
Regrets:  J Hamilton, L Mallory, M Mitsch, N Noble-Hearle,

Absent:


Recorder:  D Crommer

1. Determination of Quorum and Call to Order
   - D McGillivray called the meeting to order at 4:05 p.m.
   - He introduced Pam Wetterstrand to Education Council. Pam is filling the vacant Health and Social Development seat so the position starts immediately. The terms for members recently elected to Education Council will take effect August 1st.

2. Adoption of the Agenda
   Motion:  T Redding/S Gallagher
   “That Education Council approve the agenda as circulated.”
   - Amend agenda item 5.9 to be Deletion of Inactive courses/program from calendar.
   Carried

3. Approval of the Minutes
   3.1 Approval of the March 5, 2015 Education Council minutes
   Motion:  A Hay/K Honey
   “That Education Council approves the minutes of the March 5, 2015 Education Council meeting as presented.”
   - Typing errors were corrected
   Carried

4. Business Carried Forward

5. New Business
   5.1 Curriculum recommended by the CPR – T/A
      a.  New program – Automotive Collision Repair
      Motion:  C Ramey/C Bransfield
      “That Education Council approves the proposals for the new program: Automotive Collision Repair as recommended by the CPRC – T/A.”
      - S Moores advised that the program proposal is the result of ITA changes that will no longer fund the program which has been offered for the last three years. The program was front end loaded and included theory for the first three levels. The ITA determined there was not enough demand for front end loaded programs so now this proposal is to reinstate previous program of 30 weeks which will be funded by the ITA.
- A member noted that the English requirements will need to be linked to the new calendar language
- Amend the last point under the Math admission requirements to be its own bullet.
- Amend the title in CNRP 107 Mig Welding to be MIG Welding.
- S Moores confirmed that level two and level three will continue to be offered.

Carried

b. Program revision – Metal Fabricator (Fitter)

**Motion:** C Bransfield/M Nicholson

“That Education Council approves the proposal for the program revision: Metal Fabricator (Fitter) as recommended by the CPRC – T/A.”

- S Moores advised that the revision is to have the foundation or level C welding program be the prerequisite for this program. The fabricator program requires that students have some welding experience and with the current prerequisites, instructors are spending a significant amount of time bringing students up to speed on the welding requirement. Welding Level C provides all the necessary skills for students to be successful and employable in the Metal Fabricator field.

Carried

5.2 Curriculum recommended by the CPR – STH and Continuing Studies


**Motion:** D Silvestrone/C Bransfield

“That Education Council approves the proposal for the new program: Occupational Health and Safety Certificate as recommended by the CPRC – STH.”

- M Kline participated by phone and introduced C Hayman who also participating by phone. C Hayman is the Health and Safety Manager for Okanagan College and a member of the advisory committee that assisted with the development of this certificate.
- A survey was conducted in the Okanagan to determine the need for OH&S training. Positive responses were received from 20 of 24 firms and 10 of 24 respondents offered to sit on an advisory committee.
- M Kline consulted with David Wood from BCIT to confirm there is room for another institution to offer training in this field.
- The OC program will be offered online in a cohort based model and will take one year for students to complete
- A member suggested the wording for the math prerequisites is incorrect. M Kline advised that she consulted with K Sansom on the wording. J Muskens advised that the older Math prerequisites of Principles of Math 10 and Applications of Math 10 should be included. It was suggested that MATH 071/072 be listed as the ABE equivalent as well as including the ABLE test with a minimum score of 65%.
- In the first sentence of the first paragraph, correct the spelling of ‘province’ to be ‘Province’.
- There was a discussion regarding the wording of the graduation requirements. A member expressed concern with the wording of ‘passing each final exam’. M Kline confirmed that students need to successfully complete the course work with a minimum grade of 70% as well as attain a minimum grade of 70% in the final exam for each course. J Muskens suggested that the graduation requirements be amended to read as ‘Students must pass each course and exam with a minimum grade of 70%’. M Kline will include the final exam statement
in each course outline and remove the statement from the graduation requirements.

- A Hay asked if there is potential for this program to ladder into the BCIT program. He added it is important to know if this certificate is considered terminal or intended to ladder. D Silvestrone advised the program has been created as terminal for now and in the future, the department may decide if we want this to ladder. A Hay advised that if the intent is to ladder into another program, this will require PSIPS posting. He added at this time, it is not an issue, but awareness.

- A member requested clarification if this would be considered a junior position as it is a one year program that does not ladder. M Kline confirmed this would most likely be a junior position and provided examples of what a person in the position could do.

- M Kline added that industry is not required to have a H&S professional and it is considered a best practice to have a H&S person. She added there is a WCB rep on the advisory committee.

- A member asked how CORE fits in as CORE certification is required to bid on work.

- C Hayman clarified that CORE certification goes with an organization and not with the individual.

- A member noted that the tuition for this program is high. M Kline advised that the tuition has been lowered to $5995.00 and is market based price. The tuition fee is lower than most other institutions.

Carried

5.3 Curriculum recommended by the CPR – STH

a. Program revision – Electronic Engineering Technology Diploma

Motion: J Barmby/A Anderson

“That Education Council approves the proposal for the program revision: Electronic Engineering Technology Diploma as recommended by the CPRC – STH.”

- P Ashman advised that the revision is the result of an accreditation review. The suggestion was made that students take the Communications course in the same semester to align with their project course. This is best accommodated by switching the Communications course from semester three with the Physics course currently offered in semester four. This change has the support of both the Physics Communications departments.

- A member suggested removing Semester 1, 2, 3, and 4 and just having a list of courses. J Muskens added students in the program are block registered so that suggestion might work.

Carried

b. Course revision – THER 141 Recreation Therapy Assistant Principles and Practice II

Motion: S Rossouw/T Redding

“That Education Council approves the proposal for the course revision: THER 141 Recreation Therapy Assistant Principles and Practice II as recommended by the CPRC – STH.”

- In 2012/13, the TAD program received accreditation with a qualifier to ensure that students were getting practicum experience in clinical placements. Changes were made and it was determined that further changes were required to ensure that clinical hours are adequate for OTA and PTA certifications.
J Stephenson advised the activities used in the lab are very clinical based and can be transferred to a clinical setting. The content is not really changing, only the location of the content is changing. The change it to accommodate the lab content to a clinical setting.

- Amend the first sentence of the proposed course description to read as: “…foundational courses will be applied to recreation…” Correct the spelling of therapy in the last sentence to be ‘therapy’.

Carried

c. Course revision – THER 150 Practicum I Combined OTA/PTA/RTA

Motion: M Kavanagh/A Hay

“That Education Council approves the proposal for the course revision: THER 150 Practicum I Combined OTA/PTA/RTA as recommended by the CPRC – STH.”

- This revision is to regain some of the RTA hours and these will not be shared with OTA and PTA as in the past.
- A member suggested that the last sentence of the proposed course description be amended to read as: “…to the role of the Recreation Therapist…”
- A member suggested the terms or acronyms should be used consistently throughout the course revisions.

Carried

d. Course revision – THER 151 Practicum II: OTA and/ or PTA Placement

Motion: J Barmby/S Gallagher

“That Education Council approves the proposal for the course revision: THER 151 Practicum II OTA and/or PTA Placement as recommended by the CPRC – STH.”

- J Stephenson advised the revision is to increase clinical hours up to 36 additional hours to accommodate a five week practicum in the spring term of first year. The hours are dedicated to the OTA or PTA streams only and are required by accreditation. This will guarantee that our students will be graduating with same number of hours as students in other programs in BC.
- Amend the proposed course description to read as: ‘In this five-week practicum learners provide…under the supervision of an Occupational…” Change students to ‘learners’ in the second sentence.

Carried

e. Course revision – THER 250 Preceptorship I: Occupational or Physical Therapy Assistant

Motion: K Honey/C Ramey

“That Education Council approves the proposal for the course revision: THER 250 Preceptorship I: Occupational or Physical Therapy Assistant as recommended by the CPRC – STH.”

- Request is to increase clinical placement weeks for an OT or PT Assistant
- Change TAD to ‘Therapist Assistant Diploma’ in the third sentence of the proposed course description.

Carried

f. Course revision – THER 251 Preceptorship II: Occupational or Physical Therapy Assistant

Motion: T Redding/S Rossouw

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“That Education Council approves the proposal for the course revision: THER 251 Preceptorship II: Occupational or Physical Therapy Assistant as recommended by the CPRC – STH.”
- The revision is to include an additional week of clinical placement in the second year. J Stephenson confirmed there are no additional costs passed on to students. She explained this program is a bit of a hybrid program between academic and vocational and the department is able to use the weeks between end of classes and final exams.
- Change TAD to **Therapist Assistant Diploma** in the third sentence of the proposed course description.
- Change students to **learners** in the last sentence.

Carried

g. Program revision – Therapist Assistant Diploma
**Motion:** Cory/Sean
“That Education Council approves the proposal for the program revision: Therapist Assistant Diploma as recommended by the CPRC – STH.”
- The program revision is a culmination of all changes required to increase practicum hours in the program.

Carried

5.4 **Curriculum recommended by the CPRC - BUS**

Proposals for program revisions (Graduation requirements)

a. Office Management Certificate
**Motion:** D Silvestrone/T Fukushima
That Education Council approves the proposal for the program revision: Office Management Certificate as recommended by the CPRC – BUS.”
- M Nicholson advised that an omnibus motion was previously presented to clarify language for graduation requirements for many program areas. Programs from the Business portfolio were removed when it was determined additional work was required. During the review process it was noted that some programs did not have any graduation requirements included in the calendar. This is the first of several program revisions to clarify or add graduation requirements.

Carried

Business Studies Certificate – all options
**Motion:** M Nicholson/K Fukushima
“That Education Council approves the proposal for the program revision: Business Studies Certificate all options as recommended by the CPRC – BUS.”
- This is one of the groups of programs where the wording needed to be clarified. The same wording applies to all options for the Business Studies Certificates.

Carried

Business Administration Certificate
**Motion:** M Nicholson/S Rossouw
“That Education Council approves the proposal for the program revision: Business Administration Certificate as recommended by the CPRC – BUS.”
- The same rationale applies to this certificate.

Carried

Business Administration Diploma – all options
**Motion:** S Gallagher/K Fukushima
“That Education Council approves the proposal for the program revision: Business Administration Diploma all options as recommended by the CPRC – BUS.”

- The same rationale applies to all options for the Business Administration Diploma and the proposed wording applies to all options.

Carried

Post-Diploma Certificate in Business Administration

Motion: C Ramey/K Honey

“That Education Council approves the proposal for the program revision: Post-Diploma Certificate in Business Administration as recommended by the CPRC – BUS.”

- This revision is to update the program description. In the first sentence, change the second ‘business administration’ to be ‘BUAD’ for consistency purposes.

Carried

Pathway to Professional Accounting

Motion: S Rossouw/C Ramey

“That Education Council approves the proposal for the program revision: Pathway to Professional Accounting as recommended by the CPRC – BUS.”

- M Nicholson advised this program is targeted at students entering the professional accounting field and will be replaced by the Post-Baccalaureate. There is a note to indicate that a higher grade average may be required and this applies to students already enrolled in the program.

Carried

Human Kinetics Diploma Pathway to the BBA

Motion: A Anderson/C Ramey

“That Education Council approves the proposal for the program revision: Human Kinetics Pathway to the BBA as recommended by the CPRC – BUS.”

- A member asked if this is a program or a list of courses that students need to complete in order to earn the BBA. J Muskens confirmed that students are registered as BBA students and their grades are audited at the end of the program.

- M Nicholson added that HKIN students have a special list of courses to complete and must follow the program requirements listed in the pathway. The member asked how the students are entered into Banner. He suggested that if the students are identified as BBA students there should not be a need for this motion.

- M Nicholson noted that the next three motions are amendments to allow for a specific group of students who do not have to meet all the requirements that other BBA students must meet. These students graduate with a BBA under this special agreement.

- A student member added that as a student in the Arts Bridge to BBA, he is exempt from some electives or courses.

Carried

Bridging Program into the BBA – Associate of Arts Bridge

Motion: S Rossouw/M Nicholson

“That Education Council approves the proposal for the program revision: Bridging Program into the BBA – Associate of Arts Bridge as recommended by the CPRC – BUS.”
- Amend the first sentence of the graduation requirements to read as:
  "Graduation from the Bridging Program into the Bachelor of Business Administration Degree via the Associate of Arts…"

Carried

Bridging Program into the BBA – Technology and CIS Bridge

Motion: R Gee/S Gallagher

"That Education Council approves the proposal for the program revision: Bridging Program into the BBA – Technology and CIS Bridge as recommended by the CPRC – BUS."

- Amend the first sentence of the graduation requirements to read as:
  "Graduation from the Bridging Program into the Bachelor of Business Administration Degree via the Technology and CIS Bridge…"

Carried

Bachelor of Business Administration – all specialties

Motion: M Nicholson/S Rossouw

"That Education Council approves the proposal for the program revision: Bachelor of Business Administration all specialties as recommended by the CPRC – BUS."

- The same rationale applies to specify the graduation requirements.
- A member asked why there is a reason included in addition to the rationale. D Crommer explained that the ‘reason’ is usually more specific and in this case it explains that only the first sentence is being replaced and the second sentence is remains unchanged.

Carried

b. Program revision – Bachelor of Business Administration Honours Program

Motion: R Gee/K Fukushima

"That Education Council approves the proposal for the program revision: Bachelor of Business Administration Honours Program as recommended by the CPRC – BUS."

- M Nicholson explained that students in the Honours program are required to take two additional courses and achieve a higher GGA.
- There was a discussion whether or not a BBA student is an BBA Honours student at the time of enrolment or when the students takes BUAD 491 and BUAD 492. The question arose whether they enrol as a BBA Honours student or graduate with Honours. A member suggested that depending on how the student is enrolled it may not be an honours program.
- M Nicholson advised it is a BBA Honours degree. The member asked if it is a BBA Honours degree or a BBA degree adding students don’t apply for Honours, they exit with it.
- J Muskens advised she believes the parchments states ‘with honours’
- Change the names of the programs on page 35 to read as ‘BBA via the Associate of Arts Bridge’ and ‘BBA via the Technology and CIS Bridge’.

Carried

c. New program – Post-Baccalaureate Diploma in Marketing

Motion: D Silvestrone/M Kavanagh

"That Education Council approves the proposal for the new program: Post-Baccalaureate Diploma in Marketing as recommended by the CPRC – BUS."

- J Rouse advised this was being worked on for some time. The diploma is intended for people that already have a degree (BUAD or other) and provides an opportunity to earn a diploma in marketing.
- A member advised that he thinks the program description and admission requirements are too similar.
- J Rouse offered to provide the Education Council Office with new wording for the program description.

Carried with one abstention

5:30 – 5:55 dinner break

d. Office Administration – new courses
OADM 128 – Word Processing I

Motion: C Bransfield/C Ramey
“That Education Council approves the proposal for the new course: OADM 128 Word Processing I as recommended by the CPRC – BUS.”

- J Rouse introduced Teresa Kisilevich adding she will be providing details of the Office Administration changes. T Kisilevich advised the department underwent a Tier Three Review and the changes presented are recommendations which are the result from the review.
- T Kisilevich provided a handout showing the programs offered with the start and end times of each program. She advised overwhelming feedback as a result of the review was that there is a lack of understanding of the various certificates and the differences. The department has changed from offering three certificates to two certificates. An example of a change is that OADM 175 has been split into two courses to accommodate the certificate changes. OAC students are taught the basics and ADAC students in the ten month program are taught the second portion of the course.

- Amend the second sentence in the course description to read as: ‘….Assessment is an exam that includes…’ Amend the third sentence to read as: ‘…credit for OADM 175 or both OADO 176 and OADO 176 cannot take…’

Carried

OADM 129 – Word Processing II

Motion: K Honey/M Nicholson
“That Education Council approves the proposal for the new course: OADM 129 Word Processing II as recommended by the CPRC – BUS.”

- This course is the second half of the word processing course and content is increased and not available by PLA
- Amend the prerequisites to read as: ‘…credit for OADM 128 or both OADO 175 and OADO 176 cannot take…’

Carried

OADM 143 – Accounting I

Motion: S Gallagher/S Rossouw
“That Education Council approves the proposal for the new course: OADM 143 Accounting I as recommended by the CPRC – BUS.”

- This proposal is similar in that OADM 140 has been split into two accounting courses. The second accounting course will be included in the Accounting/Bookkeeping Certificate.

Carried

OADM 144 – Accounting II

Motion: C Bransfield/C Ramey
“That Education Council approves the proposal for the new course: OADM 144 Accounting II as recommended by the CPRC – BUS.”
- This is the second half and of the Accounting course and the course is only included in the Accounting/Bookkeeping Certificate.

**Carried**

**OADM 145 – Essential Office Skills**
**Motion:** J Barmby/D Silvestrone
“That Education Council approves the proposal for the new course: OADM 145 Essential Office Skills as recommended by the CPRC – BUS.”
- This course is specifically for students enrolled in the ABC and relates to things they might be expected to do in an accounting office

**Carried**

e. Office Administration – course revisions
**OADM 111 – Letter and Report Writing**
**Motion:** C Bransfield/K Honey
“That Education Council approves the proposal for the course revision: OADM 111 Letter and Report Writing as recommended by the CPRC – BUS.”
- The prerequisite changes are due to changes made to the word processing courses. The change to the total hours will accommodate classes that are taught in three-hour blocks.
- Amend the prerequisites to read as: ‘OADM 110 and OADM 128’.

**Carried**

**OADM 127 – Administrative Assistant Simulation**
**Motion:** S Rossouw/M Nicholson
“That Education Council approves the proposal for the course revision: OADM 127 Administrative Assistant Simulation as recommended by the CPRC – BUS.”
- This course is taken by students enrolled in the Administrative Assistant Certificate and course is offered just prior to students going on practicum placements.
- Correct the proposed prerequisites to include ‘OADM 128’.

**Carried**

**OADM 142 – Payroll Accounting**
**Motion:** C Bransfield/K Fukushima
“That Education Council approves the proposal for the course revision: OADM 142 Payroll Accounting as recommended by the CPRC – BUS.”
- This revision is due to the change in accounting course from OADM 140 to OADM 143
- Students don’t need to take Accounting II to take this course.

**Carried**

**OADM 152 – Accounting I Software**
**Motion:** S Rossouw/ C Ramey
“That Education Council approves the proposal for the course revision: OADM 152 Accounting I Software as recommended by the CPRC – BUS.”
- The two accounting courses use different software which basically does the same work. The intent is for the students to learn to use different software programs.

**Carried**

**OADM 155 – Accounting II Software**
**Motion:** P Wetterstrand/S Gallagher
“That Education Council approves the proposal for the course revision: OADM 155 Accounting II Software as recommended by the CPRC – BUS.”
- The revision is to update the prerequisites based on earlier changes.
- This is the second course in which students use a computerized software program.

Carried

OADM 156 – Accounting Assistant Simulation

Motion: T Redding/C Ramey

“That Education Council approves the proposal for the course revision: OADM 156 Accounting Assistant Simulation as recommended by the CPRC – BUS.”

- The revision to the prerequisites is to include the new or revised courses. **Delete OADM 143 and OADM 130** from the proposed prerequisites.
- Amend the change description to start with *In this capstone course...*

Carried

OADM 167 – Computer Essentials and the Internet

Motion: M Kavanagh/S Rossouw

“That Education Council approves the proposal for the course revision: OADM 167 Computer Essentials and the Internet as recommended by the CPRC – BUS.”

- Outdated terminology is being removed from the description and the hours are being changed to fit the schedule.
- Amend the last sentence of the course description to read as: *...familiar with the an online learning...*

Carried

OADM 168 – Database

Motion: K Fukushima/M Nicholson

“That Education Council approves the proposal for the course revision: OADM 168 Database as recommended by the CPRC – BUS.”

- The revision includes a reduction in hours to fit the schedule and an update to the course description.
- Amend the last line sentence of the course description to read as: *...queries and reports, through the use of practice sets.*

Carried

OADM 169 Spreadsheets

Motion: C Ramey/K Honey

“That Education Council approves the proposal for the course revision: OADM 169 Spreadsheets as recommended by the CPRC – BUS.”

- Excel is a highly marketable skill for students to have and the department determined that additional hours were valuable in this course.

Carried

OADM 182 Practicum

Motion: C Bransfield/T Redding

“That Education Council approves the proposal for the course revision: OADM 182 Practicum as recommended by the CPRC – BUS.”

- The revision was required due to prerequisite changes
- **Amend the proposed prerequisites to list the courses as follows:**
  OADM 111, OADM 127, OADM 130, OADM 135, OADM 136, OADM 142, OADM 152, OADM 171, OADM 180 and OADM 181.

Carried

OADM 183 Practicum – Accounting

Motion: S Rossouw/M Nicholson
Carried

f. Program revision - Administrative Assistant Certificate
Motion: S Rossouw/M Nicholson
“That Education Council approves the proposal for the program revision: Administrative Assistant Certificate as recommended by the CPRC – BUS.”
- The revision includes the addition of new courses, deletion of old courses and an update to the admission requirements.
- The previous list of admission requirements was considered daunting for some students.
- Math has been removed as an admission requirement as the business math taught in the certificate program covers what is needed for students to be successful.
- There was a discussion regarding the definition of ‘mature student status’ what it means and how it is applied.
- Delete the first bullet of the admission requirements and replace it with the following: **BC Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.**
- Add ‘English 11 First Peoples’ to the list of accepted English admission requirements. Add ‘**or an equivalent Advanced Level Adult Basic Education course**’ to the admission requirements.
- Amend the first sentence of the program description to read as: ‘…program which includes word…’
Carried

g. Program revision - Office Assistant Certificate
Motion: S Gallagher/S Rossouw
“That Education Council approves the proposal for the program revision: Office Assistant Certificate as recommended by the CPRC – BUS.”
- Delete the first bullet of the admission requirements and replace it with the following: **BC Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.**
- Add ‘English 11 First Peoples’ to the list of accepted English admission requirements. Add ‘**or an equivalent Advanced Level Adult Basic Education course**’ to the admission requirements.
Carried

h. New program – Accounting/Bookkeeping Certificate
Motion: C Ramey/M Nicholson
“That Education Council approves the proposal for the new program: Accounting/Bookkeeping Certificate as recommended by the CPRC – BUS.”
- T Kisilevich advised the long term projection is this will be a very marketable field for students.
- The length of the certificate was shortened to have students in work places prior to tax season.
- This certificate is an ‘in-class only certificate’ and portions may be taken online.
Carried
i. Course deletions – OADM 175 Word Processing and OADM 140 Accounting  
**Motion:** S Rossouw/C Ramey
“That Education Council approves the proposal for the course deletions: OADM 175 Word Processing and OADM 140 Accounting as recommended by the CPRC – BUS.”
- Deletion of courses no longer required.
**Carried**

5.5 Curriculum recommended by the CPRC – AFP and Continuing Studies  
Program revision – Teaching English as a Second Language  
**Motion:** S Gallagher/D Silvestrone
“That Education Council approves the proposal for the program revision: Teaching English as a Second Language as recommended by the CPRC – AFP.”
- V Simpson advised the revision is to update or clarify the admission requirements. Changes to the ESL subject codes require that the subject codes be updated in this program. It was noted that new method in which English requirements are included in the calendar will eliminate need for listing all English equivalencies.
- A member noted that TPC 12 is no longer offered adding that only students who graduated a few years ago would have this course. J Muskens advised they may need to look at the calendar to determine if this should be removed and consider the TPC 12 only when required.
**Carried**

5.6 Curriculum recommended by the CPRC - AFP  
a. Program revision – English for Academic Purposes  
**Motion:** R Huxtable/C Bransfield
“That Education Council approves the proposal for the program revision: English for Academic Purposes Certificate as recommended by the CPRC – AFP.”
- R Huxtable advised this revision is a housekeeping change to reflect current course codes
**Carried**

b. New courses – EESE 206 Introduction to Soil Sciences and GEOG 206 Introduction to Soil Sciences  
**Motion:** K Honey/T Redding
“That Education Council approves the proposal for the new course: EESC 206 Introduction to Soil Sciences as recommended by the CPRC – AFP.”
- Amend the prerequisites to have them be the same as the ones listed for GEOG 206.
**Carried**

**Motion:** R Huxtable/C Ramey
“That Education Council approves the proposal for the new course: GEOG 206 Introduction to Soil Sciences as recommended by the CPRC – AFP.”
- Add hyphen to second-year in prerequisites.
**Carried**

c. New course – GEOG 213 Geography of Wine  
**Motion:** T Redding/M Kavanagh
“That Education Council approves the proposal for the new course: GEOG 213 Geography of Wine as recommended by the CPRC – AFP.”
- R Huxtable advised this course is consistent with proposals for growth in wine and tourism field.
- Add hyphens to ‘second-year and first-year’ in the prerequisites.

**Carried**

### 5.7 Call for Nominations

- J Muskens did the first call for nomination of Chair of Education Council.
  - R Gee nominated C Bransfield. The nomination was accepted.

- J Muskens did the first call for nomination of vice chair of Education Council.
  - D McGillivray nominated M Kavanagh. The nomination was declined
  - K Honey nominated D McGillivray. The nomination was declined for now and maybe reconsidered later.

### 5.8 Standing Committee Reports

a.) ARP Committee – J Barmby
   - No report

b.) CCC Committee –
   - No report

c.) Tributes Committee
   - No report

### 5.9 Deletion of Inactive Courses and Programs from the Calendar

- J Muskens advised that every year staff in the Registrar's Office reviews the calendar and identifies inactive courses and program. The courses or programs are not deleted but will not be published in the calendar. They are not deleted as there are students who have taken these courses and may return and require these courses for admission.

**Motion:** C Bransfield/D Silvestrone

“That Education Council approves the deletion from the calendar of the inactive courses and programs as identified on the list provided by the Registrar.”

**Carried**

### 5.10 In camera session

**Motion:** C Ramey/C Bransfield

“That Education Council move in camera.”

**Carried**

**Approval of the March 23, 2015 Special Education Council meeting minutes**

**Motion:** D Silvestrone/C Ramey

“That Education Council approves the minutes of the March 23, 2015 Special Education Council meeting as presented.”

- Typing errors were corrected

**Carried**

**Culinary Arts Certificate (Kelowna) February 11, 2014 – February 6, 2015**
Motion: J Muskens/P Wetterstrand
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Culinary Arts Certificate and, therefore, recommends these candidates to Education Council for approval of the Culinary Arts Certificate.
Carried

Electrician Pre-Apprenticeship Certificate (Kelowna) September 30, 2014 – March 27, 2015
Motion: J Muskens/D Silvestrone
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Electrician Pre-Apprenticeship Certificate and, therefore, recommends these candidates to Education Council for approval of the Electrician Pre-Apprenticeship Certificate.
Carried

Motion: J Muskens/J Barmby
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Electrician Pre-Apprenticeship Certificate and, therefore, recommends these candidates to Education Council for approval of the Electrician Pre-Apprenticeship Certificate.
Carried

Heavy Mechanical Foundation Certificate (Kelowna) June 16, 2014 – March 20, 2015
Motion: J Muskens/S Gallagher
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Heavy Mechanical Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Heavy Mechanical Foundation Certificate.
Carried

Recreation Vehicle Service Technician Certificate (Kelowna) September 2, 2014 – March 27, 2015
Motion: J Muskens/C Bransfield
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Recreation Vehicle Service Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the Recreation Vehicle Service Technician Certificate.
***Add one with distinction***
Carried

Welder Foundation Certificate (Kelowna) September 2, 2014 – March 27, 2015
Motion: J Muskens/T Redding
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Welder Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Welder Foundation Certificate.
Carried

Motion: R Gee/R Huxtable
“That Education Council move ex camera.”
Carried
6. Reports

6.1 Council Chair's Report – D McGillivray/A Hay
   - No report

6.2 Vice-President Education Report – Andrew Hay
   - A report distributed at the table

6.3 President’s Report - Jim Hamilton
   - Report included with report from VP Education

6.4 Registrar’s Report – Jane Muskens
   - No report

6.5 Board of Governor’s Report – D Manning
   - D Manning advised that the Board approved the budget for the 2015 – 2016 year. This included a 2% tuition fee increase and a 2% fee increase to International fees. The Annual Programming Plan and the ITA Plan were also approved.
   - The Regional Dean and students each made a presentation at the meeting.
   - All Education Council programming information was approved.
   - Tuition fees will be charged for ABE and ESL domestic courses/program subject to conditions and not before the 2016 – 2017 fiscal year. Addition research and consultation is required before in order for tuition fee implementation plan be in effect.

7. Date, Time of Next Regular Meeting – Thursday, May 14, 2015

8. Deadline for Agenda Items – Wednesday, April 29, 2015

9. Adjournment at 7:30 p.m.