

**Okanagan College Education Council
Minutes of Thursday, November 7, 2019 4:00 pm
Room S 103B Student Services Boardroom – Kelowna Campus**

Present: A Hay, D Marques, N Lee-Ran, B Burge, W Gillett, T Walters, A Krebs, K Douglas, R Tyner, D Silvestrone, V Neykov, G Coulthard, S Cook, J Hamilton, C Leong, R Whermann, S Stirling, M Somerville

Regrets: M Kananga, C Newitt, C Farrow, R Sawatzky, N Davis

Absent:

Guests: K Langedyk, L Thurnheer, S Moores, R Huxtable, T Redding

Recorder: M Welsh

1. Determination of Quorum and Call to Order

In the absence of C Newitt, D Marques called the meeting to order at 4:02 pm

2. Adoption of the Agenda

Motion: D Silvestrone/ R Tyner

That Education Council approves the agenda as presented.

- D Marques noted that there are three additional schedules to add to item 5.5: Adult Special Education, Pharmacy Technician Certificate, and Practical Nursing Diploma.

Motion: C Leong/ K Douglas

That the motion be amended to include the Adult Special Education, Pharmacy Technician Certificate, and Practical Nursing Diploma schedules under item 5.5.

Carried

- D Marques added that everyone has been supplied with a dual credit agreement. This is not a voting item, it is presented for information purposes only.

Carried as amended

3. Approval of the Minutes

Motion: V Neykov/ C Leong

That Education Council approves the minutes of the September 12, 2019 Education Council meeting as presented.

Carried

4. Business Arising

5. New Business

5.1 CPRC – T/A Curriculum

a. Program revision: Refrigeration Mechanic

Motion: D Silvestrone/ A Krebs

That Education Council approves the program revision: Refrigeration Mechanic as recommended by the CPRC – T/A:

- S Moores explained that the revision is to align with the red seal harmonization initiative. The program name, description, and overall weighting of marks are all being revised.
- A member questioned the graduation requirements and what was meant by “based on time allocation”. S Moores explained that there is a weighted average based on

hours of instruction, depending on the topic in the program. Previously, students had to pass each component at 70%.

Carried

5.2 CPRC – AFP Curriculum

a. Course revision: EESC 311

Environmental Impact Assessment

Motion: K Douglas/ M Somerville

That Education Council approves the course revision: EESC 311 Environmental Impact Assessment as recommended by the CPRC – AFP:

- T Redding explained that the course was pulled from the archives of OUC and the revision is to bring it up to modern articulation standards. Lecture hours are increasing and the lab component is being removed. The prerequisites are also being revised to fit the current program better.
- A member wondered why the lab was being removed. T Redding advised that for articulation, no other institutions offer labs anymore, not even UBCO.
- A member questioned the removal of “a minimum third year standing” from the prerequisites. T Redding explained that there is no third year standing in the diploma program, this wording came from the OUC calendar.

Carried with one abstention

5.3 CPRC – STH Curriculum

a. New program: Common First Year Engineering Certificate

Motion: D Silvestrone/ A Krebs

That Education Council approves the new program: Common First Year Engineering Certificate as recommended by the CPRC – STH:

- K Langedyk advised that institutions in BC are looking for a common first year program that is transferable throughout the province. OC, UBC, UVIC, and SFU are working on signing an articulation agreement and an MOU with UBCO will be coming through Education Council in the future.
- There is a typo under graduation requirements. It should read “with a minimum 70% GGA”, not 60.
- Students can take a 2 or 3 semester program. It is the same content for each.
- A member noted that Principles of Math 12 is a 10 year old course and was no longer relevant as an admission requirement. This should be removed.
- A member questioned if a 12-month time limit was typical for STH programs. A Hay advised that time limits are common across other institutions and he believes OC’s aviation program has a time limit as well.
- K Langedyk noted that engineering articulation found that students who took longer than 12 months to complete the program struggled.
- A member was concerned about the workload for students. He felt it was too heavy. K Langedyk noted that it is similar to what students will be taking at UBCO.
- A member asked if the courses need to be taken in a particular order, or if they could be switched around to fit a student’s needs. K Langedyk noted that it was possible, but it depends on the prerequisites.

Carried

b. Course revision: PHRM 111

Hospital Practicum

Motion: A Hay/ V Neykov

That Education Council approves the course revision: PHRM 111 Hospital Practicum as recommended by the CPRC – STH:

- L Thurnheer explained that the Pharmacy Technician accrediting body wants to add an additional 70 hours of practicum time. The department has decided to split the 70 hours between PHRM 111 and 112 to make both practicums 180 hours. This will not affect the

students' schedules as students have a period of time after the program in which to complete the practicums.

Carried

c. Course revision: PHRM 112 Community Practicum

Motion: G Coulthard/ M Somerville

That Education Council approves the course revision: PHRM 112 Community Practicum as recommended by the CPRC – STH:

- As above.

Carried

d. Program revision: Pharmacy Technician

Motion: A Krebs/ R Tyner

That Education Council approves the program revision: Pharmacy Technician as recommended by the CPRC – STH:

- The revision is to accommodate the above course revisions.

Carried

5.4 CPRC – BUS Curriculum

a. Course revision: BUAD 334 Events Management and Marketing

Motion: D Silvestrone/ K Douglas

That Education Council approves the course revision: BUAD 334 Events Management and Marketing as recommended by the CPRC – BUS:

- B Gillett explained that the name change is to reflect the actual content of the course. Students were getting confused by the title. The prerequisites and course description are also changing to better reflect the course.

Carried

b. Course revision: BUAD 359 Accounting Theory

Motion: G Coulthard/ V Neykov

That Education Council approves the course revision: BUAD 359 Accounting Theory as recommended by the CPRC – BUS:

- B Gillett explained that the revisions reflect the changes in CPA designation requirements. The course focuses more on current events in accounting, rather than theory.
- A member questioned if the title should include “accounting” to be clearer to students.

Motion: A Krebs/ G Coulthard

That the proposed title be revised to read, “Contemporary Perspectives and Issues in Accounting”.

Carried with one objection

Carried as amended

c. Program revision: Bachelor of Business Administration – Accounting Specialty

Motion: M Somerville/ V Neykov

That Education Council approves the program revision: Bachelor of Business Administration – Accounting Specialty as recommended by the CPRC – BUS:

- The implementation date should be January 2020.
- The revision is to incorporate the change to BUAD 359.

Carried

d. **Program revision: Bachelor of Business Administration – Human Resources Management Specialty**

Motion: A Krebs/ V Neykov

That Education Council approves the program revision: Bachelor of Business Administration – Human Resources Management Specialty as recommended by the CPRC – BUS:

- The implementation date should be December 2019.
- After a question from a member, B Gillett explained that the HRM specialty has undergone changes in a large part because the profession has become more structured. As a result, the department has looked at what is really required within the program and what is not. The required courses are only what students need for designation. The increased optional courses give students more flexibility to explore the broader HRM field.

Carried

e. **Program revision: Bachelor of Business Administration – Marketing Specialty**

Motion: K Douglas/ T Walters

That Education Council approves the program revision: Bachelor of Business Administration – Marketing Specialty as recommended by the CPRC – BUS:

- The revision is to reflect the course name change to BUAD 334.

Carried

f. **Course revision: OADM 129** **Word Processing II**

Motion: M Somerville/ D Silvestrone

That Education Council approves the course revision: OADM 129 Word Processing II as recommended by the CPRC – BUS:

- B Ridgeley explained that as BC Campus is no longer operating, the Office Administration department had to cleanup their prerequisites. This is particularly an issue for online students, who can move around more freely.

Carried

g. **Course revision: OADM 136** **Office Procedures**

Motion: R Tyner/ A Krebs

That Education Council approves the course revision: OADM 136 Office Procedures as recommended by the CPRC – BUS:

- As above.

Carried

h. **Course revision: OADM 143** **Accounting I**

Motion: V Neykov/ T Walters

That Education Council approves the course revision: OADM 143 Accounting I as recommended by the CPRC – BUS:

- As above.

Carried

i. **Course revision: OADM 144** **Accounting II**

Motion: G Coulthard/ T Walters

That Education Council approves the course revision: OADM 144 Accounting II as recommended by the CPRC – BUS:

- As above.

Carried

- j. **Course revision: OADM 156** **Accounting Assistant Simulation**
Motion: R Tyner/ V Neykov
That Education Council approves the course revision: OADM 156 Accounting Assistant Simulation as recommended by the CPRC – BUS:
- As well as a prerequisite clean up, the course title is changing to reflect the program name change.
- Carried**
- k. **Course revision: OADM 165** **Presentation Graphics**
Motion: G Coulthard/ V Neykov
That Education Council approves the course revision: OADM 165 Presentation Graphics as recommended by the CPRC – BUS:
- The revision is to tidy up the prerequisites.
- Carried**
- l. **Course revision: OADM 169A** **Spreadsheets I**
Motion: V Neykov/ D Silvestrone
That Education Council approves the course revision: OADM 169A Spreadsheets I as recommended by the CPRC – BUS:
- As above.
- Carried**
- m. **Course revision: OADM 171** **Desktop Publishing**
Motion: T Walters/ M Somerville
That Education Council approves the course revision: OADM 171 Desktop Publishing as recommended by the CPRC – BUS:
- As above.
 - A member questioned if both OADM 167 and 128 needed to be listed, as OADM 167 is a prerequisite for OADM 128. B Ridgely will look in to this and contact M Welsh if a change is necessary.
- Carried**
- n. **Course revision: OADM 181** **Job Search Techniques**
Motion: V Neykov/ A Krebs
That Education Council approves the course revision: OADM 181 Job Search Techniques as recommended by the CPRC – BUS:
- As above.
- Carried**
- o. **Course revision: OADM 183** **Practicum – Accounting**
Motion: M Somerville/ K Douglas
That Education Council approves the course revision: OADM 183 Practicum - Accounting as recommended by the CPRC – BUS:
- As above.
- Carried**

B Gillett left at 4:50

5.5 Schedules

Motion: M Somerville/ V Neykov

That Education Council approves the following schedules as presented:

Certified Dental Assistant
Early Childhood Education Diploma
Health Care Assistant Certificate
Human Service Work Diploma

Therapist Assistant Diploma
Adult Special Education
Pharmacy Technician Certificate
Practical Nursing Diploma

- There is a small typo in the ECE schedule; it should read, "August 31", not 30.
- There is also a typo in the ASE schedule, it should read, "January 2021", not 2020.

Carried

5.6 Standing Committee Reports

a. Operations Committee

- Operations Committee met twice in September and once in November. Minutes will be presented in camera.
- The committee is short one member, ideally a support staff member or student. M Somerville volunteered for the position.
- V Neykov put his name forward for any future positions.

b. ARP Committee

- Not yet met.

c. CCC Committee

- The CCC Committee has been reformed and its members are part of the policy team for the CCM project. The first meeting was November 4.

d. Tributes Committee

- The Tributes Committee is meeting November 29 to review honorary fellow nominations. Nominations are being accepted until November 11 and the form can be found on the public affairs site.

5.7 In Camera Session

Motion: D Silvestrone/ M Somerville
That Education Council moves in camera.

Carried

a. Minutes of the September 20, 2019 Operations Committee meeting

Motion: K Douglas/ B Burge

That the Education Council accepts the minutes of the September 20, 2019 Operations Committee meeting as presented.

- A member noted a typo.
- A member questioned the discussion held at the meeting as he did not see how it related to the motion. D Marques and M Welsh elaborated.

Carried

b. Minutes of the September 27, 2019 Operations Committee meeting

Motion: K Douglas/ D Marques

That the Education Council accepts the minutes of the September 27, 2019 Operations Committee meeting as presented.

Carried

c. Minutes of the November 1, 2019 Operations Committee meeting

Motion: A Hay/ K Douglas

That the Education Council accepts the minutes of the November 1, 2019 Operations Committee meeting as presented.

Carried

Motion: D Silvestrone/ A Hay
That Education Camera moves ex camera.
Carried

6. Reports

6.1 Council Chair's Report – D Marques

- OC hosted the BC Academic Governance Council on October 7. It was interesting to see how every institution is going through similar processes and issues as OC.

6.2 President & Vice-President Education Report – A Hay and J Hamilton

- A Hay noted that OC is now using Education Planner BC and it is going well.
- The BSN program received full accreditation which is excellent.
- A member questioned if there was a process order to the programs submitted for provincial review. A Hay explained that programs under "peer review" are posted online for feedback for 30 days. "Under review" are programs going through DQAB. "Submitted to secretariat" are proposals just entering that process. "Minister approved" is the end of the process. OC's ABA is currently going through the DQAB process. The DQAB committee is determining whether or not to recommend the degree to the minister. There should be more information by the next Education Council meeting.
- J Hamilton added that he attended BCCAT's annual gathering of the chairs and articulation committees last week. They are celebrating the 30th anniversary of BBCAT. Over 1.5 million students have gone through the transfer process.

6.3 Registrar's Report – B Burge

- Thanks to Education Planner, applications for next fall opened on October 1, as opposed to November 1 in previous years.
- B Burge is working on an Education Council orientation package for new members so they can have some quick study on what the process is and how to be an effective member. He is looking to have one for students and employees.

6.4 Board of Governor's Report – S Cook

- No report

6.5 Curriculum and Calendar Project Update

- Project Scope: The CCM is an Education Council project involving the design and implementation of Quali's integrated Curriculum and Catalog/Calendar Management solution. Quali focuses on five product categories: Financials, Research, Curriculum and Catalog Management, Build (no-code applications), and Ready (business continuity).
- Project Webpage: There is a link on the Education Council webpage and the content will be updated regularly.
- Project Governance: The membership of the three CCM project teams (Steering, Project, Policy) has been identified. Each team has met to review their mandate and membership. Meeting schedules are being prepared by each team.
- Implementation Team: Is comprised of Education Council Chair (Chris Newitt), Registrar (Bob Burge), Associate Registrar Systems (Allan Hickey - Lead), IT Manager (Dave Birch), Education Council Assistant (Maddy Welsh). This operational team meets weekly with Quali representatives including the Customer Service Manager (Janice Nicholson - Lead) and Customer Success Engineer (Eric Bjella transitioning to Terry Durkin).
The project is utilizing Quali's project management tool: MavenLink.
The initial meetings have focused on reviewing the current course (new/revision), program (new/revision), and policy proposal forms, and beginning to prototype how

the form content can be setup in the Kualu CM product. This will be an iterative process as proposals are setup in Kualu and move through the approval processes. The focus has also been on reviewing the workflows (from proposal genesis, through reviews, to final approvals) required under Education Council processes.

- Implementation Kickoff: The on-site implementation kickoff took place 29-30 October 2019. Participants included the Kualu Implementation Team representatives (noted above), as well as COO, Chris Coppola. From OC, participants included members of the Project and Implementation teams, as well as IT specialists for integrating the Kualu CM product within the OC environment.

Kickoff day 1 included reviewing: project scope, approach, roles and expectations; project plan/timeline; product overview; course & program forms; workflows. Day 2 had a technical focus covering: data migration; APIs; Banner integration; SSO; reporting; calendar integration; agendas.

- R Tyner added that the policy team is a great opportunity for everyone to review the process. They are looking at what should be done to help make decisions later on.

7. Date, Time of Next Regular Meeting – Thursday, December 5, 2019 at 4:00

8. Deadline for Agenda Items – Wednesday, November 20, 2019

9. Adjournment at 5:17pm.