

**Okanagan College Education Council  
Minutes of Thursday, February 03, 2022 4:00 pm  
Via Zoom**

**Present:** N Fassina, A Hay, B Burge, W Gillett, C Newitt, A Krebs, B Penfound, S Bajwa, J Ragsdale, Y Khmelevsky, S Lembke, L Mallory, D Marques, S Choudhary, C Farrow, R Tyner, M Somerville, T Walters, P Lefebvre

**Regrets:** A Alexander, B Wyatt

**Absent:**

**Guests:** Y Moritz, K Kazimer, D Greebe, J Garrett, M Kline, B Ridgeley, T Finley, T Berg, B Dietze, C Burt, S Johnston, R Darbyson

**Recorder:** S Gayle

**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:** A Hay/M Somerville

That Education Council approves the agenda as presented.

**Carried**

**3. Approval of the minutes**

**Motion:** A Hay/S Lembke

That Education Council approves the minutes of the January 13, 2022 Education Council meeting as presented.

**Carried**

**4. Business arising**

**5. New business**

**5.1 Consultation Review: Program Advisory Committee: Terms of Reference**

- B Dietze provided the committee with an overview of the Program Advisory Committee (PAC) and the Terms of Reference (TOR) noting that it was being updated from the 2012 version. This update was in keeping with the College and Institute Act.
- B Dietze outlined several areas relating to the PAC including its responsibility, composition, scope of operations and confidentiality.
- N Fassina sought clarification on the storage of information and asked whether a mechanism was in place for the collection of information in order to determine trends or patterns.
- B Dietze responded in the negative noting that information was obtained from the respective Dean's office and then reports are compiled for the Board.

## 5.2 Curriculum recommended by the CPRC – STH

- C Newitt reminded persons of the context in which micro-credentials were being approved and provided an overview in relation to the three (3) micro-credential programs for which the college received funding. The funding timeline was very specific and the program would need to be open by the end of March with graduation by August. In order to facilitate the deadlines the committee had to make a decision in relation to the approval process which was done at the ARP committee meeting. The proposals would go through the CPRC and then Education Council.
- C Newitt noted that there has been a suggestion to create a body that will determine which CPRC the micro-credentials will go through.
- The floor was then given to D Greebe to discuss the IT User Support Micro-Credential.
- D Greebe provided an overview of the micro-credential program noting that funding was received from the Ministry for the college to deliver the micro-credential program.
- The micro-credential program is a one hundred and fifty (150) hours program.
- Consultation was done with the ICT department for dual credit aspect and the discussions have been in progress since 2019. The ICT department has helped to inform the curriculum and letters of support have been received from various stakeholders including Okanagan Training and Development Council (OTDC), Accelerate Okanagan and several school districts.
- Target audience: students who have taken the Gateway to Tech courses, general public with experience in IT with no credential.
- Three (3) core courses:
  - ITUS 100 Computer Components and Peripherals – 60 hours
  - ITUS 110 Networks and Telecommunications – 60 hours
  - ITUS 120 Infrastructure and Computing – 30 hours

### a. **New course: ITUS 100 Computer Components and Peripherals**

**Motion:** A Hay/R Tyner

That Education Council approves the new course: ITUS 100 Computer Components and Peripherals as recommended by the CPRC - STH:

- T Berg noted that ITUS 100 was a foundational course that provided an awareness of end point devices from a user perspective.
- T Walters sought clarification on whether the courses were duplicating what was already being offered as there was an overlap and noted that the current course outlines were missing information.
- C Newitt reiterated that the course was a foundational approach to make students aware.
- A Hay clarified that there were two types of micro-credentials: credit based and non-credit based. It was noted that the ITUS courses are non-credit based and as such do not have the same focus. The courses/program did not have the same entry requirements and it was a shorter program.
- A Hay outlined the micro-credentials were classified in the other category, with a different focus.
- M Somerville sought clarification on how credits could be given/applied to a non-credit based program, noting that this information was outlined in the documentation.
- D Greebe clarified noting that this was an anomaly as though no credit would be offered, if there was an opportunity to receive credit, then this would be given outlining the dual credit opportunity.
- A Hay sought clarification on whether the micro-credential program was being considered to give students credit.
- D Greebe responded in the affirmative.
- T Berg noted that the IT department supports the micro-credential because it provides a bridge to the program at OC. The micro-credential is making an attempt to

allow students to enter and would allow those students who take the Gateway program to transfer into the micro-credential.

- The completion of the course does not mean that you gain credit for a similar course. However, a combination of all the courses once taken provide a clear outline of skills. This facilitates the granting of prior learning experience.
- T Berg noted that scheduling was a problem and a barrier for access to regular IT courses, the micro-credential program provides a gateway to persons in the field who cannot commit.
- The program allows flexibility for persons who need credentials in order to open door and makes students employable.

**Carried with majority votes**

**b. New course: ITUS 110 Networks and Telecommunications**

**Motion:** C Newitt/D Marques

That Education Council approves the new course: ITUS 110 Networks and Telecommunications as recommended by the CPRC - STH:

- T Walters noted that in the ITUS 110 course outline no prerequisites were listed and in the admission requirements in the program it outlined that graduation from high school was required. Clarification was sought on whether students were required to graduate from high school.
- T Berg responded in the negative noting that the graduation requirement was waived and the program is intended for high school students.
- C Newitt outlined that the issue would be further discussed under the IT User Support program section.
- T Walters sought clarification on whether the criteria for persons teaching the course were the same as courses taught at OC.
- T Berg responded in the affirmative and explained that staff members from ICT would also assist CS in relation to the delivery of the courses.

**Carried with majority votes**

**c. New course: ITUS 120 Infrastructure and Computing**

**Motion:** S Lembke/ A Hay

That Education Council approves the new course: ITUS 120 Infrastructure and Computing as recommended by the CPRC - STH:

- C Newitt sought clarification on the concept/idea of a verification course and asked how it was assessed.
- T berg noted that in order to grant credit the department needed to verify the skills. ITUS 120:
  - Solidifies micro-credential for the user as the third course is a cumulative assessment pulling everything together - thirty (30) hours total.
  - Assists the department as it provides added verification to ensure that students can succeed in the area.
  - Provides an assessment and allows students entering from other areas a formal chance to prove skills.
- T Walters sought clarification on whether ITUS 100 and ITUS 110 should have been listed as prerequisites for ITUS 120 based on the information provided.
- K Kazimer noted that the course outline lists ITUS 100 and ITUS 110 as prerequisites for ITUS 120, however, it was not listed in Kualu.

**Carried with majority votes**

**d. New program: IT User Support Micro-Credential**

**Motion:** J Ragsdale/W Gillett

That Education Council approves the new program: IT User Support Micro-Credential as recommended by the CPRC - STH:

- C Newitt asked the members to revisit the entrance requirements concern that was raised by T Walters and asked how the issue would be addressed.
- K Kazimer responded noting that when the program is offered as a dual credit, the school district will need to approve before the credit is offered.
- A Hay outlined that there are several dual credit agreements and explained the areas of eligibility.
- One area of eligibility is graduation from high school which allows entry into programs. A dual credit agreement could be signed, which will be done eventually or the admissions requirements could be changed.
- B Burge explained that the language does not preclude a dual credit agreement.
- C Newitt noted that the dual credit aspect would come through Education Council.
- B Burge agreed.

**Carried with majority votes**

### **5.3 Curriculum recommended by the CPRC – BUS**

- D Greebe provided an overview of the program reiterating that the college was successful in receiving funding for the micro-credential. The program comprised of non-credit courses.
- One hundred and twenty (120) hours program that provides fundamental competency in graphic design with:
  - GDE 100 Professional Writing for Digital Content – 30 hours
  - GDE 110 Introduction to Graphic Design – 30 hours
  - GDE 120 Your Digital Toolkit – Adobe Creative Suite Applications I – 30 hours
  - GDE 130 Your Digital Toolkit – Adobe Creative Suite Applications II – 30 hours
- Assessment consists of applied learning and capstone project at the end.
- Target audience – persons in entry level roles who are tasked with responsibility. Pertinent in small and medium businesses. Program will enhance employability.
- Pilot program will be working with OTDC and the first cohort for the program will be indigenous students in the Okanagan. There has been consultation with external organizations such as OTDC, Accelerate Okanagan and internal Marketing and Public Affairs as well as communication with the Deans of BUS and Arts and the Chair of English.
- T Walters sought clarification on why a distinction was being made between credit and non-credit courses. It was noted that other departments offered courses that were very similar with the only differences being the non-credit aspect and that the courses were not being taught by faculty.
- T Walters then made a request for guests from the Faculty of Arts to speak.
- Following a vote by EdCo members, J Garrett and S Johnston were invited to speak.

**Vote carried with no opposition.**

- S Johnston informed that committee that consultation was conducted after the submission and noted that there are currently several courses when combined represent the four (4) courses being presented. Expressed concern about the process.
- D Greebe outlined that contact was made with the Dean of AFP in the beginning and then later with the Chair of English.
- The micro-credentials focus on a niche market and allow students to obtain skills required.
- CS is willing to utilize faculty to deliver or assist with the delivery of the core material.
- P Lefebvre raised a concern regarding the technicalities and issues around teaching the micro-credentials.
- A Hay clarified explaining that the courses were non-credit courses.

- D Greebe explained that the courses were developed based on environmental scans.
- Members of the committee raised the issue of duplication concerning the proposed micro-credential courses indicating that the courses were similar to other courses that existed. Members also raised concerns with the consultation process.
- Members asked D Greebe to clarify the difference with the proposed courses.
- D Greebe explained that the proposed courses were thirty (30) hours and not full academic courses with a lighter competency focus and allows flexibility.
- T Finley indicated that following consultation with CS the intent for the program is different.
- J Garrett expressed similar concerns regarding the consultation process.
- Several committee members and guests expressed opposition to the consultation that had taken place indicating that the proposals were required to go through the CPRC - AFP based on the subject matter.
- A Hay informed the committee that consultation and communication issues would be addressed.
- D Greebe indicated that CS would be willing to liaise with the Communications department and other stakeholders regarding the micro-credential and its associated courses to ensure that the proper consultation is done.
- Based on the concerns raised, items 5.3 a –e were deferred to another sitting of EdCo.
- Committee members subsequently agreed on convening a special meeting of EdCo on Thursday, February 10, 2022 at 5:00 pm.
- Members also agreed to defer items 5.3 l – u to the proposed February 10, 2022 meeting.

**Motion:** D Marques/Y Khmelevsky

That Education Council defer the program motion for the Graphic Design Essentials Micro-Credential and its associated courses.

**Carried with no opposition**

**Motion:** T Walters/P Lefebvre

That Education Council defer the motions associated with items 5.3 l – u.

**Carried with no opposition**

**a. New course: GDE 100 Professional Writing for Digital Content**

**Motion:** A Krebs/ S Choudhary

That Education Council approves the new course: GDE 100 Professional Writing for Digital Content as recommended by the CPRC - BUS:

**Deferred**

**b. New course: GDE 110 Introduction to Graphic Design**

**Motion:**

That Education Council approves the new course: GDE 110 Introduction to Graphic Design as recommended by the CPRC - BUS:

**Deferred**

**c. New course: GDE 120 Your Digital Toolkit – Adobe Creative Suite Applications I**

**Motion:**

That Education Council approves the new course: GDE 120 Your Digital Toolkit – Adobe Creative Suite Applications I as recommended by the CPRC - BUS:

**Deferred**

**d. New course: GDE 130 Your Digital Toolkit – Adobe Creative Suite Applications II**  
**Motion:**

That Education Council approves the new course: GDE 130 Your Digital Toolkit – Adobe Creative Suite Applications II as recommended by the CPRC - BUS:

**Deferred**

**e. New program: Graphic Design Essentials Micro-Credentials**

**Motion:**

That Education Council approves the new program: Graphic Design Essentials Micro-Credentials as recommended by the CPRC - BUS:

**Deferred**

- R Darbyson provided a brief overview of the program noting that the VA program consisted of five (5) new courses that were being introduced.
- Program makes use of many office admin course and also has additions.
- The program is to assist persons who want to become Virtual Assistants.
- Focuses on skillset – being self-employed and working virtually.

**f. New course: OADM 185 Professional Skills for Virtual Assistants**

**Motion:** R Tyner/W Gillett

That Education Council approves the new course: OADM 185 Professional Skills for Virtual Assistants as recommended by the CPRC - BUS:

**Carried**

**g. New course: OADM 186 Online Collaboration Tools**

**Motion:** S Lembke/M Somerville

That Education Council approves the new course: OADM 186 Online Collaboration Tools as recommended by the CPRC - BUS:

- Course focuses on Google workspace – online collaboration.
- Examines other presentation platforms. At this time, focusing on the most popular – information placed in the outline and not listed as technology evolves. This will ensure that the course remains current/relevant.

**Carried**

**h. New course: OADM 189 Business Planning and Management**

**Motion:** W Gillett/M Somerville

That Education Council approves the new course: OADM 189 Business planning and Management as recommended by the CPRC - BUS:

- Course has twofold purpose: to help students start a business and to help others (clients) start or manage a business.
- Course does a business plan, looks at how to brand a business, handle daily bookkeeping in day-to-day operations and how to grow a business.

**Carried**

**i. New course: OADM 190 Online Marketing**

**Motion:** S Lembke/A Hay

That Education Council approves the new course: OADM 190 Online Marketing as recommended by the CPRC - BUS:

**Carried**

**j. New course: OADM 191 VA Simulation**

**Motion:** W Gillett/M Somerville

That Education Council approves the new course: OADM 191 VA Simulation as recommended by the CPRC - BUS:

- Typical simulation where students can amalgamate skills.

- Course includes a bookkeeping simulation and creating a website.
- W Gillett outlined the benefits of the simulation course.

**Carried**

**k. New program: Virtual Assistant Certificate**

**Motion:** W Gillett/A Krebs

That Education Council approves the new program: Virtual Assistant Certificate as recommended by the CPRC - BUS:

**Carried**

**l. Course revision: OADM 110 Business Communication**

**Motion:**

That Education Council approves the course revision: OADM 110 Business Communication as recommended by the CPRC - BUS:

**Deferred**

**m. Course revision: OADM 135 Records Management**

**Motion:**

That Education Council approves the course revision: OADM 135 Records Management as recommended by the CPRC - BUS:

**Deferred**

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

**Motion:**

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

**Deferred**

**o. Course revision: OADM 152 Accounting Software I**

**Motion:**

That Education Council approves the course revision: OADM 152 Accounting Software I as recommended by the CPRC - BUS:

**Deferred**

**p. Course revision: OADM 155 Accounting Software II**

**Motion:**

That Education Council approves the course revision: OADM 155 Accounting Software II as recommended by the CPRC - BUS:

**Deferred**

**q. Course revision: OADM 167 Computer Essentials**

**Motion:**

That Education Council approves the course revision: OADM 167 Computer Essentials as recommended by the CPRC - BUS:

**Deferred**

**r. Course revision: OADM 168 Database**

**Motion:**

That Education Council approves the course revision: OADM 168 Database as recommended by the CPRC - BUS:

**Deferred**

**s. Course revision: OADM 171 Desktop Publishing**

**Motion:**



That Education Council approves course revision: OADM 171 Desktop Publishing as recommended by the CPRC - BUS:

**Deferred**

**t. Program revision: Accounting/Bookkeeping Certificate**

**Motion:**

That Education Council approves the program revision: Accounting/Bookkeeping Certificate as recommended by the CPRC - BUS:

**Deferred**

**u. Program revision: Administrative Assistant Certificate**

**Motion:**

That Education Council approves the program revision: Administrative Assistant Certificate as recommended by the CPRC - BUS:

**Deferred**

**5.4 Standing committee reports**

a. Operations Committee

- Met on:
  - January 28, 2022 to approve graduates.
- Minutes to come in camera.

b. ARP Committee

- Not met.

c. CCC Committee

- Not met.

d. Tributes Committee

- Not met.

**6. Reports**

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

- C Newitt discussed question # 20 (Once this course is approved, OC should apply for transfer credit for it) on the EdCo PDF form that is no longer being used, informing members that issues have been raised regarding the removal of the question from the forms in Kuala.
- The CCC committee previously discussed the issue and members felt that students should be able to seek potential transfer credits as required as this would be beneficial.
- C Newitt sought guidance from the members on whether the institution should automatically seek transfer credits for students.
- A member noted that transfer credit should be sought where available and that the issue could be discussed at EdCo in the future.
- T Walters sought clarification on the issue raised noting that the request to seek transfer credits was reasonable.
- C Newitt explained that some persons were concerned. As a student centered institution it would benefit/aid students to seek out transfer credits and the CCC committee believed this was the right way forward.
- Members agreed with this idea.

**6.2 President & Vice-President Academic and Provost report – A Hay**

- There was no report from N Fassina who had to leave the meeting.
- A Hay noted that the list of what was taking place in the province was submitted for perusal and indicated that questions were welcomed in relation to same.



**6.3 Registrar's report – B Burge**

- B Burge noted that work continues regarding Kuali based on user feedback.
- System is working and persons are able to view curriculum before it reaches EdCo.

**6.4 Board of Governor's report – A Alexander**

- C Newitt outlined that with the absence of A Alexander there was nothing to report.

**6.5 Curriculum and Calendar Management project update**

- C Newitt noted that a review of the system continues and training is still ongoing.

**7. In camera session**

**Motion:** T Walters/A Krebs

That Education Council moves in camera.

**Carried**

**a. January 28, 2022 Operations Committee minutes**

**Motion:** M Somerville/T Walters

That Education Council accepts the January 28, 2022 Operations Committee meeting minutes as presented.

**Carried**

**Motion:** M Somerville/R Tyner

That Education Council moves out of camera.

**Carried**

**8. Date, time of special meeting – Thursday, February 10, 2022 at 5:00 pm**

**9. Deadline for regular meeting agenda items – Wednesday, February 16, 2022 at 12:00 pm**

**10. Adjournment at 6:49 pm**

**Motion to adjourn:** B Penfound/R Tyner

**Carried**