

**Okanagan College Education Council  
Minutes of Thursday, April 7, 2022 4:00 pm  
Via Zoom**

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

**Regrets:** M Somerville

**Absent:**

**Guests:** A Pulvermacher, S Speers, K Rempel, A O'Neill, B Rippy, J Hobart, J Garrett

**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:** D Marques/A Krebs

That Education Council approves the agenda as presented.

**Carried**

**3. Approval of the minutes**

**Motion:** B Wyatt/P Lefebvre

That Education Council approves the minutes of the March 3, 2022 Education Council meeting as presented.

**Carried**

**4. Business arising**

**5. New business**

- J Garrett provided an overview of the AFP proposals under review noting that the calendar description was updated for several of the proposals as this had not been revised for a long time.
- This was necessary for multiple reasons, to include: change in student demographics and outdated assignments.

**5.1 Curriculum recommended by the CPRC – AFP**

**a. Course revision: ENGL 235 Professional Writing and Communications**

**Motion:** W Gillett/T Walters

That Education Council approves the course revision: ENGL 235 Professional Writing and Communications as recommended by the CPRC - AFP:

- Calendar description updated – this was necessary as student demographics have changed.
- References to specific topics/types of communication changed.
- Changes to prerequisite language.

**Carried**

- b. Course revision: CMNS 113      Technical Communication for Information Technology**  
**Motion:** A Krebs/B Wyatt  
That Education Council approves the course revision: CMNS 113 Technical Communication for Information Technology as recommended by the CPRC - AFP:  
- Calendar description updated to remove references to specific assignments.  
- Prerequisite language updated.  
**Carried**
- c. Course revision: CMNS 123      Analysis and Reporting for Information Technology**  
**Motion:** R Tyner/B Wyatt  
That Education Council approves the course revision: CMNS 123 Analysis and Reporting for Information Technology as recommended by the CPRC - AFP:  
- Calendar description updated.  
- Prerequisite language updated.  
**Carried**
- d. Course revision: CMNS 235      Professional Writing and Communications**  
**Motion:** W Gillett/C Farrow  
That Education Council approves the course revision: CMNS 235 Professional Writing and Communications as recommended by the CPRC - AFP:  
- Cross-listed with ENGL 235 - Changes made mirror ENGL 235 (calendar description and prerequisite language updated).  
**Carried**
- e. Course revision: CMNS 300      Argumentation and Persuasion**  
**Motion:** C Farrow/P Lefebvre  
That Education Council approves the course revision: CMNS 300 Argumentation and Persuasion as recommended by the CPRC - AFP:  
- Change to course title – this will accurately reflect/describe how the course is taught. Shift to concepts around argumentation instead of rhetoric.  
- Calendar description updated.  
**Carried**
- f. Course revision: CMNS 340      Media in Action**  
**Motion:** R Tyner/ A Krebs  
That Education Council approves the course revision: CMNS 340 Media in Action as recommended by the CPRC - AFP:  
- Calendar description updated to be more general to allow flexibility for change.  
**Carried**
- g. New course: CMNS 162      Introduction to Visual Communication**  
**Motion:** B Wyatt/P Lefebvre  
That Education Council approves the new course: CMNS 162 Introduction to Visual Communication as recommended by the CPRC - AFP:  
- Course focuses on visual communication in a more practical sense - grounded in theory and practice.  
- B Penfound sought clarification regarding the scale/measurement description outlined under the participation section of the course outline. Noting that a section was missing from the participation grade breakdown.  
- J Garrett indicated that a notation would be made and the information updated.  
**Carried**

## 5.2 Curriculum recommended by the CPRC – STH

### a. Course revision: **MATH 134**                      **Mathematics for SBT I**

**Motion:** W Gillett/ D Marques

That Education Council approves the course revision: MATH 134 Mathematics for SBT I as recommended by the CPRC - STH:

- J Hobart outlined that MATH 134 and MATH 144 were connected and the two (2) courses were needed for SBT to align with Technology Accreditation Canada (TAC) requirements.
- Course was previously Mathematics for SCMT – name has been changed.
- Calendar description updated.

**Carried**

### b. New course: **MATH 144**                      **Mathematics for SBT II**

**Motion:** A Hay/B Wyatt

That Education Council approves the new course: MATH 144 Mathematics for SBT II as recommended by the CPRC - STH:

- Aligns with TAC accreditation – refresher for students entering the college.

**Carried**

### c. New course: **DSCI 228**                      **Introduction to Applied Data Analytics**

**Motion:** T Walters/B Wyatt

That Education Council approves the new course: DSCI 228 Introduction to Applied Data Analytics as recommended by the CPRC - STH:

- DSCI 228 created for WET - more focused for WET students.
- More applied approach focused on using Excel instead of R.

**Carried**

### d. New program: **Sustainable Building Technology 3 – Year Option**

**Motion:** B Wyatt/R Tyner

That Education Council approves the new program: Sustainable Building Technology 3 – Year Option as recommended by the CPRC - STH:

- B Rippy provided an overview of the program noting that the 3 – year option would make the program more accessible to students and was in line with the 2 – year program.
- Courses in program reduced from 8 per term to 5/6 per term.

**Carried**

- A O'Neill provided an overview of the WET courses and program under review, noting that the changes were being made to the delivery of the Water and Wastewater treatment program.

### e. New course: **WET 132**                      **Water Treatment**

**Motion:** W Gillett/C Farrow

That Education Council approves the new course: WET 132 Water Treatment as recommended by the CPRC - STH:

- New course – part of the change to the Water/Wastewater Treatment revision.

**Carried**

### f. New course: **WET 210**                      **Operations, Planning and Maintenance for WET II**

**Motion:** A Krebs/S Choudhary

That Education Council approves the new course: WET 210 Operations, Planning and Maintenance for WET II as recommended by the CPRC - STH:

- Previously offered course being put back in the curriculum.

**Carried**

- g. Course revision: WET 112 Water Quality and Treatment Processes**  
**Motion:** S Choudhary/D Marques  
 That Education Council approves the course revision: WET 112 Water Quality and Treatment Processes as recommended by the CPRC - STH:
- Part of the Water/Wastewater Treatment revision.
  - 1 hour added to course.
  - Calendar description updated.
- Carried**
- h. Course revision: WET 211 Wastewater Treatment**  
**Motion:** S Lembke/W Gillett  
 That Education Council approves the course revision: WET 211 Wastewater Treatment as recommended by the CPRC - STH:
- Part of Water/Wastewater Treatment revision.
  - 1 hour added to course.
  - Calendar description updated.
- Carried**
- i. Course revision: WET 226 Advanced Treatment Technologies**  
**Motion:** R Tyner/D Marques  
 That Education Council approves the course revision: WET 226 Advanced Treatment Technologies as recommended by the CPRC - STH:
- Part of the Water/Wastewater Treatment revision.
  - 2 hours added to course.
  - Calendar description updated.
- Carried**
- j. Program revision: Water Engineering Technology Diploma**  
**Motion:** C Farrow/A Krebs  
 That Education Council approves the program revision: Water Engineering Technology Diploma as recommended by the CPRC - STH:
- Proposal includes changes to 2<sup>nd</sup> year math requirement.
  - Proposal included the addition of a 2<sup>nd</sup> operations and maintenance course.
- Carried**

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

- a. Course revision: BUAD 401 International Trade Management**  
**Motion:** S Lembke/B Wyatt  
 That Education Council approves the course revision: BUAD 401 International Trade Management as recommended by the CPRC - BUS:
- Revisions to BUAD 401 were part of other revisions that previously came through EdCo.
  - BUAD 340 added to the prerequisite – this allows greater flexibility.
  - Learning outcomes updated.
  - R Tyner sought clarification on the phrasing of the information in the prerequisite section.
  - K Rempel explained that the phrase was a structured one in Quali.
- Carried**

**b. Program revision: Business Administration Diploma**

**Motion:** C Farrow/T Walters

That Education Council approves the program revision: Business Administration Diploma as recommended by the CPRC - BUS:

- Addition of a laptop to the admissions requirements.
- K Rempel explained that the inclusion of a laptop in the admissions requirements will allow students to be cognizant of budgeting expectations. Consultation has taken place with other stakeholders regarding the addition. Consultation has also taken place to address infrastructure issues.
- A Hay sought clarification on the placement of the information as an admissions requirement.
- K Rempel clarified that the inclusion as an admissions requirement will provide students with a clear understanding of the necessity of the device.
- B Penfound sought clarification on whether the inclusion would affect accessibility to other courses or be a financial strain.
- K Rempel explained that by making the device a requirement, students would be better able to plan.
- Other members of the committee agreed with this assertion.

**Carried**

**c. Program revision: Post – Baccalaureate Certificate in Human Resources Management**

**Motion:** S Lembke/B Wyatt

That Education Council approves the program revision: Post – Baccalaureate Certificate in Human Resources as recommended by the CPRC - BUS:

- Following consultation with accreditation body – BUAD 376 Compensation and Benefits added to required course list.

**Carried**

**d. Program revision: Post – Baccalaureate Diploma in Human Resources Management**

**Motion:** C Farrow/ A Krebs

That Education Council approves the program revision: Post – Baccalaureate Diploma in Human Resources Management as recommended by the CPRC - BUS:

- BUAD 376 Compensation and Benefits added to required course list.
- World Education Services (WES) and ICAP evaluation added to admissions requirements for international students.
- Program description language updated to align with amended admissions requirement.
- T Walters sought clarification on the WES and ICAP evaluation addition to the admissions requirement.
- K Rempel explained that it was necessary to ensure that students met the requirements.

**Carried**

**e. New program: Post – Baccalaureate Certificate in Operations Management**

**Motion:** A Krebs/C Farrow

That Education Council approves the new program: Post – Baccalaureate Certificate in Operations Management as recommended by the CPRC - BUS:

- K Rempel noted that the post-baccalaureate certificate was designed for students with a business background. Supply Chain Canada was examined for what is required and consultation was also done with required stakeholders, to include industry board persons.

**Carried**

**f. New program: Post – Baccalaureate Diploma in Operations Management**

**Motion:** C Farrow/B Penfound

That Education Council approves the new program: Post – Baccalaureate Diploma in Operations Management as recommended by the CPRC - BUS:

- Program meets two (2) year timeframe/requirement for international students.
- WES and ICAP evaluation are part of the admissions requirement.
- Curriculum aligns with jobs in the industry.

**Carried**

**g. New program: Bachelor of Business Administration: Concentration Operations Management**

**Motion:** S Lembke/C Farrow

That Education Council approves the new program: Bachelor of Business Administration: Concentration Operations Management as recommended by the CPRC - BUS:

- Program open only to students in the management speciality area.

**Carried**

**5.4 Second and Third call for nominations for Education Council Chair and Vice Chair**

- C Newitt vacated the role of Chair at 5:20 pm and B Burge took control of the floor.
- B Burge reminded committee that elections were held annually and this would be the 2<sup>nd</sup> and 3<sup>rd</sup> calls for Chair and Vice Chair of EdCo.
- B Burge informed members that S Lembke had withdrawn as a nominee for Vice Chair.
- For the role of Chair – D Marques continued nomination and P Lefebvre was nominated.
- D Marques was elected to the role of Chair.
- For the role of Vice Chair – P Lefebvre was nominated and acclaimed to the position.
- C Newitt resumed role as Chair at 5:42 pm.

**5.5 Standing committee reports**

a. Operations Committee

- Met on:
  - March 22, 2022 to approve graduates and CPRC – AFP committee members.
- Minutes to come in camera.

b. ARP Committee

- Not met.

c. CCC Committee

- Not met.

d. Tributes Committee

- Will meet May 2, 2022.

**6. Reports**

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

- Training continues with Kualu.
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**6.2 President & Vice-President Academic and Provost report – A Hay**

- N Fassina informed the committee that the province has announced that the grant review process will take place over the next year. This will have an impact on the 2024 budget.

- A Hay noted that the Degree Quality Assessment Board deemed that the BBA – Entrepreneurship program would have to go through the review.

**6.3 Registrar’s report – B Burge**

- B Burge reminded the committee that the EdCo election was currently in progress and encouraged persons to run for re-election.

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

- Nothing to report.

**6.5 Curriculum and Calendar Management project update**

- C Newitt indicated that the current Quali glitch was a system wide one and not specific to OC. Quali is working to rectify the issue.
- B Burge informed the committee that a fix was being put in place. Currently working with a new calendar product that will be beneficial for tier reviews.

**7. In camera session**

**Motion:** A Krebs/R Tyner  
That Education Council moves in camera.  
**Carried**

**a. March 14, 2022 Education Council minutes**

**Motion:** D Marques/B Penfound  
That Education Council accepts the March 14, 2022 Education Council meeting minutes as presented.  
**Carried**

**b. March 22, 2022 Operations Committee minutes**

**Motion:** C Farrow/D Marques  
That Education Council accepts the March 22, 2022 Operations Committee meeting minutes as presented.  
**Carried**

**Motion:** B Wyatt/D Marques  
That Education Council moves out of camera.  
**Carried**

- C Newitt informed members that the May EdCo may be the final meeting via Zoom.

**8. Date, time of next regular meeting – Thursday, May 5, 2022 at 4:00 pm.**

**9. Deadline for agenda items – Wednesday, April 20, 2022 at 12:00 pm.**

**10. Adjournment at 6:07 pm.**

**Motion to adjourn:** W Gillett/B Penfound  
**Carried**