



**BOARD OF GOVERNORS
REGULAR MEETING
May 20, 2008; 12:30 p.m.
Room S103B, Kelowna Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the May 20, 2008, OC Board open session meeting agenda is approved"</i>		1:00 p.m.
2 DECLARATION OF CONFLICT		1:02 p.m.
3 CONSENT AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented"</i>	A	1:05 p.m.
3.1 MINUTES – March 25, 2008 & April 29, 2008	B	
3.2 WRITTEN REPORTS		
3.2.1 Board Chair Report (J. Shaw)	C	
3.2.2 President's Report (J. Hamilton)	D - Under separate cover	
3.2.3 Education Council (R. Gee)	E	
3.3 APPROVALS – see attached motions	A	
3.3.1 Finance and Audit Committee (B. Cooke)	F	
a) Fee Schedule		
3.3.2 Education Council (R. Gee)	G	
a) Revised Program - Pharmacy Technician Certificate		
b) Revised Program – Water Quality & Environmental Engineering		
c) Program Revision – Diploma in Human Service Work		
d) New Program: Home Inspection Certificate		
e) Program Revision – Media and Cultural Studies Diploma		

OC Board of Governors
Open Session Meeting AGENDA
S103B, Kelowna Campus, May 20, 2008

4 BUSINESS ARISING FROM THE MINUTES

5 PRESENTATIONS/DELEGATIONS

- | | | | |
|-----|--------------------------|-----------------|-----------|
| 5.1 | Foundation Annual Report | | 1:10 p.m. |
| a) | Annual Report | <i>Under</i> | |
| b) | Campaign Video | <i>separate</i> | |
| | | <i>cover</i> | |

6 NEW BUSINESS/RESOLUTIONS

- | | | | |
|-------|--|--|-----------|
| 6.1 | Finance and Audit Committee (B. Cooke) | | 1:30 p.m. |
| 6.1.1 | Audit Financial Statements – Report from In Camera Session | | |

7 TOPICS FOR NEXT MEETING

8 OTHER BUSINESS

9 DATE OF NEXT MEETING June 24, 2008 - Kelowna

10 ADJOURNMENT

**Consent Agenda Resolutions
Attachment A**

Item 3.1

Recommended Motion

"BE IT RESOLVED THAT the March 25, 2008, open session minutes are approved."

Item 3.3.1 a)

Recommended Motion

"BE IT RESOLVED that the Board of Governors approve the program fee schedule as recommended".

Item 3.3.2 a)

Recommended Motion

"BE IT RESOLVED that the Board approve the revision to the Pharmacy Technician Certificate program as recommended by Education Council".

Item 3.3.2 b)

Recommended Motion

"BE IT RESOLVED that the Board approve the revision to the Water Quality and Environmental Engineering Technology program as recommended by Education Council".

Item 3.3.2 c)

Recommended Motion

"BE IT RESOLVED that the Board approve the revision to the Human Service Work program as recommended by Education Council".

Item 3.3.2 d)

Recommended Motion

"BE IT RESOLVED that the Board approve the new program Home Inspector Certificate as recommended by Education Council".

Item 3.3.2 e)

Recommended Motion

"BE IT RESOLVED that the Board approve the revision to the Media and Cultural Studies Diploma program as recommended by Education Council".

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

Tuesday, March 25, 2008 1 p.m.
D316, Vernon Campus

Members Present: J. Shaw, J. Hamilton
J. Lister
B. Cooke
P. Johnson
L. Kayfish
B. Hughes
A. Tozer
M. Conlin
A. March
E. Brighthouse- Warren
A. Langley
R. Gee

Regrets: P. Terbasket
A. Hay

Board Secretary: L. Le Gallee

Vice Presidents: B. Eby
S. Koehle

Directors: A. Coyle

Observers: A. Bates, Student
A. Nelson, Student

Regrets: C. McRobb, BCGEU Vocational Instructor
P. Murray, OC Faculty Association
G. Born, BCGEU Support Staff
Kalamalka Student Association
J. Yacheson, Administrators Association
S. Rossouw, Student

Guests: J. Haller, J. Lent

There being a quorum present, J. Shaw called the meeting to order at 1:15 p.m.

1. APPROVAL OF AGENDA

Motion: B. Cooke/A. March

"BE IT RESOLVED THAT the March 25, 2008, OC Board open session meeting agenda is approved"

Item 3.2.6 was moved out of the consent agenda.

The motions from In Camera were added as 6.3.3 and 6.3.4.

CARRIED AS AMENDED

2. DECLARATION OF CONFLICT

No conflicts were declared.

3. CONSENT AGENDA

Items approved:

“BE IT RESOLVED THAT the January 29, 2008, open minutes are approved as amended.”

“BE IT RESOLVED that the Board of Governors approve the deletion of the Carry Forward Surplus/Deficit Policy as recommended by the Governance Committee”.

“BE IT RESOLVED that the Board approve the 2008-2009 Non-Academic Schedule, as recommended by Education Council.”

BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2008/09 on behalf of the Okanagan College Student Union and the Kalamalka Student Association as outlined in the submissions that are included in the agenda”.

Items received:

Revised Academic Structure

4. BUSINESS ARISING FROM THE MINUTES

6. NEW BUSINESS/RESOLUTIONS

6.1 Approval of ITA Training Plan (J. Haller)

This plan is within the context of the College's strategic plan. It includes an additional 8-10 new programs and will be submitted to the ITA (Industry Training Authority). The ITA negotiate a plan with each institution on a yearly basis; this year Okanagan College has requested one more ELT (entry level training) program. The rotating trades programs are not included in this mix of programming that are funded by the Ministry FTEs.

The request for additional ELT funding could be denied as ITA is moving away from foundational programming in favour of apprenticeship programming.

If the decision is made to offer less foundational programming, funds can be moved to apprenticeship programming. As these would be ITA funds, agreement would be sought from ITA.

Motion: A. Tozer/A. March

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

CARRIED

J. Haller left at 1:35 p.m.

5. PRESENTATIONS/DELEGATIONS

5.1 Regional Dean (J. Lent)

Regional Dean Lent gave a history of the Kalamalka Press and displayed the works that have been published to date.

For future endeavours, the Okanagan College Business students are assisting with marketing. The desire is to become a viable, medium sized publishing company based in western Canada publishing 4 books/year;

J. Lent left at 1:55 p.m.

6. NEW BUSINESS/RESOLUTIONS
6.2 Interim FTE Report (J. Hamilton)

In response to a number of questions, the following was noted:

- A.Coyle will find out what the FTE target for Trades is. The College is overproducing in Trades and funds are being received for the FTEs.
- A member noted that comparators for last year would be helpful with this information; as well this report should be in briefing note format for background and context;
- 19-20% of the funds received from ITA contribute to support services (however, they do not cover the capital costs);
- Information was requested with regard to what programs are funded and which are cost recovery.

Once the audited FTE report is available, the information will be released to the public.

Members were asked to send the Chair a memo on what they want included in future FTE reports.

6.3 Finance and Audit Committee (B. Cooke)
6.3.1 International Fee Structure

Motion:

"BE IT RESOLVED THAT the Board of Governors approve the International Fee Structure as recommended by the Finance and Audit Committee".

Students can now work up to 20 hours/week as well as up to 2 years after they graduate.

CARRIED
One opposed

6.3.2 2008/09 Budget

The Budget was presented to the Finance and Audit Committee, however, on March 12th all institutions attended a meeting at which they were informed that they would receive 2.6% reduction to base funding; the SIP (strategic investment program) was redistributed; and anticipated growth was changed. Clarifications on requirements for new growth funding are expected in the near future.

For Okanagan College this 2.6% translates into \$750,000.

6.3.3 Expenses for April and May

Motion: B. Cooke/ J. Lister

"BE IT RESOLVED that the Board of Governors authorize operating expenditures for April (estimated to be \$6,236,712) and May (estimated to be \$5,186,342) and capital expenditures (surplus carry forward) not to exceed \$3,883,061 until a budget is authorized by the Board".

CARRIED

Motion: B. Cooke/L. Kayfish

“BE IT RESOLVED that the Board of Governors authorize extension to contracts of those employees which expire on March 31, 2008, and whose continued employment is subject to budget approval for the months of April and May, or until a budget is authorized by the Board if earlier”.

CARRIED

6.3.4 Centre for Learning

The sub-tenders have been completed and the budget has been proposed.

Motion: B. Cooke/M. Conlin

“BE IT RESOLVED that the Board of Governors approve the budget for the Centre for Learning \$29,069,951 and the conversion of a stipulated price contract with PCL Constructors Westcoast Ltd (PCL) for the construction of the building in an amount not to exceed \$22,982,770”.

CARRIED

6.3.5 Education Council Report

a) Report

Any issues that Education Council has dealt with in camera (such as issues of student graduation; and budget) will come to the In Camera Board session.

b) Submission

Clarification was sought regarding approval of academic schedules. **L. Le Gallee will check the College and Institute Act to determine if this item for joint approval or advisory.**

7. TOPICS FOR NEXT MEETING

8. OTHER BUSINESS

9. DATE OF NEXT MEETING

May 20, 2008, Kelowna Campus

10. ADJOURNMENT

The meeting adjourned at 2:25 p.m.

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

**Tuesday, April 29, 2008 6 p.m.
D333, Vernon Campus**

Members Present: J. Shaw, J. Hamilton
J. Lister
B. Cooke
L. Kayfish
M. Conlin
A. March
E. Brighthouse- Warren
A. Langlely

Regrets: P. Terbasket
P. Johnson
B. Hughes
A. Tozer
R. Gee

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Observers: P. Murray, OC Faculty Association
G. Born, BCGEU Support Staff

Regrets: C. McRobb, BCGEU Vocational Instructor
J. Yacheson, Administrators Association
S. Rossouw, Student
A. Bates, Student
A. Nelson, Student

There being a quorum present, J. Shaw called the meeting to order at 6:00 p.m.

The agenda and budget documents were distributed at the table.

1. APPROVAL OF AGENDA

Motion: L. Kayfish/J. Lister

"BE IT RESOLVED THAT the April 29, 2008, OC Board open session meeting agenda is approved"

2. DECLARATION OF CONFLICT

No conflicts were declared.

3. NEW BUSINESS/RESOLUTIONS

3.1 Finance and Audit Committee (B. Cooke)

3.1.1 2008/09 Budget

Motion: B. Cooke/A. March

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an operating budget of \$80,473,022 for 2008/09 as recommended by the Finance and Audit Committee".

B. Eby stated that the net cuts amount to close to \$1 M. The objectives in development of the budget recommendations are:

1. Cover continuing costs that have been covered by one time funds;
2. Preserve programs and access for students;
3. Avoid layoffs of continuing positions;
4. Position the college to address budget challenges in the coming year.

The details were laid out in appendices 1, 2 and 3.

Questions and comments raised included:

B. Cooke stated that the Finance and Audit Committee looked at the longer term implications of the budget, he noted that the shortfall is being covered by last year's surplus. In the coming year recurring revenues will be matched with recurring expenses which will result in less of a surplus to draw from next year.

J. Hamilton stated this budget is a budget that puts the College in a relatively good position (no lost programs or positions) the reasons being 1) all who works at the College have contributed to this surplus by applying robust planning processes;
2) Okanagan College has been more successful than others in attracting students. Government expectations have been exceeded;
3) The Executive and Leadership Team have exhibited prudent management for the last couple of years being careful not to spend recklessly (have not spend one time money).

The College does not plan on having a surplus next year, there will be a through review department by department under B. Eby's leadership to ensure spending is as effective as possible. Simultaneously, A. Hay will lead a detailed review of the Education Plan which will come forward for approval once reviewed.

CARRIED

(a) Comments from Education Council

These were included in the agenda. No issues were raised.

3.2 Education Council Approvals

3.2.1 Human Kinetics Diploma Program (A. Hay)

This program proposal has been approved by Education Council; and with the approval of the budget funding is allocated for the \$105,000. One comments was received as a result of the PSIPS posting (this was favourable). The intent is to launch the program this September therefore advertising for students and instructors can now go forward due to the budget approval.

This program is in demand by students once the diploma is approved articulations agreements can be put in place with those institutions who offer laddering opportunities (SFU and UBCO).

Motion: B. Cooke/M. Conlin

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Human Kinetics Diploma Program as recommended by Education Council"

CARRIED

4. DATE OF NEXT MEETING

May 20, 2008, Kelowna Campus

10. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Okanagan College
Board Chair Report
Open Session May 20th 2008

Since our last board meeting besides attending various committee meetings I represented the board at several key events and meetings:

1. I attended the joint meeting of the BCCI Presidents and Board Chairs in Vancouver March 31. The meeting focused on the recent changes in funding to the sector by government and how the different colleges will meet the reduced funding now and what the future impact will be to the college sector. During the afternoon session the board chairs met to discuss the formation of the BCCI Board Chairs Committee. A draft of the terms of reference for the committee has been circulated to all the board chairs and the presidents for comment. I anticipate that approval of the terms of reference will be passed at the next meeting of the BCCI which is tentatively scheduled for June.
2. I spoke on April 18th on behalf of the board to acknowledge government funding for the trades building at the launch of the Salmon Arm capital campaign attended by Minister George Abbott.
3. I spoke on April 23rd on behalf of the board to acknowledge receipt of funding for the daycare project for the Kelowna campus which was attended by Minister Linda Reid.
4. I attended and gave a report at the annual general meeting of the OC Foundation and I will be in attendance at the end of the month in Penticton at two events to support the Foundation.
5. I will attend a one day workshop this week in Victoria sponsored by the Ministry for BC Advanced Education Leaders Summit on Partnerships on Sustainability, Climate Change and Green Campuses.
6. I want to advise the board of the resignation of Allen Tozer from the Board of Governors effective immediately. Allen's recent extension to his appointment as chair of the BC Tourism Board has made it difficult for him to provide the time and commitment he wanted to make as a member of the board. Letters of thanks and appreciation to both Allen and Pauline for their service have been sent by me on behalf of the board.

*Submitted by
J. Shaw
Board Chair*

Education Council Report for the Board

May 2008

At the May 1 meeting of Education Council, a number of items of interest to the Board were discussed.

1. Program revision to the Pharmacy Technician program.
2. Program revision to the Water Quality and Environmental Engineering Technology Diploma
3. Program revision to the Diploma in Human Service Work
4. A new Continuing Studies program, Home Inspection Certificate
5. A revision to the Media and Cultural Studies Diploma
6. Various course revisions and deletions.

I was unable to attend that meeting due to other meetings on the Coast. Two of those meetings involved other colleges, including those recently granted university status. The general opinion of all concerned, is that the change is a marketing change only and means no changes in the education provided. As such, you could perhaps argue that the term "university" is being degraded. This is especially true since the correct term for these new institutions is "special purpose, teaching university." Not only are they a particular type of university, a "teaching university", they are limited in what they can do within that category as well.

Rick Gee
Education Council Chair

Submission of Information from Senior Staff to the Board of Governors

Purpose of the Report

Revision of the fee schedule for Okanagan College for 2008/09; this document is revised on a yearly basis and serves as the appendices for the Board Bylaws.

Background Information

On January 29, 2008, the Board approved an inflationary increase to tuition and mandatory fees subject to the maximum allowable by the Provincial Government. The Provincial Government has approved a maximum increase of 2%. This will be applied to all tuition and mandatory charges with the exception of the Aircraft Maintenance Engineer program because of its high current tuition. The attached schedule reflects the 2% increase.

Recommendations

Recommended Motion

"BE IT RESOLVED that the Board of Governors approve the program fee schedule as recommended".

SCHEDULE A TO THE BYLAWS OF OKANAGAN COLLEGE

TUITION FEES AND CHARGES TO STUDENTS

PART 1 - TUITION FEES (approved May 20, 2008)

1. APPLIED DEGREE AND RELATED DIPLOMA PROGRAMS

Tuition fees for all degree courses will be based on a tuition rate per credit.

Bachelor of Business and Business Diploma

The assessed tuition will be \$134.64 per credit.

Bachelor of Computer Information Systems and Computing Information Systems Diploma

The assessed tuition will be \$127.50 per credit.

2. UNIVERSITY TRANSFER PROGRAMS

Tuition fees for all university transfer courses will be based on a tuition rate per credit differentiated by lecture and lecture/lab courses.

The assessed tuition for a given lecture-based course will be \$98.94 per billing credit.

The assessed tuition for a given lecture/lab-based course will be \$117.30 per billing credit.

3. TECHNOLOGY PROGRAMS

Courses in the Technology diploma programs are structured on a contact-hour basis, and the current course credits are not comparable with course credits in other academic programs. In order to make them compatible with other diploma and degree courses for billing purposes, each Technology course has been assigned a number of billing credits.

The assessed tuition for a given lecture-based course will be \$98.94 per billing credit.
The assessed tuition for a given lecture/lab-based course will be \$117.3 per billing credit.

4. VOCATIONAL AND TRADES PROGRAMS

Regular \$93.84 per week or part thereof.
Apprenticeship \$93.84 per week.

5. FOUNDATION PROGRAMS

Adult Basic Education/Adult Special Education/English as a Second Language (Domestic)
Tuition will be waived for all courses within this category. However, mandatory fees, other than tuition, will be applied for all students.

6. DISTANCE EDUCATION

Regular tuition fees (based on the same per-credit fees as charged for on-campus delivery) plus course materials fee and distance delivery charges will apply.

7. INTERNATIONAL STUDENTS

That international student tuition fees will be set according to the following schedule, with Administration authorized to determine the minimum number of credits to be charged.

As of September 2008, implement an international student tuition fee of \$900.00/course/semester. The following operational guidelines will apply to this implementation.

Without special permission from the Dean or the Dean's appointee, the flat fee would include the following course load:

- a maximum course load of twenty five hours per week for full time ESL students.
- a maximum course load of five courses per semester for degree/diploma students.
- a maximum of five courses per semester for students who are enrolled jointly in degree/diploma and ESL courses. (English Essentials, a ten hour course will be counted as two courses)

Students requesting more than the maximum course load, would be levied an additional fee per five-hour or three credit course of \$900.00.

8. SENIOR CITIZENS (60 years of age or over)

Applied Degree, Academic UT, and Technology Programs
\$76.50 per semester for any combination of credit or audit courses.
Vocational Programs
\$18.36 per month (with a \$61.20 overall minimum)

NOTE: These fees will apply if space is available after the enrolment of regular, fee-paying students. There will be no senior citizen reduction for any Continuing Education, Distance Education, or cost-recovery programming, including any degree or diploma courses offered during summer session.

9. AUDIT FEES

\$61.20 per credit. Audit fees do not apply to laboratory, studio, continuing education, distance education or cost-recovery courses. Students can only audit courses if there is sufficient space. Audit rates do not apply to international students.

PART II - OTHER FEES

A. APPLICATION FEE

Domestic Applicants \$30.00 application processing fee per program.

International Applicants \$100.00 application processing fee per program.

B. ASSESSMENT FEE

1. BC Applicants

Applicants requesting transfer credit for courses successfully completed at a recognized BC university or college will not be levied an assessment fee.

2. Out-of-Province Applicants

An applicant requesting transfer credit for courses successfully completed at a recognized Canadian post-secondary institute outside British Columbia will be levied an assessment fee of \$30.00.

3. International Applicants

An international applicant requesting transfer credit for courses completed at a post-secondary institute outside of Canada will be levied an assessment fee of \$150.00. In the event that transcripts and other documents are not in English, the student will be responsible for submission of an official English translation of all required documents.

C. GRADE APPEAL FEE

\$30.00 per course grade appeal. The fee is returned if the appeal is successful.

D. TRANSCRIPT FEE

\$5.00 for each transcript.

E. CALENDAR FEE

\$5.00 each plus postage (\$.3.00 in Canada, \$4.00 to USA, \$5.00 international)

NOTE: The on-line version of Calendar is available through the OC web site free of charge.

F. DEGREE, DIPLOMA, CERTIFICATE REPLACEMENT FEE

\$25.00 plus postage and \$5.00 handling fee.

G. OC DEVELOPMENT FEE (OCDF)

1. Degree, Diploma & Technology Programs

The assessed OCDF for a given degree, diploma and technology course will be \$3.06 per credit.

2. Vocational Programs (Regular & Apprenticeship)

The assessed OCDF for a given Vocational program will be \$2.04 per week or part thereof.

3. Developmental Programs

The assessed OCDF for a given Developmental course where students are required to pay fees will be \$.0408 per instruction hour.

H. EDUCATIONAL TECHNOLOGY FEE (ETF)

1. Degree, Diploma & Technology Programs

The assessed ETF for a given degree, diploma and technology course will be \$5.10 /credit.

2. Vocational Programs (Regular & Apprenticeship)

The assessed ETF for a given vocational program will be \$3.83 per week or part thereof.

3. Developmental Programs

The assessed ETF for a given Developmental course where students are required to pay fees will be \$.0816 per instruction hour.

I. STUDENT ACTIVITY FEE

1. Degree, Diploma, Career and Technology, and Vocational and Trades Programs will pay 5.304% of assessed tuition to a maximum of \$32.64 per semester.
2. Adult Education \$4.08 per course.
3. Distance Education students are not assessed the Activity fee.

PART III – COOP FEES

CO-OPERATIVE EDUCATION FEES

Students will pay a \$76.50 non-refundable application fee to register as a Co-op student. The co-op application fee shall not be deducted from the first work term fee. A \$255.00 work term fee is charged for each four-month work term.

Please ensure this information is submitted to the Office of the President and/or Office of the Vice President, it will then be forwarded to the Board of Governors

Program Revision Pharmacy Technician Certificate Program

Changes:

- Program description
- Length of program
- Admission Requirements: Wording changes, clarification of existing requirements
- Correction in the number of hours in PHARM 7, PHARM 12, PHARM 14 and PHARM 15:
- Clarification on-campus labs

Program Calendar Description:

Pharmacy Technician Certificate

The Pharmacy Technician Certificate program is an 850-hour program which prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.

Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, recordkeeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communications skills and the law as it applies to pharmacies, and the legal relationship between a pharmacist and technician.

The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum.

Admission Requirements:

- BC secondary school graduation, or equivalent, or be currently enrolled in Grade 12, or 19 years of age and out of secondary school for one year as of the first day of classes
- Biology 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent Provincial Level ABE Biology course, or a passing grade of 60% on the Pharmacy Technician Biology Competency Test.
- English 12, TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level ABE English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- Principles of Mathematics 12 or an equivalent Provincial Level ABE Mathematics course. If this course has not been successfully completed within the last seven (7) years, the applicant must pass the Pharmacy Technician Mathematics Competency Test.
- Minimum keyboarding speed of 35 words per minute
- Applicants must complete a criminal record check no more than three months before their date of admission. The form will be mailed to the applicants by Continuing Studies in Kelowna. Applicants with a criminal record who are seeking a pardon are advised that this can be a lengthy process; they should initiate the criminal record check procedure at their local RCMP detachment six months prior to date of admission. Prospective students who have been convicted of a criminal offence may be denied admission.

Graduation Requirements:

- PHARM 03 - Pharmaceutical Calculations has a minimum passing grade of 80%.
- PHARM 14 - Community Practicum and PHARM 15 - Hospital Practicum are graded as either pass or fail
- Students must complete each other course with a minimum grade of 60%.
- Distance Education students must successfully complete the program within 2.5 years (30 months) to receive the certificate.

Current:	Proposed:
<p>PHARM 06 Computer Skills (Lab) This course provides an introduction to the use of computers in pharmacy using a pharmacy software program. (a one-week on-campus component in Kelowna is required) <i>Prerequisite: PHARM 02</i></p>	<p>PHARM 06 Computer Skills (Lab) 40 hours This course provides an introduction to the use of computers in pharmacy using a pharmacy software program. A one-week on-campus component is required) Prerequisite: PHARM 02</p>
<p>PHARM 07 Dispensing I (Lab) A course to introduce the student to all aspects of dispensing. Students fill prescriptions and complete all required pricing and record keeping functions. Students use the Drug Benefit List and Lowest Cost Alternative for applicable client groups. Initially, students fill prescriptions manually then change to computers equipped with a pharmacy software program. (a one-week on-campus component in Kelowna is required) <i>Prerequisite: PHARM 02</i></p>	<p>PHARM 07 Dispensing I (Lab) 60 hours This course introduces the student to all aspects of dispensing. Students fill prescriptions and complete all required pricing and record keeping functions. Students use the Drug Benefit List and Lowest Cost Alternative for applicable client groups. Initially, students fill prescriptions manually then change to computers equipped with a pharmacy software program. A one-week on-campus component is required. Prerequisite: PHARM 02</p>
<p>PHARM 08 Community Pharmacy This course is designed to teach the student an introduction to merchandising, inventory control and operation of community pharmacies.</p>	<p>PHARM 08 Community Pharmacy 40 hours This course provides an introduction to merchandising, inventory control and operation of community pharmacies.</p>
<p>PHARM 12 Dispensing II (LAB) This course is a continuation of all aspects of dispensing in which the student uses a computer to assist. The principles of compounding in the preparation of a variety of pharmaceuticals are the second major component of this course. (a one-week on-campus component in Kelowna is required) <i>Prerequisites: PHARM 03, PHARM 05 and PHARM 07</i></p>	<p>PHARM 12 Dispensing II (LAB) 60 hours This course is a continuation of all aspects of dispensing in which the student uses a computer to assist in the process. The principles of compounding in the preparation of a variety of pharmaceuticals are the second major component of this course. A one-week on-campus component is required) Prerequisites: PHARM 03, PHARM 05 and PHARM 07</p>
<p>PHARM 13 Aseptic Technique (Lab) In this course, each student receives group instruction and individualized instruction in the actual preparation of sterile products under aseptic conditions. The special techniques involved in preparing antineoplastic drugs will also be presented and practiced. (a one-week on-campus component in Kelowna is required) <i>Prerequisites: PHARM 03 and PHARM 11</i></p>	<p>PHARM 13 Aseptic Technique (Lab) 40 hours In this course, each student receives group and individualized instruction in the actual preparation of sterile products under aseptic conditions. The special techniques involved in preparing antineoplastic drugs will also be presented and practiced. A one-week on-campus component is required. Prerequisites: PHARM 03 and PHARM 11</p>
<p>PHARM 14 Community Practicum The practicum is used to provide the student with practical experience as a Pharmacy Technician in a community setting. Part of the practicum may be waived by the Program Administrator based on previous experience. Students will be placed in a community pharmacy for a two-week period. Prerequisite: A passing grade in all courses is required</p>	<p>PHARM 14 Community Practicum 140 hours The practicum provides the student with practical experience as a Pharmacy Technician in a community setting. Part of the practicum may be waived by the Program Administrator based on previous experience. Students will be placed in a community pharmacy for a four-week period. Prerequisite: Successful completion of PHARM 01 through PHARM 13</p>

<p>PHARM 15 Hospital Practicum The practicum is used to provide the student with practical experience as a Pharmacy Technician in a hospital setting. Part of the practicum may be waived by the Program Administrator based on previous experience. Students will be placed in a hospital pharmacy for a two-week period. Prerequisite: A passing grade in all courses is required</p>	<p>PHARM 15 Hospital Practicum 150 hours The practicum provides the student with practical experience as a Pharmacy Technician in a hospital setting. Part of the practicum may be waived by the Program Administrator based on previous experience. Students will be placed in a hospital pharmacy for a four-week period. Prerequisite: Successful completion of PHARM 01 through PHARM 13</p>
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Program Revision Water Quality & Environmental Engineering Technology

Changes:

- Addition of course WQT 126 and deletion of course GEOG 126
- Graduation Requirements: Now include WQT 126

Program Calendar Description:

No changes

Graduation Requirements:

GEOG 126 was listed before, WQT 126 is now needed.

NOTE: Students who have completed GEOG 126 or its equivalent do not need to take WQT 126.

Proposed date of implementation: January 2009

Costs: none

Program Revision Diploma in Human Service Work

Changes:

- Addition of course HSW 123
- Graduation Requirements

Program Calendar Description:

There is no change to the current Calendar Description.

Rationale:

SOCW 200A has been used in the HSW Program as an orientation to the professional field shared by social work and human service work graduates. Although SOCW 200A serves as a functional introduction, the proposed new course presents curriculum that focusses on application of knowledge to human service work (vs social work) practice. HSW 123 examines social work practice from a generalist human service work perspective, and addresses some curricular gaps in SOCW 200A.

This proposal seeks to ensure students' ability to partly satisfy graduation requirements for the HSW Diploma with either SOCW 200A or HSW 123.

Graduation Requirements:

Current Graduation Requirements	Proposed Graduation Requirements <i>(Change is italicized)</i>
Semester 1: PSYC 111 SOCW 200A HSW 107 HSW 111 HSW 114 HSW 124 Semester 2 – 4: As illustrated in current calendar	Semester 1: PSYC 111 <i>HSW 123 or SOCW 200A</i> HSW 107 HSW 111 HSW 114 HSW 124 Semester 2 – 4: No change

Proposed date of implementation: September 2008

Costs: none

New Program Home Inspection Certificate

Program Description:

This 355-hour certificate program combines classroom instruction with field training and will enable students to develop the skills and knowledge required to perform comprehensive visual inspections of a house and its systems and prepare professional reports of the findings. Successful students will learn how to review a house as a system and how one component of a house might affect the operability or lifespan of another. Students will learn to determine the components of a house that are not performing properly or where repairs may be needed as well as components that are beyond their useful life or are unsafe. Graduates will learn to inspect key inspection points in residential plumbing systems, evaluate possible electrical problems, inspect gas, oil, and electric heating and cooling systems, and inspect physical conditions of the structure. A hands-on approach emphasizing practical working techniques, appropriate communication skills and report writing, professional practice, and safety will be emphasized and applied to exercises and assignments. Upon successful completion of this program, students will be prepared to write membership exams for the Canadian Association of Home and Property Inspectors (CAHPI) (BC) (an

accreditation process leading toward the Registered Home Inspector (RHI) designation); and the National Association of Certified Home Inspectors (NACHI). Experience in the residential housing industry will be an asset to students entering the program.

Rationale:

With the continuing strong real estate market in BC and mounting pressure to protect consumers by regulating the Home Inspection industry, it is the intention of the BC Government to introduce requirements for licensing of Home Inspectors (potentially later this year) creating a demand for appropriate professional training.

There is presently no mandatory certification and no legislated requirement for home inspectors to take any courses or to have passed any tests (Canadian Mortgage and Housing Corporation, 2008).

The Government has indicated that it intends to make one of the following a requirement for licensing in BC:

A certificate of qualification in home inspection from a public post secondary institution or accredited private college, such as BCIT OR be a National Certificate Holder in home inspection under the National Certification Program for Home and Property Inspectors, or have another certificate acceptable to the director (director being defined under the Business Practices and Consumer Protection Act).

Two other groups currently performing inspections will be exempted from the licensing requirement by virtue of their existing legislated status (these will be Professional Engineers as members of APEGBC and those certified through membership in ASTTBC).

(Excerpt from the "Report on meeting of NACHI representatives with BC Government Policy Analysts and Directors of Business Practices Consumer Protection Authority" - November 16, 2007)

Admission Requirements:

Grade 12 or equivalent, or 19 years of age or older and out of full-time school for at least one year prior to the start of the program.

A minimum grade of 60% in Mathematics 10 or equivalent Intermediate Level ABE Mathematics course or ABLE exam with a minimum score of 26/40.

English 12 or equivalent Provincial Level ABE English course, or Language Proficiency Index (LPI) score of 24/40 or better (Level four) or TPC (Technical and Professional Communications) 12.

Computer Fundamentals or equivalent. Students will be required to take an assessment test and pass with 60% or better if they have not taken Computer Fundamentals previously.

Courses

Professional Practice - Ethics and Law (21 hours)

This course covers practical law, occupational health and safety, employment law and professional practice and ethics for home inspectors and will include an overview of the "Real Estate Transaction" and the role of the Home Inspector in providing an objective and professional evaluation. It will also cover the various types of insurance that professional inspectors will be expected to carry.

Building Science (42 hours)

This course presents a thorough introduction to the physical relationships between buildings and their interior and exterior environments. Topics include terminology used to describe building envelope materials, assemblies, and performance, properties of air and water vapor, characteristics of indoor and outdoor environments, exterior claddings, roofing and waterproofing, rain wetting and moisture penetration, need for flexible joints with sealants which prevent leakage

when bonded to various common envelope substrates, windows and glazing. Samples and models of building envelope materials and assemblies will be presented. Students will complete a course project on a relevant topic of their choice.

Home Inspection – The Interior (84 hours)

This course focuses on the visual inspection and practical fundamentals of a home's interior components, and will include basic safety, terminology, and theory of each system. Topics covered include, electrical, heating, air conditioning, ventilation, plumbing, insulation, flooring, ceiling and walls, windows and doors. Samples of various interior components will be presented.

Home Inspection – The Exterior (84 hours)

This course focuses on the visual inspection and practical fundamentals of a home's exterior components, and will include basic safety, terminology, and theory of each system. Topics covered include, roofing, flashing, chimneys, gutters, downspouts, wall surfaces, windows, doors, the foundation and the grading around it. Samples of various exterior components will be presented.

Communications and Reporting (21 hours)

This course will cover effective oral and written communication skills beginning with the initial client meeting through to the preparation of professional home inspection report requirements including an introduction to the basic requirements of computer-generated inspection reports. Reporting standards and methodologies will be included along with the methodology and limitations of a "Standard" inspection and the responsibilities of the Home Inspector.

Safety (21 hours)

This course covers electrical and gas safety issues related to home inspection as well as issues related to inspection in confined spaces, indoor air quality, use of proper safety equipment in exterior areas (particularly the roof), and WHMIS. It will also cover the obligations of Home Inspectors to report safety issues beyond the "client" (for example to appropriate Provincial Safety Authorities), will address the issue of "risk assessment" in establishing a priority list for remedial action and will address the issue of when to recommend more specialized inspections.

BC Building Code: Building Envelope, Health & Safety, Green Buildings (17 hours)

This course introduces students to parts of the B.C. Building Code Part 9 that are most pertinent to Home Inspectors and will include plan examination and inspections of the house structure and the building envelope; roles of Building Inspectors and Home Inspectors and an introduction to the proper construction of footings; foundation walls; concrete slabs on ground; roof and ceiling construction; floor construction; wall construction; other structural components.

Emphasis will be placed on the health and safety related aspects of the house including fire safety and protection; chimneys; fireplaces; inserts and solid-fuel-burning appliances; stairs; guards; insulation; health and comfort requirements; party walls; and final inspections;

Students will also be introduced to proposed "Green Building" provisions including sustainable sites, water conservation, energy efficiency, materials and resources, re-using existing buildings; reducing construction waste; using sustainable building materials, indoor environment, innovation and design process, and facilitating green building through administrative processes. An inspection field trip will be included.

Defect Recognition (15 hours)

This course focuses on the recognition and analysis of defects and the synthesis of appropriate recommendations. Emphasis will be placed on understanding the ethical and legal responsibilities of the Home Inspector, the relative importance and prioritization of various defects, communication of appropriate recommendations, and the importance of referring specialized evaluation when the conditions are beyond the scope of a home inspection.

Topics will include defects related to building safety, building envelope, roofing and basement water infiltration, electrical, heating, cooling, and ventilation systems, plumbing, structure, and environmental issues. Case studies and specific concerns in B.C. will be stressed.

Students will be assessed as follows for all of the above courses:

- Participation – 10%
- Assignments/Project – 30%
- Quizzes – 20%
- Final exam – 40%

Practical Inspections (50 hours)

This course will provide students with an opportunity to perform five full home inspections producing a formal written report for each in standard format and presenting an oral debriefing of each to the class.

Each inspection – 20%

Course #	Course Name	Length (hours)
HINS 101	Building Science	42 hours
HINS 102	Safety	21 hours
HINS 103	Defect Recognition	15 hours
HINS 104	Home Inspection – The Interior	84 hours
HINS 105	Home Inspection – The Exterior	84 hours
HINS 106	Professional Practice – Ethics and Law	21 hours
HINS 107	Communications and Reporting	21 hours
HINS 108	BC Building Code: Building Envelope, Health & Safety, Green Buildings	17 hours
HINS 109	Practical Inspections	50 hours
	TOTAL	355 hours

Costs to the student

- Tuition: \$4500
- Books: textbook (estimate \$75)
- Tools: Flashlight, carpenter's awl, basic circuit tester, mirror, multi-driver (estimate \$100)
- Safety equipment: Work boots (steel toe), safety glasses, hard hat, gloves (estimate \$150)

Costs to OC - full cost recovery.

	Proposed one-time	Proposed ongoing
Introduction	\$	\$
Computers	\$ n/a	\$
Other equipment and supplies	\$ 2,000	\$ 500
Library	\$ 3,000	\$ 500
Staffing	\$ 5,000	\$25,000
Travel	\$ n/a	\$
Other costs (renovating, etc)	\$ n/a	\$
Total Estimated Costs	\$10,000	\$26,000

Program Revision Media and Cultural Studies Diploma

This is a minor revision

Changes:

- Program outline

- Addition of courses
- Graduation requirements
-

Program Description:

There is no change to the program description but there is a change to the program outline. Under the heading "Semester I" it should read "GEOG 117 or GEOG 128"; under the heading "Semester II" it should read "GEOG 127 or GEOG 129".

Rationale

The Department of Geography & Earth and Environmental Science is planning to offer Geography 128 (Human Geography: Space, Place and Community) and 129 (Human Geography: Resources, Development and Society) to replace Geography 117 (Introduction to Human Geography I) and 127 (Introduction to Human Geography II). GEOG 128 and 129 are the updated versions of first year human geography courses and are presently being taught at UBC Okanagan.

GEOG 128 and 129 are already in the OC calendar but in the transition from OUC to OC they were never articulated and hence never offered as planned as updated versions of GEOG 117 and 127. We intend to articulate these courses before they are run in the fall. The courses will articulate well with other human geography courses in the province and will be the same courses as the ones currently taught at UBC Okanagan. In fact, UBC Okanagan lists GEOG 128 as equivalent to OUC GEOG 117; GEOG 129 is listed as equivalent to OUC GEOG 127. We therefore need to change the requirements of the Media and Cultural Studies Diploma to reflect this change and to provide the most up-to-date versions of these courses.

Graduation Requirements

Student entering the program in September 2008 or later will now meet the graduation requirements with either GEOG 117 or GEOG 128, and with either GEOG 127 or GEOG 129.

Proposed date of implementation: student admitted to the program September 2208 or later.

Costs: None