

**Okanagan College Education Council  
Minutes of Thursday, October 4, 2018 4:00 pm  
C 344H – Kelowna Campus**

**Draft**

**Present:** A Hay, R Johanson, A Lang, D Marques, N Nesbitt (by phone), C Newitt, A Pope, R Tyner, R Alejandre (by phone), N Bowman, Kevin Douglas, R Sawatzky, W Gillett (by phone), T Walters, D Silvestrone, N Davis (at 4:05)

**Regrets:** A Krebs, J Hamilton, J Muskens

**Absent:**

**Guests:** A Hickey, R Huxtable

**Recorder:** M Welsh

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

C Newitt called the meeting to order at 4:02 pm.

**2. Adoption of the Agenda**

**Motion:** R Johanson/ D Silvestrone

That Education Council approves the agenda as presented.

- Item 5.1.b should read, “new course”.

**Carried**

**3. Approval of the Minutes**

**Motion:** R Sawatzky/ A Pope

That Education Council approves the minutes of the September 13, 2018 Education Council meeting as presented.

- Item 6.2 on handwritten page 6 should read, “DQAB”

**Carried**

**4. Business Arising**

**5. New Business**

**5.1 CPRC – AFP Curriculum**

**a. New course: LSIN 099 ASE Special Topics**

**Motion:** R Tyner/ A Pope

That Education Council approves the new course: LSIN 099 ASE Special Topics as recommended by the CPRC – AFP.

- R Huxtable described the benefits of special topics courses, in that they provide a test site for future courses and reflect the interests and specialties of faculty.
- There will be many changes to the ASE program coming to Education Council, but this new course is not dependent on those changes; it suits the current programming.
- The goal of this course is to prepare students for employment. It allows students to develop a readiness for employment suited to their skills, upon recommendation. Retail Service is just one example of a potential topic, other topics will focus where the need arises from student interest.
- A member was concerned with the quality of the course outline presented as it was full of spelling mistakes, grammatical errors, and nonsensical instructions. He

- questioned if the Council was meant to focus more on the rationale and calendar description or the outline.
- R Huxtable explained that the role of the outline was meant to be an example of what was to come and is not necessarily the set outline. He advised that the Council look more to the calendar description as he would hate to see any proposal denied for the detail and quality of the outline. He agreed that the outline presented was a poor model in terms of academic representation.
  - C Newitt agreed that the Council should look to the calendar description, rather than the outline. He advised that the Council expects a better presentation. A new software for Education Council would control the quality of submissions.
  - A member questioned the prerequisites and whether it was standard to see “upon recommendation of the ASE Department”. She wondered if this could be a human rights issue for which the College could be held liable.
  - R Huxtable noted that this has been an issue before. The department holds interviews to place students in the correct courses. The coming program revision would change entry requirements for the whole program. R Huxtable does not want to understate the assessment of student readiness based on interaction with the instructor of the course. He agrees that the department is vulnerable from denial of admission. The department is trying to operationalize this to be more objectively quantified.
  - A member confirmed that this special topics course would allow faculty flexibility to offer other topics based on student needs and employer/market need in terms of opportunities.
  - C Newitt added that he will remind CPRC – AFP of the importance of proofreading submissions before they are recommended to Education Council.

**Carried with one opposition.**

**b. New course: GEOG 207 Introduction to Biogeography**

**Motion:** R Johansson/ K Douglas

That Education Council approves the new course: GEOG 207 Introduction to Biogeography as recommended by the CPRC – AFP.

- R Huxtable explained that this is not an atypical geography course. It compliments a series of offerings.
- This course transfers to many, but not all, institutions as a lab science course. AFP chairs and members of CPRC – AFP did not see this course as satisfying lab science requirements for the Associate of Arts degree. The Geography department was not upset at this.
- A member commented that the course looks similar to a lab science course and this could be problematic for students. She suggested adding some clarification in the description. R Huxtable added that the calendar has a list of courses to indicate what is accepted as a lab science course. If clarification was included in this description, clarification would have to be added to all like-course descriptions.
- A member noted that on handwritten page 12, “Bio” should be written as “BIOL”.
- A member noted that “Earth” should be capitalized in the course description.
- A member also noted the inconsistencies between “earth” and “the earth” in the course description.
- A member noticed on handwritten page 13, under “Recommended Material”, the book title should be capitalized.
- A member questioned the number of labs for the course. R Huxtable confirmed that there were seven. The work load implications will be made clear in scheduling ahead of time.
- A member questioned how scheduling worked around class trips. A Hickey advised that scheduling would not see external labs differently from internal labs unless the department chair said otherwise. Labs are scheduled with the normal travel time of ten minutes between classes.

- C Newitt asked if there was non-arbitrary criteria for which courses met the lab science requirements and which did not. R Huxtable noted that there was consultation with the science department, but there was a question as to whether their voice was more than advisory. The geography department did not see this as warranting debate. Arts chairs looked at BCCAT to determine what constitutes a lab science. C Newitt noted that it was possible given the structure of Chairs and CPRC that the department could push for the course to be recognized as a lab science course, although Education Council would make that final call. The framework of this scenario could be explored in case it comes up in the future.

**Carried**

## 5.2 Schedules

### a. Human Service Work Diploma

**Motion:** R Johansson/ T Walters

That Education Council approves the Human Service Work Diploma 2019-2020 schedule as presented for recommendation for the board.

- A Hickey explained that this is just the latest schedule, the only difference being the change in Family Day.
- Members noted that Family Day 2020 was listed incorrectly for HSW and CDA. Family day 2020 is February 17, not 14.
- C Newitt added that there will be a new policy wherein schedules will not need to come through Education Council. Deans will determine the schedules.

**Carried**

### b. Certified Dental Assistant and Practical Nursing Diploma

**Motion:** N Bowman/ R Tyner

That Education Council approves the Certified Dental Assistant 2019-2020 schedule and the Practical Nursing Diploma 2019-2020 schedule as presented for recommendation for the board.

- Rationale as above.
- A member was curious about the dates for the Christmas closure. A Hickey explained that the dates articulate when the school is closed to the public, not necessarily when classes are happening.
- A member questioned why the 2019-2020 schedule for Practical Nursing goes into 2021. A Hickey advised that the challenge with this program is its 18 month length. What is referred to in the schedule is when the program is starting, not finishing. This is more of an aid to the students to show relevant dates.

**Carried**

## 5.3 Standing Committee reports

### a. Operations Committee

- Operations Committee will most likely meet at the end of the month to approve graduates and nominate members to ARP. An Education Council voting member is needed for ARP. C Newitt encouraged members to put their name forward if they were interested in having a voice in the creation of new policies.

### b. ARP Committee

- Not yet met.

### c. CCC Committee

- Not yet met.

### d. Tributes Committee

- Tributes Committee will meet in early November to discuss honorary fellows.

## **6. Reports**

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

- C Newitt did not make it to Academic Governance Council this term due to teaching responsibilities. He has emailed the council and is involved in ongoing discussions for different policies.
- November's Education Council meeting will be very busy due to the large volume of material. In addition to curriculum, there will be items related to Kindergarten to Grade 12 prerequisites. Members should plan for a long meeting accordingly.
- A member questioned if the meeting could be carried over to the next day. C Newitt noted that this has happened in the past. It has always been the case that if student registration was imminent, the Council would work hard to get things through. In this case, a special meeting would be called.

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

- DQAB had no questions regarding the Applied Bachelor of Arts (Social Development and Research) Step 1 review. It has been forwarded to the Ministry of Advanced Education and Skills Training for their assessment prior to moving to Step 2 of the approval process.
- A member questioned if the College's increased enrollment should be listed under "Learner Readiness and Success" as increased enrollment was not a goal, therefore is not a success. A Hay noted that increased enrollment could be discussed in its relationship to learner readiness and success. The member felt it would be better listed under "Organizational Sustainability".

### **6.3 Registrar's Report – A Hickey**

- A Hickey reminded members that J Muskens is retiring November 23, 2018. The November Education Council meeting will be her last.

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

5 **Date, Time of Next Regular Meeting – Thursday, November 1, 2018 at 4:00**

6 **Deadline for Agenda Items – Wednesday, October 17, 2018**

9. **Adjournment at 4:43**