

**Okanagan College Education Council  
Minutes of Thursday, May 4, 2023 4:00 pm  
S 103B – Student Services Boardroom – Kelowna Campus & Zoom**

**Present:** N Fassina, J Garrett, A Hay, B Hall, A Krebs, D Mehus, B Penfound, M Somerville, M Martin (Zoom): A Alexander, S Chhabra, R Dupuis, S Lembke, L Mallory, J Ragsdale, R Tyner, T Walters

**Regrets:** W Gillett, C Wallace

**Absent:**

**Guests:** H Hisdal, S Johnston, K Kazimer, M Kline, C Meissner, M Nishihara, D Rubadeau, T Russell, D Simon, W Wheeler (Zoom): J Anderson, C Clarkson, C Hall

**Recorder:** S Gayle

**1. Determination of quorum and call to order**

J Garrett called the meeting to order at 4:01 pm.

**2. Adoption of the agenda**

**Motion:** B Hall/M Martin

That Education Council approves the agenda as presented.

- J Garrett informed members that two (2) items were added after the agenda was sent out:
  - Item 5.3 a – program revision – Early Childhood Education Certificate.
  - 5.4 Discussion and motion around minor edits to calendar description by Registrar's office.
- A Krebs sought clarification on whether the agenda should reflect a by-election for the EdCo Chair position until June 30, 2023.
- It was explained that as per the Bylaws J Garrett assumed the role of Chair for the remaining period.
- Members were informed that all the elections would be conducted online through ElectionBuddy.

**Carried as revised**

**3. Approval of the minutes**

**a. Motion:** M Somerville/M Martin

That Education Council approves the minutes of the April 6, 2023 Education Council meeting as presented.

- J Garrett informed members that there was a minor edit to page 10 – item 5.2 m.

**Carried as revised**

**4. Business arising**

- M Kline provided an overview of the program noting the following:
  - Discussion and creation of the program has been in progress for a while.
  - Program created based on a shortage of workers in the field.
  - Consultation done with Human Service Work (HSW) department to design the program so that students can have a pathway. There was also consultation with other stakeholders to include Y Moritz, D Simon and M Nishihara.
- K Kazimer informed members that M Nishihara and D Simon consulted with more than fifty organizations across the region and the full listing was available for review.

- M Kline noted that surveys were sent out across the region. Not all the stakeholders were able to sit at the table for discussion, but completed the survey.
- B Penfound sought clarification on the type of community/support/service organizations that were being targeted and consulted.
- M Kline clarified that it was residential group homes and frontline service providers such as food banks.
- D Simon added that some the organization are working with multiple sectors.
- K Kazimer indicated that currently 142 jobs were posted in the Okanagan – organizations are looking to employ persons.
- B Hall sought confirmation on whether the rationale for creating the certificate versus completing the diploma was to allow persons to work.
- D Simon clarified that this was one rationale, but the aim was not to discredit the HSW diploma. Currently working with HSW to create a pathway for students.
- B Hall sought clarification from K Kazimer on the employment details provided and asked whether these would also be suited for HSW graduates.
- K Kazimer explained that the jobs are more entry level.
- D Mehus sought clarification on the transferability/currency of courses since the program was being offered by Continuing Studies (CS).
- D Simon clarified that the courses are transferable and would be 1 to 1.
- B Hall sought an explanation for the reason why the minimum teaching qualification outlined were different from the HSW program if the courses would be transferred 1 to 1.
- K Kazimer explained that CS utilizes subject matter experts in the area.
- M Martin sought clarification on the tuition that would be associated if there is a 1 to 1 transfer and how this would be handled.
- A Hay explained that there is a difference in how CS programs are evaluated.
- There was a subsequent discussion from members of the committee who asked for a clarification on the overall program, the content and how the program would be taught.
- The following was outlined by D Simon:
  - Courses will be taught mostly online, but there are in person courses.
  - Due to the full course load of the HSW instructors, additional instructors will be utilized to teach. The program includes courses that will be taught late and on the weekend. This would allow more accessibility for students.
  - Students who have completed the certificate program, will still need two (2) years to complete the HSW program, but this will be done with a lighter course load.
  - Transfer of courses over to the HSW program will be based on grades.

#### **4.1 Curriculum recommended by the CPRC – HSD**

##### **a. New course: CSC 101 Augmentative Communication**

**Motion:** D Mehus/A Krebs

That Education Council approves the new course: CSC 101 Augmentative Communication as recommended by the CPRC - HSD:

- K Kazimer outlined the following:
  - **Course name will be changed to: Communications Systems and Strategies based on previous recommendation from EdCo.**
  - **As per J Garrett's recommendation. The calendar description will be edited to reflect:**
    - **Learners will be introduced to a variety of augmentative and alternative systems and devices and will gain hands-on strategies to contribute to improved safety and quality of life by assisting people in overcoming communication barriers.**
- B Hall sought clarification around augmentative communication and the client focus.

- D Simon explained that this could focus on persons who might have low verbal skills, sign language and the use of visual pictures. The course is intended to outline strategies that can be utilized.
- B Hall asked whether the program has access to the technology that would be required.
- D Simon explained that there are free online /demo programs/software.

**Carried with majority votes, 1 abstained**

**b. New course: CSC 104 Health Care Skills**

**Motion:** M Somerville/M Martin

That Education Council approves the new course: CSC 104 Health Care Skills as recommended by the CPRC - HSD:

- K Kazimer outlined that checks made from the previous meeting in relation to total contact hours have indicated that there should be a breakdown to reflect: **21 hours - lecture and 15 hours-lab.**
- First 21 hours are online doing demo and learning skills. The course/skills will be taught by a nurse.
- Theory will be done upfront, after which students will complete lab practice.
- **J Garrett requested an edit of the hours in Kuali to reflect the information outlined.**
- D Mehus sought confirmation that the 36 hours were for the overall course and not per week.
- D Simon confirmed that this was the case.
- B Penfound asked whether students would be required to be on campus for the lab component and would be joining HSW classes.
- K Kazimer explained that the classes would be different and reiterated that some classes would be taught on the weekend.
- D Mehus sought clarification on the education qualifications and asked whether a provincial diploma was required.
- D Simon explained that the credential was recommended, but not required.
- M Martin highlighted that the course outline was not updated.
- K Kazimer explained that the outline would be updated once the edits have been approved by EdCo.
- **As per J Garrett's suggestion in Kuali, the following change will be made to the calendar description:**
  - **This course prepares learners to care for individuals with physical and mental disabilities who require assistance with daily living. Through lecture and lab-based skills practice, learners will acquire rudimentary anatomical knowledge to support their application of health care skills in the field. Learners will also practice basic safety procedures. Additional topics include assisting clients with personal care, feeding, assistance with safe wheelchair transfers and more.**

**Carried with majority votes, 1 opposed, 1 abstained**

**c. New course: CSC 105 Values, Ethics and Practice in the Community Support Field**

**Motion:** D Mehus/A Krebs

That Education Council approves the new course: CSC 105 Values, Ethics and Practice in the Community Support Field as recommended by the CPRC - HSD:

- M Nishihara outlined that CSC 105 is a capstone course for the certificate – course integrates values. Organizations want persons with values/sense of self. The course is intended to work with learners to create processes and help them to deal with issues as these arise.
- K Karazimer noted that CSC 105 has three (3) prerequisites.
- R Dupuis sought clarification on the prerequisites
- K Kazimer explained that the prerequisites for the course are: CSC 100 Mental Health and Addictions, CSC 101 Communications Systems and Strategies and CSC 102 Interpersonal Skills for Professional Practice.

- B Hall noted that CSC 105 is an important course to have in the program as individuals will be working with vulnerable groups.
- **As per J Garrett's suggestion in Kuali, the following change will be made:**
  - **The word filed recognized will be hyphenated.**

**Carried with no opposition**

**d. New program: Community Support Certificate**

**Motion:** M Somerville/D Mehus

That Education Council approves the new program: Community Support Certificate as recommended by the CPRC - HSD:

- T Walters indicated that there was some confusion relating to the program as based on the presentation of the courses and program, there seemed to be a 'near perfect' duplication to areas in HSW program such admissions requirement and transferability. It was asked whether additional instructors could be hired instead of creating additional courses.
- D Simon explained that despite some courses having similar titles, the content was different from the HSW program and there were updates to the courses.
- M Kline outlined that the intention is to provide a pathway for students to continue at OC. The current certificate would allow students to obtain employment.
- T Walters reiterated the concern and expressed opposition with developing courses/program that are identical and noted that this would not be a good precedence to set.
- M Martin asked the committee to allow a representative from the HSW program to provide clarification.
- W Wheeler explained that the current Co-Chairs and instructors in the portfolio are in support of the proposal.
- D Mehus sought clarification on the consultation information and asked whether the expectation was to hire students with a certificate or if they could also be hired without.
- K Kazimer clarified that it would be a combination of both options due to the current labour shortage, but the certificate will provide students with the foundational skills required.
- D Simon outlined that the certificate would enhance employment as students would have the required taught skills.
- D Mehus highlighted that the proposed program did not have a practicum and asked if this was based on the expectation that students will be working in the field.
- D Simon confirmed that this was the case.
- K Kazimer added that the program would also provide a pathway to the HSW program.
- B Hall sought clarification on the distinction and value between the certificate and HSW program.
- M Nishihara clarified that the programs are complementary and different.
- W Wheeler indicated that the HSW program was different as the first semester of the program comprised seven (7) courses, while the current certificate comprised six (6) courses overall. The current program is intended to provide the skills required to enter the field and students would then work their way up. However, the programs were not the same.
- D Mehus asked whether there was difficulty recruiting additional instructors.
- W Wheeler informed the committee that the department is currently hiring and worked with CS to create/develop cost-effective programs.
- J Ragsdale noted that the certificate was a created based on community need and did not previously exist. Additionally, it is a good fit with the diploma.
- S Lembke expressed a concern and a disagreement with the creation of the certificate and asked whether the courses that are being repackaged could have been incorporated in the diploma program. It was also noted that the approval of the program could set a precedence.
- M Kline explained that other programs did not have a pathway. As a result, the certificate was designed to provide the pathway.
- B Penfound reiterated T Walter's concern, noting that the issue is a valid one.
- N Fassina sought clarification from members on the exact concern regarding the precedence being set and asked what are the institutional risks.
- B Penfound noted that Education Council should not support duplication.

- N Fassina noted that there is duplication in other academic areas and asked where the line of demarcation was as it related to content duplication.
- B Penfound reiterated the concerns around the minimum qualifications.
- K Kazimer outlined that CS would ensure that the qualifications aligned.
- S Lembke noted that it might be difficult to maintain standard and concepts if there is duplication and this is a possible risk.
- T Walters noted that the certificate should have been created in consultation with the HSW and created by HSW faculty.
- R Tyner noted that the proposed certificate is intended for and appeals to a different student demographic. Additionally, duplication existed with other programs.
- A Hay explained to members that all CS courses/programs undergo the same quality assurance process and the current program was intended to meet the needs of the community.
- **J Garrett asked that edits be made to update the minimum qualifications required to teach the program, as outlined by the proposers.**  
**Carried with majority votes, 2 opposed, 1 abstained**

## 5. New business

### 5.1 Curriculum recommended by the CPRC – AFP

#### a. New course: HIST 220 History of Space Exploration

**Motion:** D Mehus/M Somerville

That Education Council approves the new course: HIST 220 History of Space Exploration as recommended by the CPRC - AFP:

- H Hisdal provided an overview of the proposal noting that the course was created out of the need to address space exploration, which is not covered in detail and answer questions that frequently emerge from students.
- It was noted that there should be no issues appealing to students.
- A Krebs sought confirmation on the prerequisite section which indicated that no prerequisites were required.
- H Hisdal confirmed that this was correct and clarified that first-year courses in history are usually survey courses and second-year courses are more specialized. As a result, first and second-year courses do not have prerequisites.
- A Krebs asked whether the course has English prerequisites.
- A Hay explained that the program entry requirements would encompass and deal with these requirements.
- C Clarkson informed members that province wide History department courses typically do not require prerequisites for first and second year courses. While this may not be standard for other departments, it was common for history courses.
- D Mehus asked whether the topics outlined would be taught each week.
- H Hisdal confirmed that this would be the case.

**Carried**

#### b. New course: ENGL 101 University Writing – Indigenous Focus

**Motion:** B Penfound/M Martin

That Education Council approves the new course: ENGL 101 University Writing – Indigenous Focus as recommended by the CPRC - AFP:

- Sean Johnston provided an overview of the course outlining the following:
  - Working to indigenize course/areas at OC.
  - Usually, a course with this focus would be developed by someone with a lived experience. Sasha Johnston developed the courses based on a relationship and consultation with the community.
  - ENGL 101 is the same as ENGL 100 University Writing, but with an indigenous focus.
- J Ragsdale sought clarification on the Learning Outcomes (LO) and asked whether someone with a background in indigenous epistemology would be hired.

- S Johnston indicated that candidates would produce a syllabus for the subject to establish their expertise.
- J Ragsdale asked whether a MA candidate with an indigenous background was being considered and whether someone from the local indigenous community would be on the hiring committee.
- S Johnston indicated that ideally indigenous stakeholders should be at the table for the discussion but there is currently no mechanism in the OCFA CA for community members to sit on hiring committees.
- J Ragsdale suggested including a notation that the individual should have a background in indigenous epistemology.
- S Johnston did not agree with this suggestion.
- R Dupuis noted that based on the explanation outlined several barriers were currently in place and needed to be removed for inclusivity regarding the hiring process.
- Following a subsequent discussion, questions and suggestions from other members to include edits to the LO, N Fassina indicated the information regarding hiring committee composition would be taken to People Services for review, discussion and the way forward.
- J Garrett reiterated that LO were not approved by EdCo, but these are used to enhance curriculum discussions.
- D Mehus sought clarification on the LO and asked whether these could be discussed at the CPRC level.
- J Garrett clarified that this was done at the CPRC level.
- D Mehus asked whether the Terms of Reference (TOR) could be updated to include this discussion.
- J Garrett indicated that all standing committee TORs would be updated.
- J Ragsdale noted that first sentence of the calendar description might be misunderstood by different audiences: "This course is a practice-based approach to academic writing informed by Indigenous perspectives."
- B Penfound asked J Ragsdale if the concern is with the term indigenous perspective as this could be looked at both ways – taught by an indigenous individual or will be indigenous in focus.
- J Ragsdale noted that the wording should be clear, and it should be outlined that it is not informed by an indigenous perspective.
- S Johnston explained that the literature being utilized has an indigenous focus and has been informed by an indigenous perspective.

**Carried with majority votes, 1 opposed, 2 abstained**

**c. New course: ENGL 156      Critical Writing and Reading – Indigenous Narratives**

**Motion:** B Hall/A Krebs

That Education Council approves the new course: ENGL 156 Critical Writing and Reading – Indigenous Narratives as recommended by the CPRC - AFP:

- S Johnston informed members that the intent for ENGL 156 is similar to ENGL 101.
- Content is indigenized.
- **J Ragsdale recommended reviewing the wording for the territorial acknowledgement to ensure that it captures all areas.**
- R Dupuis concurred with J Ragsdale's suggestion, noting that it is important to be inclusive as the College goes across different nations.
- S Johnson explained that the land acknowledgement on the course outline is specific to the campus the course is taught on.
- J Garrett noted that proposers have the right to decline suggestions/recommendations made by the Council.

**Carried with majority votes, 2 abstained**

- Meeting break at 5:54 pm.
- Meeting resumed at 6:00pm.

## 5.2 Curriculum recommended by the CPRC – BUS

### a. Program revision: Post-Baccalaureate Diploma in Operations Management

**Motion:** B Hall/A Krebs

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

- D Rubadeau provided an overview of the proposal, noting the following:
  - the post-baccalaureate program creation was a direct request from the PAC and community for persons who have a focus in operations/supply chain.
  - Program intended for persons who do not have a business background.
  - Once the program has completed all the approval process, an application will be made to Supply Chain Canada so students/graduates can obtain the relevant designation. This will provide a pathway.
- D Mehus sought clarification on the following sentence in the program outline:
  - Students cannot be granted more than five course exemptions within this program and must take appropriate alternative business courses to ensure diploma completion.
- A Hay explained that this was to ensure that the program is correctly suited for the students and not a duplication.
- B Penfound sought confirmation on the program outline and asked whether the program comprised of the twenty (20) courses outlined.
- D Rubadeau confirmed that this was the case and noted that the program has completed the Post-Secondary Institution Proposal System (PSIPS) review. As a result of the pathway, the elective options were removed.
- **Based on the explanation provided, B Penfound recommended editing the program outline to remove the word elective.**
- B Hall sought clarification on whether online courses were available.
- D Rubadeau clarified that there is online access to most courses. It was highlighted that BUAD 401 International Trade Management is not offered as frequently. Additionally, other courses may have to be completed in person.
- D Mehus asked whether students missing a particular prerequisite could obtain a waiver if they had suitable experience or education.
- D Rubadeau confirmed that this could be done.

**Carried**

## 5.3 Curriculum recommended by the CPRC – HSD

### a. Program revision: Early Childhood Education Certificate

**Motion:** B Penfound/ M Somerville

That Education Council approves the program revision: Early Childhood Education Certificate as recommended by the CPRC – HSD:

- T Russell provided an overview of the program revision and outlined the following:
  - Aligning the credential with ECE registry – removal of two (2) courses from the program: ECDE 213 Working with Families and Community and ECDE 214 Practices in Infant Toddler Care.
  - The removal of the courses will reduce the timeline to complete the program, which will align with the registry.
- B Hall asked for an explanation of the registry.
- T Russell clarified that the registry is the governing/oversight body responsible for verifying courses so that students can obtain their certificate and practice.
- A Krebs sought clarification on rationale for the removal of ECDE 214.
- T Russell clarified that there are speciality alignments which are captured/covered in the diploma program.

- J Ragsdale sought clarification on the current admission requirements. A request was made to amend the English 12 grade requirement of 67% to 60%, which was reflected for other certificates.
- T Russell informed the committee that this was in progress and part of the other revisions underway.

#### **Carried**

- C Meissner provided an overview of the new program, noting that it was developed by Colleges and Institutes Canada (CICan) to provide a career pathway and address labour shortages.
- Consultation with several stakeholders to include: Dean of HSD- C Hall and health care team and Interior Health (IH).
- IH will provide practicum placements/jobs.
- Program piloted across Canada.
- D Mehus sought clarification on the community consultation and asked what impact the certificate would have.
- C Meissner explained that the certificate would enhance employability.
- B Penfound sought confirmation on whether the role was non-clinical one.
- C Meissner confirmed that this was the case and was more of an introduction to health care assistant.
- B Penfound asked if there was a reason OC's requirements were different from CICan.
- C Meissner noted that this was based on what other entities were offering.
- B Hall sought clarification on the consultation documents and noted that no process was outlined for the CICan process.
- M Kline informed members that C Hall engaged in consultation with IH.
- B Penfound noted that the consultation documentation was not robust.
- C Hall confirmed and reiterated that consultation was conducted with IH.
- R Dupuis sought confirmation on whether there was consultation with the First Nations Health Authority.
- M Kline confirmed that this was done and CS is hoping is return to the First Nations and expand dialogue with the indigenous community.
- **B Penfound outlined the current practicum was listed as paid on the government website and noted that this should be included.**
- C Meissner indicated that this would be included.
- **It was also recommended that the program description should be amended to reflect the overall program time.**
- C Meissner informed the committee that once the pilot was completed, a review would be done. If required additional changes can be made and put through EdCo.
- B Hall sought clarification on whether students would be required to take the Provincial Violence Curriculum (PVPC) as required with other health care programs. It was asked whether students would be informed of the associated costs, if this is the case.
- C Meissner clarified that students would be required to take the PVPC. Since the program is funded, any associated cost would be minimal for the students.
- R Dupuis asked if there would be training around a trauma informed approach.
- C Meissner indicated that this was being examined.

#### **b. New course: SCA 100 Professionalism**

**Motion:** D Mehus/B Hall

That Education Council approves the new course: SCA 100 Professionalism as recommended by the CPRC – HSD:

- 20 hours – learners are introduced to engaging with the client and interpersonal team.
- B Penfound sought clarification the Quali comment/recommendation to amend the calendar description.
- C Meissner explained that this could not be amended as the CICan info had to be utilized.

- D Mehus asked if a high demand was expected and if there would be a first applied methodology used for student seats.
- C Meissner noted that student interest is anticipated, but it is difficult to determine based on various factors.

**Carried**

**c. New course: SCA 101 Client and Family-Centred Assistance**

**Motion:** B Hall/B Penfound

That Education Council approves the new course: SCA 101 Client and Family-Centred Assistance as recommended by the CPRC – HSD:

- 20 hours - course teaches respect for clients and families.

**Carried**

**d. New course: SCA 102 Communication**

**Motion:** M Martin/A Krebs

That Education Council approves the new course: SCA 102 Communication as recommended by the CPRC – HSD:

- 20 hours - Course teaches respecting the client's beliefs.
- C Meissner reiterated that changes could not be made to the calendar description based on the current agreement.
- R Dupuis sought clarification on whether cultural communication was incorporated in the course.
- C Meissner explained that Indigenous Services would be included in the orientation process and this area would be reviewed when the course is revamped.

**Carried**

**e. New course: SCA 103 Supportive Assistance**

**Motion:** B Penfound/M Martin

That Education Council approves the new course: SCA 103 Supportive Assistance as recommended by the CPRC – HSD:

- 20 hours - Students learn supportive assistance.
- B Hall asked if the course would be online.
- C Meissner responded in the affirmative.

**Carried**

**f. New course: SCA 104 Infection Control and Safety**

**Motion:** M Somerville/M Martin

That Education Council approves the new course: Infection Control and Safety as recommended by the CPRC – HSD:

- Students demonstrate their knowledge of infection control and safety – 20 hours.

**Carried**

**g. New course: SCA 105 Practicum**

**Motion:** D Mehus/B Hall

That Education Council approves the new course: SCA 105 Practicum as recommended by the CPRC – HSD:

- 280 hours practicum.
- **C Meissner informed members that non-clinical and paid would be added to the description.**
- B Penfound sought clarification on the total practicum hours, noting that it ranged from 280 - 500 hours online.
- C Meissner explained that the practicum required 280 hours.
- B Hall sought clarification on whether there was any information regarding the payment to students.
- C Meissner clarified that there was discussion primarily around the process.

## Carried

### h. New program: Supportive Care Assistant

**Motion:** D Mehus/A Krebs

That Education Council approves the new program: Supportive Care Assistant as recommended by the CPRC – HSD:

- B Penfound asked whether the term micro should be added to the program title since it is a micro-credential.
- M Kline clarified that this was not previously done and consistency would be retained in the naming.
- M Martin asked whether students would receive their PPE via mail.
- M Kline clarified that an orientation would be done in person.

## Carried

### 5.4 Discussion – Minor Edits to the Calendar Description by the Registrar’s Office

- J Garrett provided an overview to the committee, noting that several proposals are in the workflow with minor typographical and grammatical changes that are being proposed.
- A motion will be placed on the table for the Council’s approval based on discussion that began with D Marques.

**Motion:** M Somerville/A Hay

That Education Council adopts a policy allowing the Registrar’s Office, without Education Council approval but in consultation with the Council Chair, to copy edit course and program calendar descriptions for minor spelling, grammar, and punctuation errors where the change would not substantively alter meaning.

- D Mehus sought clarification on whether this would be a new standing rule going forward and whether the changes were minimal.
- J Garrett responded in the affirmative for both.
- A Krebs noted that having the information also vetted by the EdCo Chair is important and retains that additional of review.

**Carried with no opposition**

- J Garrett vacated the role of Chair at 6:53 pm and A Hay, in the capacity of Acting Registrar, assumed the floor.

### 5.5 Second and Third call for nominations for Education Council Chair and Vice Chair

- A Hay began with the second and third call for Chair and reminded members this would be for the period 2023/2024.
  - J Garrett who was previously nominated was determined Chair by acclamation.
- The call for Vice-Chair was then made:
  - D Mehus who was previously nominated – withdrew from the nomination process.
  - B Penfound continued the nomination.
  - A Krebs nominated.
- A Hay informed members that the ElectionBuddy software would be utilized for the election process to maintain voting anonymity.
- The voting process will close on May 7, 2023.

### 5.6 Education Council Vice Chair By-election

- A Hay outlined that Vice Chair seat is vacant as based on the bylaws J Garrett moved to the role of Chair for the remaining 2022/2023 period when D Marques stepped down.
- As a result, a Vice Chair will be needed until June 30, 2023
- The following candidates were nominated:
  - D Mehus

- B Penfound
  - A Krebs
- D Mehus subsequently withdrew from the nomination process.
- A Hay sought consensus from the committee to conduct all calls for nomination at the current meeting based on the timeline.
- There was no objection by the committee to the request.
- Separate election will be conducted using the election voting software.
  
- **J Garrett resumed the role of Chair at 7:02 pm.**

### 5.7 Standing committee reports

- a. Operations Committee
  - Met April 18, 2023.
- b. ARP Committee
  - Not met.
- c. CCC Committee
  - Not met.
- d. Tributes Committee
  - Not met.

## 6. Reports

### 6.1 Council Chair's report – J Garrett

- J Garrett outlined the following:
  - Bylaws and Terms of Reference (TOR) for committees will need to be reviewed.
    - Preliminary review will begin shortly - an ad hoc committee will be formed to deal with the issues.
  - Working on getting Kualu user guide out to the OC community.
    - Complementary to this guide will also be a policy document to establish Kualu best practices for proposal submissions.
  - Academic Regulations and Policies (ARP) Standing committee membership currently being reviewed.
    - Individuals for membership on the committee will have to go through a nomination process and then an approval/appointment by Operations which could take several weeks.
  - Working group has started a review of the Academic Integrity (AI) Policy in relation to artificial intelligence use. It was noted that this would normally proceed through ARP. However, in light of the urgency and timeline to approve/appoint members to the committee, temporary placeholder language could be voted on at the June 1, 2023 EdCo meeting.
    - A Hay confirmed that a motion could be put straight to EdCo.
  - All proposals presenters will be asked to join the meeting in person moving forward.
  - Meeting will be held with CS regarding the attendance of subject matter experts – feedback will be provided to EdCo.
  - Process around Reduction committee in progress – first meeting conducted.

- EdCo's role will be to receive and review the report – this review will be done twenty (20) working days after receiving the report. Thus, special EdCo meeting/s will be needed.
- Working with A Hay to create a calendar of possible dates that also adhere to the bylaws stipulation for the number of days required for special meetings.
- D Mehus sought clarification on the start of the Reduction Committee's thirty (30) days.
- A Hay confirmed that this began on May 1, 2023.
- D Mehus sought clarification on whether all the EdCo subcommittees were needed, specifically those that did not meet frequently and asked if these committee could be dissolved and the Operations committee used.
- J Garrett clarified that the Operations will be involved in the AI policy based on the urgency.
- A Krebs sought confirmation on whether the 4:00 pm time would remain for the EdCo special meetings.
- J Garrett confirmed that 4:00 pm would be ok.
- B Hall sought clarification on when EdCo would have the report from the Reduction Committee.
- It was outlined that the committee will have up to thirty (30) days.

#### 6.2 VP Academic and Provost report – A Hay

- A Hay outlined the following:
  - DQAB met and reviewed the Entrepreneurship and Bachelor of Business Administration programs -there were no questions. Programs will proceed to the next stage. It was outlined that a timeline could not be provided in relation to the completion.
  - Post-Baccalaureate Diploma in Operations Management has completed the PSIPS process.

#### 6.3 Registrar's report

- A Hay highlighted the following:
  - Election for four (4) faculty seats completed.
    - A Hay congratulated T Walters, L Mallory, B Penfound, and S Acton.
    - Noted that software was effective and worked well.
    - Committee members were asked to provide feedback after their use – in relation to the Edco Vice Chair election and by-election.
    - Board/student elections are currently in progress.
  - Audits are in progress for students who have applied to graduate.
- B Penfound sought clarification on the student election process, noting that one of the nominees was a BSN student.
- A Hay clarified that the individual was still an OC student, unless otherwise determined. If the student leaves OC, then a by-election would be conducted.

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

- There was no report as the BOG representative had to leave the meeting early.

### 7. In camera session

**Motion:** B Hall/M Martin  
That Education Council moves in camera.  
**Carried**

**a. April 18, 2023 Operations Committee Minutes**

**Motion:** M Somerville/M Martin

That Education Council accepts the April 18, 2023 Operations committee minutes as presented.

**Carried**

**Motion:** M Somerville/M Martin

That Education Council moves out of camera.

**Carried**

**8. Date, time of next regular meeting – Thursday, June 1, 2023 at 4:30 pm.**

**9. Deadline for agenda items – Wednesday, May 17, 2023 at 12:00 pm.**

**10. Adjournment at 7:29 pm**

**Motion to adjourn:** D Mehus/M Martin

**Carried**