

**Okanagan College Education Council
Minutes of Thursday, October 1, 2020 4:00 pm
Via Collaborate**

Present: A Hay, B Burge, W Gillett, R Tyner, M Somerville, C Farrow, D Marques, G Coulthard, N Davis, A Schmidt, C Newitt, T Walters, V Neykov, J Hamilton, C Leong, R Whermann, S Lembke, Y Khmelevsky, J Ragsdale

Regrets: A Krebs, S Cook, B Wyatt

Absent: S Stirling

Guests: K Rempel, B McGillivray, M Kline

Recorder: M Cabral

1. **Determination of quorum and call to order**
C Newitt called the meeting to order at 4:00 pm

2. **Adoption of the agenda**
Motion: R Tyner/ N Davis
That Education Council approves the agenda as presented.
 - There is one addition to the agenda: an item regarding Duolingo English testing. It will be discussed in the Registrar's report.

Carried as amended

3. **Approval of the minutes**
Motion: C Farrow/ M Somerville
That Education Council approves the minutes of the September 17, 2020 Education Council meeting as presented.
 - A member suggested a revised statement under the in camera session.
 - A member noted a typo under item 6.5.

Carried

4. **Business arising**

5. **New business**

5.1 CPRC – BUS curriculum

- a. **Program revision: Bookkeeping Certificate**

Motion: A Hay/ R Whermann

That Education Council approves the program revision: Bookkeeping Certificate as recommended by the CPRC – BUS and Continuing Studies:

- M Kline advised that Continuing Studies is removing the computer fundamentals admission requirement across all certificate programs as it is no longer relevant for students.
- A member questioned if both BAC 11 and BAC 12 needed to be listed as requirements, as she assumed students needed BAC 11 to get into BAC 12. M Kline noted that students do not need BAC 11 for BAC 12, but both are necessary for this program.

Carried

- b. Program revision: Bachelor of Business Administration – Marketing Specialty**
Motion: R Tyner/ G Coulthard
 That Education Council approves the program revision: Bachelor of Business Administration as recommended by the CPRC – BUS:
 - K Rempel noted that while BUAD 433 has been running for some time, the department neglected to include it as an elective in this program.
Carried
- c. Program revision: Post Baccalaureate Diploma in Marketing**
Motion: V Neykov/ R Whermann
 That Education Council approves the program revision: Post Baccalaureate Diploma in Marketing as recommended by the CPRC – BUS:
 - As above.
Carried
- d. Course revision: AVIA 104 Introduction to Aviation Theory**
Motion: C Leong/ C Farrow
 That Education Council approves the course revision: AVIA 104 Introduction to Aviation Theory as recommended by the CPRC – BUS:
 - B McGillivray noted that due to a change in Transport Canada regulations, the program requires revision.
 - Content from AVIA 104 is moving to AVIA 105 to balance out the two courses, as AVIA 104 is content heavy.
 - A member questioned if French immersion students would have to take the communications course. B McGillivray advised that the universal language of Towers in aviation is English and French immersion students would have to take the course to be admitted into the program.
Carried
- e. Course revision: AVIA 105 Aviation Language Proficiency**
Motion: V Neykov C Farrow
 That Education Council approves the course revision: AVIA 105 Aviation Language Proficiency as recommended by the CPRC – BUS:
 - As above.
Carried
- f. Course revision: AVIA 112 Navigation and Air Regulations I**
Motion: V Neykov/ R Whermann
 That Education Council approves the course revision: AVIA 112 Navigation and Air Regulations I as recommended by the CPRC – BUS:
 - B McGillivray noted that the technology in the course description was outdated. Navigation technology changes frequently and the description needs to reflect that.
Carried
- g. Course revision: AVIA 115 Flight Lab I**
Motion: C Leong/ V Neykov
 That Education Council approves the course revision: AVIA 115 Flight Lab I as recommended by the CPRC – BUS:
 - This is a cleanup to the course description.
Carried

- h. Course revision: AVIA 214 Advanced Avionics**
Motion: V Neykov/ G Coulthard
That Education Council approves the course revision as recommended by the CPRC – BUS:
- As above.
Carried

- i. Program revision: Commercial Aviation Diploma**
Motion: V Neykov/ C Leong
That Education Council approves the program revision: Commercial Aviation Diploma as recommended by the CPRC – BUS:
- B McGillivray noted that as well as the course revisions, the program revision includes changes to the admission requirements.
Carried

5.2 Standing committee reports

- a. Operations Committee
- Meeting minutes to come in camera.
- b. ARP Committee
- Not met.
- c. CCC Committee
- Not met.
- d. Tributes Committee
- Not met.

5.3 In camera session

Motion: V Neykov/ C Leong
That Education Council moves in camera.
Carried

- a. Operations Committee meeting minutes**
Motion: A Hay/ C Farrow
That Education Council accepts the September 24, 2020 Operations Committees meeting minutes as presented.
- C Newitt noted that members discussed whether to include student numbers in the paperwork the committee receives to make it easier to distinguish between students with similar names.
Carried

Motion: C Farrow/ M Somerville
That Education Council move out of camera.
Carried

6. Reports

6.1 Council Chair's report – C Newitt

- Education Council is glad to welcome Joan Ragsdale, who was recently appointed to the empty administration position. J Ragsdale has previous experience in Education Council at other institutions.
- This is the last meeting for the student representatives on Education Council.

6.2 President & Vice-President Education report – A Hay

- No report.

6.3 Registrar's report – B Burge

Motion: V Neykov/ N Davis

That Education Council approve extending the use of the Duolingo English Test through the 2021-22 admission cycle.

- B Burge advised that many institutions adopted this testing system due to the pandemic. Applications for international and domestic students are open as of this morning and the College wants to make sure students can take the test online if they do not meet the English language requirements.

Carried

6.4 Board of Governor's report – S Cook

- No report.

6.5 Curriculum and calendar management project update

- C Newitt noted that the team is still in the process of transitioning data for programs from banner into Quali. The project is still on track.

7. Date, time of next regular meeting – Thursday, November 5, 2020 at 4:00 pm

8. Deadline for agenda items – Wednesday, October 21, 2020 at 12:00 pm

9. Adjournment at 4:35 pm.