Okanagan College Education Council
Minutes of Thursday, March 9, 2017 4:00 pm
Room S103B Student Services Boardroom – Kelowna Campus

Approved

Present: N deMelo, F Greenslade, A Hay, R Huxtable at 4:05, F Kelly, D Marques, G Morgan,
J Muskens, C Newitt, N Noble-Hearle**,** S Rossouw, C Sahlmark at 4:08, J Sigalet by
phone, D Silvestrone, L Skulmoski, R Tyner, D Warren, P Wetterstrand

Regrets: J Hamilton, A Pope

Absent:

Guests: P Ashman, N Fretz

Recorder: D Crommer

1.   **Determination of Quorum and Call to Order**
         D Silvestrone called the meeting to order at 4:00 pm

2.   **Adoption of the Agenda**
         Motion: D Warren/N deMelo
         "That Education Council approves the agenda as amended."
         -    Add 4.1 – Revised 2017 – 2018 Office Administration Schedules
         Carried as revised

3.   **Approval of the Minutes**
      3.1 Approval of the minutes of the January 12, 2017 Education Council meeting
            as presented.
            Motion: R Tyner/L Skulmoski
            "That Education Council approves the minutes of the January 12, 2017
            Education Council meeting as presented."
            -    Add G Morgan as attending the January 12th meeting
            Carried as revised

      3.2 Approval of the minutes of the February 17, 2017 Operations Committee
            meeting as presented.
            Motion: A Hay/L Skulmoski
            "That Education Council approves the actions of the February 17, 2017
            Operations Committee meeting as presented."
            Carried

4.   **Business Arising**
      4.1   Revised 2017 – 2018 Office Administration schedule
            Motion: D Marques/S Rossouw
            "That Education Council approved the revised 2017 – 2018 Office Administration
            schedule as presented."
            -    A member questions why 'no classes' are noted for Remembrance Day.
                 Remembrance Day falls on a Saturday and there are no classes scheduled
                 for Saturday and the 'no classes' is noted for the day on which
                 Remembrance Day is observed.
            Carried

5. **New Business**
   5.1 Curriculum recommended by the CPRC – STH
   a. Program revision – Electronic Engineering Technology Bridge to UBC Okanagan Electrical Bridge

   Motion: D Warren/F Greenslade
   "That Education Council approves the program revision: Electronic Engineering Technology Bridge to UBC Okanagan Electrical Bridge Program as recommended by the CPRC – STH."
   - P Ashman advised this is a cleanup to the program description. All other programs have this bridging language and the wording was missed for this program.

   Carried

   b. Course revision – NTEN 123   Network Applications of Analog and Digital Systems

   Motion: D Warren/S Rossouw
   "That Education Council approves the course revision: NTEN 123 Network Applications of Analog and Digital Systems as recommended by the CPRC – STH."
   - N Fretz advised the revision is to include a prerequisite which was previously missed.

   Carried

   c. Course revision – NTEN 207   Enterprise Communications

   Motion: R Tyner/F Kelly
   "That Education Council approves the course revision: NTEN 207 Enterprise Communications as recommended by the CPRC – STH."
   - N Fretz advised that NTEN 123 fits between 113 and 207 and this revision will provide the appropriate alignment of courses in the program.

   Carried

   d. Course revision – NTEN 228   Scripting for Network and System Administrators

   Motion: L Skulmoski/F Greenslade
   "That Education Council approves the course revision: NTEN 228 Scripting for System Administrators as recommended by the CPRC – STH."
   - Previously the content for this course was 'nice to have' and is now central to industry. The course number is being changed from NTEN 228 to NTEN 128 and will be offered in the second semester with NTEN 127.
   - The department worked with the PAC and industry and determined that the Math component is not critical unless the student is going on to a degree. As a result MATH 149 is being eliminated from the program.

   Carried

   e. New course – NTEN 223   Internet of Things

   Motion: C Sahlmark/P Wetterstrand
   "That Education Council approves the new course: NTEN 223 Internet of Things as recommended by the CPRC – STH."
   - N Fretz advised this is a new course and noted that while the course name appears to lack imagination, it is a common name in industry. He added this is a big topic area and more of this content is required for students.

   Carried

   f. Program revision – Network and Telecommunications Engineering Technology Diploma

   Motion: D Warren/R Tyner

"That Education Council approves the program revision: Network and Telecommunications Engineering Technology Diploma as recommended by the CPRC – STH."
- N Fretz advised the program revision is a summary to include all changes
- The correct implementation date is <mark>August 2017</mark>
- Small change in tuition for students due to extra hours and lab hours.

Carried

g.   New course – MATH 390   Special Topics in Mathematics
Motion: D Warren/S Rossouw
"That Education Council approves the new course: MATH 390 Special Topics in Mathematics as recommended by the CPRC – STH."
- P Ashman advised that the department has a strong set of students this year and they want to offer more courses in an effort to retain the students.
- A member asked if the students will be able to take the same course, once as at the 300-level and at the 400-level. P Ashman confirmed that students would take the same course adding the expectation is the rigour will be at a different level. P Ashman noted that he believes the department is not planning to duplicate courses and believes the 400-level course may be more of a continuation at an in-depth level.

Carried

h.   New course – MATH 490   Special Topics in Mathematics
Motion: N Noble Hearle/D Warren
"That Education Council approves the new course: MATH 490 Special Topics in Mathematics as recommended by the CPRC – STH."
- This is the same as the above course but at the 400-level.

Carried

i.   New course – STAT 310   Regression Analysis
Motion: C Sahlmark/S Rossouw
"That Education Council approves the new course: STAT 310 Regression Analysis as recommended by the CPRC – STH."
- This course has been developed to support the post baccalaureate in Business. The course will also stand on its own as an advanced Statistics course.

Carried

j.   New course – STAT 311   Modern Statistical Methods
Motion: R Tyner/D Warren
"That Education Council approves the new course: STAT 311 Modern Statistical Methods as recommended by the CPRC – STH."
- This course is also being developed for the post baccalaureate in Business.
- A member asked why the term 'modern' in used in the course title. P Ashman advised he is not certain unless the department is trying to differentiate it from other courses and he thinks the intent is to talk about modern statistical methods.
- The member reiterated that the title is a bit of a concern.
- A member questioned the prerequisites and P Ashman advised the intent is that current graduates would meet these prerequisites in order to have the background and be more successful in this course.
- A member noted the course title matches the course title at UBCO.
- A member referred to the UBCO calendar advising the UBC course does not have a lab component
- P Ashman indicated the OC Math department decided to offer the course as a more hands on course and have include the lab component.

- It was noted the course description is slightly different than the one in the UBCO calendar.

Carried

k.   New course – STAT 390   Special Topics in Statistics
Motion: S Rossouw/D Warren
"That Education Council approves the new course: STAT 390 Special Topics in Statistics as recommended by the CPRC – STH."
- P Ashman advised this is the same as the MATH 390, but in STATS

Carried

l.   New course – STAT 490   Special Topics in Statistics
Motion: D Marques/P Wetterstrand
"That Education Council approves the new course: STAT 490 Special Topics in Statistics as recommended by the CPRC – STH."
- This is the same as the above course but at the 400-level.

Carried

m.   Course revision – COSC 224   Projects in Computer Science
Motion: D Warren/L Skulmoski
"That Education Council approves the course revision: COSC 224 Projects in Computer Science as recommended by the CPRC – STH."
- P Ashman advised the seminar part of the class is being removed from this project course as there has been a change to the way the course is being taught.

Carried

n.   Program revision – Bachelor of Computer Information Systems
Motion: F Greenslade/C Sahlmark
"That Education Council approves the program revision: Bachelor of Computer Information Systems as recommended by the CPRC – STH."
- The program revision includes the resequencing of courses.

Carried

5.2 Annual Programming Plan & ITA Plan
a.   Annual Programming Plan
- A Hay advised the Annual Programming Plan includes all programming at OC and the ITA plan includes trades programs at OC. There are several sections to the document and **Section A**, the first six pages list programs currently offered.
- **Section B** on page seven, list programs undergoing changes. The list includes SCMT as a 2-year program in 2017.
- **Section C** on page eight indicates that low enrolment elective courses may be discontinued depending on student demand. Arts X being delayed for one year.
- **Section D** on page eight includes a list of programs that have special sources of funding. The Viticulture Technology Diploma is on this list as it is being funded by industry. The institution is hoping for some federal finding to offer the Foundational programming in section D. There is no science courses included in the list as science is more expensive to offer due to the lab components. The Animation program is expected to be offered in the fall.
- **Section E** includes programming the institution would like to offer. The 2-year SCMT diploma should be included in this section. Other sources of funding are required in order for OC to offer these programs.

- A Hay indicated that funding for the AA Emphasis – Resistance and Revolution may be included in the budget.
- New Science programming will require funding. The institution is looking to increase funding in order to offer additional Foundational programming.
- Government or ITA funding will be required in order to offer Trades Foundation programming.
- D Silvestrone clarified that the CS program title is slightly off, adding they have identified funding to offer the program.
- A member asked about the possibility of future JIBC offerings at the Penticton Campus.
- R Huxtable advised he is committed to going forward with this for the next year. There is a possibility that the Bachelor of Law Enforcement could be offered in Penticton. The details are being worked on and it is an ongoing discussion.
- A member asked how many students would be required for the program to be offered. R Huxtable 18 – 24 students would be required.
- A member asked for clarification as to why the APP is included on the agenda and what kind of feedback was being sought.
- A Hay advised the Board of Governors seeks advice from Education Council on the Annual Programming Plan and that is included in the College and Institutes Act.

b. ITA Plan
- A Hay provided a bit of background information on the ITA. The ITA is a government body and provides most of the funding for trades programming. Apprenticeship is considered short term training leading to employment. Each year the ITA advises all institutions of any changes to funding which may result in either more or less training to be offered. This year OC received funding to maintain the status quo from last year's starting point without any additional offerings.
- A Hay referred to the table included in the report as a starting point. OC offered one motor vehicle repair intake and funding was used to offer the steamfitter/pipefitter program.
- There are budget amounts attached to each of the trades and that amount can change each year. Last year the ITA allowed 17 or 18 students per class and for 2017 – 2018 ITA has capped all classes at 16 students per class. International students in trades are not funded by the ITA
- A member noted that this seems unreasonable as capping enrolment and reducing sections only add to the backlog in some areas. A Hay acknowledged this is not ideal and it is what we have to deal with.

Motion: P Wetterstrand/D Warren
"That Education Council recommends the 2017 – 2018 Annual Programming Plan and the 2017- 2018 ITA Plan to the Board as presented.
Carried

5.3 Standing Committee nominations
Motion: F Greenslade/L Skulmoski
"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: Danny Marques for the period March 10, 2017 to July 31, 2018
Carried

Motion: D Warren/D Marques
"That Education Council approves the nominee for the Curriculum Criteria and Calendar Committee as recommended by the Operations Standing Committee."
    One (1) Education Council voting member (faculty)
    Nominee: Luke Skulmoski for the period March 10, 2017 to July 31, 2017
Carried

5.4 Call for Chair of Education Council
- The Chair turned the meeting over to J Muskens.
- J Muskens asked for the first call for nominations for the position of Chair of Education Council.
  - o R Huxtable nominated C Newitt. C Newitt will consider the position and confirm either way at the next meeting.
  - o No other nominees, J Muskens ended the first call.
- J Muskens asked for the first call for nominations for the position of vice chair of Education Council.
  - o F Greenslade nominated D Marques.
  - o D Marques advised he would like to think about the position and will confirm either before the next meeting or at the meeting.
  - o There being no other nominees J Muskens advised the second and third calls will take place at the next April 6th meeting.
- A member indicated he is unclear on the by elections and unexpected vacancies. J Muskens advised she will gather the information for inclusion on the next agenda.

5.5 Standing Committee Reports
a.   Operations Committee
- The committee met in February in the absence of an Education Council meeting and the minutes are included.

b.   ARP Committee
- The committee did not meet in February. Policies are being worked on, have been discussed at Deans' Forum and will be coming to Education Council at a future meeting.

c.   CCC Committee
- The committee has not met.

d.   Tributes Committee
- The committee has not met and will be meeting in mid-March.

5.6 In camera session
Motion: A Hay/D Warren
"That Education Council move in camera."
Carried

Accounting/Bookkeeping Certificate (September 6, 2016 to February 9, 2017 – Kelowna)
Motion: J Muskens/A Hay
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Accounting/Bookkeeping Certificate and, therefore, recommends these candidates to Education Council for approval of the Accounting/Bookkeeping Certificate.
Carried

Associate of Arts (Out of Sequence – Graduation Date December 31, 2015)
Motion: J Muskens/N deMelo
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Associate of Arts Degree and, therefore, recommends this candidate to Education Council for approval of the Associate of Arts Degree.
Carried

Bachelor of Business Administration Degree (Out of Sequence – Graduation Date June 4, 2016)
Motion: J Muskens/D Marques
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Bachelor of Business Administration Degree and, therefore, recommends this candidate to Education Council for approval of the Bachelor of Business Administration Degree.
Carried

British Columbia Adult Graduation Diploma (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/C Newitt
The Registrar has verified that the candidate listed herein has satisfied all requirements for the British Columbia Adult Graduation Diploma and, therefore, recommends this candidate to Education Council for approval of the British Columbia Adult Graduation Diploma.
Carried

Business Administration Diploma (Out of Sequence – Graduation Date August 16, 2013)
Motion: J Muskens/D Warren
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

Civil Engineering Technology Diploma (Out of Sequence – Graduation Date January 16, 2016)
Motion: J Muskens/S Rossouw
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Civil Engineering Technology Diploma and, therefore, recommends this candidate to Education Council for approval of the Civil Engineering Technology Diploma.
Carried

Culinary Arts Certificate (February 9, 2016 to February 3, 2017 – Kelowna)
Motion: J Muskens/F Kelly
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Culinary Arts Certificate and, therefore, recommends these candidates to Education Council for approval of the Culinary Arts Certificate.*** Add two with distinctions.***
Carried

Early Childhood Education Certificate (Out of Sequence – Graduation Date December 31, 2015)
Motion: J Muskens/R Tyner

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

English for Academic Purposes Certificate (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/N Noble Hearle
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

Health Care Assistant Certificate (August 22, 2016 to February 22, 2017 – Kelowna)
Motion: J Muskens/P Wetterstrand
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

Metal Fabricator (Fitter) Certificate (September 12, 2016 to February 24, 2017 – Kelowna)
Motion: J Muskens/L Skulmoski
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.
Carried

Office Assistant Certificate (Out of Sequence – Graduation Date March 9, 2017)
Motion: J Muskens/R Huxtable
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Office Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Office Assistant Certificate.
Carried

Office Assistant Certificate (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/C Sahlmark
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Office Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Office Assistant Certificate.
Carried

Office Assistant Certificate (September 6, 2016 to February 10, 2017 - Kelowna)
Motion: J Muskens/F Greenslade
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Office Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Office Assistant Certificate.
Carried

Practical Nursing Diploma (Out of Sequence – Graduation Date January 11, 2014)
Motion: J Muskens/A Hay
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Practical Nursing Diploma and, therefore, recommends this candidate to Education Council for approval of the Practical Nursing Diploma.
Carried

Welder Foundation Certificate (Out of Sequence – Graduation Date February 2, 2017)
Motion: J Muskens/N deMelo
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Welder Foundation Certificate and, therefore, recommends this candidate to Education Council for approval of the Welder Foundation Certificate.
Carried

Welder Foundation Certificate (Out of Sequence – Graduation Date January 27, 2017)
Motion: J Muskens/D Marques
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Welder Foundation Certificate and, therefore, recommends this candidate to Education Council for approval of the Welder Foundation Certificate.
Carried

Motion: C Newitt/F Kelly
"That Education Council move out of in camera."
Carried

6. **Reports**
   6.1 **Council Chair's Report** –
   - D Silvestrone advised he has and will attend the CPRC meetings as his schedule allows. He is looking at filling the vacant seats on other standing committees.
   - He added he would like to recommend to Council that they consider the possibility of a planning retreat to identify priorities to pursue. He believes Council should also consider what the foundational pieces of council are. He added this is not for discussion today but for discussion at a future meeting.

   6.2 **President & Vice-President Education Report** – A Hay
   - A Hay advised there is lots of good news as to how our students have been doing.
   - A member request questioned clarification on the comments generated from other institutions after PSIPS posting for the Animation program. Comments from one institution were very complimentary while comments from another were less complementary. The Dean has been provided with all the feedback.
   - B Dietz will be heading up the Quality Assurance Process.

   6.3 **Registrar's Report** –
   - J Muskens reported that the Academic Integrity Policy will be going to the ARP committee for review. She added there is a committee working on the Final Exam Policy and also a Policy on General Appeals, other than Academic. These should be coming through later this year.

   6.4 **Board of Governor's Report** –

- G Morgan reported that at the January meeting, the Board Chair and vice chair were re-elected for another term.
- An OCSU delegation gave a presentation on student services and revenue. The OCSU has determined this is an area of increasing importance. Student Services is researching this issue to identify funding and prioritization.
- The Board approved a 2% increase in domestic tuition and mandatory fees and a 5% increase in international tuition. Both increases are to be effective for the fall 2017 term.
- The Board approved the Honorary Fellow candidates as presented.
- Program schedules, program revisions and the new Hospitality Service Training Certificate were approved by the Board.
- The next Board meeting will be on March 28th at which time the 2017/18 budget will be presented for approval.

7. **Date, Time of Next Regular Meeting –** Thursday, April 6th
   Special Budget meeting – Thursday, March 23rd at 4:00/4:30 pm

8. **Deadline for Agenda Items –** Wednesday, March 22, 2017

9. **Adjournment** at 5:43 pm