meet its (their) obligations;
 - (ii) They must be aware of the financial and other benefits which are expected to flow to or from the College as a result of the Agreement;
 - (iii) They must be assured that the Agreement complies with labour legislation, employee collective agreements, tax laws, and other legislative and regulatory requirements;
 - (iv) They have reviewed intellectual property requirements;

- (v) They have sent the indemnity and insurance clause to the Director, Ancillary and Business Services for review;
- (vi) They must be assured that the appropriate approvals have been obtained for the Agreement;
- (vii) **They must route Agreements through the contract routing process using the contract routing form even if the Agreement has no dollar value** (copy of the routing form is attached **Schedule A**). Inquiries regarding the contract routing process or form should be directed to the Office of Director, Ancillary and Business Services;
- (viii) Executive, Leadership Team Members and employees who have been delegated signing authority only have authority to expend funds that are within their approved budget and shall not create or allow a deficit position in their approved budget;
- (ix) All purchases must follow the procedures set out in the purchasing policies; and
- (x) The initiator of the Agreement is responsible to manage the Agreement through its term.

Procedures

5. TRANSACTIONS REQUIRING BOARD APPROVAL

- 5.1 Notwithstanding any authorizations provided in this policy, only the Board of Governors may authorize and approve the following, by specific resolution:
- (i) a commitment wherein the liability or expenditure of Okanagan College, in aggregate, is in **excess of \$2,000,000¹** or the revenue is in **excess of \$3,500,000**;
 - (ii) a commitment which exposes Okanagan College to an **uncertain and potentially significant liability**;
 - (iii) the sale, purchase, acquisition or disposal of **buildings or land regardless of the value**;
 - (iv) agreement to lease land or buildings for a term that does not end on or before the end of the fiscal year in which the College entered into the lease or agreement;
 - (v) a commitment which is **precedent setting or involves sensitive issues** as determined by the Board or the President;
 - (vi) a commitment which, under the *College and Institute Act* **requires the prior approval of a Minister(s) of the Government**; or
 - (vii) an Agreement which a member of the **Board requests be brought before the Board for approval**.

¹ All dollar amounts are excluding taxes

6. SIGNING AUTHORITY

A. Contract Routing

- 6.1 All Agreements (except as noted below) must be sent through the contract routing process using the contract routing form. Contract Routing Form attached as **Schedule A**.
- 6.2 If the Agreement is a **standard form template that has been previously reviewed and approved** through the contract routing process **or is a renewal of a licence agreement**:
- a) contract routing is not required;
 - b) one of the two signatures must be a member of Leadership Team having responsibility for that area of operations; and
 - c) a copy of the final signed Agreement must be filed with the Contract Registry.

B. Sub-delegation of Signing Authority

- 6.3 Those individuals who have been delegated authority by the Board, as set out in **Schedules C and E**, may sub-delegate that authority.
- 6.4 The person that has been delegated signing authority from the Board will remain ultimately responsible for any Agreement executed by his/her delegate even though he/she has sub-delegated that power to another position.
- 6.5 Sub-delegation must be to a position, as opposed to an identified person.
- 6.6 The sub-delegation can only be made to a position filled by an **employee** of the College who has the expertise to use the sub-delegated authority appropriately and knowledgeably.
- 6.7 The terms of this policy also apply to the person receiving the sub-delegated authority.
- 6.8 The position that receives the sub-delegation cannot further delegate the signing authority.
- 6.9 The sub-delegation must be in writing in the form attached as **Schedule B** and must be approved by the appropriate Vice President or the President. A copy must be sent to Financial Services.
- 6.10 Any individual who is in an acting position shall have the same signing authority as the person on whose behalf he/she is acting. Sub-delegation form is not required for short-term acting appointments to cover a vacation or short absence. Notice of the acting appointment must be posted on the Microsoft Outlook Leadership Team Out-of-Office Calendar.

6.11 Sub-delegations for regular operations will expire at fiscal year-end and must be renewed each year. Sub-delegations for contracts can be extended beyond the fiscal year-end to match the term of the contract. Sub-delegations for events (such as conferences, OC Half Marathon, etc.) can be extended up to 4-weeks after the date of the event and, if required, beyond the fiscal year-end.

C. Expenditure Agreements

- 6.12 Subject to s.5.1, the positions in the Signing Matrix in **Schedule C** are authorized to sign on behalf of the College any expenditure Agreements and commitments relating to the general operation, development and expansion of the College.
- 6.13 Such Agreements must be consistent with the approved operational plan and funds must be available within the approved annual budget.
- 6.14 Any exceptions to the delegation in the Expenditure Signing Matrix must follow the procedures under Sub-delegation of Signing Authority above.
- 6.15 For all purchases and procurement activities please also refer to the purchasing policies.
- 6.16 Service contracts on the College's template agreement must be initiated through Financial Services with a document control number. See **Schedule D** for more details on when to use the College services contract.
- 6.17 Signing authority for buildings, construction and related consulting is delegated to the Campus Planning and Facilities Management Department, as follows:

	Contract Value	Authority Level	Quoting/Tendering Requirements
1	\$0 to \$9,999	Two Managers' signatures required	Two quotes preferred
2	\$10,000 to \$24,999	Two signatures required, a Manager and the Director	Two quotes preferred
3	\$25,000 to \$49,999	Two signatures required, a Manager and the Director If the contract is initiated by the Director; the Vice President , Finance must also approve	Two quotes required, three preferred
4	\$50,000 to \$99,999	Two signatures required, the Director and the Vice President, Finance	Two quotes required, three preferred
5	\$100,000 plus	Two signatures required, President or Vice President and Vice President, Finance	Tender required

D. Revenue Generating Agreements and Other Documents – (MOUs, LOI, Banking Documents, Cheques, Deposits)

6.18 Subject to s.5.1, the Matrix in **Schedule E** describes the positions that are authorized to sign revenue generating Agreements on behalf of the College.

- 6.19 Certain other agreements and documents that are not revenue generating are also subject to the signing authority Matrix in **Schedule E** which include, without limitation, MOUs, letters of intent, practicum agreements, affiliation agreements, non-disclosure agreements, confidentiality agreements and so forth.
- 6.20 Banking documents such as direct deposits, cheques, drafts, money orders and so forth require **two signatures** from the following:
- President;
Vice President, Education;
Vice President, Finance and Administration;
Vice President, Students; and
Director of Financial Services.
- 6.21 Cheques for \$10,000 or more require a third signature from the list above.
- 6.22 The President may sub-delegate additional signing authorities for specific purpose funds (such as the Student Emergency Loan Fund). Such sub-delegation will follow the procedures under Sub-delegation of Signing Authority above.

7. SIGNATURE STAMPS AND ELECTRONIC SIGNATURES

- 7.1 Using rubber signature stamps (or other similar manual stamps) and scanned image signatures are not permitted on documents under this policy.
- 7.2 An electronic signature can be used by that signatory under this policy.
- 7.3 Use of an electronic signature can be sub-delegated to another position. The procedures under Sub-delegation of Signing Authority above must be followed.

8. PRESIDENT'S AUTHORITY

- 8.1 The President may amend the schedules to this policy, without obtaining Board approval, as necessary to address operational needs.

Schedule A

Contract Routing Form attached on the following page.

This form is also available on My Okanagan; OC Express – Forms; Finance and/or Supply Management



**SIGNING AUTHORITY POLICY
ROUTING FORM**

**Contracts, Leases, Agreements,
MOU's, LOI's, & Licenses**

Item 6.1.1

*Ancillary and Business Services
Use ONLY*

Originator Name: _____ Dept/Div: _____ Date: _____

Between OC and (name of external party): _____

Purpose of Contract: _____

Contract Term: _____ Total Value of Contract: _____

Originator Signature: _____ Date: _____

*Originator of the contract is responsible for the implementation of the contract. Originator of contract must:
a) read the contract; b) understand the contract; c) operationalize the contract; and d) manage the contract during its term.*

Manager Name: _____

Manager Signature: _____ Date: _____

Dean / Director Name: _____

Dean / Director Signature: _____ Date: _____

D.G. Peterson, Director,
Ancillary and Business Services

Date Reviewed

D. Olson, Director, Legal Services

Date Reviewed

R. Eby, VP
Finance and Administration

Date Signed

A. Hay, VP, Education

Date Signed

C. Kushner, VP, Students

Date Signed

Approval For Software Licensing Agreements Only

Laura Eagen, Director, IT Services

Date Signed

Once approved return the contract and routing form to the originator who will obtain 3rd party signatures.

Originator to forward to Ancillary and Business Services for inclusion in the Contract Registry. One original copy of the contract, signed by both parties, and the routing form must be attached.



Signing Authority Sub-Delegation Form

To be submitted to Financial Services for any exceptions to the Revenue or Expenditure Signing Matrices

Portfolio/Division: _____ **Campus:** _____

Budget Manager (Leadership Group): _____

Fund Codes:	Relevant Organization Codes:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Authority Delegated to:

ID: _____ **Position and Name:** _____

Term of Authority: **Start date:** _____ **End date:** _____
(dd-mm-yy) (dd-mm-yy)

Maximum Approval Amount: \$ _____

Signature _____

Please specify which Section(s) (by letter) and Line item(s) (by line #) of the Matrices are applicable for this delegation

Matrix (circle):	Revenue	Expenditure
Section(s):	Line Item(s) & Description:	
_____	# - _____	# - _____
_____	# - _____	# - _____
_____	# - _____	# - _____

Approval of Delegation

_____	_____	_____
Budget Manager (Name)	Signature	Date (dd-mmm-yy)
_____	_____	_____
President/Vice President (Name)	Signature	Date (dd-mmm-yy)

F	Full Authority	President and Board	Vice President	Dean, Director, Registrar	Associate Dean	Manager, Associate Registrar, Associate Director	Program Administrator	Chair, AACP Coordinator	Program Coordinators (CS)	Executive/Admin Assistants (reports directly to a Leadership Team member)
AB	Ancillary Services and Business Operations									
FM	Facilities Management									
FI	Finance									
FS	Food Services									
HR	Human Resources									
IE	International Education									
LA	Legal Affairs and Policy Development									
RO	Registrar									
SS	Student Services									

- 1 All Agreements/Contracts are governed by the Signing Authority Policy
- 2 An individual cannot authorize his/her own expenses
- 3 Any exceptions to the delegations in the matrix must be put in writing and submitted to Finance. Such exceptions must be approved by the appropriate Vice President
- 4 All expenditures over \$75,000 will need final approval by the President or appropriate VP prior to being incurred
- 5 All projects, contracts or services over \$2,000,000 must be approved by the Board of Governors (see Signing Authority Policy E.1.11)
- 6 All contracts must have two signatures. The second signature must come from a level above the lowest approved signatory.

A. Personnel

1	First Aid Certification Payments	F	F	F	-	-	-	-	-	-
2	Invigilators	F	F	F	F	F	F	-	-	-
3	Leave Request	F	F	F	F	F	-	-	-	-
4	Leaves - Extended Study/Deferred Salary Leaves	F	-	-	-	-	-	-	-	-
5	Overtime - BCGEU Instructional	F	F	F	F	-	-	-	-	-
6	Overtime - Support Staff	F	F	F	F	F	-	-	-	-
7	Position Posting - continuing	F	F	F	-	-	-	-	-	-
8	Position Posting - non-continuing	F	F	F	F	-	-	-	-	-
9	Recruitment Advertising	F	F	HR	-	-	-	-	-	-
10	Relocation Costs	F	F	HR	-	-	-	-	-	-
11	Retirement paid leave (Exempt staff only)	F	-	-	-	-	-	-	-	-
12	Retirement/Resignation Pay outs	F	F	HR	-	-	-	-	-	-
13	Staffing Forms									
	a) Appointment Forms - continuing	F	F	F	-	-	-	-	-	-
	b) Appointment Forms - non-continuing	F	F	F	F	-	-	-	-	-
	c) Auxiliary Appointments	F	F	F	F	-	-	-	-	-
	d) Faculty Overload	F	F	F	-	-	-	-	-	-
	e) Continuing Education Instructor Contract	F	F	F	F	F	F (\$1,000)	-	-	-
	e) Distance Education Instructor Contract (CE)	F	F	F	F	F	F (\$1,000)	-	-	-
14	Stipends/unusual/unscheduled Salary changes	F	F	-	-	-	-	-	-	-
15	Timesheets	F	F	F	F	F	F	-	-	-

Other Expenditures

B. Supplies and Services

1	Advertising	F	F	F	F	-	-	-	-	-
2	Computer Software in consultation with IT	F	F	F	F	F	F (\$1000)	-	F (\$500)	F (\$1000)
3	Computer Supplies in consultation with IT	F	F	F	F	F	F (\$1000)	-	F (\$500)	F (\$1000)
4	Credit Cards									
	a) Credit Card Statements	F	F	F	F	-	-	-	-	-
	b) Petro Canada Gas Card Bills	F	F	F	F	F	-	-	-	-
	c) Procurement Card Statements	F	F	F	F	F	-	-	-	-
6	Homestay (approval of payment)	F	F	F	-	-	-	-	-	-
7	Honoraria (see Honoraria Form)	F	F	F	F	F	F	-	F	-
8	Honorarias - Board (Payroll)	F	F	-	-	-	-	-	-	-
9	Hospitality (see Hospitality Policy for details)	F	F	F	F	F	-	-	-	-
10	Inventory - Bookstore	F	F	F	F	F	F	-	-	-
11	Legal Fees	F	F	LA	-	-	-	-	-	-
12	Library Acquisitions	F	F	F	-	-	-	-	-	-
13	Memberships (associations, professional body)	F	F	F	F	F	-	-	-	-
14	Office/Stationery Supplies	F	F	F	F	F	-	-	-	F
15	Payment Authorization - Invoice (other than PO or Service Contract)	F	F	F	F	F	-	F (\$1,000)	-	-
16	Phones									
	a) Phones - Cellular - acquisition	F	F	F	-	-	-	-	-	-
	b) Phones - Cellular - costs usage (See Cell Phone/PDA Use Policy)	F	F	F	-	-	-	-	-	-
	c) Phones - Desktop - long distance	F	F	F	F	-	-	-	-	-
17	Rental (ie equipment) < 12 months	F	F	F	F	-	-	-	-	-
18	Rental (ie equipment) > 12 months	F	F	-	-	-	-	-	-	-
19	Repairs & Maintenance (work order approval)	F	F	F	F	F	-	F	-	-
20	Service Contracts (1) - general operations (internal template)	F	F	F	F	F	-	-	-	-
	- Service Contract Invoices - general	F	F	F	F	F	-	-	-	-
21	Service Contracts (1) - professional & consulting (internal template)	F	F	-	-	-	-	-	-	-
	- Service Contract Invoices - professional & consulting	F	F	-	-	-	-	-	-	-
22	International Agency Agreements	F	F	IE	-	-	F	-	-	-
23	Supply Requisition	F	F	F	F	F (\$10,000)	F (\$1000)	F (\$3000)	F (\$500)	F (\$1000)
24	Telecommunications invoices (ie Telus, Allstream)	F	F	F	F	F	-	-	-	-
25	Utility Payments	F	F	FM	-	FM	-	-	-	-
26	Print Requests	F	F	F	F	F	-	-	-	F (\$1000)

F	Full Authority	President and Board	Vice President	Dean, Director, Registrar	Associate Dean	Manager, Associate Registrar, Associate Director	Program Administrator	Chair, AACP Coordinator	Program Coordinators (CS)	Executive/Admin Assistants (reports directly to a Leadership Team member)
AB	Ancillary Services and Business Operations									
FM	Facilities Management									
FI	Finance									
FS	Food Services									
HR	Human Resources									
IE	International Education									
LA	Legal Affairs and Policy Development									
RO	Registrar									
SS	Student Services									

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- 4 All expenditures over \$75,000 will need final approval by the President or appropriate VP prior to being incurred
- 5 All projects, contracts or services over \$2,000,000 must be approved by the Board of Governors (see Signing Authority Policy E.1.11)
- 6 All contracts must have two signatures. The second signature must come from a level above the lowest approved signatory.

C. Travel

1	Field Trip Approval and Payment	F	F	F	F	-	-	-	-	-
2	Fleet Vehicle Usage	F	F	F	F	F	-	-	-	-
3	Meal Expenses	F	F	F	F	F	-	-	-	-
4	Mileage Logs (within OC region)	F	F	F	F	F	-	-	-	-
5	Study Tours	F	F	F	-	-	-	-	-	-
6	Travel Approval/Advance/Expense									
	a) Travel (Canada and US)	F	F	F	F	-	-	-	-	-
	b) Travel (in BC, outside of OC region)	F	F	F	F	F	-	-	-	-
	c) Travel (International, Excluding US)	F	F	-	-	-	-	-	-	-

D. Capital Expenditures

1	Buildings & Construction (see chart in policy)	F	F	FM						
2	Disposal of Fixed Asset	F	F	AB	-	-	-	-	-	-
3	Equipment Purchase	F	F	F	-	-	-	-	-	-
4	Lease - Purchase (to own)	F	F	-	-	-	-	-	-	-
5	Lease - Space	F	F	-	-	-	-	-	-	-

E. Special Authority

1	Finance									
	a) Bank Transfers	F	F	FI	-	-	-	-	-	-
	b) Inter-fund Transfers	F	F	FI	-	FI	-	-	-	-
	c) Payroll Remittances	F	F	FI	-	FI	-	-	-	-
2	Grant in Aid Requests (2) (Grant only)	F	F	-	-	-	-	-	-	-
3	Professional Development (3)	F	F	F	F	F	-	-	-	-
4	Student Awards - Cheque Requisition	F	F	SS	-	-	-	-	-	-
5	Student Tuition Adjustments - Academic (transfers, refunds, deferrals)	F	F	RO	-	-	-	-	-	-
6	Student Tuition Refunds - Revenue Generating									
	a) Trades (CE), ESL	F	F	F	F	-	-	-	-	-
	b) Continuing Studies	F	F	F	-	F	-	-	-	-
7	Tuition Waivers (Employee)- Academic	F	F	RO	-	-	-	-	-	-
8	Tuition Waivers - Revenue Generating									
	a) Trades (CE)	F	F	F	F	-	-	-	-	-
	b) Continuing Studies	F	F	F	-	F	-	-	-	-

Footnotes:

- (1) All service contracts must be initiated through Financial Services.
- (2) Grand in Aid Requests can only be approved by the GIA Chair
- (3) Must also be approved by appropriate PD Committee
- (4) Cell Phone statements must be signed off by the supervisor as per Cell Phone Policy

The use of electronic signature is confined to the following applications:

1. The electronic approval of leave request through the online leave request system (ELMS)
2. The electronic approval of building construction and operations expense through the online purchase requisitioning system (WebReq)
3. Email approval for the following transactions:
 - a) The approval of salary transfers from one account to another;
 - b) The approval of timesheet hours if physical signature cannot be obtained (note: signature on the original timesheet is still preferred);
 - c) Approval of vendor invoices with account coding assignment.

Note: All email approvals must either contain an attachment of the document being approved, or specific details outlining what is being approved.

President

Date

Schedule D**Service Contracts**

Financial Services will determine whether the relationship is an employment or contractor relationship.

Service contracts on the College's template agreement must be initiated through Financial Services with a document control number.

It is very important to distinguish the difference between an employee and a contractor when hiring an individual (or proprietor) to perform services for Okanagan College. There are some specific questions that need to be asked, not only about the type of work being done, but also about the way it is being done. Service contracts are used for services such as ongoing maintenance contracts, curriculum development, specialized consulting fees or one-time seminar speakers.

If the service being provided is instructional and a service contract has been requested, it is important to determine how or if this might differ from an employee contract. In most cases instructional services are treated as employment contracts, as this contributes to Okanagan College's core business of providing education. Other important questions to ask are:

1. What services will the person be providing?
2. How much control does Okanagan College have over the work?
3. Who assigns the work and determines deadlines etc?
4. If instructional, who designed the course material?
5. Who sets the performance standards?
6. Who controls the timeline and hours when the work is performed?
7. Is Okanagan College providing materials, tools or equipment?
8. How is the compensation determined?
9. Is the service being provided part of Okanagan College's core business?

OKANAGAN COLLEGE
Signing Authority Matrix for
Revenue Generating and Other Agreements

Item 6.1.1
Schedule E

F	Full Authority	President	Vice President	Dean/Director/ Registrar	Associate Dean	Managers, Associate Registrar, Associate	Program Administrator	Chair, AACCP Coordinator
AB	Ancillary Services and Business Operations							
FS	Food Services							
AD	Advancement and Alumni							
FM	Facilities Management							

- 1 All agreements/contracts are governed by the Signing Authority Policy (E.1.11)
- 2 All agreements require two signatures. The second signature must come from a level above the lowest approved signatory
- 3 An individual cannot authorize his/her own projects
- 4 All International Contracts must be co-signed by Director, International Education
- 5 All revenue projects, contracts or services over \$3,500,000 must be approved by the Board of Governors

		Over \$1,000,000	Up to \$1,000,000	Up to \$500,000	Up to \$100,000	Up to \$10,000	Up to \$5,000	Up to \$500
A. Types of Services :								
1	Consulting or Needs Assessment	F	F	F	F	F	F	-
2	Curriculum Development - Contract	F	F	F	F	F	F	-
3	Curriculum Delivery - contract training	F	F	F	F	F	F	-
4	Facilitation Services - Conferences & events etc	F	F	F	F	F	-	-
5	Facilitation Services - Facility Rentals	F	F	FM	-	-	-	-
6	Information Technology	F	F	F	-	-	-	-
7	Printing Services	F	F	AB	AB	AB	-	-
8	Task Competency (Industry Testing)	F	F	F	F	F	-	-
B. Types of Sales:								
1	Food Services	F	F	F	F	FS	-	-
2	Sale of Curriculum / Module	F	F	-	-	-	-	-
3	Sale of Fixed Assets (see Asset Management Policy)	F	F	AB	-	-	-	-
4	Sale of Inventory/Supplies/Materials or Non Fixed Assets (1)	F	F	F	F	F	F (\$500)	F (\$500)*
C. Other Agreements/Contracts								
1	Capital Equipment Donation	F	F	F	F	-	-	-
2	Charitable Donation Receipts	F	F	AD	-	-	-	-
3	Information/Curriculum Sharing (2)	F	F	F	-	-	-	F
4	Joint Venture Agreements	F	F	-	-	-	-	-
5	Leasing Agreements	F	F	-	-	-	-	-
6	Memorandum of Understanding (MOU)	F	F	F (Approved Templates)	-	-	-	-
7	Non-Disclosure and Confidentiality Agreements	F	F	F	-	-	-	-
8	Partnership Agreements	F	F	F (Approved Templates)	-	-	-	-
9	Practicum Agreements	F	F	F	F	F	F (Approved Templates)	-

Footnotes:

- (1) Use internal invoice available on My Okanagan
 - (2) Within the constraints of the Collective Agreement language
- *Applicable to Trades only

President

Date [Fiscal year ending March 31, 2014]

**Education Council
Submission for the Board
April/May 2013**

Education Council – April 4, 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 – Aircraft Maintenance Engineer Category “S” (Structures) Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revisions to the Aircraft Maintenance Engineer Category “S” (Structures) Certificate as recommended by Education Council”

Program revision

- Admission requirements
- Graduation requirements
- Program description

Rationale:

Initially we were going to apply for accreditation by both the Transport Canada and Canadian Council for Aviation & Aerospace (CCAA). However as we progressed we discovered that the accreditation that we really needed was the Transport Canada Accreditation. As a result of a lot of hard work we are now an approved training organization with Transport Canada (ATO). We discovered that the CCAA accreditation was expensive and not necessary, and made a decision not to proceed with it.

Program description:

The program consists of 37 weeks (1110 hours) of full-time studies. Approximately 50 percent of the day is spent on theory discussions in a classroom setting, followed by hands-on practical training in the shops located in OC’s Aerospace Campus at Kelowna International Airport. The program follows a national set of standards and is approved by Transport Canada. Upon successful completion, the graduate will receive an Okanagan College certificate. Transport Canada also grants graduates of this program ten months experience credit towards the 36-month experience requirement. Upon completion of the required total work experience and successful completion of a regulatory exam the graduate will qualify for a Transport Canada AME "S" Licence.

Admission requirements:

- 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.
- One of: English 11, English 11 First Peoples or, an equivalent Advanced Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 83%.
- Math requirement: Students graduating from secondary school in or prior to 2012: Mathematics 11, an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics and Pre-Calculus 11, an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 63%.
- Good colour vision and an interest in mechanics are recommended.

Graduation requirements:

A minimum grade of 70% is required in every course to complete the program.
A minimum attendance of 95%. See below.

Attendance:

The attendance policy for the Aircraft Maintenance Engineer Category 'S' (Structures) program differs from other OC programs and is regulated by Transport Canada. In compliance with Canadian Aviation Regulation Standard 566:

- (A) students having missed more than 5 percent of the course through absences shall not qualify for experience credit from a basic training course;
- (C) a student may make up the lost time which is in excess of 5 percent through documented supplementary studies equivalent to that missed from the original program to qualify for experience credit.

Proposed date of implementation: June 2013

Costs: n/a

Program Revision - Sheet Metal Worker Foundation Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revisions to the Sheet Metal Worker Foundation Certificate as recommended by Education Council”

Program revision

- Program name change
- Addition/deletion of courses
- Program description
- Removal of Co-op portion

Rationale:

The Industry Training Authority (ITA) has provincially reduced the number of training weeks for this program to 20 weeks and as of September, 2011, has approved a new program outline for Sheet Metal Worker. Revisions have to be made to align course names and length to the new program outline as established by the ITA. Course names have been changed; however, curriculum has not changed.

Program description:

Current program description:

This 24-week program provides students with little or no previous experience in the sheet metal trade with the necessary skills to seek employment in that industry as an apprentice sheet metal worker. Apprenticeship technical training credit for level one will be granted upon successful completion of this program. Apprenticeship practical training credit may also be granted by the employer as a result of prior practical experience.

The program exposes students to aspects of residential, commercial and industrial systems in this trade with a focus on developing practical skills. The curriculum follows the B.C. Ministry of Advanced Education and Labour Market Development guidelines for the first-year in-class components of the Sheet Metal Worker Apprenticeship. This program may include an additional 12-week paid co-op work term, however graduation from the program is not contingent on finding a work placement and not all sections will be offered with a work term option.

Proposed program description:

This 20-week (600-hour) program provides students with little or no previous experience in the sheet metal trade with the necessary skills to seek employment in that industry as an apprentice sheet metal worker. Upon successful completion of the program students will receive credit for Level One Technical Training and 350 work-based hours towards completion of Sheet Metal Worker apprenticeship.

The program exposes students to aspects of residential, commercial and industrial systems in this trade with a focus on developing practical skills. The curriculum follows the Industry Training Authority guidelines for the first-year in-class components of the Sheet Metal Worker Apprenticeship.

Program outline:

Course number	Current course name	Current hours
SHMT 101	Safety	30
SHMT 102	Trades Mathematics	72
SHMT 103	Pattern Development	168
SHMT 104	Materials and Equipment	60
SHMT 105	Shopwork Theory	78
SHMT 106	Shopwork Practical	150
SHMT 107	Field Installations	72
SHMT 108	Welding	30
SHMT 116	Level One Review and Examination	60
		720 hours

Course number	Proposed Course Name	Proposed course hours
SHMT 110	Safe Work Practices	30
SHMT 111	Tools and Equipment	90
SHMT 112	Organize Work	80
SHMT 113	Layout and Develop Patterns	240
SHMT 114	Fabricate Trade Related Products	100
SHMT 115	Install Air Handling Systems	30
SHMT 107		0 - Delete
SHMT 108		0 - Delete
SHMT 116	Review and Examination	30

		600 hours

Program table:

SHMT 101	Safety	30 hours
Students will learn about specific occupational health and safety rules and regulations currently in effect in the sheet metal worker industry and instructs students on safe work practices including basic crane operator hand signals, fire safety training, and Workplace Hazardous Materials Information Systems (WHMIS).		
Student assessment is by means of quizzes, homework assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade. 100% Theory		
SHMT 102	Trades Mathematics	72 hours
Students will solve mathematical problems using whole numbers, fractions, decimals, measurements, volumes, ratio and proportion, percent, powers and roots, simple graphs, formulas, geometry, and Imperial and metric conversion relating to the sheet metal worker trade.		
Student assessment is by means of quizzes, homework assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade. 100% Theory		
SHMT 103	Pattern Development	168 hours
Students will learn how to create construction drawings using symbols and lines, how to extract information and measurements from construction drawings and the basic techniques required to produce clean, consistent and accurate sketches that can be read by others in the sheet metal worker trade. They will also develop geometric constructions and patterns using parallel line development, radial line development and triangulation.		
Student assessment is by means of quizzes, homework assignments, practical projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade. 30% Theory 70% Practical		
SHMT 104	Materials and Equipment	60 hours
Students will learn about the various materials used by sheet metal workers including the different properties of metals, applications of sheet metals, specialty items and storage and handling of materials. Students will also learn about the various hand and portable power tools used in the trade including the application and use of fasteners and fastening tools and insulation and fastening methods.		
Student assessment is by means of quizzes, homework assignments, practical projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade. 30% Theory 70% Practical		
SHMT 105	Shopwork Theory	78 hours
Students will learn the theory involved in layout procedures including calculations for seams, locks, edges and joints while utilizing various tools including sheet metal hand and power tools, shop equipment, soldering methods, riveting techniques and the use of CAD/CAM equipment.		

Student assessment is by means of quizzes, homework assignments, projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade. 100% Theory		
SHMT 106	Shopwork Practical	150 hours
Students will fabricate seams and locks while building shop projects using parallel line development, radial line development, and triangulation. Students will also fabricate duct fittings.		
Student assessment is by means of a variety of practical projects. A combined minimum of 70% is required to achieve a passing grade. 100% Practical		
SHMT 107	Field Installations	72 hours
Students will learn duct system and architectural metal installation techniques and the use of rigging and hoisting equipment.		
Student assessment is by means of quizzes, homework assignments, practical projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade. 30% Theory 70% Practical		
SHMT 108	Welding	30 hours
Students will learn welding and cutting techniques used in the sheet metal worker trade and perform cutting exercises.		
Student assessment is by means of quizzes, practical projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade. 30% Theory 70% Practical		
SHMT 116	Level One Review and Examination	60 Hours
Students will review all courses taken in term one in preparation for writing the Level One technical training examination. On successful completion of the examination students are granted Level One Technical Training credit for the Sheet Metal Worker Apprenticeship.		
Student assessment is by means of a final exam upon completion of the course. A minimum of 70% is required to achieve a passing grade. 100% Theory		

Proposed listing of courses

SHMT 110	Safe Work Practices	30 hours
Students will learn occupational health and safety rules and regulations currently in effect in the sheet metal worker trade. Students will focus on safe work practices including basic crane operator hand signals, fire safety training, and Workplace Hazardous Materials Information Systems (WHMIS).		
Student assessment is by means of quizzes, homework assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.		
SHMT 111	Tools and Equipment	90 hours

Students will learn to select, use, inspect and maintain tools appropriate to the sheet metal processes. Students will learn different methods of welding and cutting. Students will be able to cut using plasma and oxyacetylene tools and weld using Gas Metal Arc Welding (GMAW) and Shield Metal Arc Welding (SMAW). The student will also be able to describe hoisting, lifting and rigging equipment.		
Student assessment is by means of quizzes, homework assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.		
SHMT 112	Organize Work	80 hours
Students will solve mathematical problems using whole numbers, fractions, decimals, measurements, volumes, ratio and proportion, percent, powers and roots, simple graphs, formulas, geometry, and Imperial and metric conversion relating to the sheet metal worker trade. The student will learn to interpret the information on a shop drawing and construct a project from a shop drawing.		
Student assessment is by means of quizzes, homework assignments, practical projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.		
SHMT 113	Layout and Develop Patterns	240 hours
Students will learn how to create construction drawings using symbols and lines, how to extract information and measurements from construction drawings and the basic techniques required to produce clean, consistent and accurate sketches that can be read by others in the sheet metal worker trade. They will also develop geometric constructions and patterns using parallel line development, radial line development and triangulation.		
Student assessment is by means of quizzes, homework assignments, practical projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.		
SHMT 114	Fabricate Trade-Related Products	100 hours
Students will learn and apply the theory involved in layout procedures including calculations for seams, locks, edges and joints while utilizing various tools including sheet metal hand and power tools, shop equipment, soldering methods, riveting techniques and the use of CAD/CAM equipment.		
Student assessment is by means of quizzes, homework assignments, projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.		
SHMT 115	Install Air Handling Systems	30 hours
The student will be able to describe and install air handling ductwork and components to given project specifications.		
Student assessment is by means of quizzes, homework assignments, practical projects and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.		
SHMT 116	Level One Review and Examination	30 Hours
Students will review all courses taken in preparation for writing the Level One technical training examination. On successful completion of the examination students are granted Level One Technical Training credit for the Sheet Metal Worker Apprenticeship.		
Student assessment is by means of a final exam upon completion of the course. A minimum of 70% is required to achieve a passing grade.		

Proposed date of implementation: September 2013

Costs: n/a

New Program – Power Line Technician Certificate
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Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new program, Power Line Technician Certificate, as recommended by Education Council”

Rationale:

The demand for Power Line Technicians remains strong in British Columbia and across Canada. Much of the demand is due to replacing retiring workers and from economic growth. Workers can expect above-average wages and good working conditions. Graduates from this program will be qualified for entry-level positions with a diverse group of employers including public utilities, independent line contractors, and municipalities.

Power Line Technician has a 3 ½ year apprenticeship with three levels of technical training (16 weeks over three levels) with 6,350 work-based hours. This trade carries the Inter-Provincial Red Seal Endorsement.

This program is a good fit for the Okanagan College Centre of Excellence in Penticton and is a good addition to the Electrical department. The program is possible through a partnership with the Electrical Industry Training Institute (EITI) who will assist Okanagan College with instructional materials, equipment, and student recruitment.

Program description:

This twelve-week (360-hour) program will prepare students for entry into the power distribution industry. Power Line Technicians construct, maintain, and repair the overhead and underground electrical power transmission and distribution systems that make up the electrical power grid. This involves putting up and maintaining electrical poles, towers, and guy wires as well as installing or repairing the live-line wiring and other components required to connect power distribution and transmission networks. On successful completion of the program students will receive an Okanagan College program certificate and may receive Level 1 technical training credit and work-based hours credit toward completion of the Power Line Technician apprenticeship program from the Industry Training Authority. The Power Line Technician program is delivered through a partnership between Okanagan College and the Electrical Industry Training Institute (EITI).

Admission requirements:

- 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.
- One of: English 12, English 12 First Peoples, Communications 12, an equivalent Provincial Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 88%.
- Math requirement: Students graduating from secondary school in or prior to 2012: Mathematics 11, an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 85%. Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: One of: Apprenticeship and Workplace Mathematics 11, Foundations of Mathematics 11 or, Pre-Calculus 11, an equivalent Advanced Level Adult Basic Education Mathematics course, or an ABLE mathematics score of at least 85%.
- Physics 11
- Interview by program instructor and Okanagan College administration to evaluate readiness of applicant to meet the demands of the program.
- Okanagan College Physical Assessment.
- Able to qualify for a class three commercial driving license you must:

- Be at least 18 years of age.

Graduation requirements:

Graduates must attain the following passing grades on each of the courses as listed below:

PWLT 101 - Pass

PWLT 102 - Pass

PWLT 103 - Pass

PWLT104 - Pass

PWLT 105 - Pass

PWLT 106 - 100%

PWLT 107 - Pass

PWLT 108 - Pass

PWLT 109 - Pass

PWLT 110- PWLT 119 Graduates must attain a minimum passing grade of 70% in each course.

PWLT 101 Air Brakes Endorsement 16

Outline This course includes the theory components of the Air Brakes Endorsement. Completion of this course is required in order to write the ICBC Air Brakes examination.

Student Assessment Student must pass the ICBC Air Brakes examination.

PWLT 102 Class Three Driver Training 18

Outline In this course students will learn the correct and safe operation of a Class three (3) tandem/tridem axle truck. Training will be in a full size highway tractor with a thirteen or fifteen road ranger style transmission. Students will learn the timing of shifting up and down, the art of observation, road position and pre trip inspection along with other details in preparation for their ICBC road test.

Student Assessment Student must pass the ICBC Class Three road test.

PWLT 103 Transportation of Dangerous Goods (TDG) 4

Outline In this course students will learn the proper safe handling technician required for the transportation of dangerous goods. The Transportation of Dangerous Goods Act states that no person shall handle, offer for transport, or transport dangerous goods, unless they are trained or working under the direct supervision of a person who has been trained. A completion certificate is provided upon successful completion of the course.

Student Assessment Student must pass a written examination with a PASS grade.

PWLT 104 Traffic Control Person 14

Outline This course is a provincial regulatory requirement for anyone wishing to work as a Traffic Control Person in BC. Successful completion of this course will satisfy the requirements of WorkSafeBC. Participants will experience both classroom and practical instruction and examination. A completion certificate is provided upon successful completion of the course.

Student Assessment Student must pass a written examination and practical examination with a PASS grade in both.

PWLT 105 Workplace Hazardous Materials Information Systems (WHMIS)**4**

Outline In this course students, will receive training on the Workplace Hazardous Materials Information Systems (WHMIS) including the interpretation of the Material Safety Data Sheet (MSDS), labelling, safe handling procedures, use, storage, and emergency procedures for specific hazardous products. A completion certificate is provided upon successful completion of the course.

Student Assessment Student must pass a written examination with a PASS grade.

PWLT 106 Construction Safety Training System (CSTS) 8

Outline In this course students will receive construction related safety training including current WorkSafeBC health and safety standards. The training consists of 12 safety modules that are delivered in an interactive computer-based delivery format. A completion certificate is provided upon successful completion of the course.

Student Assessment Student must pass a written examination for each of the 12 safety modules with a grade of 100% on each examination.

PWLT 107 Chainsaw Safety 8

Outline In this course, students will learn chainsaw basics including safety requirements, personal protective equipment (PPE), basic operator skills. All training aids, including chainsaws, for hands-on training will be provided. A completion certificate is provided upon successful completion of the course.

Student Assessment Student must pass a written examination and practical examination with a PASS grade in both.

PWLT 108 Occupational First Aid - Level 1 8

Outline This course provides students with training in basic first aid and includes CPR. Students will learn self-help or first help of an injured patient and how to stabilize him or her until more trained help arrives. Training will cover bleeding control, artificial respiration, examining an unconscious patient and choking. A WorkSafeBC certificate will be issued upon successful completion of the course.

Student Assessment Student must pass a written examination and practical examination with a PASS grade in both.

PWLT 109 Transportation Endorsement 8

Outline This provides WorkSafeBC accepted training in transportation protocol for first aid certificate holders. It gives Occupational First Aid Level 1 and 2 certificate holders the required training to move injured workers by using a spine board or basket stretcher. The transportation endorsement expires with the Level 1 and 2 certificates. Students must submit their First Aid Level 1 or Level 2 certificate number when registering.

Student Assessment Student must pass a written examination and practical examination with a PASS grade in both.

PWLT 110 Safety and Safe Work Practices 42

Outline Students will be introduced to provincial and electrical utility-specific safety regulations and policies. They will learn the use of personal protective equipment, field communications procedures, energized line limits of approach, equipment and grid lock-out procedures and grounding as related to the electrical utilities industry. They will operate in diverse environments (manhole, bucket truck, pole top, etc.)

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 111 Climbing 30

Outline In this course students will learn about the care and use of climbing equipment; demonstrate climbing on wood and steel structures along with working on elevated platforms. The course will also describe the testing for pole (structure) stability.

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 112 Policy and Regulations 16

Outline Students will learn to identify sources of hazards to the public and the environment and precautions to be taken when on line patrol. Students will also learn to identify company operating orders and procedures.

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 113 Tools and Instruments 24

Outline Students will learn the required care of and use of hand and power tools, test instruments, and live line tools.

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 114 Electrical Theory 39

Outline Students will learn the fundamental principles of electrical theory. They will apply these principles to single-phase motors and generators, single-phase transformation and transformer construction, polarity, ratios, series and parallel installation, and load checks. Students will also learn about single-phase, primary and secondary metering for the utility industry.

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 115 Equipment 21

Outline Students will operate some of the heavy equipment used in the electric utility industry and will care for hydraulic-equipped vehicles. Students will gain familiarity with heavy-line equipment.

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 116 Rigging 24

Outline Students will learn the physics and practices of safe equipment-assisted lifts. They will use basic rigging and lifting equipment.

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 117 Overhead Distribution 40

Outline Students will learn to identify, select and use materials and hardware needed to construct and maintain overhead distribution lines. Students will also learn to identify line status.

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 118 Underground Distribution 22

Outline Students will learn to identify, select and use materials and hardware needed to construct and maintain underground distribution lines. Students will also learn to identify line status.”

Student Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

PWLT 119 Communication in the Workplace 14

Outline Students will practise and apply elements of communication skills, teamwork, problem-solving and situation leadership. They will write résumés and cover letters and will practise interview skills. Students will learn to respond effectively to critical incidents.

Students Assessment Student assessment is by means of quizzes, homework assignments, practical assessments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

Proposed date of implementation: June 2013

Costs: Tuition is cost recovery - \$12,000.00

Program Revision – Computer Information Systems Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revisions to the Computer Information Systems Diploma as recommended by Education Council”

Program revision

- Addition of courses
- Deletion of courses
- Graduation requirements
- Resequencing of courses

Rationale:

(Addition, deletion, and resequencing) To provide room for a new course - COSC 213.

(Graduation requirements) In the program outline, to clarify the list of courses suitable for electives.

Course additions: COSC 213

Course deletions: NTEN 126

Graduation requirements:**Existing:**

In program outline - Students may choose electives from COSC or NTEN courses. COSC 122 and COSC 180 may not be used as electives. Other electives may be available; contact the department chair.

Proposed:

Students may choose electives from COSC or NTEN courses. COSC 115, COSC 122 and COSC 180 may not be used as electives. Other electives may be available; contact the department chair.

Reason:

The content of COSC 115 is similar to a previous program admission requirement.

Program table:

Course code	Course title	Credits	Course Code	Course title	Credits
Semester I, both options					
CMNS 113	Technical Communication for Information Technology	3	No change		
COSC 109	Technical Aspects of Operating Systems	3	No change		
COSC 111	Computer Programming I	3	No change		
MATH 139	Mathematics for Information Technology	3	No change		
NTEN 117	Networks and Telecommunications I	3	No change		
Semester II – both options					
CMNS 123	Analysis and Reporting for Information Technology	3	No change		
COSC 121	Computer Programming II	3	No change		
COSC 126	Systems Analysis and Design	3	No change		
COSC 221	Introduction to Discrete Structures	3	No change		
NTEN 126	Basic Digital Circuits and Microprocessors	3	COSC 131	Visual Programming	3
Semester III – Software Development option					
COSC 131	Visual Programming	3	COSC 213	Web Development with LAMP	3
COSC 222	Computer Data	3	No		

	Structures		change		
COSC 236	Object-Oriented Systems Analysis and Design	3	No change		
COSC 304	Introduction to Database Management Systems	3	No change		
Elective		3	No change		
Semester III – Systems option					
No changes					
Semester IV - both options					
No changes					

Proposed date of implementation: September 2013

Costs: n/a

Program Revision – Bachelor of Computer Information Systems
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Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revisions to the Bachelor of Computer Information Systems as recommended by Education Council”

Program revision

- Program outline
- Addition of courses
- Deletion of courses
- Graduation requirements
- Resequencing of courses

Rationale:

(Addition, deletion, and resequencing) To provide room for a new course - COSC 213.
 (Graduation requirements) In the program outline, to clarify the list of courses suitable for electives to allow student flexibility.

(Program description) To remove references in the program outline to courses no longer offered by Okanagan College.

Course additions:

Add COSC 213 to the section of the program outline that contains COSC 150 and NTEN 126.

Course deletions:

From the list of required and elective courses, remove references to courses no longer offered: COSC 110, COSC 124, COSC 215, COSC 218, COSC 226, COSC 310, COSC 319, NTEN 224.

Graduation requirements:

Existing:

Electives :In the program outline - COSC 122 and COSC 180 may not be used as electives. Other electives may be available; contact the department chair.

In the program outline - BUAD 128 is not acceptable.

Flexibility :In the program outline - COSC 341

Proposed:

Electives: COSC 115, COSC 122 and COSC 180 may not be used as electives. Other electives may be available; contact the department chair.
BUAD 128 is an acceptable Business elective.

Flexibility: One of COSC 341 or another upper-level COSC or NTEN course not already taken.

Reason:

Electives: The content of COSC 115 is similar to a previous program admission requirement. BUAD 128 contains advanced Excel material which would be useful to BCIS graduates.

Flexibility: To ensure students who take a co-op workterm between years three and four are not prevented from graduating in the expected length of time.

Program outline:

Course code	Course title	Credits	Course Code	Course title	Credits
Semester I, all options					
CMNS 113	Technical Communication for Information Technology	3	No change		
COSC 109	Technical Aspects of Operating Systems	3	No change		
COSC 111	Computer Programming I	3	No change		
MATH 139	Mathematics for Information Technology	3	No change		
NTEN 117	Networks and Telecommunications I	3	No change		
Semester II, all options					

CMNS 123	Analysis and Reporting for Information Technology	3	No change		
COSC 121	Computer Programming II	3	No change		
COSC 126	Systems Analysis and Design	3	No change		
COSC 221	Introduction to Discrete Structures	3	No change		
NTEN 126	Basic Digital Circuits and Microprocessors	3	COSC 131	Visual Programming	3
Semester III – Software Development option					
COSC 131	Visual Programming	3	COSC 213	Web Development with LAMP	3
COSC 222	Computer Data Structures	3	No change		
COSC 236	Object-Oriented Systems Analysis and Design	3	No change		
COSC 304	Introduction to Database Management Systems	3	No change		
Elective		3	No change		
All other semesters, all other options					
No changes					

Proposed date of implementation: September 2013

Costs: n/a

Program Revision – Bachelor of Science in Nursing (Years 1 and 2)
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Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revisions to the Bachelor of Science in Nursing (Years 1 and 2) as recommended by Education Council”

Program revision

- Admission requirements

Rationale:

Offer additional course option to Approved Grade 12 Courses list for regular applicants.

Admission requirements:

Existing: Remains same

Proposed: Add American Sign Language 12 (ASL 12) to the Approved Grade 12 Courses list.

Reason: Additional option for regular applicants and to remain consistent with Approved Grade 12 Courses list in UBC's Okanagan Campus calendar for BSN program,

Proposed date of implementation: September 2013

Costs: n/a

Program Revision – Audio Engineering and Music Production

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revisions to the Audio Engineering and Music Production Certificate as recommended by Education Council”

Program revision

- Program description
- Addition or deletion of courses
- Renumbering of courses
- Revision of courses

Rationale:

The Audio Engineering and Music Production (AEMP) certificate was last updated in 2006. As this is an emerging industry, the AEMP Ad Hoc Review Committee has recommended updating the certificate program to reflect current technical training that is required by industry.

The new program description reflects the revised curriculum and the addition of two courses. The hours of the program have increased from 700 to 730 to accommodate the additional courses and restructuring of the program.

The original name of this certificate was Audio Engineering and Production with a subject code of 'AEP.' This program name was changed in 2006 to Audio Engineering and Music Production; however, the subject code was not changed at that time. The subject code is now being updated from 'AEP' to 'AEMP' to reflect the current name of the Audio Engineering and Music Production Certificate.

Program description:

The Audio Engineering and Music Production certificate is a 730-hour program that trains individuals to work in various technical positions such as recording arts, music, theatre, concerts, broadcasting, video and film. The program develops skills required to operate digital and analog audio recording, programming and processing equipment. The course content provides a foundation in the principles of hearing, sound, music, basic electronics, processing, signal flow, microphone techniques, mixing and mastering, live sound engineering, and reviews current industry standards. Students will gain hands-on experience with industry-standard recording and studio systems, and music and audio experience.

Course additions:

AEMP 114	Microphone Techniques	45 Hours
<p>This course covers miking techniques used in various sound applications, different types of microphones, placement, phase, stereo, and surround sound. Students will use various microphones on multiple input signals to learn their applications.</p>		
RATIONALE		
<p>The current AEMP program does not allow for time to practice microphone techniques and more time needs to be spent understanding surround sound which is a modern industry standard.</p>		
<p>LEARNING OUTCOMES Students will be able to:</p> <ul style="list-style-type: none"> • Describe the types of microphones and their many applications, • Set up microphones with proper placement, • Use microphone techniques on different audio sources, • Set up and use wireless systems, • Use in-class microphones on multiple input sources. 		
<p>EVALUATION</p> <p>Participation 30% Based on attendance, in-class discussion participation, and participation in group work.</p> <p>Quizzes 30%</p> <p>Final Exam 40%</p> <p>A minimum final grade of 70% is required for a pass.</p>		
REQUIRED TEXTBOOKS - None		
RECOMMENDED TEXTBOOKS - None		

AEMP 115	Mixing and Mastering	24 Hours
<p>This course explores techniques and tools used to create final sound projects. Topics include equalization, panning, balancing, depth of field, dynamics, and mastering.</p>		
RATIONALE		
<p>This new course teaches students skills that are required for the following courses in the certificate program: AEMP 117 (Live Sound Engineering), AEMP 118 (Analog Processing and Recording), AEMP 119 (MIDI Music Production), AEMP 120 (Digital Audio Recording), and AEMP 121 (Applied Audio Engineering and Production).</p>		
<p>LEARNING OUTCOMES:</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Use appropriate levels required for professional mixing, • Create separation between multiple signals, 		

<ul style="list-style-type: none"> • Create and control automation, • Discuss various mastering techniques, • Explain the varied mastering requirements in multimedia.
<p>EVALUATION</p> <p>Participation 15% Based on attendance, in-class discussion participation, and participation in group work.</p> <p>Quizzes 35%</p> <p>Final Exam 50%</p> <p>A minimum final grade of 70% is required for a pass.</p>
REQUIRED TEXTBOOKS - None
RECOMMENDED TEXTBOOKS - None

Course revisions:

CURRENT		
AEP 001	Introduction to Sound	30 Hours
This course focuses on the fundamental elements and complexities of sound. Areas covered include sound-waves, frequency, amplitude, mediums, measurement, tone, envelope, multiples, phase and distortion.		
PROPOSED		
AEMP 110	Introduction to Audio Engineering	30 Hours
This course introduces the fundamental principles of sound. Topics covered include propagation of sound and how it travels, units of measurement, sound in relation to music, harmonic content, and wave form changes.		
<p>RATIONALE</p> <p>The focus of this course is revised to ensure students are up to date on technical development and industry changes and requirements. The update involves renaming the course to 'Introduction to Audio Engineering' to express what the course offers and updating the course description to reflect the focus of the course.</p>		
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify the simple sound waves, • Describe how sound travels through distinct mediums, • Explain the difference between simple sound waves and complex sound waves, • Identify frequencies and amplitudes, 		

<ul style="list-style-type: none"> • Identify the dynamic changes within a wave form (envelope), • Describe wanted or unwanted phasing and distortions, • Explain basic signal flow and processing in an audio setup.
<p>EVALUATION</p> <p>Participation 25% Based on attendance, in-class discussion participation, and participation in group work.</p> <p>Quizzes 35%</p> <p>Final Exam 40%</p> <p>A minimum final grade of 70% is required for a pass.</p>
<p>REQUIRED TEXTBOOKS – Current edition of: Huber, D.M. & Runstien, R.E. Modern Recording Techniques, Elsevier Inc.</p>
<p>RECOMMENDED TEXTBOOKS - None</p>

CURRENT		
AEP 002	Hearing and Music	39 Hours
<p>This course deals with the fundamentals of human hearing and the elements of popular music. Areas covered include frequency ranges of hearing and music, stereo sound, depth of field, acoustics, surround sound, listening contours, instruments, musical notes, rhythm, ADSR, voices, groups, songs, pitch and meter.</p>		

PROPOSED		
AEMP 111	Hearing and Music	39 Hours
<p>This course explains how to interpret sounds in the environment in order to recognize and apply those elements to audio projects. Topics covered include the anatomy of the ear, hearing ranges, frequencies in relation to music, listening environments, transducers, ear training, and basic music theory.</p>		
<p>RATIONALE</p> <p>The focus of this course is revised to update the course content and to ensure the graduates are up to date on technical development and industry changes and requirements.</p>		
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Analyze the frequency and volume hearing ranges, • Analyze hearing frequency sensitivities, • List individual music elements and their implementation in popular music, • Simulate a stereophonic sound with a monophonic sound, • Simulate a 3D environment within a 2D medium, • Demonstrate how an assortment of materials absorb and reflect sound, • Use basic music theory, • Analyze song arrangements, • Develop ear training techniques. 		

EVALUATION	
Participation	20% Based on attendance, in-class discussion participation, and participation in group work
Quizzes	30%
Assignment	10%
Final Exam	40%
A minimum final grade of 70% is required for a pass.	
REQUIRED TEXTBOOKS – Current edition of: Huber, D.M. & Runstien, R.E. Modern Recording Techniques, Elsevier Inc.	
RECOMMENDED TEXTBOOKS - None	

CURRENT		
AEP 003	Basic Audio Electronics	39 Hours
<p>This course focuses on the basic electronic fundamentals required for assembling and maintaining a recording studio and/or public address (PA) sound system. Areas covered include Ohm's law, voltage, amperage, resistance, impedance, 110/220V circuits, breakers, loads, AC DC, vacuum tubes, solid state, digital audio, microphone vs line level, testers, soldering and an electronic circuit project.</p>		

PROPOSED		
AEMP 112	Audio Electronics	39 Hours
<p>This course covers basic electronic components within audio processing equipment. Topics covered include: electricity, impedance, circuitry, soldering, equipment maintenance and repair, and electronic signal flow.</p>		
RATIONALE		
<p>The focus of this course is revised to ensure the graduates are up to date on technical development and industry changes and requirements.</p>		
LEARNING OUTCOMES		
<p>Students will be able to:</p> <ul style="list-style-type: none"> • Define electricity and how it is used in audio, • List various electrical components, • Use a variety of electrical test equipment, • Distinguish between a variety of audio cables, • Demonstrate how to build and repair audio cables, • Read schematics, • Explain how a computer processes sound, • Build and solder basic electronics. 		
EVALUATION		
Participation 20% Based on attendance, in-class discussion participation, and		

participation in group work.
Quizzes 25%
Project 15%
Final Exam 40%
A minimum final grade of 70% is required for a pass.
REQUIRED TEXTBOOKS – Current edition of: Huber, D.M. & Runstien, R.E. Modern Recording Techniques, Elsevier Inc.
RECOMMENDED TEXTBOOKS - None

CURRENT		
AEP 004	Signal Flow and Processing	75 Hours
<p>This course introduces students to audio signal flow and the devices used within the signal path which process sound for recording and amplification purposes. Areas covered include flowcharts, microphones, cables, connectors, patch bays, oscillators, samples, pre-amps, indicators, dynamics processors, equalizers, mixing consoles, effects processors, amplifiers, crossovers, speakers, analyzers, pink/white noise and A/D converters.</p>		

PROPOSED		
AEMP 113	Signal Flow and Processing	81 Hours
<p>This course covers signal flow and the devices used to process sound. Topics covered include: cables, connectors, amplification, and processing devices.</p>		
<p>RATIONALE</p> <p>The focus of this course is revised to ensure the graduates are up to date on technical development and industry changes and requirements.</p>		
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Read flow charts and correctly connect audio devices, • Demonstrate how to use dynamics and effects on processing devices, • Explain the difference between pink and white noise and their applications, • Patch together simple and complex routing setups, • Compare studio routing and stage routing to patch together appropriate signal chains, • Demonstrate how to route digital and analog patch bays, • Identify analog to digital converters. 		
<p>EVALUATION</p> <p>Participation 25% Based on attendance, in-class discussion participation, and participation in group work.</p> <p>Quizzes 35%</p> <p>Final Exam 40%</p> <p>A minimum final grade of 70% is required for a pass.</p>		

REQUIRED TEXTBOOKS – Current edition of: Huber, D.M. & Runstien, R.E. Modern Recording Techniques, Elsevier Inc.
RECOMMENDED TEXTBOOKS – None

CURRENT		
AEP 005	Live Sound Reinforcement	57 Hours
<p>This course focuses on the technical aspects of live audio production and engineering for concerts and other audience events. Areas covered include show details, preparation, equipment, technical duties, stage plots, set-up, electrical, troubleshooting, instruments, signal flow, feedback, ring-out techniques, frequencies, monitors, mixing, lighting, ground loops and loading out. Students will also set-up and operate live audio equipment in a live show atmosphere to gain experience.</p>		

PROPOSED											
AEMP 117	Live Sound Engineering	81 Hours									
<p>This course covers the fundamentals of live sound and the duties required of a live Sound Engineer. Topics covered include PA equipment, set up, ringing out, live mixing, feedback and trouble shooting. Students will also set up and operate live audio equipment in a live show atmosphere to gain experience.</p> <p>Prerequisite: AEMP 115</p>											
<p>RATIONALE</p> <p>The focus of this course is revised to ensure the graduates are up to date on technical development and industry changes and requirements. The hours are increased because most sound jobs are in the field of live sound and more time is required to cover all course material. The title of the course is changed to 'Live Sound Engineering' to reflect the updated focus of the course.</p>											
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify problems and demonstrate troubleshooting in a live venue, • Describe the responsibilities of various roles at a concert or live event, • Demonstrate how to adjust equalizers to control feedback, • Demonstrate how to set up and operate all the necessary equipment at a live event, • Demonstrate basic lighting set up and operation. 											
<p>EVALUATION</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Participation</td> <td style="width: 15%;">30%</td> <td>Based on attendance, in-class discussion participation, and participation in group work. Students will be graded on their performance during live sound applications.</td> </tr> <tr> <td>Quizzes</td> <td>20%</td> <td></td> </tr> <tr> <td>Final Exam</td> <td>50%</td> <td></td> </tr> </table> <p>A minimum final grade of 70% is required for a pass.</p>			Participation	30%	Based on attendance, in-class discussion participation, and participation in group work. Students will be graded on their performance during live sound applications.	Quizzes	20%		Final Exam	50%	
Participation	30%	Based on attendance, in-class discussion participation, and participation in group work. Students will be graded on their performance during live sound applications.									
Quizzes	20%										
Final Exam	50%										
REQUIRED TEXTBOOKS - None											
RECOMMENDED TEXTBOOKS – Current edition of:											

Huber, D.M. &Runstien, R.E. Modern Recording Techniques, Elsevier Inc.		
CURRENT		
AEP 006	Analog Tape Recording	99 Hours
This course will introduce students to the audio recording process which uses analog tape machines and analog processing devices. Areas covered include tracking, overdubbing and mixing, as well as the equipment used at each of these stages. Students will also use analog recording equipment to engineer audio projects.		

PROPOSED		
AEMP 118	Analog Processing and Recording	30 hours
This course covers analog processing and recording equipment, and techniques. Topics covered include analog recording mediums, analog recording techniques, analog processors, and the history of recording practices. Prerequisite: AEMP 115		
<p>RATIONALE</p> <p>The focus of this course is revised to ensure the students obtain the required history of analog techniques so they can be applied to modern practices. This ensures that the students are up to date on technical development and industry changes and requirements. The hours are decreased due to the removal of the analog tape recording project which is no longer a requirement of this course. The title of the course is changed to 'Analog Processing and Recording' to reflect the updated focus of the course.</p>		
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • List a variety of analog storage mediums, • Perform tape machine maintenance, • Develop recording techniques using analog tape machines and analog processors, • Explain what noise reduction systems are and their proper use, • Record onto analog tape. 		
<p>EVALUATION</p> <p>Participation 20% Based on attendance, in-class discussion participation, and participation in group work.</p> <p>Quizzes 35%</p> <p>Final Exam 45%</p> <p>A minimum final grade of 70% is required for a pass.</p>		
<p>REQUIRED TEXTBOOKS – Current edition of: Huber, D.M. &Runstien, R.E. Modern Recording Techniques, Elsevier Inc.</p>		
RECOMMENDED TEXTBOOKS - None		

CURRENT		
AEP 007	MIDI and Electronic Music Programming	84 Hours

<p>This course deals with Musical Instrument Digital Interface technology and programming electronic music. Areas covered include note information, program information, time signatures, quantization, loops, sequencers, MIDI keyboards, synthesis, drum machines, samplers, MIDI channels, editing and routing. Students will also use MIDI equipment to program electronic music projects.</p>		
PROPOSED		
AEMP 119	MIDI Music Programming	84 Hours
<p>This course focuses on hands-on music programming utilizing MIDI (music instrument digital interface). Topics covered include MIDI routing, parameters, synchronization, messages, sampling, hardware and software, music production, step-time and real-time sequencing, and electronic music. Prerequisite: AEMP 115</p>		
<p>RATIONALE</p> <p>MIDI has many applications and this course is revised to provide students with hands-on experience using MIDI to create digital and electronic music. The title has been changed to 'MIDI Music Programming' to reflect the updated course content. This course is also revised to ensure the graduates of this course are kept up to date on technical development and industry changes and requirements.</p>		
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Create original music utilizing MIDI step-time and real-time programming, • Describe MIDI parameters and routing, • Discuss how MIDI is implemented in music and lighting, • Engineer sounds to trigger with MIDI, • Edit and record MIDI tracks. 		
<p>EVALUATION</p> <p>Participation 25% Based on attendance, in-class discussion participation, and participation in group work .</p> <p>Quizzes 10%</p> <p>Projects 65%</p> <p>A minimum final grade of 70% is required for a pass.</p>		
REQUIREDTEXTBOOKS - None		
RECOMMENDED TEXTBOOKS - None		

CURRENT		
AEP 008	Digital Audio Recording	132 Hours
<p>This course focuses on basic and advanced digital audio recording concepts, equipment and operation. Areas covered include analog to digital converters, digital audio mixers, EQ's and processors, digital audio storage mediums including DAT, ADAT, DASH, PCM, CD, Zip, Jazz and hard discs, computers, hardware, operating systems, software, Pro Tools, Nuendo, analog to digital I/O's sample rates, bit resolution, conversion, digital routing, software based mixing and processing, file management, re-installation, subsonic and digital distortion, automation, synchronization, time codes, frames, SMPTE, tracking, overdubbing, editing, mixing and mastering. Students will also use basic</p>		

and advanced digital audio recording equipment to engineer audio projects.

PROPOSED		
AEMP 120	Digital Audio Recording	132 Hours
<p>This course explores techniques and practices used in the modern music industry. Topics covered include digital audio work stations, digital recording, hybrid recording, digital processing devices, DJing hardware and hardware requirements, digital music creation and amplification, analog to digital conversion, and multimedia synchronization. Students will apply knowledge using in-class studio equipment for recording and music creation.</p> <p>Prerequisite: AEMP 115</p>		
<p>RATIONALE</p> <p>The focus of this course is revised to ensure the graduates are up to date on technical development and industry changes and requirements. Course content is being adjusted to include modern recording practices and techniques which include hybrid studios (analog plus digital) as well as applied DJing.</p>		
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Apply recording techniques using digital processing equipment, • Use modern digital audio workstations, • Discuss how analog voltages are transferred to digital data and stored, • Create hybrid studio setup by combining digital and analog equipment, • Use DJing equipment and software, • Develop digital recording, editing, mixing, and mastering techniques, • Discuss multimedia audio synchronization. 		
<p>EVALUATION</p> <p>Participation 20% Based on attendance, in-class discussion participation, and participation in group work.</p> <p>Quizzes 30%</p> <p>Final Exam 50%</p> <p>A minimum final grade of 70% is required for a pass.</p>		
<p>REQUIRED TEXTBOOKS – Current edition of: Huber, D.M. & Runstien, R.E. Modern Recording Techniques, Elsevier Inc.</p>		
<p>RECOMMENDED TEXTBOOKS - None</p>		

CURRENT		
AEP 009	Professional Communications	30 Hours
<p>This course introduces professional communication techniques essential for successful business relations in the audio/music industry. Areas covered include a review of audio industry positions, roles, responsibilities, teamwork, dressing attire, assertiveness, listening skills, etiquette, diplomacy, creativity, networking, career marketing, presentation techniques, self-employment, documentation, scheduling and time management.</p>		

PROPOSED		
AEMP 116	AEMP Industry Standards	30 hours
<p>This course is designed to develop the student's awareness and understanding of the audio engineering and music production industry standards. Topics covered include a review of audio/music industry positions, roles and responsibilities, first impressions, teamwork, listening skills, networking, presentation techniques, self-employment, and time management.</p>		
<p>RATIONALE</p> <p>The course description and name are revised to focus on the skills and standards that are required in the audio industry.</p>		
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Develop necessary skills for working within the audio industry, • Describe the various audio industry positions and responsibilities, • Discuss basic business practices and strategies, • Develop an understanding of self-employment in the audio industry, • Review and develop business contracts. 		
<p>EVALUATION</p> <p>Participation 30% Based on attendance, in-class discussion participation, and participation in group work.</p> <p>Quizzes 20%</p> <p>Final Exam 50%</p> <p>A minimum final grade of 70% is required for a pass.</p>		
REQUIRED TEXTBOOKS - None		
RECOMMENDED TEXTBOOKS - None		

CURRENT		
AEP 010	Audio Production	115 Hours
<p>During this course students will learn audio production elements used in creating modern music. Areas covered include music recording producers, their roles and duties, a study of successful music producers, basic music theory, pre-production, rehearsals, meetings, decision making, basic music business, copyright, trademark, negotiating, contracts, fees and royalties. Students will also produce and engineer musical recording projects in a local professional recording studio.</p>		

PROPOSED		
AEMP 121	Applied Audio Engineering and Production	115 Hours
<p>During this course students will learn and apply music production skills and techniques. Topics covered include pre-production and production, music theory, copyright, fees, and royalties. Students will use an on-site recording studio to create and record music projects.</p> <p>Prerequisite: AEMP 115</p>		
RATIONALE		

This course is revised to ensure the graduates are up to date on technical development and industry changes requirements. The course is renamed “Applied Audio Engineering and Production” to reflect the course revisions.	
<p>LEARNING OUTCOMES</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Describe the roles of a producer, • Develop production techniques, • Record and produce music within a studio environment, • Work with local musicians to create music, • Apply music business practices and communication, • Create finalized mastered versions of audio projects. 	
<p>EVALUATION</p> <p>Participation 20% Based on attendance, in-class discussion participation, and participation in group work.</p> <p>Quizzes 20%</p> <p>Project 30%</p> <p>Final Exam 30%</p> <p>A minimum final grade of 70% is required for a pass.</p>	
REQUIRED TEXTBOOKS - None	
RECOMMENDED TEXTBOOKS - None	

Program table:

CURRENT			PROPOSED		
Course Code	Course Title	Hours	Course Code	Course Title	Hours)
AEP 001	Introduction to Sound	30	AEMP 110	Introduction to Audio Engineering	30
AEP 002	Hearing and Music	39	AEMP 111	Hearing and Music	39
AEP 003	Basic Audio Electronics	39	AEMP 112	Audio Electronics	39
AEP 004	Signal Flow and Processing	75	AEMP 113	Signal Flow and Processing	81
AEP 005	Live Sound Reinforcement	57	AEMP 117	Live Sound Engineering	81
AEP 006	Analog Tape Recording	99	AEMP 118	Analog Processing and Recording	30
AEP 007	MIDI and Electronic Music Programming	84	AEMP 119	MIDI Music Programming	84

AEP 008	Digital Audio Recording	132	AEMP 120	Digital Audio Recording	132
AEP 009	Professional Communications	30	AEMP 116	AEMP Industry Standards	30
AEP 010	Audio Production	115	AEMP 121	Applied Audio Engineering and Production	115
			AEMP 114	Microphone Techniques	45
			AEMP 115	Mixing and Mastering	24
TOTAL		700	TOTAL		730

Proposed date of implementation: June2013

Costs: 1,400. One-time - Equipment and Supplies

13,000. One-time - Renovating and curriculum updating/development

Program Revision – Diploma in Criminal and Social Justice
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Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revisions to the Diploma in Criminal and Social Justice as recommended by Education Council”

Program revision

- Program outline

Rationale:

Include PSYC 270 (statistics for psychology) as a statistics elective in the CSJ diploma program. Currently, the program requires SOCI 271 (statistical analysis in sociology I). We propose that students can choose between SOCI 271 and PSYC 270 for the following reasons: (1) To increase flexibility in departmental course offerings, and (2) to increase student choice. This change does not inconvenience student transferring to SFU criminology (CSJ program's main receiving institution), since SFU B.A. criminology major program accepts psychology statistics as a statistics credit.

Program outline:

Change Program outline of CSJ from required course SOCI 271 to "SOCI 271 - Statistical Analysis in Sociology I or PSYC 270 - Statistics for Psychology"

Proposed date of implementation: September 2013

Costs: n/a

Program Revision – Associate of Arts: Discipline Emphasis in Spanish

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revisions to the Associate of Arts: Discipline Emphasis in Spanish as recommended by Education Council”

Program revision

- Program outline

Rationale:

The Modern Languages Department proposes replacing SPAN 231 and SPAN 241 with SPAN 203 and 204. The two new courses would be added to the list of required courses for a Modern Language Emphasis - Spanish. SPAN 241 has not been offered at OC and so should be deleted from the list.

Program outline:

Existing:

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in Spanish, students must complete specific courses in Spanish. Specifically, as part of the Associate of Arts Degree requirements, students must complete the following courses:

ANTH 170 - Introduction to Linguistic Anthropology

SPAN 111 - Spanish I

SPAN 121 - Spanish II

SPAN 211 - Spanish III

SPAN 221 - Spanish IV

SPAN 231 - Conversation and Reading

SPAN 241 - Reading and Translation

Proposed:

As a means of satisfying all of the requirements outlined above for an Associate of Arts Degree with an emphasis in Spanish, students must complete specific courses in Spanish. Specifically, as part of the Associate of Arts Degree requirements, students must complete the following courses:

ANTH 170 - Introduction to Linguistic Anthropology

SPAN 111 - Spanish I

SPAN 121 - Spanish II

SPAN 211 - Spanish III

SPAN 221 - Spanish IV

SPAN 203 - Oral Expressions I or SPAN 231 - Conversation and Reading

SPAN 204 - Oral Expressions II

Reason: Current/past students will be able to use SPAN 231 toward the Modern Languages Emphasis - Spanish. Future students will use SPAN 203.

Proposed date of implementation: September 2013

Costs: n/a