



**BOARD OF GOVERNORS
REGULAR MEETING
May 19, 2009; 2:00 p.m.
S103B, Kelowna Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the March 31, 2009, OC Board open session meeting agenda is approved".</i>		2:00 p.m.
2 DECLARATION OF CONFLICT		2:02 p.m.
3 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>	A	2:05 p.m.
3.1 MINUTES – March 31, 2009	B	
4.2 WRITTEN REPORTS		
4.2.1 President's Report (J. Hamilton)	C	<i>separate cover</i>
4.2.2 Education Council Report (R. Gee)	D	
5 WRITTEN REPORTS		
6 BUSINESS ARISING FROM THE MINUTES		
7 PRESENTATIONS/DELEGATIONS		
7.1 Okanagan College Sustainability Team (A. Rowan)		2:10 p.m.

8 NEW BUSINESS/RESOLUTIONS

- | | | | |
|-------|--|-----------------|-----------|
| 8.1 | Education Council Submission (R. Gee) | E | 2:50 p.m. |
| 8.1.1 | New Degree – Bachelor of Arts in Writing and Publishing | | |
| | Program Revision – Business Studies Certificate – Marketing Option | | |
| | Program Revision – Business Studies Certificate – Hospitality Option | | |
| | Program Revision – Culinary Arts ELT | | |
| | Program Revision – Advanced Culinary Arts Diploma | | |
| | Program Revision – Diploma in Media and Cultural Studies | | |
| | Program Revision – Assoc. of Arts Degree – Sociology & Women's Studies | | |
| | Conflict of Interest In Research Policy | F | |
| 8.2 | Finance and Audit Committee (B. Cooke) | <i>separate</i> | 3:05 p.m. |
| 8.2.1 | Budget Adjustments | <i>cover</i> | |
| 8.2.2 | Audit Financial Statements – Report from In Camera Session | | 3:15 p.m. |

9 VERBAL REPORTS

- | | | | |
|-----|----------------------------------|--|-----------|
| 9.1 | Board Chair Report (J. Shaw) | | 3:25 p.m. |
| 9.2 | President's Report (J. Hamilton) | | 3:30 p.m. |

10 INFORMATION ITEMS

11 TOPICS FOR NEXT MEETING

- 11.1 June 23, 2009 Pre- meeting Workshop

12 OTHER BUSINESS

13 DATE OF NEXT MEETING

June 23, 2009, Kelowna Campus

14 ADJOURNMENT

**Consent Agenda Resolutions
Attachment A**

Item 3.1

Recommended Motion

"BE IT RESOLVED THAT the March 31, 2009, open session minutes are approved."

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

**Tuesday, March 31, 2009 1:00 p.m.
S103B, Kelowna Campus**

Members Present: M. Conlin
B. Cooke
R. Gee
J. Hamilton (President)
B. Hughes
P. Johnson
L. Kayfish
J. Lister
A. March
Y. Pinder
J. Shaw (Chair)
L. Swite

Regrets: Z. Zhou

Board Secretary: J. Campbell

Vice Presidents: B. Eby
A. Hay
S. Koehle

Director: A. Coyle

Observers: P. Murray, OC Faculty Association
J. Muskens, Administrators Association

Regrets: P. Bourbeau, Student
M. Ouellet, Student
C. Rines, Student

Guests: R. Seymour (Daily Courier); Students

There being a quorum present, the Chair called the meeting to order at 1:00 p.m.

1. APPROVAL OF AGENDA

Motion; B. Cooke/A. March

"BE IT RESOLVED THAT the March 31, 2009, OC Board open session meeting agenda is approved"

CARRIED

2. DECLARATION OF CONFLICT

No conflicts were declared.

3. CONSENT AGENDA

Motion: J.Lister/A. March

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

CARRIED

Items Approved:

“BE IT RESOLVED THAT the January 27, 2008, open session minutes are approved.”

“BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2009/10 on behalf of the Okanagan College Student Union and the Kalamalka Student Association as outlined in the submissions that are included in the agenda as attachment F”

7. BUSINESS ARISING FOME THE MINUTES

7.1 Tuition Recommendation 2009/2010

Board members felt that as a result of provincial funding and their desire to have ongoing discussions with students on tuition policies and procedures that the institution should forgo an increase in fees for 2009/2010.

Motion: B. Cooke/J.Lister

“BE IT RESOLVED THAT there will be no increase to general tuition applied in 2009/10”.

CARRIED

8. PRESENACTIONS/DELEGATIONS

None

9. NEW BUSINESS/RESOLUTIONS

9.1 Education Council Submission

Motion: R. Gee/P. Johnson

“BE IT RESOLVED THAT that all the motions be adopted and moved as one”.

CARRIED

A member commended the new Certificate Pathway to Accounting.

Motion: R. Gee/A. March

“BE IT RESOLVED THAT the Board approve the schedule for non-academic programs for 2009/10, as recommended by Education Council and as presented herein”.

CARRIED

It was noted that some programs begin prior to Labour Day, others after.

9.2 ITA Training Plan

It was noted that the plan fits within the Okanagan College Strategic Plan and Annual Education Plan. It addresses the continued need for growth particularly at the Foundation program level. Funding for trades and apprenticeship programs is allocated by the ITA and is based on our annual Training Plan submission. A. Hay noted that the sector negotiates system wide targets with the ITA and that all institutions responsible for trade's programming have been working well together to set the targets. The ITA will review the plan and inform us which sections they will fund; while we have some flexibility and can shift some of the funding we will be required to sign a letter of agreement with them.

Motion: B. Cooke/Y. Pinder

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

CARRIED

9.3 Finance and Audit Committee

9.3.1 2009/10 Okanagan College Budget

The budget was presented to the Finance and Audit Committee on March 17th. B. Cooke recognized the large amount of work that was done to prepare it and was pleased to be able to present a balanced budget. He noted that the Province allocated more funding than expected but as the timing of the announcement was very late in the process it did not allow Administration to have a full and complete discussion on where to allocate that funding. The budget presented is based on previous expectations and once a decision has been made on where to allocate the additional funding a recommendation will come back to the Board for approval. As a result of the generosity of the Provincial Government we are able to forgo the tuition increase without impacting services to students this year.

Motion: B. Cooke/L. Kayfish

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an operating budget of \$82,835,345 for 2009/10 as recommended by the Finance and Audit Committee”.

CARRIED

10. Verbal Reports

10.1 Board Chair Report

J. Shaw reminded members to submit their expense claims prior to the end of the fiscal year. She also noted that M. Colin will continue to represent the Faculty members but that A. March will end her term in June.

10.2 President’s Report

J. Hamilton reported that the Campus to Campus half marathon was held on the weekend with over 500 participants including members of the Board. He also reported that a team of Civil Engineering Students competed in the Western Canadian Wood Catapult Competition and placed first.

10.3 Campus Planning Committee Report

M. Colin provided an update on the institutions submission to the Knowledge Infrastructure Project Fund and noted we may know in the next few weeks the result of the submission.

A tour of the new Centre for Learning was arranged for the Committee prior to their meeting and members were all very impressed with the building. The project continues to be on budget and on time.

11. Information Items

11.1 2009 FTE Report

The report demonstrates continued growth for the institution however the numbers are still interim until the audit is completed in May.

11.2 Competitive Athletics Briefing

Under a Memorandum of Agreement from 2005 – 2008 Okanagan College students participated in Intercollegiate Athletics programs jointly with UBCO. At the end of that agreement it was decided that a consultative review of athletics should be conducted to ensure the needs of the students and the institution were being met.

The result of the review, which included consultations with student associations, a non-traditional proposal has emerged which would focus competitive activities on partnerships with community groups and redirect student activity fees to expanding student life and recreation activities. As a result the College has relationships established with Sovereign Lakes Ski Team and the Kelowna College Baseball Society.

The committee is looking for feedback from the Board on the recommendations before final decisions are made. The following concerns were raised:

- Need to ensure a gender balance
- Is the relationship with the Baseball Society unique?
- Student groups should continue to be engaged in the decision making process.
- The focus should be on sports that are complimentary to the College and the region and connect to programming opportunities.
- Guidelines should be developed to ensure the athletes and teams portray the image the College wants.

There is still more work to be done to develop guidelines and criteria, The Board decided that they were comfortable with the direction of the proposal and are looking forward to seeing the final recommendations.

12. TOPICS FOR NEXT MEETING

It was suggested that the October Board retreat be focused on a tuition discussion to provide the Board with the opportunity to fully review comparative data and discuss policies for the institution.

13. OTHER BUSINESS

The Chair noted that the ACCC Conference is being held at the end of May and anyone interested in attending should contact J. Lister.

15. DATE OF NEXT MEETING

May 19, 2009, Kelowna Campus

16. ADJOURNMENT

The meeting adjourned at 2:35 p.m.

Report from R. Gee, Chair, Education Council

Education Council – April 2, 2009

This meeting approved two new marketing research courses and then approved their inclusion in the BUAD diploma and the BBA degree.

It discussed a number of revisions to the Early Childhood Education courses but referred them back for further consideration.

The in camera portion of the meeting approved the following graduates.

Program	Number of students
Welding Level C Certificate (Kelowna)	14
Automotive Collision Repair Interprovincial Refresher Certificate (Kelowna)	10
Automotive Service Technician Certificate (Kelowna)	13
Cook Training Interprovincial Refresher Certificate (Kelowna)	14
Recreational Vehicle Service Technician Certificate (Kelowna)	10
	61

The work of the Operations Committee is approved by a subsequent meeting of Education Council.

Dual Credit Agreement with School District 22 (Vernon)

**Dual Credit Agreement
Nursing Unit Assistant Certificate and
Education Assistant Certificate**

Okanagan College and School District No. 22 (Vernon)

Preamble

In order to increase learning and career opportunities for students in the North Okanagan region, the Continuing Studies Department of Okanagan College, North Region (hereafter Okanagan College) and School District No. 22 (Vernon) (hereafter School District No. 22 or the School District) agree to collaborate to admit School District No. 22 Grade 12 students to Okanagan College's Nursing Unit Assistant and Education Assistant certificate programs on a "dual credit" basis. Dual credit programs are defined as programs that will be recognized for credit toward BC Secondary School graduation requirements and Okanagan College certificate requirements. These programs will be offered on a cost recovery basis.

Objectives

This agreement seeks to:

- Encourage secondary school students to investigate career programs

- Facilitate post-secondary admission for students into Nursing Unit Assistant and Education Assistant certificate programs
- Foster educational initiatives between Okanagan College and School District No. 22
- Increase successful transition rates from secondary to post-secondary education

This agreement benefits students by:

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

Terms of agreement

I. Program Admission:

- Okanagan College agrees to admit and register School District No. 22 approved Grade 12 students into its Nursing Unit Assistant and Education Assistant certificate programs scheduled for the 2009-2010 academic year.
- Okanagan College will hold reserved seats in the programs until 60 days prior to the start of the program. There will be 2 reserved seats for Nursing Unit Assistant and 3 reserved seats for Education Assistant.
- School District No. 22 Grade 12 students approved to enroll in one of these programs will fill out an Okanagan College Continuing Studies certificate program application form. In addition, students will also sign an Okanagan College Release of Information form so that Okanagan College staff can discuss information regarding the student that falls under the Freedom of Information, Protection of Privacy guidelines. This release is to the School District Career Coordinator.
- Dual credit applicants will be required to meet all admission requirements, except for Grade 12 completion, for the respective certificate program by the program start date.
- School District No. 22 Grade 12 students will not be required to meet the admission requirement of Grade 12 completion or equivalent by the program start date. Rather, School District No. 22 Grade 12 students will be admitted to the Okanagan College certificate program on a **conditional** basis. The dual credit student will not receive their Okanagan College credential until they have satisfied all Okanagan College program admission requirements, including completion of Grade 12. (See below section VII).
 - For Nursing Unit Assistant:
 - Completion of a basic computer course such as Computer Fundamentals (Okanagan College) or equivalent (online test is available).
 - Successful completion of a Standard First Aid Certificate and a Basic Life Support Level C certification. Document proof required.
 - Evidence of a negative tuberculin test.
 - Keyboarding speed of 50wpm.
 - Applicants must complete a criminal record check no more than three months before their date of admission. The criminal record check must be submitted to Okanagan College Continuing Studies Admission Department.

- For Education Assistant:
 - Students must have completed or be concurrently enrolled in English 12 or Technical and Professional Communications 12 with a minimum grade of 60% (if concurrently enrolled, English 11 mark must be 60%).
 - Applicants must complete a criminal record check no more than three months before their date of admission. The criminal record check must be submitted to Okanagan College Continuing Studies Admission Department.
- If under the age of 19 at the program start date, the dual credit applicant must receive the permission of their parent or legal guardian, School District No. 22, and the Manager, Continuing Studies North Region.

II. Fee Assessment:

- Okanagan College reserves the right to set fees for all courses and programs.
- Once a School District No. 22 Grade 12 student receives an offer of admission to an Okanagan College certificate program, the School District will issue a sponsorship letter on behalf of the student to Okanagan College.
- The sponsorship letter will indicate the following: the name of the dual credit student, the current High School, the program the student is registering in, and the type of program fees that the School District will pay (including if the \$200.00 non-refundable deposit will be sponsored).
- Okanagan College will issue an invoice to the School District for the agreed amount of tuition that is to be paid by the School District.
- International students will be charged an additional 25% above program fees as approved by the College Board.
- The School District will pay the amount agreed upon in two installments: one at the program start date and one at the program mid-point.
- School District No. 22 Grade 12 students will be responsible for paying any balance in tuition and all non-program tuition fees, including all ancillary fees, materials fees and pre-requisite course fees.
- For academic years 2008/09, 2009/10 and 2010/11, the Southern Interior Development Initiative Trust has made available a special fund for Dual Credit Students. For the programs that are part of this agreement, some direct costs to the students will be reimbursed after the start of the program (to be determined by the Okanagan College Advancement Office each year).

III. Practicum Placement:

- For Education Assistant: In cooperation with School District No. 22, Dual Credit students' placements will be in Primary or Elementary schools.

IV. Student Progress:

- Okanagan College Continuing Studies Program Coordinators will correspond with the School District No. 22 Career Coordinator regarding the dual credit students' progress on a per module basis.
- The School District Career Coordinator will in turn discuss any pertinent information regarding the dual credit students, with the Okanagan College Program Coordinators.

V. Program Cancellation:

The Continuing Studies Department and Okanagan College reserve the right to cancel or postpone a program due to low enrolment, unavailability of instructors, facilities, or other unforeseen circumstances.

- In the event that a program where a dual credit student is enrolled, is cancelled, Okanagan College will give as much advance notice to the School District as possible. If a dual credit program is cancelled, Okanagan College agrees to refund the School District and the student(s) the full amount of any tuition paid by the respective parties.
- School District No. 22 agrees to prepare an alternative plan of study for all dual credit students prior to the start of the dual credit program. Should a dual credit program be cancelled, the School District will be responsible for implementing the alternative plan of study.
- In the event that a program where a dual credit student is enrolled, is cancelled after it has started, Okanagan College agrees to refund the School District and the student(s) for the portion of the program that has not been completed.

VI. Withdrawal and Refund Policy:

Dual credit students who opt to withdraw from an Okanagan College course or program must receive the written permission of the School District and, if under the age of 19, their parent or legal guardian.

- If a dual credit student withdraws from a College certificate program prior to the start of the program, program tuition fees will be refunded in full with the exception of a \$200.00 non-refundable deposit.
- No refunds will be issued for withdrawal requests received after the start date with the exception of compassionate grounds. In such cases a written request for the refund, accompanied by appropriate documentation (e.g. letter from physician) must be submitted prior to the end of the course.
- Under no circumstances will refunds be granted for requests received after the end of the course.

VII. Dual Credit Credential:

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

- Upon successful completion of the Okanagan College program requirements, the student will request a transcript of their Okanagan College grades.
- The student will submit their Okanagan College transcript to the School District to receive credit toward Secondary School graduation requirements.
- Once the student has met all secondary School graduation requirements, they will present their official Secondary School graduation transcript to Okanagan College.
- Once Okanagan College receives this transcript confirming Secondary School graduation (and satisfying the conditional admission to Okanagan College), Okanagan College will issue the certificate to the student.

VIII. Agreement Review:

- The terms of this agreement will be reviewed annually.

Signed on behalf of School District No. 22 (Vernon):

Randy Hoffman, Secretary-Treasurer

Date

Signed on behalf of Okanagan College:

Charlotte Kushner, Director, Continuing Studies

Date

Andrew Hay, VP Education

Date

Education Council Submission – May 2009

Since my last report, Education Council met on March 19, April 2, and May 7

In addition to discussing the programs listed below, both Education Council meetings approved numerous course revisions and additions, as well as appointments to standing committees.

Education Council – March 19, 2009

This meeting had a two-item agenda. The first was the approval of the new degree program described below and the second was a budget discussion. Unfortunately I was unable to attend the whole meeting and missed the budget discussion.

Approvals:

New Applied Degree - Bachelor of Arts in Writing and Publishing

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the new degree program, Bachelor of Arts in Writing and Publishing, as recommended by Education Council and as presented herein”

This is a new applied degree put forth by the English department. It builds upon the success of the existing Diploma in Writing and Publishing. It is presented here as an information item as the proposal is undergoing PSIPS and Ministry review and will come to the board for approval when that review is complete.

Program Description:

The Applied Baccalaureate of Arts Degree in Writing and Publishing (BAWP) builds on the Associate Degree of Arts and Okanagan College's Diploma in Writing and Publishing and Diploma in Media and Cultural Studies. The Applied Baccalaureate of Arts Degree in Writing and Publishing strengthens the relationship between literary studies and technical skills, using traditional and digital writing and publishing technologies. The undergraduate skills acquired are in English literary history, theory, criticism and creative writing, and other Arts and Business based courses that require skills in Humanities, Business and Social Science research. Problem solving and communications, whether written or oral, remain central to the learning outcomes of the program. Labour market analysis suggests that this program's balance of theory with practical application is important for student success in education and employment. The association of theoretical and applied emphases in the program is mutually reinforcing: applied projects reflect practical engagement with issues and materials. The application of theory deepens the applied aspects of coursework and problem solving.

Admission requirements:

Admission to the third-year of the Applied Baccalaureate of Arts Degree in Writing and Publishing requires completion of an Associate Degree of Arts, the Diploma in Writing and Publishing, or the Diploma in Media and Cultural Studies. Students without these credentials may be admitted with demonstrated completion of 60 credits of university studies and will be required to satisfy the program's graduation requirements.

In addition and upon application, students may request Prior Learning Assessment for industry-based experience and education for up to 18 credits toward the program.

Students who may be considering graduate school upon graduating with the BAWP should confirm the

prospective graduate school's program entrance requirements, especially the need for an approved laboratory science and a second language. Students should use course selection of electives to meet these requirements.

Graduation requirements:

To graduate, students must complete a minimum of 120 credits of courses as listed in the program outline.

Building on the first two years of study (Associate Degree of Arts, or the Diploma in Writing and Publishing, or the Diploma in Media and Cultural Studies) graduation requirements are as follows.

Students must complete 15 credits of Arts Courses, excluding English or Communications:

- HIST 301: A Social and Technological History of Reading
- PHIL 361: Practical Ethics
- three credits (one course) Arts Social Science Research Methodologies
- six credits (two courses) of Arts Electives

Students must complete an additional six credits of courses (e.g., in Business or Laboratory Science.

- from BUAD 333, BUAD 334, BUAD 338. Recommended for students entering with an Associate Degree in Arts; or,
- from an approved Laboratory Science. Recommended for students who plan to pursue graduate school.

39 credits of 300- and 400-level English and Communications, including:

- 12 credits in courses focusing on English (Creative Writing stream);
- 12 credits in courses focusing on English (Literary Studies stream); and
- 9 credits in courses focusing on Communications (Communications stream);
- 3 Credits in the Publishing Project course.
- 3 credits Directed Study class;

In the Directed Studies course will propose a literature or creative writing stream to an English Department member or a communications stream to a Communications Department member, who will supervise the semester's work and guide the student towards preparation of a thesis project for public exhibit, presentation, and question/answer period. The Directed Studies course will also involve faculty guiding students in the preparation of their curriculum vitae and representative examples of their work from the entire degree period.

Program Outline:

The following scenario shows a student at Okanagan College who takes the Diploma in Writing and Publishing for his/her 60 credits in years one and two. Note that years one and two may vary according to the credential students bring to the BAWP. Appropriate choices of electives will enable students to meet graduation requirements in a timely fashion.

<u>Semester 1</u> 6 credits BUAD; 6 credits ENGL; 3 credits CMNS					
	BUAD 111 Financial Accounting I	BUAD 116 Marketing	ENGL 151 Short Fiction and the Novel OR ENGL 153 Studies in Narrative	ENGL 116 Introduction to Creative Writing I	CMNS 100 Introduction To Communications

<u>Semester 2</u> 6 credits BUAD; 6 credits ENGL; 3 credits CMNS.				
BUAD 123 Management Principles	BUAD 195 Financial Management	ENGL 153 Studies in Narrative OR ENGL 150 Poetry and Drama	ENGL 126 Introduction to Creative Writing II	CMNS 110 Introduction to Mass Communication
<u>Semester 3</u> 9 credits ENGL; 3 credits FINA; 3 credits CMNS				
ENGL 204 Applied English Studies I	ENGL 206 Publishing: Best Practices and Copy Editing	ENGL 235 Professional Writing and Communications	FINA 201 Introduction to Publication Design	Communications in the Everyday
<u>Semester 4</u> 9 credits ENGL; 3 credits FINA; 3 credits CMNS.				
ENGL 205 Applied English Studies II	ENGL 207 Web Development for Publishing OR ENGL 208 History of the Book	ENGL 216 Intermediate Workshop in Creative Writing - Poetry OR ENGL 217 Intermediate Workshop in Creative Writing - Fiction OR ENGL 218 Intermediate Workshop in Creative Writing - Drama OR ENGL 219 Intermediate Workshop in Creative Writing - Creative Non-Fiction.	FINA 202 Advanced Publication Design	CMNS 230 Communication and Culture OR CMNS 250 Cultural Industries in Canada
YR 1-2 60 CREDITS TOTAL.				
Diploma in Writing and Publishing.	30 credits ENGL	12 credits BUAD	12 credits CMNS	6 credits FINA

Strongly Recommended Optional Summer Bridging Course: CS				
Preparation for the Certified Professional Editor exams	Exam 1: Elementary Knowledge of the Publishing Process	Exam 2: Proofreading	Exam 3: Copyediting.	Exam 4: Structural and Stylistic Editing.
<u>Semester 5</u> 6 credits ENGL; 3 credits PHIL; 3 credits HIST; 3 credits CMNS.				
ENGL 302 Literary Aesthetics—e.g., Canadian Literature, Literary Prizes and Culture. REQUIRED.	ENGL 307 Creative Non-Fiction REQUIRED	PHIL 361 Practical Ethics REQUIRED	HIST 301 A Social and Technological History of Reading REQUIRED	CMNS 300 Advanced Written Communication--e.g., focus on proposal and grant writing). REQUIRED
<u>Semester 6</u> 6 credits ENGL; 3 credits Arts Social Science Research Methodologies; 3 credits BUAD or Lab Science or Arts electives; 3 credits CMNS				
ENGL 358 Topics in Literature—e.g., Canadian Publishing and Literature REQUIRED	ENGL 383 Advanced Fiction OR ENGL 311 Writing Drama.	3 credits Arts Social Science Research Methodologies.	BUAD 333 Internet Marketing OR 3 credits Laboratory Science OR 3 credits Arts Elective	CMNS 310 Contemporary Visual Culture OR CMNS 320 Creative Communication
<u>Semester 7</u> 9 credits ENGL; 3 credits BUAD or 3 credits Laboratory Science or 3 credits Arts Elective; 3 credits CMNS				
ENGL 306 Topics in Literary History; OR ENGL 406 Literary Journalism I.	ENGL 408 Topics in Creative Writing; OR ENGL 409 Writing the Novel	ENGL 308 Literature and Film; OR ENGL 351 Ecopoetics; OR ENGL 309 Shakespeare in Context	BUAD 334 Sports and Events Marketing OR BUAD 338 Topics: Marketing OR 3 credits Laboratory Science OR 3 credits Arts Elective	CMNS 330 Public Relations OR CMNS 340 Media in Action

Semester 8 3 credits ENGL or CMNS Directed Study; 6 credits English, 6 credits Arts Electives					
	Engl. 495 Directed Studies in English OR CMNS 495 Directed Studies in Communications	Engl. 416 Publishing Project	3 credits in Arts elective	3 credits Arts Elective	ENGL 357 Environmental Literature; OR ENGL 407 Literary Journalism II OR ENGL 312 Writing and Change
YR 3-4 STATUS/ 60 CREDITS TOTAL.					
	Applied BA Degree: Writing and Publishing.	27 credits English; 9 credits Communications; 3 credits Directed Studies; 3 credits History; 3 credits Philosophy; 3 credits Arts Social Science Research Methodology, 6 credits Arts electives; 6 credits Business or Laboratory Science.			

Costs:

	<i>Proposed one-time cost</i>	<i>Proposed ongoing cost</i>
Introduction	\$0.00	\$1,000.00 (advertising)
Computers Vantage DigiPro Perfect Binder (\$10,595.00) \$3,569.00; Xerox Phaser 7400 DN NOTE the specific DN model, which allows for automatic double-sided printing.	\$14,164.00	\$3,000.00 (ADOBE CREATIVE SUITE software upgrades)
Other equipment and supplies	\$0.00	\$0.00
Library	\$2,640.00	\$2,105.00
Staffing	\$0.00	\$15,000.00 (1 section History; 1 section Philosophy) plus 7 new sections English (\$75,000 full position) for degree completion
Travel	\$0.00	\$3,050.00 (5 traveling faculty)
Other costs (renovating, etc)	\$0.00	\$0.00
Total Estimated Costs	\$16,804.00	\$99,155.00

Education Council – May 7, 2009

Program Revision – Business Studies Certificate – Marketing Option

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Business Studies Certificate program – Marketing Option, as recommended by Education Council and as presented herein”

The new courses BUAD 290, 291 and 292 have been added as electives within the Marketing Certificate. BUAD 268 Marketing Research has been deleted and BUAD 210 Introduction to Marketing Research has been added.

Program Revision – Business Studies Certificate – Hospitality and Tourism Management

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Business Studies Certificate program – Hospitality and Tourism Management Option, as recommended by Education Council and as presented herein”

Recently the inactive HOSP courses were deleted from the Business Administration program and the active HOSP courses were renumbered as BUAD courses. As part of that revision the Business Studies Certificate – Hospitality Management option was revised. The option name was changed to Hospitality and Tourism Management to match the Business Administration Diploma option and the BBA degree specialty - Hospitality and Tourism Management and the course numbers were changed to the new BUAD numbers

BUAD 206	The Business of Tourism (formerly HOSP 210)
BUAD 207	Restaurant Cost Controls (formerly HOSP 238)
BUAD 218	Restaurant Operations Management (formerly HOSP 236)
BUAD 220	Hotel Management (formerly HOSP 220)

Program Revision – Culinary Arts ELT (Entry Level Training)

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Culinary Arts ELT Certificate program, as recommended by Education Council and as presented herein”

The revisions include a name change to Culinary Arts Certificate, a change to the program description, admission requirements, graduation requirements and a change to the course hours.

Program Description:

Designed for the learner with a demonstrated interest in following a career in food preparation and service, this 40-week (1200 hours) program provides the necessary fundamental knowledge for employment as a cook in an institutional, camp or hospitality setting. Emphasis is placed on the practical aspects of food preparation, presentation and service.

Based at the Kelowna campus, the modern kitchens, cafeteria, restaurant and coffee shop provide a realistic training environment - culinary students are encouraged to work within industry time-frame expectations.

Apprenticeship technical training credit for Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training Authority upon successful completion of this program. Students will also receive credit for FOODSAFE Level 1 and WHMIS (Workplace Hazardous Material Information System). Apprenticeship practical training credit may also be granted by the Industry Training Authority as a result of prior practical experience.

Students must provide proof of completion of an additional 400 work-based hours* and successfully complete all program components prior to advancing to Level Two components of the program. Upon successful completion of Level 1 and 2 requirements students are eligible to challenge the provincial Cook Certificate of Qualification examinations.

* Work-based hours must be under the direction or supervision of a qualified tradesperson (Red Seal or equivalent)

Admission Requirements:

Existing Admission Requirements	Proposed Admission Requirements
<ul style="list-style-type: none"> • Grade 10 or equivalent (ABE, Intermediate Level), Grade 12 is strongly advised • Satisfactory standing in basic mathematics and reading tests. <p>Okanagan College reserves the right to request a certificate of health and fitness if deemed necessary.</p>	<ul style="list-style-type: none"> • 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. • Satisfactory standing in basic mathematics and reading tests (ABLE at a Grade 10 level) <p>Okanagan College reserves the right to request a certificate of health and fitness if deemed necessary.</p>

Graduation Requirements:

Proposed Graduation Requirements: Completion of all courses in the program with a minimum grade of 70% in each. Students must provide proof of completion of 400 work-based training hours.

Current and Proposed Program Outline:

Course #		Course Name	Hours	
Current	Proposed		Current	Proposed
CA 111	CA 111	Lab Kitchen	120	120
CA 112	CA 112	Cold Kitchen	120	180
CA 113	CA 113	Hot Kitchen	120	180
CA 114	CA 114	Bakery	120	174
CA 211	CA 115	Restaurant	120	180
	CA 116	Cook Level One Exam		6
CA 212		Lab Kitchen	120	Delete
CA 213	CA 212	Cold Kitchen	120	90
CA 311	CA 213	Hot Kitchen	120	90
CA 312	CA 214	Bakery	120	84
CA 313	CA 215	Restaurant	120	90
	CA 216	Cook Level Two Exam		6
		Total Hours	1200	1200
		Total Weeks	40	40

Rationale:

1. The Cook program in BC has been under review for the past year under the leadership of Propel (the Industry Training Organization – ITO for tourism and hospitality). The review involved extensive consultation with all relevant stakeholders, including training providers. The Culinary Arts Certificate Program will now include technical training credit for Level 1 and Level 2 apprenticeship; however, students must provide proof of completing 400 work-based training hours prior to advancing to the Level 2 portion of the program.
2. The program changes included in this proposal follow the guidelines established by Propel and the BC Industry Training Authority.
3. The name change from Culinary Arts to Culinary Arts Certificate is in keeping with a recent Okanagan College Education Council initiative to include the credential in the program name.

4. Graduation requirements have been revised to include the 400 work based training hours requirement.

Program Revision – Advanced Culinary Arts Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to Advanced Culinary Arts Diploma program, as recommended by Education Council and as presented herein”

The revisions include a change to the program description, admission requirements, graduation requirements as well as a change to the course hours and a re-sequencing of courses.

Program Description:

The Advanced Culinary Arts Diploma program addresses the developing Okanagan region trend toward the combination of fine wineries and excellent restaurants. Unique features of the program include food and wine pairing and the combination of food, wine, and business training that reflects regional industry demand.

The total length of the program is two years, beginning with a semester of academic study, followed by ten months of practical culinary training, and concluding with a semester of academic study. Students graduating with this diploma will receive technical training credit towards their cooking apprenticeship, hours credited toward their apprenticeship and academic credit for the business administration courses completed.

Apprenticeship technical training credit for Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training Authority upon successful completion of this program. Students will also receive credit for FOODSAFE Level 1 and WHMIS (Workplace Hazardous Material Information System). Apprenticeship practical training credit may also be granted by the Industry Training Authority as a result of prior practical experience.

Students must provide proof of completion of an additional 400 work-based hours* and successfully complete all program components prior to advancing to Level Two components of the program. Upon successful completion of Level 1 and 2 requirements students are eligible to challenge the respective provincial Cook Certificate of Qualification examinations.

* Work-based hours must be under the direction or supervision of a qualified tradesperson (Red Seal or equivalent).

Program Calendar Description in the Business Section of the Calendar:

Advanced Culinary Arts Diploma

The Advanced Culinary Arts Diploma program addresses the developing Okanagan region trend toward the combination of fine wineries and excellent restaurants. Unique features of the program include food and wine pairing and the combination of food, wine, and business training that reflects regional industry demand.

Admission Requirements:

Proposed Admission Requirements:

- B.C. secondary school graduation, or equivalent, or at least 19 years of age and out of secondary school for one year as of the first day of classes.
- Principles of Mathematics 11, or equivalent Advanced Level Adult Basic Education mathematics; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11; or a minimum grade of 16/25 on the math diagnostic test administered by Okanagan College.
- A minimum grade of 70% in either English 12 or Technical and Professional Communications 12 or equivalent Provincial Level Adult Basic Education English (Communications 12 is not acceptable); or a minimum score of level five on the Language Proficiency Index (LPI).

- Applicants must be at least 19 years of age prior to the commencement of Wine 21 and Wine 31.

Applicants with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111 Financial Accounting I.

Applicants may be exempt from some of the admission requirements, depending on their work experience and educational background.

Graduation Requirements

Proposed Graduation Requirements:

Students must successfully complete all courses in the program outline and must provide proof of completion of 400 work-based training hours.

Successful completion of Business Administration courses requires a minimum grade of 50% per course and a minimum average grade of 60%. Successful completion of Culinary Arts courses requires a minimum grade of 70% per course and a minimum average grade of 80%. Successful completion of Wine courses requires a minimum grade of 60%.

Proposed Program Outline:

Semester I	
Course #	Course Name
BUAD 111	Financial Accounting I
BUAD 123	Management Principles
BUAD 207	Restaurant Cost Controls (Note: Students will be allowed to take BUAD 111 concurrently with BUAD 207)
BUAD 209	Business Law
WINE 21	Introduction to Grapes & Wine

10 Month Culinary Arts Certificate Program				
Course #		Course Name	Hours	
Current	Proposed		Current	Proposed
CA 111	CA 111	Lab Kitchen	120	120
CA 112	CA 112	Cold Kitchen	120	180
CA 113	CA 113	Hot Kitchen	120	180
CA 114	CA 114	Bakery	120	174
CA 211	CA 115	Restaurant	120	180
	CA 116	Cook Level One Exam		6
CA 212		Lab Kitchen	120	Delete
CA 213	CA 212	Cold Kitchen	120	90
CA 311	CA 213	Hot Kitchen	120	90
CA 312	CA 214	Bakery	120	84
CA 313	CA 215	Restaurant	120	90
	CA 216	Cook Level Two Exam		6
		Total Hours	1200	1200
		Total Weeks	40	40

Semester II	
Course #	Course Name
BUAD 195	Financial Management
BUAD 218	Restaurant Operations Management
BUAD 269	Human Resources Management
WINE 31	Understanding Food and Wine Pairing
Three credits Business Administration electives	

Changes to the program are to the 10 month Culinary Arts Training portions of the program as outlined below and in question #16.

Semester I	
Course #	Course Name
BUAD 111	Financial Accounting I
BUAD 123	Management Principles
BUAD 207	Restaurant Cost Controls (Note: Students will be allowed to take BUAD 111 concurrently with BUAD 207)
BUAD 209	Business Law
WINE 21	Introduction to Grapes & Wine

Semester II	
Course #	Course Name
BUAD 195	Financial Management
BUAD 218	Restaurant Operations Management
BUAD 269	Human Resources Management
WINE 31	Understanding Food and Wine Pairing
Three credits Business Administration electives	

Business Administrative electives include all BUAD courses except BUAD 100 and BUAD 107 which cannot be used for credit in this program.

* WINE 21 Introduction to Grapes & Wine and WINE 31 Understanding Food and Wine Pairing: students must be at least 19 years of age by commencement of the courses

Rationale:

1. The Advanced Culinary Arts Diploma program consists of two semesters of hospitality business courses and wine studies and 10 months of culinary arts training. The changes to this program are a result of changes to the Culinary Arts Certificate program and a renaming of HOSP courses to BUAD courses. The following rationale is provided for the required changes.
2. The Cook program in BC has been under review for the past year under the leadership of Propel (the Industry Training Organization – ITO for tourism and hospitality). The review involved extensive consultation with all relevant stakeholders, including training providers. The Culinary Arts Certificate Program will now include technical training credit for Level 1 and 2 apprenticeship however students must provide proof of completing 400 work based training hours prior to advancing to the Level 2 portion of the program.
3. The program changes included in this proposal follow the guidelines established by Propel and the BC Industry Training Authority.
4. Graduation requirements have been revised to include the 400 work based training hours requirement.

Program Revision – Diploma in Media and Cultural Studies

Recommended Motion:

“BE IT RESOLVED THAT the Board approve the revision to the Diploma in Media and Cultural Studies program, as recommended by Education Council and as presented herein”

The revision is to clarify the sequence in which the courses must be taken.

The **Program Outline** should read as follows:

First Year

- ANTH 121 Introduction to Cultural Anthropology
- CMNS 100 Introduction to Communications
- CMNS 110 Introduction to Mass Communication

- ENGL 100 University Writing **or** ENGL 151 Critical Writing and Reading: Short Fiction and the Novel
- ENGL 153 Critical Writing and Reading: Studies in Narrative
- GEOG 117 Introduction to Human Geography I **or** GEOG 128 Human Geography: Space, Place and Community
- GEOG 127 Introduction to Human Geography I **or** GEOG 129 Human Geography: Resources, Development and Society
- SOCI 111 Introduction to Sociology I
- SOCI 121 Introduction to Sociology II
- WMST 100 Introduction to Women's Studies I
- Second Year**
- CMNS 230 Communication and Culture
- CMNS 240 The Culture of Television
- CMNS 250 Cultural Industries in Canada
- CMNS 260 Topics in Communications
- ENGL 215 Studies in Reading Film
- ENGL 231 Studies in Popular Narrative
- SOCI 216 Media and Society
- SOCI 217 Consumer Society
- WMST 215 Women and Popular Culture
- WMST 216 Feminism and Film

Rationale:

Currently, the courses required for completion of the Media and Cultural Studies Diploma are listed in the College calendar in a strict program outline sequence. However, pedagogically there are no reasons why courses must be taken in this sequence and many of the courses are, in fact, offered more than once in a year. A revision to the program outline description as it appears in the calendar which recognizes these facts allows students more flexibility in the completion of the program requirements.

Program Revision – Associate Arts Degree: Sociology and Women's Studies Emphasis

Recommended Motion:

"BE IT RESOLVED THAT the Board approve revision to the Associate of Arts Degree: Sociology and Women's Studies Emphasis, as recommended by Education Council and as presented herein"

The revision includes changes to the name, program description and graduation requirements.

Program Name

Change program name to **Associate Degree of Arts: Women's Studies Emphasis**

Program Calendar Description

Add program title to new program description.

As a means of satisfying all of the requirements outlined above for an Association Degree of Arts, students must complete specific Women's Studies courses. Specifically, in addition to the Associate Degree of Arts requirements students must complete eighteen credits of Women's Studies, of which at least twelve credits must be a the 200-level.

Graduation Requirements

Existing	Proposed
<ul style="list-style-type: none"> • Six credits of Introductory Sociology and Women's Studies (SOCI 111 and WMST 111) • Six credits of 200 level Sociology • Six credits of 200 level Women's Studies 	<ul style="list-style-type: none"> • Six credits of Women's Studies • Twelve credits of 200-level Women's Studies

Rationale

Sociology and Women's Studies originally offered an Associate Degree of Arts that offered a Sociology and Women's Studies emphasis. Now we have enough Women's Studies credits to offer a separate Associate Degree of Arts with a Women's Studies Emphasis. Because of this, our department agrees that we no longer need the original emphasis that included both disciplines, replacing it with an Associate Degree of Arts: Women's Studies Emphasis.

Candidates for Graduation

Program	Number of students
Culinary Arts Certificate (Kelowna)	1
Civil Engineering Technology	1
Automotive Refinishing Interprovincial Refresher (Kelowna)	6
Home Support/Resident Care Attendant (Vernon)	27
Home Support/Resident Care Attendant (Penticton)	12
	47

Submission of Information from Senior Staff to the Board of Governors

Purpose of the Report

The Conflict of Interest in Research Policy has been reviewed by Education Council and is now ready for Board consideration and approval.

Background Information

The Conflict of Interest in Research policy is a new requirement of the Tri-Council research ethics policy for all institutions undertaking research funded by any of the three national research funding agencies (NSERC, SSHRC, CIHR). The research ethics policy was developed by the Interagency Advisory Panel on Research Ethics (PRE). PRE is a body of external experts established in November 2001 by the three Canadian Research Agencies (the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC)) to support the development and evolution of their joint research ethics policy, namely the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS).

As Okanagan College is now completing its institutional eligibility request for both SSHRC and NSERC, this new policy is an essential component.

Recommendations

“That the Board of Governors approve the new policy “Conflict of Interest in Research” as presented and recommended by Education Council”.

Comments from President

Submitted by: Andrew Hay, VP Education

Date: 2009-05-12



Title	Conflict of Interest in Research
Policy Area	Education/Academic/Research
Policy Number	D.3.5
See also	Scholarly Integrity Policy Scholarly Misconduct Policy Student Non Academic Conduct Policy Code of Ethical Practices Policy Research Ethics Board Procedures

Effective Date:

Approval Date:

Applies to:

Employees and Students of Okanagan College or any individuals who work under the auspices of Okanagan College who are conducting research.

Students from other institutions who are conducting research under the supervision of an Okanagan College employee.

Approving Body:

Okanagan College Board of Governors

Supersedes:

Authority:

College and Institute Act

The following are responsible for the administration of this policy

Primary Office

Contact

Office of the Vice
President, Education

Vice President, Education

Policy Statement

Okanagan College recognizes that situations may arise for researchers that could constitute a conflict of interest. The purpose of this policy is to minimize and manage situations pertaining to conflict of interest in research.

Policy Details

The researcher and members of the Research Ethics Board (REB) hold trust relationships which can be compromised by real or perceived conflicts of interest. For actions taken in the course of performing their functions related to research, neither party may create either the reality or perception that there is private gain or personal interests involved. The researcher and the REB must identify and address conflicts of interest, real or perceived, to maintain the public confidence and trust, discharge professional obligations, and ensure accountability.

Definitions

Conflict of Interest: a conflict of interest occurs when a situation arises where there is a divergence between the private interests of a College researcher and that researcher's obligations to the College, such that an impartial observer might reasonably question whether actions or decisions taken or made by the researcher relating to that situation would be influenced by consideration of the researcher's private interest. Competing interests may arise from family relationships, financial partnerships or other economic interests.

The following can act as a guide when examining real or perceived conflicts of interest:

- a) Is the researcher influenced in any way that would bias or subvert the goals of the research?
- b) Given possible considerations of private gain or personal interests, would an outside observer question the ability of the researcher to engage in impartial research?
- c) Would an impartial observer believe that the trust relationship between the relevant parties could reasonably be maintained if the impartial observer had accurate information on the potential sources of conflicts of interest?

Procedures

Researchers and REB members must disclose real or perceived conflicts of interest to the Chair of the REB. If the conflict involves the Chair, the Chair will raise it with the full REB.

1. Conflicts of Interest Involving Researchers

The REB will assess the likelihood that the researcher's judgement may be influenced, or appear to be influenced, by private gain or personal interests. The REB will assess the seriousness of any harm that is likely to result from such influence or from the mere appearance of undue influence.

The decision of the REB is final. A Final Appeal Tribunal (the "Tribunal") may be constituted to review appeals relating to the process or procedure by which the REB decision has been determined. The Tribunal shall hear and adjudicate appeals that relate to the question of whether a decision was determined in a manner that was not procedurally fair and impartial and whether that procedural defect substantially affected the REB decision. This process will follow that used for the Final Appeal Tribunal outlined in the Calendar under General Appeals on Academic Standing.

2. Conflicts of Interest Involving REB Members

To maintain the independence and integrity of ethics review, it is of the highest importance that members of the REB avoid real or perceived conflicts of interest. For example, REB members are in a clear conflict of interest

- a) when their own research projects are under review by their REB; or
- b) when they have been in direct academic conflict, have collaborated with, or have provided support to the researcher whose proposal is under review.

In the cases where a member of the REB has a conflict of interest pertaining to the research under review, that person shall not be present when the REB is discussing or making decisions on that research (*See D3.3 REB Terms of Reference section G*).

Additional Information

This policy has been developed, with permission, based on a similar policy at Camosun College.