Ensure You Meet the Final Grades Deadline

There are many reasons why it is important for faculty to have grades entered before the final deadline. Here are just a few to ponder as the Fall semester comes to a close.

- Transcripts cannot be sent until all the grades have been entered.
- Probation cannot accurately be enforced.
- The Dean’s List is not accurate if all the grades have not been entered on a student’s record.
- If your course is a prerequisite for a course in the following semester, without a grade it’s possible a student might be dropped from their course.

Please remember, December 17, 2013 is the last day to submit final grades.

Health and Dental Opt Out

Students beginning their studies in January in Penticton, Kelowna and Salmon Arm are reminded to hand in an opt-out form to the Okanagan College Students’ Union office before the deadline if they wish to opt out of the extended health and dental plan. Vernon students should visit the Vernon Students’ Association Okanagan College for further information. Deadlines are the second Friday after a program starts.

Experience OC Set for February 13, 2014

Once again, Okanagan College will welcome more than 600 Grade 11 students to the Kelowna campus on Thursday, February 13, 2014 for a taste of what it’s like to be a student here. This event takes place annually during the College study break each February.

Instructors are still needed to present classes to high school students attending this event. If you are interested in running a session, please contact Cassandra McFarland at cmcfarland@okanagan.bc.ca. Sessions will run in the morning and afternoon.

Schedules Available Online

The schedules for Office Administration, Vocational Health and Social Development and Adult Special Education in addition to the Academic schedule have been posted online for 2014-15. View them at okanagan.bc.ca/dates.
December 2013

Education Council News

Below is a brief update on items approved at Education Council in December. Please view the Items Approved or Minutes for details.

Program Revisions

Commercial Aviation Diploma
A heavy academic workload combined with compulsory aviation courses and flight training hours is very demanding. Therefore, the number of academic credits needed to graduate will be reduced from 72 to 60.
Proposed date of implementation is February 2014.

Health Care Assistant
Admission requirements and program hours will change to align with requirements for the B.C. Care Aide Registry approval process for 2014.
Proposed date of implementation is September 2013.

Pharmacy Technician Certificate
The program is being revised in order to meet the Standards for Accreditation as directed by The Canadian Council for Accreditation of Pharmacy Programs. Changes will include increased hours, addition of courses, deletion of courses and changes to admission requirements. The program will also become part of the Science, Technology and Health portfolio.
Proposed date of implementation is January 2014.

New Courses
- PHRM 101 - Introduction to Pharmacy Practice
- PHRM 102 - Medical Terminology
- PHRM 103 - Pharmacy Law
- PHRM 104 - Pharmacy Computer Applications
- PHRM 105 - Communications and Employment Preparation
- PHRM 106 - Pharmacology I
- PHRM 107 - Drug Distribution
- PHRM 108 - Pharmacology II
- PHRM 109 - Product Preparation I
- PHRM 110 - Product Preparation II

Course Revisions
- CMNS 112 - Business Communications I
- CMNS 122 - Business Communications II
- MATH 114 - Business Mathematics
- HCA 101 - Interpersonal Communications
- HCA 103 - Personal Care and Assistance

Course Deletions
- PHAR 01 - Communications in Pharmacy
- PHAR 02 - Pharmacy Practice I
- PHAR 03 - Pharmaceutical Calculations
- PHAR 04 - Pharmaceutical Products I
- PHAR 05 - Pharmacy Laws and Agreements
- PHAR 06 - Computer Skills (Lab)
- PHAR 07 - Dispensing I (Lab)
- PHAR 08 - Community Pharmacy
- PHAR 09 - Pharmaceutical Products II
- PHAR 10 - Pharmacy Practice II
- PHAR 11 - Hospital Pharmacy
- PHAR 12 - Dispensing II (Lab)
- PHAR 13 - Aseptic Technique (Lab)

The next regular Education Council meeting is scheduled for January 9, 2014.
Details of EdCo approvals can be found at: www.okanagan.bc.ca/edco.

January 2014

1
New Year's Day (College closed)

6
Classes begin for all academic transfer, degree and diploma programs

7
Kick Off to the Winter Semester - free lunch for new and returning students

10
Last day to submit a grade appeal to the Registrar's office for the Fall semester

11
Winter Convocation

17
Last day to register for a Winter semester course, receive a refund of tuition fees for course drop, drop a course without a withdrawal being recorded, change course registration status from audit to credit

21
Grad Fair: 10 a.m. - 2 p.m. - an opportunity for graduating students to have their photos taken, pick up grad frames and apply to graduate.

Please note that all new programs and all program changes require Board approval.
Kick Off to the Winter Semester
All new and returning students are invited to attend Kick Off to the Winter Semester on January 7, 2014 from 11:30 a.m. to 1:30 p.m. There will be a free lunch in the Pit, plus a chance to learn more about the services and clubs available on campus.

Staff Congratulations
At this year’s Employee Recognition Ceremony in November, three members of the Registrar’s Office were honoured. Deb Davis - 15 years, Dianne Crommer - 25 years and Jane Muskens - 20 years. Congratulations!

Room Etiquette
There have been a few reports this semester of rooms being left with tables and chairs rearranged and/or garbage left out. Please consider your colleagues who will be using the classroom after you and remember to leave the space tidy and return it to a standard setup. Please lock the door should there not be a class immediately following.

Scheduling Office News
The simulated version of the 2013-14 Academic Schedule using a coordinated scheduling approach has now been completed. The results can be viewed via a test version of the timetable application and with reports of room schedules, program schedules and professor schedules. If you would like access to any of this information please contact timetable@okanagan.bc.ca. We are now gathering feedback on the coordinated scheduling process to make improvements by collecting information regarding:

- Courses scheduled conflict-free for students. This was done by defining course combinations; groups of courses that should be conflict free for a potential student either by program or discipline, by semester and also campus.
- Course requirements: was the correct room type allocated? Are rules needed to make groups of classes at the same time or back to back?

Feedback should be sent through your Department Chair or Portfolio Dean, who will forward information directly to the Scheduling Office. The deadline to receive feedback is December 16, 2013.

The scheduling committee will meet again on December 18 to discuss the feedback received and the anticipated timeline for scheduling the 2014-15 Academic Schedule.

Check your rooms for Winter 2014
As the Winter semester approaches we would like to remind faculty and instructors to check their assigned rooms for the Winter semester. Do they meet the needs of your class? Should the class be in a computer lab and a classroom has been assigned? If you notice any errors or require a necessary room change, please contact your Department Chair/Coordinator so they can submit an online scheduling change request.

Room Bookings
Here is a list of who to contact to make room bookings at the Kelowna Campus:

Scheduling Office: Academic/Upgrading courses, Final Exams.
Please use the online scheduling request form (available to Department Chairs/Coordinators and Dean’s Assistants.)

Facilities (Nicole Robertson):
External and internal event/ad hoc bookings (including mid-term exams.)

If you have any questions, please contact timetable@okanagan.bc.ca.
Sandra Mendoza
Enrolment Services Clerk, Kelowna

Describe a typical day: There’s no such thing as a typical day in the Registrar’s Office. From the time I arrive at work there is almost non-stop interaction with staff and students. I work with students in all matters surrounding getting them registered into classes, taking payments, preparing transcripts and many other services. No two days are the same but the best days are when I can spend more time with each student and hear about their goals, achievements and sometimes their difficulties.

Favourite part of your job: Working with the students.

Hobbies outside of work: Writing, reading, walking, cycling and volunteering to name a few!

Family: I’ve been with my husband for 36 years. We have two sons, one daughter, one daughter-in-law, one son-in-law and two grandsons.

Dream vacation spot: Tahiti

Where were you born/raised: Christchurch, New Zealand

How long have you worked at Okanagan College: Two years in Vernon, eight years in Penticton, five years in Kelowna and seven years combined at both Kelowna campuses (OUC before the split.)

Future Plans: I see retirement as a segue into a new career which I am still working on.

Program Showcase

Studio Woodworking Certificate

Students who enjoy fine woodworking and may have a goal of becoming self-employed with their own shop or studio should consider the Studio Woodworking Certificate program. Tim Diebert, Instructor of Studio Woodworking, says people “best suited to studio woodworking (are) focused, detail centric, creative and independent thinkers/workers.”

The program at Okanagan College covers a wide range of topics, including traditional hand skills and tools, drafting and layout, jig making, major machinery, AutoCAD and CNC woodworking machines, finishing, photography and the business of being a studio woodworker. Tim himself has worked as a fine woodworker, completing projects in boatbuilding, custom guitar making, restoration, building staircases and he even built a spaceship out of wood for a Disney movie.

Graduates from the program will have the skills to start out in a cabinet or millwork shop or find work in restoration, pattern making, furniture making, boat building, movie work or finishing carpentry. According to Tim, “Seven and a half months in Studio Woodworking gets you partway down the road, it is up to the student to make the choices that will decide the route and how far you get.”

For further information, visit the Studio Woodworking website: www.studio-woodworking.com/index.html or the College Calendar of programs for admission requirements.

Happy Holidays!

Students Alex McGregor and Taylor Dees dressed up as Santa and Mrs. Claus at the annual student appreciation event ‘Tis the Season, held November 28 in Kelowna.