

**Okanagan College Education Council  
Minutes of Thursday, May 3, 2018 4:00 pm  
Room S 103B Student Services Boardroom – Kelowna Campus**

**Draft**

**Present:** W Gillett, A Hay, R Johanson, F Kelly, A Lang, D Marques, J Muskens, N Nesbitt, C Newitt (by phone), A Pope, R Tyner, D Warren, N Nesbit, D Silvestrone, R Alejandre (at 4:11)

**Regrets:** N Davis, N Noble-Hearle, J Hamilton

**Absent:** N Bowman, T Walters, P Wetterstrand, R Sawatzky

**Guests:** L Thurnheer, L Kraft, N Deagon

**Recorder:** M Welsh

**1. Determination of Quorum and Call to Order**

D Marques called the meeting to order at 4:01 pm.

**2. Adoption of the Agenda**

**Motion:** R Tyner/ R Johanson

That Education Council approves the agenda as presented.

**Carried**

**3. Approval of the Minutes**

**Motion:** A Lang/ D Warren

That Education Council approves the minutes of the April 5, 2018 Education Council meeting as presented.

**Carried**

**4. Business Arising**

**5. New Business**

**5.1 Curriculum recommended by the CPRC – STH**

a. Course revision- HSW 211 Politics and Perspectives on Disability

**Motion:** R Johanson/ N Nesbitt

That Education Council approves the course revision: HSW 211 Politics and Perspectives on Disability as recommended by the CPRC- STH:

- N Deagon explained the reason for the revision as being reflective of new language in the community. The word “disability” is self limiting, while “inclusion” is more inclusive, which is the message the department wants to get across.
- Some other language in the course description is changing as well. It is just semantic adjustments to rectify any “disability-like” language.

**Carried**

b. Program revision- Human Service Work Diploma

**Motion:** A Pope/ A Lang

That Education Council approves the program revision: Human Service Work Diploma as recommended by the CPRC – STH:

- The minor revisions to the above motion’s title and description in the calendar required a program revision as well. This follow up supports the course change.

**Carried**

- c. Course revision- COSC 320 Analysis of Algorithms

**Motion:** D Warren/ R Johanson

That Education Council approves the course revision: COSC 320 Analysis of Algorithms as recommended by the CPRC – STH:

- L Kraft advised that the revision is in two parts, the first being the inclusion of lab hours. This is a course that has not been offered for a number of years and the department has decided to add applied components. The second is the removal of the MATH 221 prerequisite. This is not needed because the same concepts are incorporated in the COSC 221 and COSC 222 prerequisites.
- A member questioned why there was no indicated cost to the revision. L Kraft advised that the cost is covered in the work load that already exists.

**Carried**

- d. Program revision- Bachelor of Computer Information Systems

**Motion:** R Tyner/ D Silvestrone

That Education Council approves the program revision: Bachelor of Computer Information Systems as recommended by the CPRC – STH:

- L Kraft advised that the revision reflects the inclusion of lab hours for COSC 230 and removes the combination of MATH 111, STAT 121, and COSC 221, because MATH 111 and STAT 121 do not meet the prerequisites of COSC 221.
- MATH 120 is being removed as an elective option as it is not applicable for the BCIS program. Y Moritz will be meeting with other areas of the science faculty to determine if a similar change is appropriate else where.
- Members discussed the difference in available Math courses at different campuses. Members were concerned that the change in prerequisites was limiting students' choices for Math course options, particularly at other campuses.

**Carried**

## **5.2 Curriculum recommended by the CPRC – BUS**

- a. Transfer Credit- BUAD 116 Marketing

**Motion:** R Johanson/ A Lang

That Education Council approves the transfer credit equivalency for Entrepreneurship 11 and Marketing 11 in the BC high school system as equivalent to BUAD 116 Marketing as recommended by the CPRC-BUS:

- L Thurnheer explained that OC currently has a similar arrangement with Accounting 11 and Accounting 12. This has rejuvenated OC's connection with the Penticton high schools, with an additional 150 students for OC to recruit.
- The department met with teachers from the Penticton school district to examine the curriculum, learning outcomes, and textbooks for Marketing 11 and Entrepreneurship 11. They determined that together the courses are equivalent to BUAD 116 and the College would like to give students the credit.
- L Thurnheer clarified that this is not dual credit, but a transfer credit.
- The department is hopeful that a number of students from Penticton will come for fall recruitment.
- A member questioned whether students needed a minimum of 80% in both courses in order to transfer. L Thurnheer advised that the students simply need to pass the courses. The courses together match 80% of the curriculum for BUAD 116, which is more than the minimum threshold for transfer credit.
- A member asked for clarification behind the process to review the high school curriculum to ensure it is relevant and comparable. L Thurnheer answered that there is no formal process, but that the department has a strong relationship with high school teachers and counsellors; when their curriculum changes, OC is advised.

- The member questioned whether a mandatory review process is something the College should consider. L Thurnheer noted that in her experience, the students succeed and there is no concern for them meeting standards.
- A member asked for clarification as to whether the high school courses reflect the current change in marketing. L Thurnheer explained that these are new courses in the high school system and that they recognize changes in marketing. Marketing changes daily and the entire program has been redone in the past three years. The department is proud of its professors and the courses are reflective of the current marketing climate.

**Carried**

**b. New course – BUAD 114 HR Metrics & Analytics**

**Motion:** N Nesbitt/ A Lang

That Education Council approves the new course: BUAD 411 HR Metrics & Analysis as recommended by the CPRC- BUS:

- This is an exciting new courses in the human resource management area.
- L Thurnheer described how the department went through a rigorous accreditation process three years ago. In the process, a missing element was found to be a metrics and analytics course.
- L Thurnheer compared the course to statistics. Students would look at the number of sick days employees take, computerize the data, and use that data to benefit the workforce.
- The course was originally a selected topics course for two years as a test. During this period, the course was tweaked and fine tuned and now has potential to be a permanent course.
- L Thurnheer noted that the department has been begged and pleaded by other colleges for a copy of the BUAD 411 outline, as they have a similar gap in their courses.
- The course offers exciting curriculum, actively using data to manage the human resources workplace, as opposed to simply generating data.
- There will be a number of guest speakers, particularly individuals who actually use such data in their work.
- The department also wishes to add this course to the HR Management degree.

**Carried**

**c. Course revision – BUAD 264 Management Accounting**

**Motion:** R Johanson/ R Tyner

That Education Council approve the course revision: BUAD 264 Management Accounting as recommended by the CPRC-BUS:

- This is a housekeeping change, as the prerequisites changed for the course a year ago but were not quite right. This revision is to adjust the prerequisites.
- The previous prerequisites were BUAD 111 and admissions to the Business Administration Post-Baccalaureate Diploma in Accounting. This has now been changed to BUAD 111 and admissions to *any* Business Administration Post-Baccalaureate Program.
- L Thurnheer noted that last year, 40 students were forced out of the course as they were not in the appropriate Post-Baccalaureate program. This revision will prevent this issue in the future.

**Carried**

**d. Course revision – BUAD 340 Strategic Management I**

**Motion:** R Johanson/ D Warren

That Education Council approves the course revision: BUAD 340 Strategic Management I as recommended by the CPRC- BUS:

- L Thurnheer noted that this is a similar housekeeping change. BUAD 340 is a core course in the program and with the addition of new Post-Baccalaureate programs, students did not have the appropriate prerequisites to enroll in BUAD 340.
- The department has been using a blanket waiver, but this revision will clean this up.
- The students have proven to professors that they do succeed in the course without the prerequisites. They perform very well and there is no concern about lack of understanding or participation in group work.

**Carried**

**e. Course revision- BUAD 336 Services Marketing**

**Motion:** D Silvestrone/ A Lang

That Education Council approves the course revision: BUAD 336 Services Marketing as recommended by the CPRC- BUS:

- L Thurnheer described how the marketing department and specialty areas have done review over the past three years and there has been much change.
- BUAD 336 is an established course, the revision is to upgrade and update the learning outcomes and description.
- These changes were proposed by professors, looked at in the marketing program, discussed at programs committed, and recommended by CPRC-BUS.
- A member asked for clarification, as the proposed course description refers to the old course. L Thurnheer advised that the course has not changed enough for students to get credit for both the original and the new course. J Muskens clarified that the title of the old course is not necessary in the description, just the course code.

**Carried**

**f. Course revision- BUAD 346 Environmentally Sustainable Enterprise**

**Motion:** R Johanson/ A Lang

That Education Council approves the course revision: BUAD 346 Environmentally Sustainable Enterprise as recommended by the CPRC-BUS:

- This course is being renamed, the course description updated, and the learning outcomes reviewed.
- It was originally introduced as a selected topics course in the management area for three years and has moved to a permanent course.
- The course has been through many iterations. The major difference now is that it is a focus on social, economic, and environmental, sustainability. This is the true United Nations definition of sustainability. It is sustainability from a business perspective, as opposed to just a green course.
- The department is very excited about the change. This is the tweaked model of quite a few iterations.
- L Thurnheer noted how there is strong student demand for BUAD 346 to be a required courses, as it is so popular.

**Carried**

**g. Course revision- BUAD 351 Tourism Planning and Development**

**Motion:** D Warren/ R Johanson

That Education Council approves the course revision: BUAD 351 Tourism Planning and Development as recommended by the CPRC-BUS:

- L Thurnheer explained that this is a change to prerequisites. It was introduced within the last five years when upper level courses in the area were revamped.
- BUAD 206 is currently the only prerequisite and is considered a good, basic course. Professors determined that BUAD 230 also gives students enough of a base to succeed in BUAD 351.
- The prerequisites are being expanded to read: "BUAD 206 *or* BUAD 230.

**Carried**

h. **Program revision- Business Studies Certificate- Accounting; Business Studies Certificate- Financial Services; Business Studies Certificate- Human Resources Management; Business Studies Certificate- Marketing; Business Studies Certificate- Tourism and Hospitality Management**

**Motion:** R Tyner/ A Lang

That Education Council approves the program revision: Business Studies Certificate- Accounting; Business Studies Certificate- Financial Services; Business Studies Certificate- Human Resources Management; Business Studies Certificate- Marketing; Business Studies Certificate- Tourism and Hospitality Management as recommended by the CPRC- BUS:

- There are 32 programs in the business area. These are certificate programs, with six courses in each area. This a lower level credential.
- Advisors in the region noted that these areas were out of date, with some courses listed not being offered. Rather than changing just one certificate program, the department decided to clean them all up.
- The Operations Management Certificate is listed separately due to the change in program name.
- The department agreed upon a standard preamble for all six certificate programs.
- Students can pick a bundle of courses for each program. The courses listed are the best courses for students to succeed in the area. While the layout has changed, the six courses offer a good fundamental for the students' first exposure to business courses.
- L Thurnheer noted that often those working in a business field are looking for some credential to advance in their field of work. These people generally want something quick and easy and these certificate programs give them that option.
- In the Accounting Certificate, accountants advised that any prerequisites to courses must be made clear. Students were upset to find out that some courses required prerequisites and they needed to take more than the required six courses for their certificate.
- The Financial Services Certificate is expanding its options. Previously, some courses listed were no longer offered and students were having challenges completing the certificate.
- The HR Management Certificate has expanded to include more required courses. Students will appreciate the benefit of having a required course in management, as this is considered a positive asset in the HR field.
- Some newer courses have been added to the Marketing Certificate. A member questioned as to whether these courses would be offered by distance education. L Thurnheer explained that while some of these course have just begun and do not yet offer distance education, most of the courses do.
- The Tourism Hospitality Certificate updated their courses, eliminating courses that have not run for a while. Students will recognize marketing as an important course to succeed in their field.

**Carried**

i. **Program revision- Business Studies Certificate- Operations Management**

**Motion:** A Lang/ D Warren

That Education Council approves the program revision: Business Studies Certificate- Operations Management as recommended by the CPRC- BUS:

- This was removed out of the above motion due to the program's change in name.
- The new courses are more descriptive and offer students a better basis in the management field.
- Some of the courses listed originally were no longer offered.
- A member noted the mention of Microsoft Office in the course description and suggested whether or not Microsoft Office should be better listed as a prerequisite. L

Thurnheer advised that while students generally think they have adequate computer skills, they are not always as proficient as they think. The mention of Microsoft Office in the description is more of a heads-up to students that they need this level of computer knowledge to succeed in the program. Most students learn Microsoft Office in the high school system.

**Carried**

**j. Program revision- BBA- Human Resources Management**

**Motion:** R Johanson/ D Silvestrone

That Education Council approves the program revision: BBA- Human Resources Management Specialty as recommended by the CPRC- BUS:

- This revision reflects the approval of BUAD 411 and it is now being incorporated into the specialty area of the degree program. The change in degree was required due to the change in course title.
- Students are required to take one 4XX level course in this program. The addition of BUAD 411 gives them another option.

**Carried**

**k. Program revision- BBA- Management Specialty**

**Motion:** D Warren/ A Pope

That Education Council approves the program revision: BBA- Management Specialty as recommended by the CPRC- BUS:

- As the name of BUAD 346 is changing, this revision is to use the new name in the program.
- There are many course options for students in this program.

**Carried**

**l. Program revision- BBA- Marketing Specialty**

**Motion:** N Nesbitt/ D Warren

That Education Council approves the program revision: BBA- Marketing Specialty as recommended by the CPRC- BUS:

- As the course name for BUAD 336 is changing, the requirements of the Marketing Specialty must also change. The name change is reflected in the program outline. This is a similar change to the previous two motions.

**Carried**

**m. Program revision- Post- Baccalaureate Diploma in Marketing**

**Motion:** D Warren/ A Lang

That Education Council approves the program revision: Post-Baccalaureate Diploma in Marketing as recommended by the CPRC- BUS:

- The course name is changing for BUAD 336. This revision is to reflect that change in the program.

**Carried**

**n. New baccalaureate diploma- Post-Baccalaureate Diploma in Human Resources Management**

**Motion:** R Johanson/ N Nesbitt

That Education Council approves the new baccalaureate diploma: Post-Baccalaureate Diploma in Human Resources Management as recommended by the CPRC- BUS:

- L Thurnheer supplied members with a cleaned up rationale in a separate document, as the rationale originally submitted to CPRC-BUS was confusing.
- This is the third Post-Baccalaureate diploma in business, with two currently running: Accounting and Marketing. Accounting has been very successful and is surprisingly of interest to international students. Marketing as well has had a positive uptake.

- Students are required to have a previous degree for admission into the program.
- Within the last few years, the institution has created more uniform guidelines for post-baccalaureate diplomas.
- The program has an agreement with the CPHRBC that if students earn 70% in the degree, they are exempt from the first exam. This is an expensive exam to take. The department is very excited about this agreement.
- The department expects to end up with six post-baccalaureate diplomas in business, and are currently working on a Post-Baccalaureate Diploma in Finance.
- The department has taken a bundle of every HR course offered and added some additional courses in order for students to succeed in the field. These are basic business courses and students may take four electives in any field.
- The target market is business students with a previous degree. Students must have a degree for designation in HR, although it can be any degree. Students potentially could apply to the program with an arts degree, however they do not necessarily have the applicable courses or knowledge to succeed. Students with an HR degree can not apply for this program.
- Students are required to pass an exam and complete a three year practicum.
- A member questioned as to why the other post-baccalaureate diplomas in business require students to take business courses as electives, while this new diploma allows for any electives. L Thurnheer advised that HR students benefit from having experience in sociology or psychology, for example, whereas students in marketing require very particular courses.
- A member inquired as to why the course outline is not organized into semesters, as seen in other diploma outlines. L Thurnheer explained that due to the availability of certain prerequisites across semesters, this type of organization was costing the department a lot of grief. Students do not tend to follow the semester guidelines as it does not work for the prerequisites. Students figure out their own plan within the diploma based on what courses are being offered. The department wishes to change the other Post-Baccalaureate diplomas to a similar format.
- A member questioned if the students were required to take HR specialty electives or if there were exemptions. L Thurnheer responded that the exemptions should be BUAD courses.

**Carried**

### **5.3 2018- 2019 Schedules**

#### **a. Pharmacy Technician 2018- 2019 Schedule**

**Motion:** R Tyner/ A Pope

That Education Council approves the Pharmacy Technician 2018-2019 Schedule as presented for recommendation to the Board.

- J Muskens explained the change in schedule as being due to the change in Family Day.
- There will be more schedules presented at the June Education Council meeting with similar updates.

**Carried**

### **5.4 Second and third call for nominations of Education Council Chair and Vice Chair**

- C Newitt accepted his first nomination as chair of Education Council in April and has now accepted his second and third nomination as chair.
- D Marques accepted his first nomination as vice chair of Education Council in April and has now accepted his second and third nomination as vice chair.

## 5.5 Standing Committee reports

### a. Operations Committee

- No report.

### b. ARP Committee

- No report.

### e. CCC Committee

- No report.

### f. Tributes Committee

- No report.

## 5.6 In camera session – information distributed at the table

**Motion:** R Johanson/ D Silvestrone

That Education Council move In camera.

**Carried**

- C Newitt has reviewed the list of candidates for graduation and has added “with distinction” to certain candidates.
- As per the previous Education Council meeting, an omnibus motion will be used to adopt all motions for graduation at once.

**Motion:** A Pope/ R Johanson

That Education Council approves the graduates from the following programs; with the understanding the Registrar has verified that the candidates listed herein have satisfied all requirements for the program for which they are eligible and, therefore, recommends these candidates to Education Council for approval in the degree, diploma or certificate in which they are eligible.

### Programs

- Automotive Service Technician (September 5, 2017 to April 6, 2018- Kelowna)
- Bachelor of Business Administration Degree (Out of sequence – End Date April 10, 2018)
- British Columbia Adult Graduation Diploma (Out of sequence)
- Carpenter and Joiner Foundation (September 5, 2017 to April 6, 2018 – Kelowna)
- Health Care Assistant Certificate (October 23, 2017 to April 25, 2018 – Vernon)
- Health Care Assistant Certificate (October 23, 2017 to April 25, 2018 – Penticton)
- Heavy Mechanical Foundation (June 12, 2017 to March 9, 2018 – Kelowna)
- Legal Administrative Assistant – Corporate/Conveyancing Certificate (End Date – April 6, 2018 –Distance Education)
- Office Assistant Certificate (End Date – March 30, 2018 – Distance Education)
- Practical Nursing Diploma (January 3, 2017 to April 26, 2018 – Kelowna)
- Practical Nursing Diploma (January 3, 2017 to April 26, 2018 – Penticton)
  
- A member questioned as to why the majority of programs listed indicate GGAs of one to two decimal points, whereas the Carpentry and Joiner Foundation program does not. J Muskens advised that this is due to how the grades were submitted to the registrar’s office.
- Members added “with distinction” to two Health Care Assistant Certificate- Penticton students.
- A member questioned as to the difference between distinctions in the Health Care Assistant Certificates in Penticton and Vernon; several students without distinction at the Vernon campus have higher GGAs than students with distinction at the Penticton campus. A Hay responded that this is common with programs in different locations.



This may be due to different instructors with different grading styles. This is done on a cohort basis.

**Carried**

**Motion:** D Silvestrone/ N Nesbitt  
That Education Council move out of camera.

**Carried**

## **6 Reports**

### **6.1 Council Chair's Report – C Newitt**

- No report.

### **6.2 President & Vice-President Education Report – A Hay**

- A Hay advised that the response to the quality assurance report presented at the April Education Council meeting would be reviewed at the end of June.

### **6.3 Registrar's Report – J Muskens**

- J Muskens noted that the College is working ahead of schedule this year. There has been great success with finding space for courses. Significantly fewer courses are without space compared to last year.
- The College has purchased new final exam software which will hopefully allow exam schedules to be produced earlier. This new software is significantly better than the current software.
- A member asked whether there was a policy for students who have two exams in a row, due to taking courses from multiple years. The member noted her experience with having to delay the deadline for book review as students were overly stressed from exams. J Muskens explained that the new software has more business intelligence and there are options for exams to be organized in a certain way if the faculty let the office know in advance. The old exam software did not meet the needs of exams given the short exam period.

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

- No report.

**7 Date, Time of Next Regular Meeting – Thursday, June 7, 2018 at 4:00**

**8 Deadline for Agenda Items – Wednesday, May 23, 2018**

**9. Adjournment at 5:27 pm.**