

**Okanagan College Education Council  
Minutes of Thursday, January 16, 2020 4:00 pm  
Room S 103B Student Services Boardroom – Kelowna Campus**

**Present:** A Hay, B Burge, W Gillett, T Walters at 4:17, K Douglas, R Tyner, D Silvestrone, V Neykov, M Somerville, C Newitt, M Chibota, D Marques, A Krebs, G Coulthard, J Hamilton, C Leong

**Regrets:** R Sawatzky, R Whermann, N Davis, C Farrow

**Absent:** S Stirling, S Cook

**Guests:** J Hobart, V Simpson, T Riley, R Fratiloiu, G Hutton, B Ridgeley

**Recorder:** M Welsh

**1. Determination of quorum and call to order**

C Newitt called the meeting to order at 4:04 pm

**2. Adoption of the agenda**

**Motion:** K Douglas/ D Silvestrone

That Education Council approves the agenda as presented.

- There are two additions to the agenda: a motion to update calendar language and a motion to be discussed in camera.

**Carried**

**3. Approval of the minutes**

**Motion:** V Neykov/ M Somerville

That Education Council approves the minutes of the December 5, 2019 Education Council meeting as presented.

**Carried**

**4. Business arising**

**5. New business**

**5.1 CPRC – STH curriculum**

**a. Course revision: MATH 314**

**Calculus and Linear Algebra for Business**

**Motion:** V Neykov/ K Douglas

That Education Council approves the course revision: MATH 314 Calculus and Linear Algebra for Business as recommended by the CPRC – STH:

- J Hobart explained that after the first intake into the new Post-Baccalaureate Diploma in Marketing and Data Analytics program, it became clear that the students were not as mathematically strong as the department had hoped. An extra hour has been added to this course to get students up to speed. The department also took the opportunity to update calendar language and prerequisites.
- J Hobart confirmed that the course content is remaining the same, the students will just have more time to learn.

**Carried**

**5.2 Continuing Studies curriculum**

**a. Program revision: Medical Office Assistant Certificate**

**Motion:** D Silvestrone/ M Chibota

That Education Council approves the program revision: Medical Office Assistant Certificate as recommended by Continuing Studies and the CPRC - STH:

- V Simpson explained that after student evaluations and consultation with instructors, Interior Health, and Divisions of Family Practice BC, the program is revising to better reflect industry needs and standards.
- Courses have been removed, revised, and created to better prepare students for the industry. A 90-hour practicum has been added to give students more hands-on experience. Students will split their practicum time between hospitals, Interior Health, and doctors' offices.
- A member questioned if the April implementation date was too soon. V Simpson advised that this is when the department holds information sessions and begins opening up applications for the fall intake.
- A member questioned the addition of a tuberculin test and criminal record check as admission requirements. V Simpson advised that this is required for the practicum.

**Carried**

**b. Program revision: Nursing Unit Assistant Certificate**

**Motion:** D Silvestrone/ A Hay

That Education Council approves the program revision: Nursing Unit Assistant Certificate as recommended by Continuing Studies and the CPRC - STH:

- V Simpson explained that admission requirements were being revised to exclude employer requirements. A minimum typing speed is not a requirement for any of the courses within the program; it is strictly an employer requirement. Students will be informed of requirements they will need to meet to apply for jobs.

**Carried**

**5.3 CPRC – AFP curriculum**

**a. Course revision: IALG 011**

**Introductory Algebra 011**

**Motion:** K Douglas/ N Chibota

That Education Council approves the course revision: IALG 011 Introductory Algebra 011 as recommended by the CPRC – AFP:

- T Riley explained that since Math 080, 084 and IALG 011 are essentially the same course, they require the same prerequisites.
- A member questioned why the note regarding distance education had been removed from the prerequisites. T Riley advised that AACCP has not offered distance education courses for quite some time and this was outdated.

**Carried**

**b. Course revision: MATH 080**

**Mathematics 080**

**Motion:** R Tyner/ A Krebs

That Education Council approves the course revision: MATH 080 Mathematics 080 as recommended by the CPRC – AFP:

- As above.

**Carried**

**c. Program revision: Advanced Certificate in Communications**

**Motion:** T Walters/ N Chibota

That Education Council approves the program revision: Advanced Certificate in Communications as recommended by the CPRC – AFP:

- R Fratiloiu explained that the revision is to streamline the language in the program outline. Right now, the outline includes a list of courses that requires constant updating.

The list also includes some courses that are restricted to certain students, which has caused confusion. The outline will now include just a general statement.

- A Hay suggested the last line of the statement be revised to read "...for advice on *currently available courses*."

**Carried**

#### **5.4 Library Collections Policy**

**Motion:** A Hay/ T Walters

That Education Council approves the Library Collections Policy as presented:

- R Tyner explained that it has been over ten years since the policy was looked at. Since the policy was originally approved by Education Council, it made sense that any revisions should get Education Council approval as well.
- G Hutton advised that the revisions better reflect current practice, standards, and technologies. The revisions have been done in a way that the policy will age well. The changes are not substantial.
- There are no changes to the policy statement.
- Under Policy Details, the main changes are to language to allow for better clarity.
- Under Procedures, references to outdated technologies and tools have been removed. Selection Criteria: Material Type saw the most revisions. The section is now more descriptive.
- A member questioned what updates had been made to accommodate the influx in international students. G Hutton advised that the revisions allow for more wiggle room in obtaining support materials.
- A member questioned why textbooks in print were not automatically purchased. G Hutton advised that the library is trying to move more towards electronic copies. R Tyner added that the library does not have the budget to buy a textbook for every course that is offered. Students are expected to buy their own textbooks and the library will work to supporting them with eBooks and finding open resources. The library will purchase print copies when necessary.

**Carried**

#### **5.5 Updating existing calendar language**

**Motion:** M Somerville/ K Douglas

That Education Council empowers the Registrar to update existing Calendar copy to use inclusive language.

**Carried**

#### **5.6 Standing committee reports**

a. Operations Committee

- Operations committee meets Friday, January 17, 2020 to approve graduates for winter convocation.

b. ARP Committee

- Not yet met.

c. CCC Committee

- The committee met January 13, 2020 to review the program revision form for the CCM project.

d. Tributes Committee

- Presentation to come in camera.

## 5.7 In camera session

**Motion:** D Marques/ D Silvestrone  
That Education Council moves in camera.  
**Carried**

### a. Tributes Committee presentation

#### Honorary Fellows

**Motion:** R Tyner/ V Neykov

That Education Council approves and recommends to the Board of Governors, the nominees and alternates for the 2020 Honorary Fellow designation as presented:

- B Ridgely gave an overview of tributes committee, explained the criteria for honorary fellows, and reviewed this year's nominees.

**Carried**

#### Distinguished Service Award

**Motion:** G Coulthard/ B Gillett

That Education Council approves and recommends to the Board of Governors, the nominee for the 2020 Distinguished Service Award designation as presented.

- B Ridgely reviewed the nominee.

**Carried**

### b. Rescinding of a previously awarded credential

**Motion:** A Hay/ A Krebs

That Education Council approves the rescinding of the Administrative Assistant certificate awarded to JS on 28 June 2011. Further, that a notation be placed on the transcript indicating that the certificate was rescinded on 16 January 2020.

- JS was admitted into the Administrative Assistant Certificate program in 2010-11. The certificate was awarded on 28 June 2011. In December 2019, JS informed the College that they had obtained the certificate dishonestly through cheating on entrance testing and academic coursework components and tests. JS asked to return the certificate. An investigation was undertaken by the Dean of the School of Business and the academic misconduct has been substantiated. Given the facts, it is appropriate and necessary to rescind the certificate.

**Carried**

**Motion:** T Walters/ D Silvestrone

That Education Camera moves ex camera.

**Carried**

## 6. Reports

### 6.1 Council Chair's report – C Newitt

- A bi-election is being held for the empty student position for the north Okanagan. All information is on myOkanagan.

### 6.2 President & Vice-President Education report – A Hay

- Winter convocation is being held this Saturday, January 18, 2020.
- The Common First Year Engineering Certificate has completed its public posting phase and received a supportive comment from UBC.
- J Hamilton added that he is about to start the process of developing the next strategic plan. It will be a highly engaging and collaborative process and the team will take a deep dive into the trends and issues that the institution will face over the next five years.

**6.3 Registrar's report – B Burge**

- No report.

**6.4 Board of Governor's report – S Cook**

- No report.

**6.5 Curriculum and calendar management project update**

- The implementation team continues to meet weekly with Kualu.
- The policy team is meeting every two to three weeks to review the forms.
- C Newitt and M Welsh are attending the Kualu Days conference in February. It will be an opportunity to talk to other schools who are using the software.

**7. Date, time of next regular meeting – Thursday, February 6, 2020 at 4:00 pm**

**8. Deadline for agenda items – Wednesday, January 22, 2020 at 12:00 pm**

**9. Adjournment at 5:07 pm.**