

**Okanagan College Education Council
Minutes of Thursday, September 13, 2018 4:00 pm
Room S 103B Student Services Boardroom – Kelowna Campus**

Draft

Present: A Hay, R Johanson, A Lang (by phone), D Marques, J Muskens, N Nesbitt (by phone), C Newitt, A Pope (at 4:10), R Tyner, R Alejandre, N Bowman, K Douglas, R Sawatzky, W Gillett, A Krebs, T Walters

Regrets: D Silvestrone, N Davis, J Hamilton

Absent:

Guests: J Rouse, R Huxtable

Recorder: M Welsh

1. Determination of Quorum and Call to Order

C Newitt called the meeting to order at 4:01

2. Adoption of the Agenda

Motion: T Walters/ A Lang

That Education Council approves the agenda as presented.

Carried

3. Approval of the Minutes

Motion: R Tyner/ D Marques

That Education Council approves the minutes of June 7, 2018 Education Council meeting as presented.

Carried

4. Business Arising

5. New Business

5.1 Agreement by and between Okanagan College and Ecole Superieure D’Agriculture

Motion: R Johanson/ R Sawatzky

That Education Council approves the agreement by and between Okanagan College and Ecole Superieure D’Agriculture as presented.

- J Rouse explained that this is an exciting opportunity for BBA students to be able to move their Bachelor’s degree into a Master’s in a seamless, clean way. Students would study for three years at OC and two in Europe, through ESA, to complete a BBA and a Master’s in either Vintage or Food Identity.
- ESA approached OC to begin this agreement.
- There is currently one student already interested in this program.
- This would be a strategic partnership where the College and ESA are working together and promoting these Master’s programs. This is a very exciting structural relationship. A good academic relationship is being formed.
- Linfield College, Oregon is developing a similar relationship. The College would become one of the few colleges in North America that has this relationship with ESA.
- The College had the chance to visit ESA and gained a lot of information. ESA has the infrastructure and labs that the College is interested in and could capitalize on ESA’s

expertise. The cultures and values of ESA and the College are very similar, as they are both very focused on the learner.

- This is very promising for students.
- A member asked J Rouse to clarify how student's fourth year BBA requirements would be met if they were studying abroad? J Rouse explained that this would be the year where a lot of electives could be picked up at the student's host university.
- A member questioned whether the program was transferable to other degrees in Canada. J Rouse explained that this is doable. He knew of one presenter in the Vintage stream of the program that had completed his PhD.
- A member questioned the possible cost of tuition. C Newitt reminded members that Education Council does not usually discuss tuition or budget. J Rouse noted that the tuition is fair for a Master's degree; it is affordable.
- A member asked whether the student's Master's degree would say Okanagan College. J Rouse clarified that they would receive the BBA from the College and their Master's degree from their host institution. It is similar to a year abroad for students.
- J Rouse added that it is exciting to be able to promote that Okanagan College offers a Master's degree.
- A member questioned the reasoning behind limiting the program to only five students per track. J Rouse explained that this was more of a constraint on ESA's end. There might be some fluidity, but this is a good starting point.

Carried

5.2 CPRC – T/A Curriculum

a. Program revision – Trades Technology Teacher Education Diploma

Motion: R Johanson/ D Marques

That Education Council approves the program revision: Trades Technology Teacher Education Diploma as presented.

- C Newitt explained that this is just a change to the course numbers to line up with the changes made at Brock College.
- A Hay clarified that this was only a change to the Brock College course numbers, not Okanagan College courses.

Carried

5.3 Curriculum recommended by the CPRC – AFP

a. Proposal for a course revision: SOCI 111

Motion: A Hay/ R Alejandre

That Education Council approves the course revision: SOCI 111 Introduction to Sociology I as recommended by the CPRC – AFP.

- C Newitt began by pointing out the two typos that had been identified at Dean's forum: on handwritten page 26, under proposed course description, the sentence should read "This *course*..."; and on handwritten page 27, the course code should read "SOCI 121."
- R Huxtable opted to speak to the changes for both SOCI 111 and SOCI 121 at the same time, as the rationale is the same.
- R Huxtable explained how it is very important to have consistency between a course's calendar description and what is actually being taught in class. Sociology has been reminded to stick to their calendar description when teaching their courses. These course revisions are to change the content area of the course description to match what has been taught for some time now. The change in description will match the distribution of topics between the two courses.
- R Huxtable reiterated that this revision is to match what is already occurring in SOCI 111 and SOCI 121. The department had already moved these topics over in anticipation of the change. They are now aware of the importance of having the consistency between what is advertised and what is taught.

- C Newitt was concerned that Sociology had already gone ahead with the change without the approval of Education Council first. There was a sense at the May CPRC-AFP that it was within a department's right to make such changes without going through the Education Council process. Neither C Newitt nor R Huxtable support this idea. C Newitt wanted J Muskens to be aware that he and R Huxtable had discussed this at length after the CPRC – AFP meeting. Departments are experts in their discipline but changes must go through Education Council.
- J Muskens noted that it is very important to have consistency, especially when students are looking at courses for transfer credit. The descriptions must reflect the learning. Departments have a responsibility to meet those standards.
- R Huxtable added that there are variabilities across every discipline. The calendar description is key to the description of the course and its learning outcomes.

Carried

b. Proposal for a course revision: SOCI 121

Motion: R Johanson/ N Bowman

That Education Council approves the course revision: SOCI 121 Introduction to Sociology II as recommended by the CPRC – AFP.

- As above.

Carried

5.4 Standing Committee reports

a. Operations Committee

- Operations committee met in June to approve graduates. The minutes of that meeting will be reviewed in camera.

b. ARP Committee

- Did not meet.

c. CCC Committee

- Did not meet.

d. Tributes Committee

- Did not meet.

5.5 In camera session

Motion: R Johanson/ D Marques

That Education Council moves in camera.

Carried

a. Approval of the Operations Committee Minutes of May 28, 2018

Motion: R Johanson/ D Marques

“That Education Council accepts the minutes of the May 28, 2018 Operations Committee meeting and the June 25, 2018 meeting as presented.”

Carried

b. Approval of the Operations Committee Minutes of June 25, 2018

Motion:

- As above.

Carried

c. Approval of Candidates for Graduation

Motion: R Tyner/ B Gillett

"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.

- Accounting Assistant Certificate (Distance Education)
- Administrative Assistant Certificate (Distance Education)
- Administrative Assistant Certificate (Out of Sequence- End date June 25, 2018- Penticton)
- Aircraft Maintenance Engineer Category 'S' (November 14, 2017 to August 17, 2018- Kelowna)
- Associate of Arts Degree
- Associate of Science Degree
- Automotive Service Technician Certificate (February 5, 2018 to August 31, 2018- Kelowna)
- Bachelor of Business Administration Degree (Out of Sequence- End date December 6, 2016)
- Bachelor of Business Administration Degree (Spring/Summer 2018 completions)
- British Columbia Adult Graduation Diploma
- British Columbia Adult Graduation Diploma (out of Sequence- End date December 23, 2010)
- Business Administration Certificate
- Business Administration Diploma (Out of Sequence- End date December 6, 2016)
- Business Administration Diploma (Out of Sequence- End date April 12, 2018)
- Business Administration Diploma (Spring/Summer 2018 completions)
- Business Studies Certificate
- Carpenter Foundation Certificate (February 26, 2018 to August 24, 2018- Penticton)
- Commercial Aviation Diploma (Out of Sequence- Kelowna)
- Computer Information Systems Diploma
- Culinary Management Diploma
- Diploma in Human Kinetics
- Diploma in Writing and Publishing
- Electrician Pre-Apprenticeship Certificate (March 13, 2018 to August 24, 2018- Kelowna)
- Electrician Pre-Apprenticeship Certificate (March 26, 2018 to September 7, 2018- Kelowna)
- Electrician Pre-Apprenticeship Certificate (February 13, 2018 to July 27, 2018- Vernon)
- English for Academic Purposes Certificate (Out of Sequence- End date December 23, 2015)
- English for Academic Purposes Certificate (Out of Sequence- End date December 21, 2016)
- English for Academic Purposes Certificate (Out of Sequence- End date April 28, 2017)
- English for Academic Purposes Certificate (Spring/Summer 2018 Completions)
- General Studies Diploma (Out of Sequence- End date December 10, 2010)
- General Studies Diploma (End date August 17, 2018)
- Heavy Mechanical Foundation Certificate (October 30, 2017 to July 27, 2018- Kelowna)
- Legal Administrative Assistant- Litigation Certificate (Distance Education)
- Medical Administrative Assistant Certificate (Distance Education)
- Office Assistant Certificate (Distant Education)

- Plumbing and Piping Trades Certificate (February 5, 2018 to July 27, 2018- Kelowna)
 - Plumbing and Piping Trades Certificate (February 13, 2018 to July 27, 2018- Salmon Arm)
 - Post-Baccalaureate Diploma in Accounting (Spring/Summer 2018 Completions)
 - Post-Baccalaureate Diploma in Marketing (Spring/Summer Completions)
 - Therapist Assistant Diploma (out of Sequence- End date July 3, 2018)
 - Welding Foundation Certificate (February 13, 2018 to August 24, 2018- Kelowna)
- C Newitt added "With distinction" to a number of candidates. Members agreed.

Carried

Motion: R Johanson/ T Walters

That Education Council moves out of camera.

Carried

6. Reports

6.1 Council Chair's Report – C Newitt

- C Newitt noted that he is currently serving as department chair as well as teaching this semester in addition to his Education Council duties. This could create a conflict for the AGM in Terrace. Someone might need to go in his place.
- C Newitt attended many convocations in the spring and summer.
- The 2019 Education Council and CPRC schedule is now online.

6.2 President & Vice-President Education Report – A Hay

- A Hay noted that the Post Baccalaureate Diploma in Human Resources Management has been approved by PSIPS and is now implemented.
- No institutions had any comments on the applied degree in the 30 day time frame. It will now go to the assessment board next week. From there it will need the minister's approval.
- A member questioned if a member of Okanagan College must present the degree at DQAB. A Hay explained that someone just needs to be available by phone should the board have any questions.

6.3 Registrar's Report – J Muskens

- J Muskens wanted to note the recent success with scheduling. This is the first year with significantly less changes having to be made to the schedule the week before or the week of the first semester. Most changes were to do with capacity. The scheduling department went on pattern but were flexible, making it easy to move classes around. There were no disruptions to the schedule and no major changes. This will be reported in the newsletter.
- The main challenge this year is that the College is very full. All campuses had increases in registrations. Despite this, it has been the smoothest time ever in scheduling, accommodating students' schedules with very little headaches.
- New final exam software will be used for the first time this fall term. J Muskens is hopeful it will help expedite the process and get information to students earlier. This has always been a challenge.
- A member noted that students were commenting about no longer being able to see waitlists for classes. J Muskens said that this had been discussed at Dean's forum. It will be contacted to make those changes.
- A member noted that while the Kelowna campus offers certain courses all the time, in Vernon, certain courses are only offered every other year but students are not aware of this, making it difficult when planning their schedules. Other members noted that course frequency was not always that consistent, as it depends on demand and

faculty going on leave. Another member noted that advisors should be able to help students with this.

- C Newitt mentioned the underestimation of international student enrollment. The original goal was to maintain the level the College had previously, but the College met their three year projection in year one. He questioned whether international enrollment was up again. A Hay responded that the total number of international students has increased this year due to the flow through from first to second year. The College is trying to maintain this level.
- A member added that in the business department, the challenge with international enrollment is most often seen in the winter, not fall. The business department is managing this this year to avoid a repeat of past issues. J Muskens advised that winter enrollment has already closed for international students; it closed a month ago in order to make sure it was manageable for departments.
- A member noted that faculty were often changing the way they taught courses due to international students.

6.4 Board of Governor's Report –

- Meeting on September 25, 2018.

5 **Date, Time of Next Regular Meeting –** Thursday, October 4, 2018 at 4:00

6 **Deadline for Agenda Items –** Wednesday, September 19, 2018

9. **Adjournment** at 4:46pm.