



Volume 8 | Issue 6

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Applications Open

Please note, applications open as follows:

January 15, 2018 at 8:30 a.m. applications opened for:

- All Winter 2019 programs except Trades Foundation programs (many are already open)

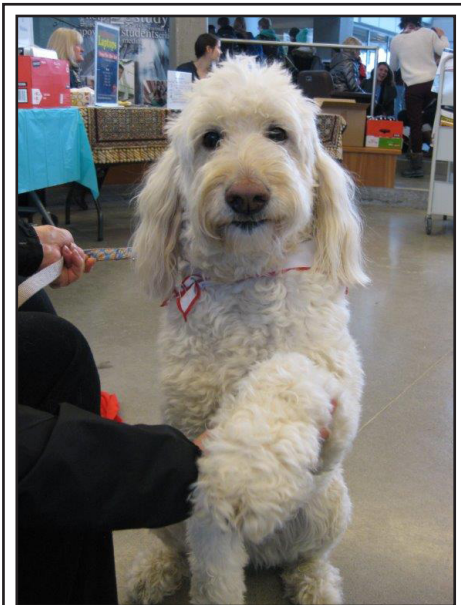
February 1, 2018 at 8:30 a.m. applications open for:

- All Summer 2018 academic programs
- ESL
- ABE
- Remaining Trades Foundation programs

Dates are subject to change

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Therapy dogs from St. John's Ambulance will return to the Kelowna campus on February 8 to visit with students during the annual winter Stress Buster event.

Inactive Course and Program Deletions

Once again the Registrar's Office will be contacting program Chairs and Deans in February with a list of programs and courses that have not been offered in the past three years. We will be asking for a review of these lists to see if they can be deleted in an effort to keep the Calendar as up to date as possible.

This is an annual review during which all programs and/or courses to be deleted are presented to Education Council under one motion. All courses or programs that are deleted will always be available in the institutional electronic archives. We appreciate your attention to this email when it is sent out in February.



Okanagan College
Registrar's Office

www.okanagan.bc.ca/registrar

January 2018

Education Council News

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

New Program

Automotive Service Technician Foundation

This reflects changes to the ITA harmonized Automotive Service Technician Red Seal program. Proposed date of implementation is February 2018.

Welding Foundation

This reflects changes to the ITA harmonized Automotive Service Technician Red Seal program. Proposed date of implementation is January 2018.

Program Revision

ESL Certificate

Graduation requirements have been added.

Proposed date of implementation is February 2018

New Courses

- CMNS 103 - Digital Media for Trades Educator
- ENGL 299 - Special Topics (Identified topic)

Course Revisions

- HIST 122 - Canada Since 1867
- HIST 206 - Aboriginal-Settler Relations in Canada
- ESLE 010 - ESL Listening and Speaking Level 1
- ESLE 020 - ESL Listening and Speaking Level 2
- ESLW 011 - Introduction to Writing
- ESLW 021 - Writing Improvement
- ESLR 012 - Introduction to

Reading

- ESLR 022 - Reading Improvement
- EAPD 010 - Academic Discussion 1
- EAPD 020 - Academic Discussion 2
- EAPD 030 - Academic Discussion 3
- EAPD 040 - Academic Discussion 4
- EAPR 010 - Academic Reading Skills 1
- EAPR 020 - Academic Reading Skills 2
- EAPR 030 - Academic Reading Skills 3
- EAPR 040 - Academic Reading Skills 4
- EAPW 010 - Academic Writing Skills 1
- EAPW 020 - Academic Writing Skills 2
- EAPW 030 - Academic Writing Skills 3
- EAPW 040 - Academic Writing Skills 4

The next regular Education Council meeting is scheduled for February 1, 2018.

Details of EdCo approvals can be found at: www.okanagan.bc.ca/edco.

Please note that all new programs and all program changes require Board approval.

Important Dates Schedules

Important date schedules (program schedules) are now available for all programs with the exception of AACCP.

Also of note, all 2018-19 schedules will be corrected to show the College will be open December 24, not closed as of December 21.

All schedules can be found at okanagan.bc.ca/dates.

January 2018

- 24** Grad Fair for Trades students
- 26** Big White Hang 10
- 29** Resume Workshop
- 30** Cover Letter Workshop
- 31** Networking Workshop

February 2018

- 1** Applications open (see page 1)
- 1** Mock Interviews
- 7** Business Expo and Employment Fair
- 8** Kelowna Stress Buster student event
- 12** Family Day (College closed)
- 13-16** Mid-semester study break
- 15** Experience OC (Kelowna)
- 23** Big White Hang 10

OC Winter Recruitment Events

Salmon Arm

New and returning Salmon Arm students were welcomed the first week of the Winter semester with cookies, hot chocolate and welcome tables offering resources and advice from the various service providers on campus. A mini library session was also offered, covering topics such as how to login to computers, library research skills and Success Centre resources.

In February, Grade 10 students will have the opportunity to explore the Salmon Arm campus and Trades Facility while learning about OC programs and services.

Salmon Arm recruiter Mehrnaz Kobari will attend the Third Annual Technology Meet-Up on February 20, a collaborative initiative between School District 83 and the Salmon Arm Economic Development Society. This event brings local post-secondary institutions and the tech industry under one roof in a trade-show style setting. This is a great opportunity for over 600 students to learn about the various tech industries and the education required to get them into tech careers.

Vernon

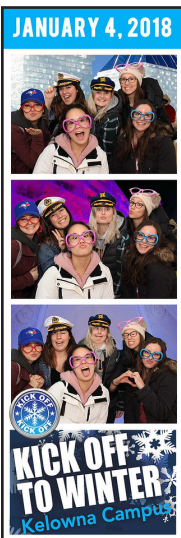
The Vernon Campus welcomed students back with an information table loaded with free cookies and coffee. Students were able to ask questions, get directions and tours of the campus.

The Vernon Students' Association (VSAOC) held their ninth bi-annual Campus Food Drive January 23 and 24. Students purchased raffle tickets for 50 cents for a chance to win thousands of dollars worth of prizes. All proceeds raised were in support of the Student Food Bank on campus.

Campus recruiter Tawnya Cameron will present a Spring Spotlight Session in early March, featuring Arts, Science and Business. Sessions will be led by faculty and include student speakers as well as a parent to speak about what to expect when your son/daughter is starting post-secondary. Tawnya is also developing a new seminar for students and parents about debunking the myths of college.

Tawnya is also asking all Vernon faculty to mark their calendars for the annual Experience OC event the morning of Wednesday, May 2. High school students will get to choose three 40-minute sessions. Last year's event drew more than 500 students from Vernon, Lumby, Enderby and Armstrong.

Kelowna



This January, Kelowna students were welcomed to campus by staff and treated to hot breakfast sandwiches, pastries and coffee from McDonald's their first morning back on campus. Later that day the second annual Bingo Night was held with one student winning \$250 in gift cards from Save On Foods. More than 17 community and campus service tables were set up for the annual Welcome Back Lunch. Students enjoyed a photo booth, hot lunch, giant games and many free prizes! Friday's events included a hot chocolate and donut bar, free skating and pub night at a local establishment.

Blake Edwards, Kelowna campus recruiter, continues to prep for Experience OC and reconnect with high schools. This year, Experience OC-Kelowna is being redesigned to fully encompass the entire experience of OC in addition to the academic experience. High school students will have the option to register in over 40 different sessions this year. Thank you to all those hosting sessions! An addition to this year's event is an Expo Fair for Resources and Services during the lunch period so students can explore and discover all of what OC has to offer.

In addition to Experience OC, Blake will be attending more MAP presentations and setting up 'Ask Blake' office hours in the high schools.

Penticton

It has been an exciting few weeks at the Penticton campus! The semester began with a Welcome Booth January 3 - 5 featuring smiling professors, staff, cookies, and information packages. Over 100 students



Reach Out

News from the Registrar's Office (Kelowna)

stopped by, grabbed a cookie and had their questions answered. This was a great way to connect with students during the first few days of the term.

On January 10, 300 students were treated to vegetarian chili and a bun, cookies, tons of games and prizes and Student Service interactive information booths at the annual Welcome Back Orientation Event. The Price is Right-style Plinko game led by Recreation and Athletics was a hit with over 200 prizes handed out. The famous Pepsi Challenge stumped 40 per cent of the students who swore they knew the difference between Pepsi and Coke. A huge thank you to everyone who volunteered and made this a successful event.

Okanagan College hosted a booth for Penticton Family Literacy Day on January 23 from 10 a.m. – 3 p.m. in the Cherry Lane Shopping Centre. The event is designed to connect children, youth, teens, adults, seniors and families with commercial businesses, service providers and non-profit organizations that support literacy initiatives.

Okanagan College is also hosting a booth at the Canadian Home Builders Association Home and Reno Show March 3 and 4 at the Penticton Trade and Convention Centre from 10 a.m. – 5 p.m. If you would like to volunteer at this event, please contact Liana Swedahl at lswedahl@okanagan.bc.ca. There will be over 130 displays featuring home building, decorating, and renovating products.

Penticton's Experience OC event will take place on April 30. A call out for session leaders and volunteers will be sent soon. Please contact Liana Swedahl (lswedahl@okanagan.bc.ca) if you would like to participate in providing a session for visiting high school students.



Academic Integrity Policy Update

Please review the following policy as there have been changes made. This replaces the Calendar policy on plagiarism and cheating.

Academic Integrity

1. Principles of Academic Integrity

- Academic integrity is a cornerstone in the development and acquisition of knowledge. It is founded on values of trust, fairness, respect, honesty and responsibility[1]. Academic integrity protects the quality of education at Okanagan College.
- It is expected that all students will adhere to these ethical values in all of their activities at the College. Students who are in doubt as to what constitutes a violation of academic integrity in any particular instance should consult their College professor, vocational instructor, distance education tutor or continuing education instructor ("Instructor").

[1] see the Centre for Academic Integrity, Clemson University; see www.academicintegrity.org

2. Scope

This policy applies to all current and former students and applies to all course activities.

3. Academic Integrity Violations

1. If an Instructor suspects that a student has acted in a manner that would normally be perceived as a violation of this policy, but the Instructor believes that the student was not acting with dishonest intent and that the student's actions may have been due in part to the student's weak scholarship and/or a lack of understanding of what constitutes academic integrity, the Instructor shall consult with the student. Poor scholarship, with no dishonest intent, is not a violation of academic integrity. That consultation will include:

- a. the Instructor's concerns regarding the student's actions that have resulted in the need for the consultation;
 - b. reviewing the principles of academic integrity;
 - c. possible repercussions that a student would face if found in violation of this policy; and
 - d. any other points as the Instructor determines.
2. Academic integrity violations covered by this policy can take a number of forms. While the following list of examples characterizes the most common instances of integrity violations, the list is not intended to be exhaustive:
- a. Plagiarism includes but is not limited to, when a student:
 - i. submits or presents work of another person, in whole or part, as that of the student's own work;
 - ii. fails to provide adequate attribution (author/creator must be acknowledged in the text, in footnotes, in endnotes, or in another accepted form of academic citation) to an author or creator whose work is incorporated into the student's work, including another person's words, ideas, or entire works;
 - iii. paraphrases material from a source without sufficient acknowledgement;
 - iv. does not ensure the work is the student's own after the student has sought assistance from a tutor or other scholastic aids.
 - b. Cheating in assignments, projects, examinations or other forms of evaluation, may include, but is not limited to:
 - i. using or attempting to use another person's answers/work;
 - ii. purposely exposing or providing answers to another student(s), or failing to take reasonable measures to protect answers from use by another student(s);
 - iii. unless permitted by the Instructor, a student submitting identical or virtually identical assignments/materials for evaluation, in the case of students who study/work together, or otherwise, as the student's own work;
 - iv. sharing information or answers when doing take-home or take-away assignments, tests or examinations except where the Instructor has authorized collaborative work;
 - v. consulting with another person or unauthorized use or possession of materials or equipment in a lab, test or examination, including, concealing and accessing such aids outside the evaluation room during the evaluation period (e.g. emergency evacuation, washroom break, etc.);
 - vi. resubmitting altered test or examination work after it has already been evaluated;
 - vii. students communicating with one another in any way during a test or examination;
 - viii. accessing or attempting to access examinations or tests before the student is authorized to do so;
 - ix. impersonating another student on a lab, examination or test, facilitating the impersonation of a student, unauthorized use of another person's signature or identification in order to impersonate someone else, or benefiting from the results of such impersonation. Impersonation includes both the impersonator and the person initiating the impersonation.
 - c. Multiple submissions - submitting the same, or substantially the same, work more than once (whether the earlier submission was at the College or another institution) unless prior approval has been obtained from the Instructor to whom the material is to be submitted.
 - d. Aiding or attempting to aid others in any academic integrity violation.

e. Academic fraud:

- i. falsifying or submitting false records or information, orally or in writing;
- ii. failing to provide relevant information when requested;
- iii. falsifying or submitting false documents, transcripts or other academic credentials.

f. Any behaviour that undermines the College's ability to evaluate a student's academic achievement, or any behaviour that a student knew, or reasonably ought to have known, could gain him/her or others unearned academic advantage or benefit, is a violation of academic integrity.

4. Procedures - Academic Integrity Violation

1. If a student is suspected of violating this policy during an examination, the Instructor, in most cases, should allow the student to complete the examination. Unless the Instructor deems it necessary, the examination shall not be interrupted. The Instructor shall take the following steps once the student in question has completed/submitted his/her examination:
 - a. the Instructor shall ask the student to remain in or return to the examination room after the examination period has ended and all remaining students have vacated the examination area;
 - b. the Instructor shall inform the student that he/she is suspected of violating this policy during the examination, and that the Instructor will be following the necessary procedures as outlined in this policy.
2. When an Instructor has grounds to suspect that a student has violated this policy in their course, the Instructor will:
 - a. provide to the student in writing information regarding the nature of the allegation;
 - b. allow the student an opportunity to respond to the allegation, whether in writing or verbally within five (5) days;
 - c. meet with the student to consider the student's account; and
 - d. discuss the incident in relation to the Academic Integrity Policy.
3. If the student fails to provide a response within five (5) days to the allegation or to participate in the process, the Instructor may continue with the process without the student's input. In exceptional circumstances, the five (5) day time limit for a response may be extended.
4. A student's withdrawal from a course will not end an inquiry into an allegation of a violation of academic integrity. The Academic Dean, Director, Associate Dean or Associate Director ("Dean/Director") has the right to assign the student a mark or grade at the conclusion of the inquiry.
5. If the Instructor reasonably believes that the student has violated the Academic Integrity Policy the Instructor will refer the matter to the Dean/Director for adjudication. The Instructor will provide the Dean/Director with the following information:
 - a. if applicable, a copy of the academic integrity related guidelines or directions from the course outline, any assignment specific guidelines or other instructions given to the student in the course that pertains to academic integrity;
 - b. copy of the written notice given to the student that outlined the allegation(s);

- c. the student's written reply, if provided, or a statement summarizing the student's verbal reply;
 - d. statement summarizing the meeting with the student;
 - e. any other pertinent information; and
 - f. the penalty that the Instructor recommends.
6. The Instructor and Dean/Director may meet to discuss the incident if either believes that discussion is warranted.
 7. The Dean/Director will contact the student to review the evidence and to hear the student's perspective. The Dean/Director may seek further clarification from the Instructor, if necessary, before making a decision on the matter.
 8. The Dean/Director will contact the Registrar's Office to determine if the student's record contains any confirmed academic integrity violations.
 9. Decision makers will make reasonable efforts to acquire all the information needed to make a fair decision, and will do so in an unbiased manner. For a finding of an academic integrity violation to be supported, based on the information presented, it must be more likely than not that the student committed an academic integrity violation.
 10. Where the student is found to have violated the Academic Integrity Policy, the Dean/Director will assess the seriousness of the violation, any mitigating circumstances, take into account any previous academic integrity violations, consider the Instructor's recommended penalty, and make a decision on the appropriate penalty.
 11. The Dean/Director will inform the student, in writing, of his/her finding and applicable penalty. The letter will constitute part of the student's record. The Dean/Director may also provide the student with a formal warning that any additional violation of the Academic Integrity Policy may include a recommendation for immediate suspension from the College.

5. Student Appeals of an Academic Integrity Violation

1. The Dean/Director's finding on an academic integrity violation is considered final.
2. A student may appeal the process or procedure that was followed if the student believes the investigation into the academic integrity violation was conducted in a manner that was not procedurally fair and impartial. The process may be appealed under the Final Appeal Tribunal policy.
3. A student wishing to initiate a review by the Final Appeal Tribunal must file a written notice of appeal with the Vice President, Education or his or her designate within ten (10) days of the student's receipt of the Dean/Director's decision.
4. In the event of a penalty entailing a suspension for just cause imposed by the President, the student has the right to appeal to the Okanagan College Board of Governors as per 37(4) of the College and Institute Act.