
Regrets: A Friesen, C Kushner, N Scott

Absent: N Brighouse Warren

Guests: B McGillivray, P Beckmann, R Huxtable, R Ruf, W Wheeler for HKIN at 4:30

Recorder: D Crommer

1. Determination of Quorum and Call to Order
   - The meeting was called to order at 4:00 p.m.
   - The Chair introduced new members Lianne Rozniak & Sandra Mendoza

2. Adoption of the Agenda
   - Motion: A Hay/A Leimert
     Carried

   A group photograph was taken.

   A request was subsequently made to move the HKIN agenda items to later in the meeting as W Wheeler has been invited to speak to these proposals.

3. Approval of the Minutes
   3.1 Minutes of March 1, 2007
      Motion: C Lee/B Massey
      “That Education Council approve the minutes of the March 1, 2007 meeting as presented.”
      Typing errors were corrected.
      Carried as revised

   3.2 Minutes of Match 15, 2007
      Motion: K Zabolotniuk/A Leimert
      “That Education Council approve the minutes of the March 15, 2007 meeting as presented.
      Carried

4.0 Business Carried Forward from Previous Meetings

5.0 New Business
   5.1 CPRC – STH
      a.) Diploma in Human Service Work
         Motion: M Nicholson/K Zabolotniuk
         “That Education Council approve the proposal for a program revision, Human Service Work Diploma, as recommended by the CPRC-STH.”
         Carried

      b.) WQT 210
         Motion: A Hay/ C Clarkson
“That Education Council approve the proposal for a new course, WQT 210: Maintenance II, as recommended by the CPRC-STH.”

R Ruf questioned how a new course could be implemented without any associated costs. P Beckmann advised it is an existing course in another area but taught by WQT faculty so there is no new funding required for this course. It is moving from Electronic Engineering Technology to Water Quality Technology.

**Carried**

c.) BIOL 112, BIOL 122, BIOL 131

**Motion:** L Rozniak/J Haller

“That Education Council approve the proposals for the course revisions BIOL 112: Evolution and Ecology, BIOL 122: Physiology of Multicellular Organisms and BIOL 131: Human Anatomy and Physiology I, as recommended by the CPRC-STH.”

P Beckmann advised that the changes are essentially a change language from OUC to OC wording, as OC no longer offers a BSc. A member asked if ‘recommended’ prerequisite language is used. The Chair advised that this language is permitted and there are several examples in the calendar.

**Carried**

d.) BIOL 224

**Motion:** C Clarkson/K Zabolotniuk

“ That Education Council approve the proposal for a new course, BIOL 224: Principles of Genetics, as recommended by the CPRC-STH.”

A member asked for clarification of the use of the asterisk in the contact/credit hours area. A member explained it meant “offered on alternate weeks”. The Chair advised that using asterisks was not working well in the online calendar and it might be necessary to convert this information into a sentence.

**Carried**

e.) HKIN 103 at 4:46

**Motion:** M Nicholson/D Lomas

“That Education Council approve the proposal for a new course, HKIN 103: Active Health, as recommended by the CPRC-STH.”

P Beckmann advised that these are the first two of four HKIN courses. These two proposals are coming forward for approval so one course can be offered in the fall and the other in the winter semester. It is hoped that a credential in Human Kinetics may be offered in the future with these courses testing the interest in a program. The difficulty is that there is no HKIN department and under the OCFA agreement, new courses must be associated with a department. The Biology department has agreed to ‘adopt’ these courses for now but there is no guarantee what department they may end up in. D Lomas contracted W Wheeler to develop the courses that will initially be offered in Penticton.

D Lomas advised that the hope is to offer two courses in the fall and two in the winter. HKIN is very multidisciplinary. UBCO has developed a unique human kinetics program that falls within Health. However a number of other BC institutions recognize and accept students that wish to pursue a Human Kinetics degree and have some transfer courses.

W Wheeler advised that her background is with Douglas College where she taught human kinetics courses for eight years. UBCO is not prepared to discuss articulation at this time as they are preparing to launch their own program this fall. Articulation with other institutions should not be a problem.
A member requested further clarification regarding the ongoing costs for facility rentals and asked if there would be any membership fees at the facility.

D Lomas advised that she is only able to speak to the Penticton facility and OC has an ongoing relationship with the Recreation Centre. They have agreed to times that OC would have access to the facility and we currently use the Recreation Centre for intramurals.

A member asked for clarification of the articulation process, specifically the speed of the process and if it would be retroactive.

The Chair advised the articulation process usually takes approximately one semester and courses and programs can not be articulated until they have been approved by Council.

D Lomas added that it is retroactive.

Carried

f.) HKIN 161
Motion: C Clarkson/M Nicholson
“That Education Council approve the proposal for a new course, HKIN 161: Physical Activity in Canadian Society, as recommended by the CPRC-STH.”
Carried

g.) Early Childhood Education Diploma
Motion: R Massy/M Nicholson
“That Education Council approve the proposal for a program revision, Early Childhood Education Diploma, as recommended by the CPRC-STH.”
Carried

5.2 CPRC – AFP
a.) GEOG 272
Motion: A McKinnon/C Clarkson
“That Education Council approve the proposal for a course revision, GEOG 272: Introduction to Cartography, GIS and Remote Sensing, as recommended by the CPRC-AFP.”
Carried

b.) GEOG 374
Motion: A Hay/D Lomas
“That Education Council approve the proposal for a new course, GEOG 374: Fundamentals of GIS, as recommended by the CPRC-AFP.”
Carried

5.3 CPRC – Business
a.) BUAD 129
Motion: L Rozniak/S Marken
“That Education Council approve the proposal for a course deletion, BUAD 129: Computer Applications II, as recommended by the CPRC-Business.”
Carried

b.) BUAD 176
Motion: S Mendoza/A Hay
“That Education Council approve the proposal for a course revision, BUAD 176: Personal Selling, as recommended by the CPRC-Business.”

A member asked what the previous prerequisite was and why the change. B McGillivray advised it was BUAD 116 and it is no longer required as a prerequisite.
Carried

c.) BUAD 272, BUAD 293
Motion: R Massey/D Lomas
“That Education Council approve the proposal for the course revisions, BUAD 272: Business Simulation and BUAD 293: Entrepreneurship, as recommended by the CPRC-Business.”
Carried

d.) BUAD 294
Motion: D Lomas/J Gabanowicz
“That Education Council approve the proposal for a course revision, BUAD 294: Services Marketing, as recommended by the CPRC-Business.”
A member requested clarification as to why the prerequisites indicated second year standing and asked if it would be more appropriate to have third year standing.
M Nicholson advised that in the 2-year diploma, some students are able to take some 300-level courses. The previous prerequisite was a 100-level course and it made more sense to have a minimum of second year standing.
Carried

e.) BUAD 362
Motion: L Rozniak/K Zabolotniuk
“That Education Council approve the proposal for a course revision, BUAD 362: Advanced Financial Accounting, as recommended by the CPRC-Business.”
Carried

f.) BUAD 440
Motion: A Hay/D Lomas
“That Education Council approve the proposal for a course revision, BUAD 440: Advanced Business Strategy, as recommended by the CPRC-Business.”
Carried

g.) BUAD 334
Motion: S Mendoza/A Leimert
“That Education Council approve the proposal for a new course, BUAD 334: Sports and Events Marketing, as recommended by the CPRC-Business.”
A member asked about the third year instead of second year standing as a prerequisite. B McGillivray explained that this is a BBA course. The course numbering indicates the methodology used and level of work. The member asked if a diploma student would be permitted to take this course. B McGillivray added that OC now has direct entry into the degree program and many students are now direct entry but must be accepted into the third year of the program.
M Nicholson added that in the previous course, second year standing was added by the CPRC – Bus committee. In this case third year standing is the required maturity level.
B McGillivray clarified that at times the department will be requesting that a special topics course be given its own course number.
A member asked that if this is not part of the Diploma program is it possible for other students to take the course.
B McGillivray explained this is unlikely as the course is intended as a degree offering. After completion of 48 credits, a student could request a waiver to enrol in the course.
A member requested clarification on Special Topics courses noting that in BCIS, Special Topics can be taken twice as different topics. M Nicholson clarified that the same practice applies in the Business program.

**Carried**

h.) **BUAD 470**

**Motion:** L Rozniak/J Haller

“That Education Council approve the proposal for a new course, BUAD 470: Customer Relationship Management, as recommended by the CPRC-Business.”

A member advised that the description refers to data mining and databases and questioned if consultation had occurred with people who have a database background. B McGillivray advised that the college professor that prepared this proposal has a database background and two members of the PAC that reviewed the proposal have backgrounds that include databases.

**Carried**

i.) **Business Studies Certificate – Business Computer Applications**

**Motion:** A Hay/A Leimert

“That Education Council approve the proposal for a program revision, Business Studies Certificate: Business Computer Applications, as recommended by the CPRC-Business.”

**Carried**

j.) **OADM 101**

**Motion:** S Marken/M Nicholson

“That Education Council approve the proposal for a course revision, OADM 101: Word Processing II, as recommended by the CPRC-Business.”

**Carried**

k.) **OADM 126**

**Motion:** S Mendoza/C Clarkson

“That Education Council approve the proposal for a new course, OADM 126: Transcription, as recommended by the CPRC-Business.”

**Carried**

l.) **Legal Access Certificate**

**Motion:** A Leimert/D Lomas

“That Education Council approve the proposal for a program revision, Legal Access Certificate, as recommended by the CPRC-Business.”

A member requested clarification on the addition of the Website management course to the program. B McGillivray advised that it is an existing course being added to the program.

**Carried**

m.) **Office Assistant Certificate**

**Motion:** M Nicholson/ R Massey

“That Education Council approve the proposal for a program revision, Office Assistant Certificate, as recommended by the CPRC-Business.”

**Carried**

5.4 **Impact of Provincial Exams**

The Chair explained that a portion of the BC Ministry of Education Handbook of Procedures has been included in the agenda package. This topic is brought forward for discussion at the request of the CPRC - AFP meeting. TPC 12 (Technical and Professional Communications 12) will be a non-examinable subject starting in the 2007 – 2008 school year.
A member added that this topic has not yet been discussed in the Business department but it may come forward soon. Many admission requirements were based on provincially examinable courses. There is concern that grades vary from school to school and the constant factor was the provincial exams. This change could limit the first year access to university for some students and, as a result, makes colleges a more attractive option for those students.

A member noted that the topic has not come up in the Science department but could have significant implications. The member suggested that Council might wish to introduce some alternative requirement.

R Ruf added that this topic was discussed at the Provincial Registrar’s meeting and there appeared to be no consistency as to requirements among the institutions.

T Braem added that most institutions grant provisional admission based on tentative grade 12 or grade 11 marks and 97% of students did fine.

A member referred to handwritten page 40 and questioned how this will affect students.

The Chair explained that TPC 12 will no longer have a provincial exam. A member clarified that a student could enroll and not have taken a provincial exam. The Chair indicated that in the case of TPC 12 it would not be possible to take a provincial exam starting next year.

The Chair advised that any change to admission requirements would require notification to the school districts. Normally notice of one year is given.

T Braem clarified that if we increase admission requirements, we provide one year’s notice and if we relax or decrease admission requirements this notice is not needed. In this case, if more requirements are put in place, we would be increasing admission requirements.

The Chair asked if this would have an impact on the Mathematics department. C Lee advised that this has not been a big an issue in the Mathematics department. He added that many institutions appear to be uncertain as how to proceed.

A member added that the students entering this fall may have only written one provincial exam and by following fall, may not have written any provincial exams. The member noted that we would have this year to look at how well these students do.

A Hay added that it would be appropriate to monitor what happens. High schools are monitoring students to see how they are doing. At the college level there have been some entrance tests used to assess student skills. There may be solutions such as this that develop over time.

T Braem added he would be interested in knowing the response from universities. Most students that seriously want to go on do satisfy the provincial exam requirements. The situation may not be as bad as we think.

A Hay advised that he does have some information from the college Vice Presidents.

The Chair added that this topic arose at the CoEdCo meeting and most institutions were just starting to discuss the issue. This should be discussed at an ARP (Academic Regulations & Policy) standing committee meeting. The Chair recommended members take this topic back to their departments and portfolios for discussion.

### 5.5 Course Codes and Course Formats
The Chair advised that this topic arose from the CPRC – STH meeting, more specifically regarding BIOL 112 and BIOL 114DE. This is the same course with different numbers, one offered through Distance Education.

A member added that at times the course numbers used for Distance Education courses are different than those used for students that take courses in person. BAC 11 and BAC 12 are equivalent to BUAD 111 but can be taken as two separate courses. In the past BUAD 131 was the Distance Education course. Business now uses the same course number for all formats of the course.

The Chair asked for other department examples. A member added that for Chemistry, the course numbers are the same and Distance students attend on weekends and do the lab work in a compressed format. The course number is still the same.

The Chair suggested that Council recommend to the CPRC committees that the same course numbers be used for the same course offered in different formats.

T Braem noted that he believed this was the current practice.

A member suggested that departments do a course proposal change and use the same course numbers for Distance Education courses.

5.6 In-camera Session – Information distributed at the table
Approval of candidates for Graduation


Motion: L Rozniak/A Hay
“The Registrar has verified that the candidates listed herein have satisfied all requirements for the RV Service Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the RV Service Technician Certificate, with annotation of the graduation status to which the respective student may be entitled”

A member noted that only one student was noted as having ‘With Distinction’ with a grade only slightly higher than another student. These two students are a few percentage points above all others in the class.

J Haller clarified that he usually leaves this up to the instructor or department. A member added that at times the decisions regarding ‘With Distinction’ are made on factors others than just marks.

T Braem advised that OC is reviewing the policy that includes students on the Dean’s List. J Haller added that the document is in the draft stage.

Only one student will be given ‘With Distinction’.

Carried


Motion: M Nicholson/C Clarkson
“The Registrar has verified that the candidates listed herein have satisfied all requirements for the Welding Level C Certificate and, therefore, recommends these candidates to Education Council for approval of the Welding Level C Certificate, with annotation of the graduation status to which the respective student may be entitled”

Carried

Automotive Service Technician Certificate (Kelowna) September 5, 2006 – April 6, 2007

Motion: J Haller/A Hay
"Subject to the caveat that all outstanding requisites, courses and standards are completed and satisfied, the Registrar recommends each student candidate named herein to Education Council for approval of the Automotive Service Technician Certificate with annotation of the graduation status to which the respective candidates may be entitled."

Carpentry/Joinery Certificate (Kelowna) June 19, 2006 – April 6, 2007

**Motion:** K Zabolotniuk/A Leimert

"Subject to the caveat that all outstanding requisites, courses and standards are completed and satisfied, the Registrar recommends each student candidate named herein to Education Council for approval of the Carpentry/Joinery Certificate with annotation of the graduation status to which the respective candidates may be entitled."

Carried

## 6.0 Reports

### 6.1 Council Chair’s Report

The Chair advised that almost all Education Council standing committees have met at least once and two CPRC committees have had more than one meeting. The CCC committee is hard at work and A Leimert will have a report for the next meeting. The ARP committee has not yet met but will be doing so in the near future. The draft schedule of meetings is nearing completion.

Education Council is a public body with the exception of in-camera agenda items. In response to a question at a CPRC meeting the Education Council and standing committee agendas will be mounted on the website. Agendas will be removed from the website after the meetings and decisions will be reflected in the Education Council minutes and "items approved" by Council.

This is the final meeting for approval of curriculum to appear in the paper calendar. The online calendar will be updated in mid to late June. Clarification of other calendar deadlines has been requested.

The Diploma in Writing & Publishing completed the Provincial review process and was approved by the Board. The Diploma in Media & Cultural Studies has been sent to PSIPS for provincial online posting.

The Chair attended a CoEdCo meeting at Kwantlen – Richmond Campus in March. There were many agenda items for discussion including residency requirements and grade 12 provincial exams.

### 6.2 Vice President Education Report

A Hay added that the Diploma in Media & Cultural Studies is currently posted on PSIPS and there are no comments to date. The posting process will be completed on May 2, 2007.

OC is reviewing program portfolios to see if any adjustments are needed. The plan is for the process to be completed in June and Education Council will be consulted if any adjustments are needed.

The Board approved the Budget and many new courses and programs are being implemented.

OC had held meetings with IHA and are aware of the demands and expectations for Practical Nurses. The IHA is 100% behind us.

A Hay attended a meeting with School District 23 earlier in the day and the District is keen to discuss dual credit options. The School District expressed an interest in working with OC to have more students transition into the College.
A Hay announced that Okanagan College won an OSTEC Community Leadership award.

A Hay recently attended the School of Business presentations by students and was very impressed. He noted the student presentations were very well done.

**6.3 President’s Report**

J Hamilton added that he was also in attendance at the meeting with SD 23. He added that it was a very positive meeting and included some members of the Board and Senior Administrators. He noted that the School District is pleased with the connections around Trades programs. There appears to be an appetite for peer to peer connections between our instructors and their teachers. J Hamilton indicated that SD 23 is impressed by the opportunities at OC for their students.

J Hamilton added that lately he has attended a number of events and is proud of OC. We have had an endless succession of successful students. Other successes include a book launch by the KIWW with 16 – 18 student writers providing presentations or readings; R Werger winning the CHBA Award; and the Home for Learning project. He recently attended the opening of the Martin Street Centre in Penticton.

Okanagan College is doing well in many ways and is the top performing college in meeting FTE projections. We are at about 116%, ahead of many universities.

The Foundation is putting together a master capital campaign.

A group of volunteers from outside of administration provided recommendations on internal communications and needed improvements. They did a great job with 27 recommendations of which six were identified at the highest priority. We will be starting to move on or implement these six immediately.

**6.4 Registrar’s Report**

T Braem announced the results of the recent elections that have also been posted. There is no faculty representative from the Shuswap/Revelstoke. All other seats on Education Council have been filled. Student and Support Staff seats take effect immediately and the Central Okanagan Faculty position takes effect August 1, 2007.

T Braem suggested that if there is no faculty member from the Shuswap/Revelstoke and an unsuccessful candidate from another region is willing to consider the seat, it could be an option to fill the seat with a member not from the Shuswap/Revelstoke region. In response to a comment the Registrar indicated a Shuswap/Revelstoke faculty member could be sought for the October 2007 by-election.

Members elected or acclaimed are:

- Yunke He  Faculty, Central Okanagan Region (August 1, 2007 start date)
- Clint Lee  Faculty, North Okanagan Region
- Anne Cossentine  Faculty, South Okanagan Similkameen Region
- Lianne Rozniak  Support Staff
- Sandra Mendoza  Support Staff
- Alexis Friesen  Student, South Okanagan Similkameen Region

**7.0 Date, Time of Next Meeting**

Thursday, May 3, 2007 at 4:00 p.m. in Room B129

**8.0 Deadline for Agenda Items**

April 16, 2007

**9.0 Adjournment** at 5:58