

**Okanagan College Education Council
Minutes of Thursday, January 12, 2017 4:00 pm
Room S103B Student Services Boardroom – Kelowna Campus**

Approved

Present: N deMelo, F Greenslade by phone, A Hay, R Huxtable, F Kelly, D Marques, G Morgan, J Muskens, C Newitt, N Noble-Hearle, S Rossouw, C Sahlmark, J Sigalet by phone, D Silvestrone, L Skulmoski, R Tyner, D Warren, P Wetterstrand

Regrets: D Cook, A Pope, N Noble Hearle

Absent:

Guests: Y Moritz, J Hobart, A MacMillan, J Rouse, M Barillaro, B Casavant, J Lister

Recorder: D Crommer

1. Determination of Quorum and Call to Order

J Muskens called the meeting to order at 4:00 pm

2. Adoption of the Agenda

Motion: A Hay/S Rossouw

“That Education Council approves the agenda as amended.”

- Add agenda item 3.2 – Approval of the minutes of the January 11, 2017 Operations meeting.
- Amend agenda item 5.3 to be Schedules – Pharmacy Technician Schedule and renumber remaining agenda items accordingly

Carried as amended

3. Approval of the Minutes

3.1 Approval of the minutes of the December 1, 2016 Education Council meeting as presented.

Motion: R Tyner/R Huxtable

“That Education Council approves the minutes of the December 1, 2016 Education Council meeting as presented.”

Carried

3.2 Approval of the minutes of the January 11, 2017 Operations Committee meeting as presented.

Motion: A Hay/P Wetterstrand

“That Education Council approves the actions of the January 11, 2017 Operations Committee meeting as presented.”

Carried

4. Business Arising – Election of Education Council Chair and vice chair.

4.1 Election of Education Council Chair

- J Muskens reviewed the process. Election for Chair and vice-chair are for the period ending June 30, 2017. Calls for chair and vice-chair will also occur in the spring for the next term of office. This is bi-election for a short term position.
- R Huxtable nominated Dennis Silvestrone – accepted.
- There being no other nominations, D Silvestrone was acclaimed Chair.

4.2 Election of Education Council vice chair

- J Muskens did the first call for vice chair of Education Council.
- R Tyner nominated P Wetterstrand – accepted
- C Sahlmark nominated S Rossouw – declined
- There being no further nominations, P Wetterstrand was acclaimed vice chair.

5. New Business

5.1 Curriculum recommended by the CPRC – STH

a. Course revision – COSC 122 Computers in Society

Motion: R Tyner/N deMelo

“That Education Council approves the course revision: COSC 122 Computers in Society as recommended by the CPRC – STH.”

- Y Moritz advised the department wants to change the course title to be in line with UBCO course and for the title to be more contemporary.
- D Warren added this will help with clarity for transfer credit.

Carried

b. Course revision – STAT 124 Business Statistics

Motion: N deMelo/C Sahlmark

“That Education Council approves the course revision: STAT 124 Business Statistics as recommended by the CPRC – STH.”

- J Hobart advised the Mathematics and Statistics department are clarifying the prerequisites to allow students from ‘any’ business program to enrol in this course.
- A member asked if enrolment is open to students from a non OC business program. J Muskens advised that our calendar applies to OC programs
- Y Moritz requested clarification as does this mean only an OC BUAD program. J Muskens advised that yes and asked J Hobart if the Math department allows students without the math admission requirement but who are enrolled in a BUAD program be allowed to take this course. J Hobart confirmed this is correct.
- A member referred to the prerequisites adding that the ‘B’ in Business should be a small ‘b’.

Carried

c. Course revision – MATH 114 Business Mathematics

Motion: D Marques/S Rossouw

“That Education Council approves the course revision: MATH 114 Business Mathematics as recommended by the CPRC – STH.”

- The rationale for revision is the same as for the STAT 124.

Carried

d. Course revision – MATH 139 Mathematics for Information Technology

Motion: P Wetterstrand/S Rossouw

“That Education Council approves the course revision: MATH 139 Mathematics for Information Technology as recommended by the CPRC – STH.”

- J Hobart advised the revision is to update the course description to include Boolean algebra is included in this course. He added this will help with transfer credit.

Carried

e. Program revision – Water Engineering Technology

Motion: N deMelo/S Rossouw

“That Education Council approves the program revision: Water Engineering Technology as recommended by the CPRC – STH.”

- A MacMillan advised the revision is the addition of a second math course as an option for students who are not successful in MATH 128. MATH 128 is a WET specific course and MATH 120 is a more general course that is about 80% similar in content.

Carried

5.2 Curriculum recommended by the CPRC – BUS

- a. New course – CA 201 PC2 Lab

Motion: C Sahlmark/D Warren

“That Education Council approves the new course: CA 201 PC2 Lab as recommended by the CPRC – BUS.”

- J Rouse referred to the program outline on page 21 where the changes can be more easily identified. The change includes a clear separation in the two levels of curriculum. J Rouse advised another challenge with program was the requirement of 400 hours of external work. The revision includes all the changes in the curriculum.

Carried

- b. New course – CA 250 Culinary Arts Co-op

Motion: Connie/Deb

“That Education Council approves the new course: CA 250 Culinary Arts Co-op as recommended by the CPRC – BUS.”

- J Rouse advised adding the co-op component will fulfil the 400-hour external work requirement as required by the ITA
- A member requested confirmation that the work experience can be completed in one semester. J Rouse confirmed this is correct.

Carried

- c. Course revision – CA 101 PC1 Lab

Motion: N deMelo/R Huxtable

“That Education Council approves the course revision: CA 101 as recommended by the CPRC – BUS.”

- J Rouse advised this revision is to ‘right’ the course by increasing the length from four weeks to six weeks.

Carried

- d. Course revision – CA 205 Restaurant

Motion: C Sahlmark/R Tyner

“That Education Council approves the course revision: CA 205 Restaurant as recommended by the CPRC – BUS.”

- This revision is similar to the previous courses and is the final component in the level two curriculum. The revision increases the length from three to five weeks.

Carried

- e. Program revision – Culinary Arts Certificate

Motion: S Rossouw/R Tyner

“That Education Council approves the program revision: Culinary Arts Certificate as recommended by the CPRC – BUS.”

- J Rouse advised that the program revision is to incorporate the new courses and course revisions into the program.

Carried

- f. Program revision – Culinary Management Diploma

Motion: D Warren/C Sahlmark

“That Education Council approves the program revision: Culinary Management Diploma as recommended by the CPRC – STH.”

- The program revision is to incorporate the new courses and course revisions into the program.

Carried

5.3 Pharmacy Technician schedule

- J Muskens advised the Pharmacy Technician program requires a change to the schedule for accreditation purposes.

Motion: L Skulmoski/N deMelo

“That Education Council approves the amended schedule for the Pharmacy Technician Program as presented.”

Carried

5.4 Standing Committee nominations

Motion: A Hay/P Wetterstrand

“That Education Council approves the nominee for the Operations Committee – as recommended by the Operations Standing Committee.”

One (1) Education Council voting member (faculty)

Nominee: Lukas Skulmoski for the period January 13, 2017 – July 31, 2017

Carried

Motion: P Wetterstrand/A Hay

“That Education Council approves the nominee for the Operations Committee as recommended by the Operations Standing Committee.”

One (1) Education Council voting member (faculty)

Nominee: Christopher Newitt for the period January 13, 2017 – July 31, 2018

Carried

5.5 Standing Committee Reports

a. Operations Committee

- The Operations Committee met to approve candidates for graduation for the January 14th Winter Convocation ceremony.

b. ARP Committee

- The committee will be meeting prior to the next Education Council meeting and expects to have a policy included on the agenda.

c. CCC Committee

- The committee has not met.

d. Tributes Committee

- The Tributes Committee has met and the report will be presented in camera.

5.5 In camera session

Motion: N deMelo/C Sahlmark

“That Education Council move in camera.”

Carried

a. Tributes presentation

- J Lister reviewed the PowerPoint presentation in detail for benefit of members participating by phone and provided information on each nominee.

Motion: D Warren/P Wetterstrand

That Education Council approves and recommends to the Board of Governors, the nominees for the 2017 Honorary Fellow designation as presented.

- A Hay noted the names of alternates are usually included with the information presented.
- J Lister advised there are no alternate names being presented at this time.

Carried

F Greenslade exited the meeting at 4:53

b. Candidates for graduation

Automotive Service Technician Certificate (May 30, 2016 to December 23, 2016 – Kelowna)

Motion: J Muskens/G Morgan

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Automotive Service Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the Automotive Service Technician Certificate.

Carried

Aircraft Maintenance Engineer Category “S” (Structures) Certificate (Kelowna)

Motion: J Muskens/A Hay

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Aircraft Maintenance Engineer Category “S” (Structures) Certificate and, therefore, recommends these candidates to Education Council for approval of the Aircraft Maintenance Engineer Category “S” (Structures) Certificate.

Carried

Business Administration Diploma

Motion: J Muskens/P Wetterstrand

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Diploma and, therefore, recommends this candidate to Education Council for approval of the Business Administration Diploma.

Carried

Medical Administrative Assistant Certificate (BC Campus)

Motion: J Muskens/L Skulmoski

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Medical Administrative Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Medical Administrative Assistant Certificate.

Carried

Motion: C Sahlmark/R Tyner

“That Education Council move out of in camera.”

Carried

6. Reports

6.1 Council Chair’s Report – D Silvestrone

- No report

6.2 President & Vice-President Education Report – A Hay

- A written report was distributed at the table. No questions or concerns arose from the written report.

6.3 Registrar's Report – J Muskens

- J Muskens advised she is working with the Regional Dean to improve teaching space at the Kelowna campus.
- The scheduling process is being reviewed.
- Policies related to academic probation are being reviewed.

6.4 Board of Governor's Report – Gloria Morgan

- No report

7. Date, Time of Next Regular Meeting – Thursday, March 9th

- Special Budget meeting – Thursday, March 23rd at 4:00 or 4:30 pm
The meeting time will be confirmed.

8. Deadline for Agenda Items – Wednesday,

9. Adjournment at 5:03 pm