

**Okanagan College Education Council
Minutes of Thursday, May 5, 2022 4:00 pm
Via Zoom**

Present: 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, A Krebs, M Somerville

Regrets: N Fassina, C Farrow, A Alexander, B Wyatt

Absent: T Walters

Guests: S Speers, Y Moritz, J Hobart, L Postowski, B Ridgeley, T Becker, G Couper, K Ashman, S Lehmann, J Gibbons-Smyth

Recorder: S Gayle

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: M Somerville/S Lembke

That Education Council approves the agenda as presented.

Carried

3. Approval of the minutes

Motion: Y Khmelevsky/R Tyner

That Education Council approves the minutes of the April 7, 2022 Education Council meeting as presented.

- Amendment to page 6, item 5.4 heading.

Carried

4. Business arising

5. New business

- K Ashman provided an overview for the programs under review for AFP noting that the changes were the same for all three (3).
- Currently students are taking several courses multiple times; the revisions would streamline to three (3) required courses and make the rest electives.
- Changes made primarily to the graduation requirements.

5.1 Curriculum recommended by the CPRC – AFP

a. Program revision: Basic Skills Certificate - A

Motion: J Ragsdale/A Krebs

That Education Council approves the program revision: Basic Skills Certificate – A as recommended by the CPRC - AFP:

- Changes to graduation requirements.
- Three (3) required courses from the list of twelve (12).

Carried

- Omnibus motion made for Basic Skills Certificate – B and Advanced Skills Certificate as the revisions to all three proposals are the same.

Omnibus motion: A Krebs/M Somerville

That Education Council approves the program revisions:

- Basic Skills Certificate - B and
- Advanced Skills Certificate as recommended by the CPRC – AFP.

b. Program revision: Basic Skills Certificate - B

Motion:

That Education Council approves the program revision: Basic Skills Certificate – B as recommended by the CPRC - AFP:

- As outlined in overview.

Carried

c. Program revision: Advanced Skills Certificate

Motion:

That Education Council approves the program revision: Advanced Skills Certificate as recommended by the CPRC - AFP:

- As outlined in overview.

Carried

5.2 Curriculum recommended by the CPRC – STH

a. Course revision: DSCI 490 Data Science Project

Motion: W Gillett/Y Khmelevsky

That Education Council approves the course revision: DSCI 490 Data Science Project as recommended by the CPRC - STH:

- J Hobart noted that the revision to the course is the increase in hours – utilization of two (2) instructors, to include one from Business with a Marketing background.
- C Newitt indicated that there was an issue raised in regards to whether course hours constitute a lecture or should be a seminar.
- W Gillett noted that the way the course is conceived is similar to the Hons research course in Business. Course is a lecture/seminar with limited number of students and includes two (2) instructors working with students on a research project.
- J Hobart explained that this could not be a standard seminar approach given the volume of work.
- S Lembke sought clarification on how the course would work and noted that the standards would need to be clearly set/outlined.
- J Hobart clarified that there was a difference between the Hons program and DSCI 490 as the latter was mandatory.
- S Lembke sought clarification on whether there could be smaller groups of students.
- Y Moritz noted that smaller groups were required as the course was not a lecture but fits more of a seminar approach. A suggestion was made to make the course three (3) hours and not six (6) and create smaller groups.
- J Hobart noted that there is no formal cap on the number of students and this would need to be addressed. Additionally, the suggestions made would affect the Teaching Load Unit (TLU).
- Y Moritz agreed that a cap should be set and additional sections added.
- W Gillett suggested that the contact hours should be three (3) hours and not six (6) as outlined.
- There was a subsequent discussion on the framework of the course, contact hours and how the course would be taught.
- Several members expressed an issue with the contact hours. There was also an issue raised regarding the number of credits assigned to the hours outlined. As a

result, it was suggested that the motion for DSCI 490 be withdrawn from the current meeting and deferred to another sitting of EdCo. This suggestion was supported by the committee.

Deferred

Motion: C Newitt/D Marques

That Education council approves the deferral of DSCI 490 Data Science Project.

Carried

b. Program revision: Bachelor of Computer Information Systems Degree

Motion: A Krebs/M Somerville

That Education Council approves the program revision: Bachelor of Computer Information Systems Degree as recommended by the CPRC - STH:

- Removal of ENGL courses to align with program and delivery on campuses.
- BCIS program is currently only offered in Kelowna and not other campuses.
- In the event of any issues, students can take communication courses.
- M Somerville sought clarification on the text/line above the listed CMNS courses in Kuali and asked whether the line should be removed since CMNS courses are preferred.
- Y Khmelevsky agreed and noted that the change **would be made to reflect that CMNS 113 and CMNS 123 are the preferred courses**. Additionally, the **line above the previously listed ENGL courses would be deleted** as the courses were being removed.
- A Hay sought clarification on whether students with English courses would still be required to take Communication courses
- Y Khmelevsky clarified that students would be accepted if they have completed English courses and transfers would be accepted through the Chair. This evaluation is necessary as in some cases the English course may not be adequate.

Carried

- L Postowski provided an overview of the Access to Practical Nursing program and the associated courses. The program is Ministry funded and aims to increase the number of nurses in BC.
- 52 weeks program that facilitates the movement towards becoming a Licensed Nurse in BC. Regular nursing program is 62 weeks.
- Access section – 18 weeks then semesters 3 and 4 are completed and students finish with a diploma.
- J Ragsdale sought clarification on whether the format of the program was similar to other institutions.
- L Postowski explained that the program follows the provincial curriculum.
- Y Moritz noted that although the program is 10 weeks shorter, courses were designed differently and students were receiving credit for previous work experience.
- P Lefebvre sought clarification on the focus on indigenous population and asked how this would be delivered and what consultation has been made.
- L Postowski explained that in the current program this is addressed in lectures. Although the current format is online, all resources would be utilized for indigenous services.
- J Ragsdale sought clarification on the admissions requirement that were different from the HCA requirements.
- L Postowski explained that students would have to meet the Practical Nursing requirements for admissions.
- J Ragsdale sought clarification on whether these requirements could be bridged to meet students.
- L Postowski indicated that this was in process.
- Y Moritz indicated that there was a plan in place and a pathway would be formalized and the relevant communication would take place.

- c. New course: PNSG 211A Health Promotion A**
Motion: R Tyner/M Somerville
That Education Council approves the new course: PNSG 211A Health Promotion A as recommended by the CPRC - STH:
- 30 hours – one of seven (7) courses in the Access to Practical Nursing program.
- Delivered online.
Carried
- d. New course: PNSG 212A Professional Practice A**
Motion: M Somerville/A Krebs
That Education Council approves the new course: PNSG 212A Professional Practice A as recommended by the CPRC - STH:
- 45 hours – part of the Access to Practical Nursing program.
- Delivered online.
Carried
- e. New course: PNSG 213A Variations in Health A**
Motion: W Gillett/S Lembke
That Education Council approves the new course: PNSG 213A Variations in Health A as recommended by the CPRC - STH:
- 60 hours – part of the Access to Practical Nursing program.
- Delivered online.
Carried
- f. New course: PNSG 214A Pharmacology A**
Motion: J Ragsdale/B Penfound
That Education Council approves the new course: PNSG 214A Pharmacology A as recommended by the CPRC - STH:
- 60 hours – part of the Access to Practical Nursing program.
- Delivered online.
Carried
- g. New course: PNSG 215A Professional Communication A**
Motion: J Ragsdale/W Gillett
That Education Council approves the new course: PNSG 215A Professional Communication A as recommended by the CPRC - STH:
- 45 hours – part of the Access to Practical Nursing Program.
- Delivered online.
Carried
- h. New course: PNSG 216A Integrated Nursing Practice A**
Motion: A Hay/M Somerville
That Education Council approves the new course: PNSG 216A Integrated Nursing Practice A as recommended by the CPRC - STH:
- 180 hours – part of the Access to Practical Nursing program.
- Delivered online and also includes consolidated lab practice.
Carried

i. New course: PNSG 217A Consolidated Practice Experience A

Motion: S Lembke/P Lefebvre

That Education Council approves the new course: PNSG 217A Consolidated Practice Experience A as recommended by the CPRC - STH:

- 120 hours.
- Consolidated practice – clinical experience with medication administration focus.

Carried

j. New program: Access to Practical Nursing Diploma

Motion: A Hay/M Somerville

That Education Council approves the new program: Access to Practical Nursing Diploma as recommended by the CPRC - STH:

- As outlined in overview.

Carried

5.3 Curriculum recommended by the CPRC – T/A

- G Couper provided an overview of the proposals under review for T/A.
- Revision was a redesign of 50 weeks program based on communication with various stakeholders.
- Learning outcomes have not changed, just how the courses/program/s are taught.
- Revisions are:
 - Learner centered
 - Industry driven
 - Based on community connectedness

a. Course revision: CA 101 Lab Kitchen

Motion: R Tyner/D Marques

That Education Council approves the course revision: CA 101 Lab Kitchen as recommended by the CPRC – T/A:

- Extended from 6 to 15 weeks to allow students to absorb information and practice.

Carried

b. Course revision: CA 105 Restaurant

Motion: A Krebs/R Tyner

That Education Council approves the course revision: CA 105 Restaurant as recommended by the CPRC – T/A:

- Extended from 6 weeks to 15 weeks.
- Executive Chef to be hired to run restaurant section, will work with instructor who will be present to instruct and evaluate students.

Carried

c. Course revision: CA 201 PC2 Lab

Motion: A Krebs/Y Khmelevsky

That Education Council approves the course revision: CA 201 PC2 Lab as recommended by the CPRC – T/A:

- Extended lab to 10 weeks, with inclusion of the restaurant component to allow students to fully understand the information.
- J Ragsdale sought clarification on whether the course was done in conjunction the restaurant.
- G Couper explained that the restaurant would be open all year based on the new structure.
- J Ragsdale then sought clarification on the alignment of the program with the restaurant if the program is offered in the community.

- G Couper explained that it would be difficult to run the program without the restaurant facility, but provisions could be made in some areas.

Carried

d. Program revision: Culinary Arts Certificate

Motion: R Tyner/M Somerville

That Education Council approves the program revision: Culinary Arts Certificate as recommended by the CPRC – T/A:

- Addition of FOODSAFE level 1 certificate to admissions requirement.
- Revisions to courses as outlined above.

Carried

e. Program revision: Culinary Management Diploma

Motion: A Krebs/M Somerville

That Education Council approves the program revision: Culinary Management Diploma as recommended by the CPRC – T/A:

- Addition of FOODSAFE level 1 certificate to the admissions requirement for the Culinary Arts Certificate.

Carried

- Break at 5:23 pm.
- Committee resumed at 5:30 pm.

5.4 Curriculum recommended by the CPRC – BUS

- B Ridgeley provided an overview of the changes for the Medical Administrative Assistant Certificate noting that the entrance/admissions requirements were creating barriers for students.
- New course created to teach requisite skillset that have been removed from entrance requirements.
- The changes would allow greater access to education.

a. New course: MAA 100 Fundamental Medical Office Skills

Motion: A Krebs/R Tyner

That Education Council approves the new course: MAA 100 Fundamental Medical Office Skills as recommended by the CPRC - BUS:

- As outlined above in overview.

Carried

b. Program revision: Medical Administrative Assistant Certificate

Motion: P Lefebvre/M Somerville

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

- Adding 60 hours to program – moves from 480 hours to 540 hours.

Carried

- B Ridgeley provided an overview of the changes to the Legal Administrative Assistant Certificate, noting that the proposal revisions were to mirror the face-to-face delivery with the online delivery.
- Changes made to the admissions requirements.
- Revisions will also adjust the current assignable hours that are over.
- J Ragsdale sought clarification on why the online and face- to-face courses were not synchronized.
- B Ridgeley explained that the online program was adopted and already structured. However, the learning outcomes are the same.

- J Ragsdale sought confirmation on whether there was an articulation regarding students being able to do both the online and face-to-face courses.
 - B Ridgeley clarified that this was the case.
- c. Course revision: LSEC 101 Advanced Litigation**
Motion: S Lembke/ A Krebs
 That Education Council approves the course revision: LSEC 101 Advanced Litigation as recommended by the CPRC - BUS:
- 18 hours removed.
- Carried**
- d. Course revision: LSEC 112 Family Law**
Motion: L Mallory/D Marques
 That Education Council approves the course revision: LSEC 112 Family Law as recommended by the CPRC - BUS:
- Removing 18 hours.
- Carried**
- e. Course revision: LSEC 116 Litigation Legal Office Procedures**
Motion: J Ragsdale/L Mallory
 That Education Council approves the course revision: LSEC 116 Litigation Legal Office Procedures as recommended by the CPRC - BUS:
- Adding 30 hours.
- Carried**
- f. Course revision: LSEC 120 Personal Injury**
Motion: J Ragsdale/R Tyner
 That Education Council approves the course revision: LSEC 120 Personal Injury as recommended by the CPRC - BUS:
- Revision to content to remove motor vehicle accidents due to changes in no-fault insurance policies. As a result, calendar description revised.
- Carried**
- g. Course revision: LSEC 141 Advanced Conveyancing**
Motion: M Somerville/D Marques
 That Education Council approves the course revision: LSEC 141 Advanced Conveyancing as recommended by the CPRC - BUS:
- Removing 18 hours.
- Carried**
- h. Course revision: LSEC 145 Solicitor Legal Office Procedures**
Motion: S Lembke/A Krebs
 That Education Council approves the course revision: LSEC 145 Solicitor Legal Office Procedures as recommended by the CPRC - BUS:
- Adding 30 hours.
- Carried**
- i. Course revision: LSEC 152 Corporate Law**
Motion: M Somerville/J Ragsdale
 That Education Council approves the course revision: LSEC 152 Corporate Law as recommended by the CPRC - BUS:
- Removing 18 hours.
- Carried**

- j. Course revision: LAA 100 Litigation Procedures I**
Motion: P Lefebvre/S Lembke
That Education Council approves the course revision: LAA 100 Litigation Procedures I as recommended by the CPRC - BUS:
- Increase in hours to mirror face-to-face delivery.
- Adding 36 hours.
Carried
- k. Course revision: LAA 101 Litigation Procedures II**
Motion: A Krebs/R Tyner
That Education Council approves the course revision: LAA 101 Litigation Procedures II as recommended by the CPRC - BUS:
- Adding 36 hours.
Carried
- l. Course revision: LAA 112 Family Litigation Procedures**
Motion: M Somerville/D Marques
That Education Council approves the course revision: LAA 112 Family Litigation Procedures as recommended by the CPRC - BUS:
- Adding 30 hours.
Carried
- m. Course revision: LAA 116 Legal Office Procedures**
Motion: J Ragsdale/R Tyner
That Education Council approves the course revision: LAA 116 Legal Office Procedures as recommended by the CPRC - BUS:
- Adding 15 hours.
Carried
- n. Course revision: LAA 120 Personal Injury**
Motion: W Gillett/M Somerville
That Education Council approves the course revision: LAA 120 Personal Injury as recommended by the CPRC - BUS:
- Revision to content – removing motor vehicle accident.
- Calendar description updated.
Carried
- o. Course revision: LAA 140 Conveyancing Procedures I**
Motion: S Lembke/D Marques
That Education Council approves the course revision: LAA 140 Conveyancing Procedures I as recommended by the CPRC - BUS:
- Adding 30 hours.
Carried
- An omnibus motion was suggested for LAA 141, LAA 145, LAA 152 and LAA 160 as the revision to the four (4) proposals was the addition of 30 hours.

Omnibus motion: S Lembke/A Hay
That Education Council approves the course revisions:

- LAA 141 Conveyancing Procedures II
- LAA 145 Introduction to the Canadian Legal System
- LAA 152 Corporate Procedures I and
- LAA 160 Wills and Estates as recommended by the CPRC – BUS.

- p. Course revision: LAA 141 Conveyancing Procedures II**
Motion:
 That Education Council approves the course revision: LAA 141 Conveyancing Procedures II as recommended by the CPRC - BUS:
 - As outlined above.
Carried
- q. Course revision: LAA 145 Introduction to the Canadian Legal System**
Motion:
 That Education Council approves the course revision: LAA 145 Introduction to the Canadian Legal System as recommended by the CPRC - BUS:
 - As above.
Carried
- r. Course revision: LAA 152 Corporate Procedures I**
Motion:
 That Education Council approves the course revision: LAA 152 Corporate Procedures I as recommended by the CPRC - BUS:
 - As above.
Carried
- s. Course revision: LAA 153 Corporate Procedures II**
Motion: D Marques/S Lembke
 That Education Council approves the course revision: LAA 153 Corporate Procedures II as recommended by the CPRC - BUS:
 - Adding 6 hours.
Carried
- t. Course revision: LAA 160 Wills and Estates**
Motion:
 That Education Council approves the course revision: LAA 160 Willis and Estates as recommended by the CPRC - BUS:
 - As outlined in omnibus motion.
Carried
- u. Program revision: Legal Administrative Certificate**
Motion: S Lembke/P Lefebvre
 That Education Council approves the program revision: Legal Administrative Certificate as recommended by the CPRC - BUS:
 - As outlined in overview.
Carried

5.5 Standing committee reports

- a. Operations Committee
 - Met on:
 • April 27, 2022 to approve the ITUS Micro – Credential Dual Credit Agreement with SD 23 – Central Okanagan.
 - Minutes to come in camera.
- b. ARP Committee
 - Not met.
- c. CCC Committee
 - Not met.

- d. Tributes Committee
 - Met on:
 - May 2, 2022 to discuss Tributes Terms of Reference.
 - Additional meeting date to be finalized.

6. Reports

6.1 Council Chair's report – C Newitt

- C Newitt informed the committee that several of the objectives that were set out as Chair were achieved.
- At the June EdCo meeting, committee members would discuss the possibility of a non-voting indigenous member/representative on the EdCo committee.

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

- Nothing to report.

6.3 Registrar's report – B Burge

- Nothing to report.

6.4 Board of Governor's report – A Alexander

- In the absence of A Alexander, there was no report.

6.5 Curriculum and Calendar Management project update

- Kuali is working, glitches are being addressed.
- Attempts are being made to streamline training for Kuali.
- C Newitt then opened the floor for questions from the committee.
- R Tyner outlined that the previous pdf forms contained useful information that could assist a proposer navigating Kuali.
- C Newitt explained that work was in progress with the current Associate Registrar - Systems regarding same.

7. In camera session

Motion: A Krebs/A Hay
That Education Council moves in camera.
Carried

a. April 27, 2022 Operations committee minutes

Motion: A Hay/M Somerville
That Education Council accepts the April 27, 2022 Operations committee meeting minutes as presented.
Carried

Motion: L Mallory/W Gillett
That Education Council moves out of camera.
Carried

8. **Date, time of next regular meeting** – Thursday, June 2, 2022 at 4:00 pm.

9. **Deadline for agenda items** – Wednesday, May 18, 2022 at 12:00 pm.

10. **Adjournment** at 6:18 pm.

Motion to adjourn: A Hay/S Lembke
Carried