

**Okanagan College Education Council
Minutes of Thursday, November 5, 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, C Newitt, T Walters, V Neykov, J Hamilton, S Lembke, Y Khmelevsky, J Ragsdale, A Krebs, , B Wyatt, M Rice, S Bajwa

Regrets: S Cook

Absent:

Guests: N Befus, R Huxtable, V Simpson, K Rempel, J Rouse

Recorder: M Cabral

1. **Determination of quorum and call to order**
C Newitt called the meeting to order at 4:01 pm

2. **Adoption of the agenda**
Motion: R Tyner/ N Davis
That Education Council approves the agenda as presented.
 - There was one addition to the agenda, which members received last night. It will be discussed during the Registrar's report.

Carried

3. **Approval of the minutes**
Motion: M Somerville/ G Coulthard
That Education Council approves the minutes of the October 1, 2020 Education Council meeting as presented.

Carried

4. **Business arising**

5. **New business**

5.1 CPRC – AFP curriculum

- a. **Course revision: BIOL 011** **Biology 11**

Motion: T Walters/ V Neykov

That Education Council approves the course revision: BIOL 011 Biology 11 as recommended by the CPRC – AFP:

- N Befus explained that the revisions were to match the course with the articulation guide.
- A member asked if “first peoples” was the official language being used in the indigenization of curriculum. C Newitt noted that he did not know the answer, but it was an important question. There were no representatives of the indigenization task force present. A member did not believe that was the official language, but as it was just used in a description of changes for Education Council and not in any calendar language, he did not see it as an issue. C Newitt added that Education Council should look at this issue in the future.

Carried

- b. Course revision: BIOL 012 Biology 12**
Motion: G Coulthard/ M Somerville
That Education Council approves the course revision: BIOL 012 Biology 12 as recommended by the CPRC – AFP:
- N Befus explained the revision was to clean up the superscripts in the prerequisites.
Carried

- c. New course: EDCP 012 Education and Career Planning**
Motion: N Davis/ V Neykov
That Education Council approves the new course: EDCP 012 Education and Career Planning as recommended by the CPRC – AFP:
- N Befus noted the course was developed by the College of the Rockies and was presented at articulation a year ago. It is an open source course and will count towards an adult Dogwood. Many students are looking for guidance with education planning and career planning and this course will help prepare them.
- A member questioned the rationale behind the English corequisite. N Befus explained that students will be learning communication skills and will need some guidance with writing. The math corequisite is there to aid students in the financial planning, budgeting, and wages portion of the course. The corequisites denote a higher level of thinking. The member noted that having the corequisites assumes students will be taking at least three courses. N Befus advised that students could go into the course already having the English and math corequisites. The member questioned if there would be a demand for this as a stand alone course. N Befus admitted that the department did not discuss this, but it is an interesting point. C Newitt noted that having those corequisites does not enable students from taking the course. He did not see this as overly onerous. The member agreed that seeing as the course counted toward the adult Dogwood, it can be assumed that students would be taking other courses as well.
Carried

5.2 Curriculum recommended by Continuing Studies

- a. Program revisions: Audio Engineering and Music Production Certificate, AutoCAD Certificate, Medical Device Reprocessing Certificate, Nursing Unit Assistant Certificate, Occupational Health and Safety Certificate, and Dental Office Administrative Assistant Certificate**
Motion: A Krebs/ V Neykov
That Education Council approves the program revisions: Audio Engineering and Music Production Certificate, AutoCAD Certificate, Medical Device Reprocessing Certificate, Nursing Unit Assistant Certificate, Occupational Health and Safety Certificate, and Dental Office Administrative Assistant Certificate as recommended by Continuing Studies, the CPRC – AFP, and the CPRC - STH:
- V Simpson noted that in all six of the programs, the computer fundamentals admission requirement was being removed, as it is no longer necessary for student success. Most students have experience with computers upon entry into the course. For those who require refreshing, CS offers an online computer fundamentals course free of charge.
- V Simpson added that the Dental Administrative Assistant Certificate had additional revisions to the admission requirements. CPR level C and the minimum typing speed are being removed as these are employer requirements, not program requirements.
- A member questioned if MATH 070 should be included in the Occupational Health and Safety Certificate and Audio Engineering and Music Production Certificate admission requirements, as it has the same content as MATH 071 and MATH 072, which are listed. C Newitt noted that this was not an issue for today, but is worth noting for a future revision.

- A member noted that the admission requirements state test scores were only valid for two years for ABE math courses but not for high school courses. V Simpson noted that this was College-wide language. C Newitt noted that this may have been missed with the high school entrance requirements omnibus motion two years ago. He added that this was not an issue for today, but the department should make note of the issue.

Carried

5.3 Curriculum recommended by the CPRC – BUS

a. New course: BUAD 352 Data Analytics in Accounting

Motion: Svan Lembke/ B Gillett

That Education Council approves the new course: BUAD 352 Data Analytics in Accounting as recommended by the CPRC – BUS:

- K Rempel explained that this is an exciting new offering. CPA Canada has made data analytics a required component for CPA designation.
- C Newitt noted that the prerequisites will aid in student success.

Carried

b. Course revision: BUAD 296 Long Term Capital Management

Motion: A Krebs/ C Farrow

That Education Council approves the course revision: BUAD 296 Long Term Capital Management as recommended by the CPRC – BUS:

- K Rempel explained the prerequisites were being revised as MATH 114 is not necessary for student success. The Math department was in favour of this revision.

Carried

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

Motion: G Coulthard/ M Somerville

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

- BUAD 352 is being added to the program.

Carried

d. Program revision: Post Baccalaureate Diploma in Accounting

Motion: T Walters/ B Wyatt

That Education Council approves the program revision: Post Baccalaureate Diploma in Accounting as recommended by the CPRC – BUS:

- As above.

Carried

e. New course: TOUR 115 Accounting for Tourism

Motion: R Tyner/ V Neykov

That Education Council approves the new course: TOUR 115 Accounting for Tourism as recommended by the CPRC – BUS:

- K Rempel explained that upon consultation with students, stakeholders, and faculty, the TMD diploma will be pulling away from being a standard business diploma and move towards being a tourism centric program. The department is adding a series of new courses as well as revising existing courses to accommodate this.
- TOUR 115 is a specific accounting for tourism course. Content not relevant for Tourism students is not included in the course. The course is focused on the tourism setting for accounting applications.

Carried

- f. New course: TOUR 225** **Emerging Trends in Destination Management**
Motion: V Neykov/ A Krebs
That Education Council approves the new course: TOUR 225 Emerging Trends in Destination Management as recommended by the CPRC – BUS:
 - K Rempel noted that the TMD program being based in Revelstoke called for a destination management course. The course will address the needs of students to be better prepared to manage trends in destination tourism.**Carried**
- g. New course: TOUR 235** **Rural and Agri – Tourism Development**
Motion: G Coulthard/ V Neykov
That Education Council approves the new course: TOUR 235 Rural and Agri – Tourism Development as recommended by the CPRC – BUS:
 - The department intends to bring the TMD program to Kelowna, where rural and agri-tourism is very important. The course will give students an idea of what is involved in this sector and the challenges they may face.
 - A member noted that the course outline stated there was no final exam, but included a final exam in the assessment section. K Rempel noted this was an error and there will be a final exam.**Carried**
- h. New course: TOUR 245** **Tourism for SME**
Motion: A Krebs/ V Neykov
That Education Council approves the new course: TOUR 245 Tourism for SME as recommended by the CPRC – BUS:
 - Kerry Rempel noted the course will provide context as to what small and medium enterprises look like and the business challenges they face.**Carried**
- i. New course: TOUR 250** **Eco and Adventure Tourism**
Motion: M Somerville/ N Davis
That Education Council approves the new course: TOUR 250 Eco and Adventure Tourism as recommended by the CPRC – BUS:
 - K Rempel advised that this course is replacing BUAD 392, which was a safety and logistics nightmare for the department. TOUR 250 will be less risky, while still providing fun opportunities for students.
 - A member noted a typo in the course outline.**Carried**
- j. Course revision: BUAD 200** **Digital Marketing**
Motion: V Neykov/ R Tyner
That Education Council approves the course revision: BUAD 200 Digital Marketing as recommended by the CPRC – BUS:
 - The revision is to add TOUR 130 as a prerequisite for TMD students who take this course.**Carried**
- k. Course revision: BUAD 215** **Restaurant Management**
Motion: V Neykov/ A Krebs
That Education Council approves the course revision: BUAD 215 Restaurant Management as recommended by the CPRC – BUS:
 - K Rempel advised that the wording in the description is cleaner and notes the crosslisted courses to make it clearer for students.**Carried**

- i. Course revision: BUAD 220 Hotel Management**
Motion: V Neykov/ N Davis
That Education Council approves the course revision: BUAD 220 Hotel Management as recommended by the CPRC – BUS:
- The revision is to clean up the calendar description.
Carried
- m. Course revision: BUAD 230 Wine and Culinary Tourism**
Motion: B Wyatt/ G Coulthard
That Education Council approves the course revision: BUAD 230 Wine and Culinary Tourism as recommended by the CPRC – BUS:
- The course will be crosslisted with TOUR 230.
Carried
- n. Course revision: BUAD 335 Electronic Commerce**
Motion: V Neykov/ N Davis
That Education Council approves the course revision: BUAD 335 Electronic Commerce as recommended by the CPRC – BUS:
- K Rempel explained that COSC 119 no longer exists and there is no COSC equivalent. Computer science students who take this course will be supported with a prerequisite waiver.
Carried
- o. Course revision: TOUR 200 Tourism Sector Study**
Motion: V Neykov/ G Coulthard
That Education Council approves the course revision: TOUR 200 Tourism Sector Study as recommended by the CPRC – BUS:
- K Rempel explained that students must take this course in their second year, so the department added language to enforce this.
Carried
- p. Course revision: TOUR 215 Restaurant Management**
Motion: V Neykov/ S Lembke
That Education Council approves the course revision: TOUR 215 Restaurant Management as recommended by the CPRC – BUS:
- TMD students do not need to have BUAD 111 as they will take the newly approved TOUR 115. TOUR 115 is being added as a corequisite to TOUR 215.
Carried
- q. Program revision: Culinary Management Diploma**
Motion: A Krebs/ V Neykov
That Education Council approves the program revision: Culinary Management Diploma as recommended by the CPRC – BUS:
- K Rempel explained the CMD program is co-parented by Trades and Business. Students take culinary courses in their first year and management courses in their second year. WINE 21 and WINE 31 are no longer regularly offered by CS so they are being taken out of the program. New TOUR and BUAD courses are being added as electives to account for the loss.
- J Rouse noted two typos in the calendar description.
- A member noted that the calendar description should refer to WHIMIS 2015 as that is the correct language.
Carried

r. Program revision: Tourism Management Diploma

Motion: V Neykov/ M Somerville

That Education Council approves the program revision: Tourism Management Diploma as recommended by the CPRC – BUS:

- The revision is to include the new courses and course revisions, as above.
- A member noted the proposed admission requirements still refer to the LPI, which is no longer available. K Rempel noted that every business program refers to the LPI. The department is working with the Registrar to draft an omnibus motion once Kuali is in place to address the issue.

Carried

s. Course deletion: BUAD 392 Adventure and Eco Tourism

Motion: G Coulthard/ V Neykov

That Education Council approves the course deletion: BUAD 392 Adventure and Eco Tourism as recommended by the CPRC – BUS:

- TOUR 250 is replacing this course.

Carried

t. Program revision: Bachelor of Business Administration – Tourism and Hospitality Management Specialty

Motion: V Neykov/ A Krebs

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

- The revision reflects the deletion of BUAD 392.

Carried

5.4 Schedules

Motion: R Tyner/ V Neykov

That Education Council approves the schedules as presented for recommendation to the Board:

- Adult Special Education
- Certified Dental Assistant
- Early Childhood Education Diploma
- Health Care Assistant Certificate
- Human Service Worker Diploma
- Pharmacy Technician Certificate
- Therapist Assistant Diploma
- A member noticed Labour Day 2021 was listed incorrectly on a few programs. Labour Day 2021 is September 6.
- A member wanted clarification on the HCA schedule as some draft language was still present. Neither B Burge nor M Cabral knew why this was. C Newitt recommended tabling the HCA schedule and just moving forward with the others. HCA would then be dealt with at Operations committee or the December Education Council meeting.

Motion: C Newitt/ R Tyner

That the HCA schedule be rescinded from the above omnibus motion, to a future Operations Committee or Education Council meeting date.

Carried

- A member noted HSW and Pharmacy Technician had Easter listed as different dates.
- A member noted a typo on the bottom of page 71, it should say 2021, not 2022.
- A member noted typos on page 73.
- A member questioned why CDA started on January 3 while all other programs started January 4. M Cabral will follow up with Inga Wheeler.
- C Newitt noted

Carried as amended with one opposition.

5.5 Standing committee reports

- a. Operations Committee
 - The October 30 minutes will be presented in camera. The committee is still one member short, anyone interested should contact M Cabral.
- b. ARP Committee
 - Not met.
- c. CCC Committee
 - The CCC is meeting November 9 to discuss the Kuali program form.
- d. Tributes Committee
 - J Ragsdale has joined the committee. They will hopefully be meeting soon to discuss Tributes.

5.6 In camera session

Motion: C Newitt/ A Hay

That Education Council moves in camera.

Carried

5.7 Operations Committee meeting minutes

Motion: C Newitt/ A Hay

That Education Council accepts the October 30, 2020 Operations Committees meeting minutes as presented.

Carried

Motion: C Newitt/ T Walters

That Education Council move out of camera.

Carried

6 Reports

6.1 Council Chair's report – C Newitt

- C Newitt welcomed M Rice and S Bajwa to Education Council.

6.2 President & Vice-President Education report – A Hay

- A member wondered if the College would be without a president for a period of time since J Hamilton retired in January and the incoming president started in April. A Hay noted that J Hamilton is working with the Board of Governors to make sure the College is not without a president.

6.3 Registrar's report – B Burge

- B Burge addressed the proposed change to the Winter 2021 start date. The issue has been raised by a number of people at the College. There is a close timeline between fall and winter semester, which is a normal year is not an issue. This timeline has been made more difficult with COVID 19. The change will need Board of Governors approval. The College still needs to discuss which programs specifically are able to change start dates.
- A member noted that he is very happy with this proposal and supports it fully.
- A Hay added that this is a change to the 2021 schedule only. The Board has an approved policy in place that covers the academic schedules. This proposal is to vary that policy, not change it. It will be a one time variation.

- A member questioned if ,this would effect graduation dates. A Hay advised that it would not. The key with this proposal is that the semester will still end in April so students will not be disadvantaged. There is still a dialogue occurring between deans and departments. Most are in favour of the proposal. The Math department questioned if reading week would be able to change as well. This is not possible as reading week is tied in with BC Family Day.
- A Hay noted not all programs were listed on the proposal.
- A member noted that AACP is listed on the programs changing start date. She added that some of their students also take academic courses. She questioned if this meant their semesters would be starting on different days. B Burge assured members that discussion was till ongoing and that all issues will be flushed out before being presented to the Board of Governors at the end of the month.
- B Burge questioned if a motion was needed to recommend the proposal to the Board.
Motion: C Newitt/ T Walters
 That Education Council recommends changing the Winter 2021 scheduled start date to January 11.
 - o A member advised that she did not feel comfortable approving an incomplete draft.**Motion rescinded.**
- B Burge advised that Operations committee is available to approve the proposal once all discussions are finished.
- T Walters will join Operations committee.

6.4 Board of Governor’s report – S Cook

- No report.

6.5 Curriculum and calendar management project update

- The team is moving quite quickly now, in a good way. The CCC committee meets Monday to discuss the program form. M Cabral and C Newitt will be arranging to meet with different portfolios to view Kual.
 - B Burge added that the team continues to import data into Kual. The next calendar will draw from the Kual data source.

7. Date, time of next regular meeting – Thursday, December 3, 2020 at 4:00 pm

8. Deadline for agenda items – Wednesday, November 18, 2020 at 12:00 pm

9. Adjournment at 5:32 pm.