Okanagan College Education Council
Minutes of Thursday, September 5, 2013
Room S103B Student Services Boardroom – Kelowna Campus

Draft


Regrets: C Bransfield, A Kilic, A Li, R Marchand, S Marken

Absent: B Antoniow, S Nahal

Guests: P Bruce, M Krupp, D Robinson, Jen Hamilton

Recorder: D Crommer

1. Determination of Quorum and Call to Order
   - The meeting was called to order at 4:03 p.m.

2. Adoption of the Agenda
   Motion: J Barmby/D McGillivray
   “That Education Council approve the agenda as circulated.”
   Carried

3. Approval of the Consent Agenda
   3.1 Approval of the Consent Agenda
   Motion: J Thomsen/T Buck
   “That Education Council approves the consent agenda as presented.”
   - That Education Council approves the minutes of the June 6, 2013 Education Council meeting as presented.
   - That Education council approves the actions of the June 20, 2013 Operations Committee as presented.
   Carried

4. Business Carried Forward

5. New Business
   Curriculum recommended by the CPR committees

   5.1 CPRC – AFP (Arts and Foundational Programs)
   a.) New program – Advanced GIS Certificate
   Motion: M Mitsch/T Redding
   “That Education Council approves the proposal for the new certificate program: Advanced GIS Certificate as recommended by the CPRC – AFP.”
   - P Bruce (Program Administrator) and M Krupp (Instructor) from Salmon Arm attended to speak to the GIS program proposal. The GIS program has been offered since 2000 and they are finding that with the labour market demand and software changes, we are no longer meeting the needs of prospective employers. Meetings with stakeholders were held and the recommendations included adapting the program to meet changes in the field. The basis of program remains the same. There have been adjustments to emphasize some of the content.
- The existing program is 500-hours consisting of 3 courses and this is being changed to 14 courses so is a bit more fine-grained. Having 14 courses will also allow for easier changes or updates in the future. One of the content changes is an increase in the database technology area and this is in response to employer input. M Krupp emphasized the importance of making sure we are up to date with what industry wants. Other changes focus on automation and programming to ensure this is in response to feedback requested. At the request of employers, the automation content portion was increased to keep up to date with the GIS world. It was determined that programming is not as important to employers so the amount of programming was reduced in the revised content. Overall there was a shift from hard-core computer programming to focus on GIS programming.

- A member asked about the admission requirements specifically about being 19 years of age and out of secondary school for one year. The member noted there is not any minimum math, reading or writing skills listed and asked for confirmation that these are correct.

- M Krupp confirmed there are not any specific course prerequisites for this program. He clarified that there are some minimal computer skills required. He added this may be an issue for prospective employers but it is not a concern for taking the program.

- The member asked specifically about reading skills even to get through the required computer course. M Krupp acknowledged that some level of literacy is required. The member asked if any report writing would be required by employers. P Bruce added that this has not been an issue in the past and not everyone will be required to write proposals or reports.

- P Bruce referred to the computer fundamentals prerequisite and added that students without the required level of reading would not be successful in meeting this requirement.

- Concern was expressed about students being 19 and out of school for one year noting they may have dropped out and not completed grade 12.

- R Gee explained that in the past prerequisites were often listed separately for regular students and mature students; the current language includes the definitions for both without using the words “regular” or “mature”. R Gee asked if a student had dropped out of secondary school if they would still be successful in the program. It was noted the whole point of admission requirements it to decide what does a student need to be successful.

- M Krupp clarified there are always exceptions and some who don’t graduate can be very successful in the program and conversely, people with a degree might struggle with the parts of the program.

- There was a brief discussion of other similar programs and it was determined that this program is a bit of a hybrid.

- A member asked about the timing or terms identified in the program table. P Bruce explained that the terms or semesters for CS are different than for academic programs. Winter is January to March and the Spring term is April until June.

- A member referred to the program name adding that by using Advanced GIS Certificate this indicates that this program stands above others offered in the province.

**Carried**

**Motion:** D McGillivray/A Hay
That Education Council combines all motions related to the ESL course revisions into one motion and discuss the revisions separately by course type.

**Carried**

b. Course revisions – EAPD 010, EAPD 020, EAPD 030, EAPD 040; EAPR 012, EAPR 022, EAPR 032, EAPR 042; EAPW 011, EAPW 021, EAPW 031, EAPW 041

**Motion:** R Huxtable/J Thomsen

“That Education Council approves the proposal for the course revisions: EAPD 010 Academic Discussion Skills 1, EAPD 020 Academic Discussion Skills 2, EAPD 030 Academic Discussion Skills 3, EAPD 040 Academic Discussion Skills 4; EAPR 012 Academic Reading Skills 1, EAPR 022 Academic Reading Skills 2 EAPR 032 Academic Reading Skills 3, EAPR 042 Academic Reading Skills 4; EAPW 011 Academic Writing Skills 1, EAPW 021 Academic Writing Skills 2, EAPW 031 Academic Writing Skills 3 and EAPW 041 Academic Writing Skills 4 as recommended by the CPRC – AFP.”

- R Huxtable advised that the institution currently relies on an OCELA assessment and this has proved difficult internationally. What has happened is the department has taken this issue to BCCAT and have provided other tools to assess the level of English for students. Down the road the institution may have to determine what makes up an IELTS or a TOEFL score. The department is open to changes based on institutional review. Some institutions don’t have institutional testing and rely solely on IELTS or TOEFL.

- J Muskens suggested the department look at ‘banding’ scores. An example would be for IELTS a student may have a different score for reading or writing than they have for listening and speaking. She provided an example where a student may have 6.5 for listening and speaking and 4.5 for reading and writing – the 4.5 is way too low.

- R Huxtable noted the department is prepared to make adjustments adding the principle of having IELTS or TOEFL scores listed creates more opportunities for students unable to get here to write the OCELA.

- The numbering change is to avoid the perception that the last number indicates a course level.

- J Muskens expressed concern with the TOEFL score of 79 at the 040 level as this will allow students to enrol in academic courses.

- R Huxtable advised that the numbers used are the same scores used at other institutions such as Camosun, UNBC and TRU.

- A TOEFL score of 79 will allow students to enrol in Business, Arts, or Science courses.

- A member asked why this is a problem adding if the students has a high enough competency to get into an academic program why would we not allow them the opportunity.

- R Huxtable advised with that score, they can avoid ESL so it is no different than the current practice.

- J Muskens added that there is nothing in the calendar to indicate that a score of 373 in OCELA is equivalent to a score of 79 in TOEFL. She asked if we are opening a door that students think an OCELA score of 373 will allow them to register in academic courses.

- R Huxtable noted there are currently problems with the OCELA and admissions and it was never intended to be anything other than for admissions to ESL.

- R Gee advised there are some unusual admission requirements in the calendar and he is not sure some of these were ever approved by Ed Council. He provided some examples such as an ESL 040 level
program here allows students to enrol in AA or CIS and that was never approved by Ed Council.
- J Muskens clarified there is not an issue with what is being reviewed and the goal is to get the language standardized. We need to clean up processes for the calendar.
- There is a BCCAT paper available on ESL practices. The link to the website is: http://bccat.ca/pubs/ESLphase3Final%20Report.pdf.
- A member noted that the OCELA scores for reading and writing are different while IELTS and TOEFL are the same. R Huxtable clarified that students are graded on different subsets of the OCELA test.

Carried

5.2 **AACP – Important dates**
Motion: A Hay/J Thomsen
“That Education Council approves the revisions to the AACP Schedule for Winter 2014.”
- A revised schedule was distributed at the table.

Carried

5.3 **Standing Committee Reports**

a.) ARP Committee – M Nicholson
No report

b.) CCC Committee – R Gee
No report

c.) Tributes Committee - R Gee
No report

5.4 **Standing Committee Nominations**

5.5 **In camera session**
Motion: M Nicholson/L Mallory
“That Education Council move in camera.”

Carried

**Associate of Arts Degree Ending August 31, 2013**
Motion: J Muskens/D McGillivray
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Associate of Arts Degree and, therefore, recommends these candidates to Education Council for approval of the Associate of Arts Degree.

Carried

**Associate of Science Degree Ending August 31, 2013**
Motion: J Muskens/T Buck
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Associate of Science Degree and, therefore, recommends these candidates to Education Council for approval of the Associate of Science Degree.

Carried

**Automotive Refinishing Prep Technician Certificate (Kelowna)**
**February 4, 2013 to July 5, 2013**
Motion: J Muskens/T Redding
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Automotive Refinishing Prep Technician Certificate and,
therefore, recommends these candidates to Education Council for approval of the Automotive Refinishing Prep Technician Certificate.

Carried

Bachelor of Business Administration Degree Ending August 31, 2013
Motion: J Muskens/J Thomsen
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Bachelor of Business Administration Degree and, therefore, recommends these candidates to Education Council for approval of the Bachelor of Business Administration Degree.

Carried

BC Adult Graduation Diploma Ending August 31, 2013
Motion: J Muskens/L Mallory
The Registrar has verified that the candidates listed herein have satisfied all requirements for the BC Adult Graduation Diploma and, therefore, recommends these candidates to Education Council for approval of the BC Adult Graduation Diploma.

Carried

Bachelor of Computer Information Systems Degree Ending August 31, 2013
Motion: J Muskens/N Noble-Hearle
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Bachelor of Computer Information Systems Degree and, therefore, recommends these candidates to Education Council for approval of the Bachelor of Computer Information Systems Degree.

Carried

Business Administration Diploma Ending August 31, 2013
Motion: J Muskens/R Huxtable
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Business Administration Diploma and, therefore, recommends these candidates to Education Council for approval of the Business Administration Diploma.

Carried

Business Studies Certificate Ending August 31, 2013
Motion: J Muskens/J Barmby
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Business Studies Certificate and, therefore, recommends these candidates to Education Council for approval of the Business Studies Certificate.

Carried

Pathway to Professional Accounting Certificate Ending August 31, 2013
Motion: J Muskens/R Gee
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Pathway to Professional Accounting Certificate and, therefore, recommends these candidates to Education Council for approval of the Pathway to Professional Accounting Certificate.

Carried

Carpenter Certificate (Kelowna) February 4, 2013 to July 19, 2013
Motion: J Muskens/R Gidda
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Carpenter Certificate and, therefore, recommends these candidates to Education Council for approval of the Carpenter Certificate.
Carried

Civil Engineering Technology Diploma Ending August 31, 2013
Motion: J Muskens/M Mitsch
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Civil Engineering Technology Diploma and, therefore, recommends these candidates to Education Council for approval of the Civil Engineering Technology Diploma.
Carried

Culinary Arts Dual Credit Certificate January 28, 2013 to June 14, 2013
Motion: J Muskens/M Nicholson
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Culinary Arts Dual Credit Certificate and, therefore, recommends these candidates to Education Council for approval of the Culinary Arts Dual Credit Certificate.
Carried

English for Academic Purposes Certificate Ending August 31, 2013
Motion: J Muskens/ A Hay
The Registrar has verified that the candidates listed herein have satisfied all requirements for the English for Academic Purposes Certificate and, therefore, recommends these candidates to Education Council for approval of the English for Academic Purposes Certificate.
Carried

Motion: J Muskens/D McGillivray
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Early Childhood Education-Infant Toddler Diploma and, therefore, recommends these candidates to Education Council for approval of the Early Childhood Education-Infant Toddler Diploma.
Carried

Electrician Pre-Apprenticeship Certificate February 26, 2013 to August 9, 2013
Motion: J Muskens/T Buck
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

Electrician Pre-Apprenticeship Certificate (Salmon Arm) February 26, 2013 to August 9, 2013
Motion: J Muskens/T Redding
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. **Add one with distinction**
Carried
Diploma in Environmental Studies Ending August 31, 2013
Motion: J Muskens/J Thomsen
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Diploma in Environmental Studies and, therefore, recommends these candidates to Education Council for approval of the Diploma in Environmental Studies.
Carried

Diploma in General Studies Ending August 31, 2013
Motion: J Muskens/L Mallory
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Diploma in General Studies and, therefore, recommends these candidates to Education Council for approval of the Diploma in General Studies.
Carried

Health Care Assistant Certificate January 2, 2013 to July 2, 2013
Motion: J Muskens/N Noble-Hearle
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Health Care Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Health Care Assistant Certificate.
Carried

Human Kinetics Diploma (Penticton) Ending August 31, 2013
Motion: J Muskens/R Huxtable
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Human Kinetics Diploma and, therefore, recommends these candidates to Education Council for approval of the Human Kinetics Diploma.
Carried

Human Service Worker Diploma (Vernon) Ending August 31, 2013
Motion: J Muskens/J Barmby
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Human Service Worker Diploma and, therefore, recommends these candidates to Education Council for approval of the Human Service Worker Diploma.
Carried

International Development Diploma Ending August 31, 2013
Motion: J Muskens/R Gee
The Registrar has verified that the candidates listed herein have satisfied all requirements for the International Development Diploma and, therefore, recommends these candidates to Education Council for approval of the International Development Diploma.
Carried

Metal Fabricator (Fitter) Certificate March 11, 2013 to August 16, 2013
Motion: J Muskens/R Gidda
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Metal Fabricator (Fitter) Certificate and, therefore, recommends these candidates to Education Council for approval of the Metal Fabricator (Fitter) Certificate. **Add one with distinction**
Carried

Network & Telecommunications Engineering Technology Diploma
Ending August 31, 2013
Motion: J Muskens/M Mitsch
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Network & Telecommunications Engineering Technology Diploma and, therefore, recommends these candidates to Education Council for approval of the Network & Telecommunications Engineering Technology Diploma.
Carried

Motion: J Muskens/M Nicholson
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Plumbing & Piping Trades Certificate and, therefore, recommends these candidates to Education Council for approval of the Plumbing & Piping Trades Certificate.
Carried

Motion: J Muskens/A Hay
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Plumbing & Piping Trades Certificate and, therefore, recommends these candidates to Education Council for approval of the Plumbing & Piping Trades Certificate.
Carried

Residential Construction Certificate (Penticton) February 4, 2013 to August 2, 2013
Motion: J Muskens/D McGillivray
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Residential Construction Certificate and, therefore, recommends these candidates to Education Council for approval of the Residential Construction Certificate.
Carried

Residential Construction Certificate (Salmon Arm) February 4, 2013 to August 2, 2013
Motion: J Muskens/T Buck
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Residential Construction Certificate and, therefore, recommends these candidates to Education Council for approval of the Residential Construction Certificate.
Carried

Residential Construction Certificate (Vernon) February 4, 2013 to August 2, 2013
Motion: J Muskens/T Redding
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Residential Construction Certificate and, therefore, recommends these candidates to Education Council for approval of the Residential Construction Certificate.

Motion: J Muskens/J Thomsen
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Refrigeration & Air Conditioning Mechanic Certificate and, therefore, recommends these candidates to Education Council for approval of the Refrigeration & Air Conditioning Mechanic Certificate.
Carried
Recreation Vehicle Service Technician Certificate February 4, 2013 to August 16, 2013
Motion: J Muskens/L Mallory
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.
Carried

Motion: J Muskens/N Noble-Hearle
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.
Carried

Welding Level C Certificate (Vernon Morning Session)  
February 4, 2013 to July 19, 2013
Motion: J Muskens/R Huxtable
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.
Carried

Welding Level C Certificate (Vernon Afternoon Session)  
February 4, 2013 to July 19, 2013
Motion: J Muskens/J Barmby
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.
Carried

Motion: A Hay/T Buck
"That Education Council move ex camera.”
Carried

6. Reports
  6.1 Council Chair’s Report – Rick Gee
    - No report
  6.2 Vice-President Education Report – Andrew Hay
    - The written report was submitted and distributed.
    - A new item is that we are able to offer a section of Pastry Arts for the first time.
  6.3 President’s Report - Jim Hamilton
    - J Hamilton asked that if Education Council members wanted specific information or a specific type of information included in his report they should let him know.
  6.4 Registrar’s Report – Jane Muskens
    - No report
  6.5 Board of Governor’s Report – S Nahal
    - n/a
7. **Date, Time of Next Meeting**
   Thursday, October 3, 2013 at 4:00 p.m.

   **Deadline for Agenda Items**
   Wednesday, September 18, 2013

8. **Adjournment** at 5:25 p.m.