

**Okanagan College Education Council
Minutes of Thursday, October 5, 2023 4:00 pm
S 103B – Student Services Boardroom – Kelowna Campus & Zoom**

Present: J Anderson, J Garrett, B Hall, Y Moritz, S Lembke, M Martin, D Mehus, C Newitt, B Penfound, M Somerville
(Zoom): N Fassina, A Krebs, R Dupuis, J Ragsdale

Regrets: L Mallory, D Marques, T Walters

Guests: H Valladares, Y Khmelevsky, I Wheeler

Recorder: A Chan

1. Determination of quorum and call to order

J Garrett called the meeting to order at 4:02 pm.

- J Garrett welcomed Y Moritz to the meeting.

2. Adoption of the agenda

Motion: C Newitt/M Somerville

That Education Council approves the agenda as presented.

Motion: M Somerville/C Newitt

That Education Council amends the agenda as presented.

- Add items:
 - 5.1.2: Change to Fall 2023 Academic Schedule
 - 5.3.e: Ad Hoc Governance Committee report
- Remove items:
 - 7. Call for nominations for CCC

Carried as amended

3. Approval of the minutes

Motion: M Martin/C Newitt

That Education Council approves the minutes of the September 14, 2023 Education Council meeting as presented.

Carried

4. Business arising

5. New business

5.1 Schedules

5.1. 2024 - 2025 Academic schedule

Motion: S Lembke/B Penfound

That Education Council approves the 2024 – 2025 Academic Schedule as presented.

- I Wheeler noted that the Schedule includes Truth and Reconciliation Day and also noted the Fall Monday problem.
- M Somerville asked if there are any back-up dates, as there are normally 10 days for exam period.
- I Wheeler stated that it excludes Sunday, as no exam is scheduled on Sunday and the statutory holiday (i.e. Monday).

- D Mehus stated that it seems to have a math error, noted that there are only 64 days for Fall 2023, when compared with Winter 2024.
- I Wheeler stated that it is correct.
- M Martin sought clarification on whether there are less Mondays and Tuesdays.
- D Mehus asked if there are minimum numbers of instructional days.
- I Wheeler stated that the usual practice is 65 instructional days, noting that there are no less than 60 days, depending on what day Labour Day, Christmas, and New Year fall.
- B Penfound noted some errors of the dates:
 - For Fall 2024 schedule, it should be December 9, 2024.
 - For Winter 2025, it should be Fri, April 18 for the Good Friday.
- J Garrett asked if it is an EdCo policy that EdCo needs to address changing, concerning the policy and the addition of the Truth and Reconciliation Day.
- I Wheeler sought clarification on whether it is an EdCo policy.
- C Newitt stated that it has to go through ARP and then it will come to EdCo.
- D Mehus stated that the statutory holiday is on Monday, asking whether there is a rationale that the Truth and Reconciliation Day is not observed.
- J Garrett stated that if it falls on the weekend, the holiday will be scheduled after. If it falls on the weekday, that day will be observed.
- A Krebs stated that it was a BC decision.
- M Martin asked whether it will be on the Calendar.
- J Anderson confirmed in affirmative, stated that it will go to Calendar as the optional make-up day for instructors to choose.

Carried

5.2. Change to Fall 2023 Academic Schedule

Motion: D Mehus/C Newitt

That Education Council approves that the Fall 2023 academic schedule is extended so that instructional activity that would have been held on Monday, October 2nd, can be rescheduled, if needed, to Friday, December 8, 2023.

Carried

5.3 Curriculum recommended by CPRC - S/T

a. Proposal for a program revision: Bachelor of Computer Information Systems Degree

Motion: D Mehus/M Somerville

That Education Council approves the program revision: Bachelor of Computer Information Systems Degree as recommended by the CPRC – S/T:

- Y Khmelevsky provided an overview of the program revision. The Department would like to remove CMNS 112 and CMNS 122 from the BCIS program.
- Y Khmelevsky stated that students can come to Computer Science or Communications to take some courses if they wish.
- D Mehus sought clarification on whether the Math courses are still relevant.
- Y Khmelevsky stated that Math requirements are not the proposed revision this time, noting that the current revision is about the issue of Communications courses.
- M Somerville noted some points that are not appeared correctly which need to be changed- NTEN 117 to ICT 117.
- Y Khmelevsky stated that it could be edited as those are minor edits which do not need to pass through EdCo as per the EdCo recent policy about the minor edits.
- M Somerville sought clarification on whether students who have CMNS112 and CMNS 122 can still take CMNS 123 as it is a specialised course.
- Y Khmelevsky stated in the negative, as they are similar courses, but would need to be confirmed with the Communications department it is a communication course.
- M Somerville asked whether students could transfer credits for CMNS 112 and CMNS122.

- J Garrett responded in affirmative.
- D Mehus sought clarification on whether the effective date is Summer 2023 or not.
- Y Khmelevsky stated that it will be changed to Fall 2024.

Carried

b. Course revision: STAT 443 Time Series Analysis and Forecasting

Motion: B Hall/S Lembke

That Education Council approves the course revision: STAT 443 Time Series Analysis and Forecasting as recommended by the CPRC – S/T:

- B Penfound noted the proposed changes as stated in Kualii.
- The proposed changes reflect the discontinuation of STAT 240.

Carried

c. Program revision: Post Baccalaureate Diploma in Data Analytics and Economics

Motion: M Somerville/C Newitt

That Education Council approves the program revision: Post Baccalaureate Diploma in Data Analytics and Economics as recommended by the CPRC – S/T:

- B Penfound provided an overview of the revision as stated in Kualii, noting that there is a current intake, but no students have been affected since students are only in Semester 1.
- S Lembke asked for the number of current students.
- B Penfound noted that there are 2-3 students for the first intake.
- M Somerville sought clarification on the graduation requirement, noted that 'no transfer credit is permitted' is stated.
- Y Moritz stated that transfer credit is not permitted from previous credentials. However, transfer credit from previously articulated (BCCAT) approved courses via an advance Letter of Permission can be used for up to a maximum 5 courses, noting that there is a situation in courses from BCCAT that could be from previous credentials, which might be a conflict.
- There was a subsequent discussion on the issue of the transfer credit.
- C Newitt noted that there are no unified policies, and residency requirements might be investigated.
- D Mehus stated that it is not for this program, noting that a broader discussion for EdCo to consider in future might be necessary.
- N Fassina clarified that it is a policy direction that needs to be investigated by EdCo, noting that it is not for today's meeting.
- C Newitt stated that the issue has been discussed before and it will proceed to ARP, then it will come to EdCo meeting for discussion.
- D Mehus asked about the timeline for the issue, sought clarification on whether it will go to ARP, followed by CPRC.
- C Newitt clarified that academic policies will not go to CPRC. J Lister is drafting a new policy currently. The policy review is in the appropriate process which will go to ARP, followed by EdCo.

Carried, with 1 abstained.

5.4 Standing committee reports

a. Operations Committee

- J Garrett informed the members that Operations Committee met on 2023 09 15 to approve awards, graduates and ST committee member, stating that there will be another meeting in the coming week.

b. ARP Committee

- Not met.

- J Garrett informed the members that several CPRC and ARP meeting schedules will be changed, noting that currently they do not meet with EdCo's deadlines to make it next month.
 - ARP will be scheduled to the first Monday of every month.
 - J Garrett highlighted the vacancies and stated that it would be appreciated if members could help to recruit members for the standing committee.
 - 7 Faculty members are needed.
 - D Mehus sought clarification on whether the members need to be from BCGEU or OCFA faculty.
 - J Garrett stated that it has to be instructional.
- c. CCC Committee
- Not met.
 - J Garrett reviewed the current membership, noting a few points as follows:
 - Y Moritz has appointed W Wheeler as designate for VP, Academic.
 - J Anderson as the Acting Registrar.
 - The Committee needs 2 EdCo voting members.
 - M Martin asked about the schedule and purview of the committee.
 - J Garrett stated that it is called if needed and informed the members about the Terms of Reference of the Committee.
 - M Martin volunteered to be one of the CCC EdCo voting members.
 - C Newitt stated that CCC Committee will review Kualii, noted that the Committee will meet this Fall.
- d. Tributes Committee
- Not met.
 - J Garrett stated that the Board of Governors representative will be appointed by the Board.
 - 3 students are needed for the Committee. J Garrett highlighted the vacancies and stated that it would be appreciated if members could help to encourage the students to join the committee.
 - D Mehus sought clarification on whether student representatives will get the honorarium.
 - I Wheeler stated that it will be for EdCo and the Board only due to the budget limitation.
 - M Somerville sought clarification on the terms of office.
 - J Garrett stated that student members may serve on this committee for terms of up to one year and may be appointed to this committee for up to three consecutive terms, as stated in the Terms of Reference.
- e. Ad Hoc Governance Committee
- J Garrett reviewed the current membership, noting a few points as follow:
 - B Hall, D Mehus and D Marques are on the Committee.
 - One OCFA faculty member is needed.
 - D Mehus nominated S Lembke and B Penfound as the Committee members.
 - S Lembke and B Penfound declined the nomination.
 - J Garrett will call for the first meeting once the last seat is filled, noting that the schedule will be determined by the Committee, and the Terms of Reference will be drafted.

6. Reports

6.1 Council Chair's report – J Garrett

- J Garrett provided the following overview:

➤ Elections

- No nominations have been received so far, as noted by I Wheeler. J Garrett noted that it would be appreciated if members could convince people to join EdCo.
- The deadline has been extended for 10 days and the recruitment has been sent to College Relations and Trades and Student Union.
- D Mehus asked if non-instructional staff is eligible for the South Okanagan - Similkameen representative seat.
- I Wheeler responded in the affirmative.

➤ EdCo and Academic Policies

- J Lister is updating the Academic Policies currently.
- J Garrett noted Section 4 of the AI policy, sought clarification on the consequences if people violate the AI policy. J Garrett asked whether granting academic suspension is a regular basis or not.
- I Wheeler stated that it does not happen very often.
- S Lembke sought clarification on the difference between violating the AI policy and traditional cheating, stating that it applies to Business.
- Y Moritz responded that it has been reviewed currently, and the Ad hoc AI policy will be reviewed.
- S Lembke stated that there is standard code of conduct for Business.
- J Garrett noted that some Faculty spent time meeting students, noting that students did not receive the consequences of violating the AI policy.
- Y Moritz stated that students have been called to the Dean's office and have been tracking.
- S Lembke stated that not all the Associate Deans followed the process and understood the policy and the easiest way has been chosen to handle the situation, noting that it is important for Dean and the Associate Deans to take appropriate actions if students violate the AI policy.
- Y Moritz stated that all cases have been carefully reviewed, and concentrated efforts to monitor and track the related students who have violated the policy have been taken.
- Y Moritz stated that AI course has been developed and a more formal launch will be held this year, noting that it is mandatory for students to take the courses now. Many steps are in progress to standardize the process, and forms have to be filled and sent to the Registrar's office.
- D Mehus stated that it might be the items for ARP Committee to look at in future.

6.2 VP Academic and Provost report – Y Moritz

- Y Moritz noted the following:
 - The entrepreneurship specialisation has put forward a formal response for DQAB.
 - DQAB will begin in November, and final decision will be notified.

6.3 Registrar's report –J Anderson

- No report.

6.4 Board of Governor's report

- No report.
- N Fassina noted that formal announcement is expected to be made in November.

- **Meeting break at 5:30 pm.**
- **Meeting resumed at 5:44 pm.**

7. In camera session

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

7.1 Special Meeting Debrief

- J Garrett asked if EdCo is going to draft the summary, as it was decided in the June Special Meetings to follow up in the Fall on the discussion.
- D Mehus sought clarification on whether the public statement requires the approval of the Board.
- J Garrett responded in the negative, noting that the decision is made public, and the minutes of the Board's meeting are also in camera.
- D Mehus sought clarification on whether EdCo advised the Board about the reduction is made public.
- N Fassina stated that it went to the Board in close meetings and the minutes are confidential, noting that the public statement could only reflect the piece of information that EdCo advised the Board.

7.2 Minutes of June 08, 2023 Education Council Special meeting

Motion: B Penfound/D Mehus
That Education Council accepts the June 08, 2023 Education Council Special meeting minutes as amended.

- C Newitt stated that the main point is to make sure that there are no factual inaccuracies, noting it is not necessary to go through it line by line.

Carried

7.3 Minutes of June 15, 2023 Education Council Special meeting

Motion: B Penfound/S Lembke
That Education Council accepts the June 15, 2023 Education Council Special meeting minutes as amended.
Carried

7.4 Minutes of June 22, 2023 Education Council Special meeting

Motion: B Penfound/D Mehus
That Education Council accepts the June 22, 2023 Education Council Special meeting minutes as amended.
Carried

7.5 Minutes of September 15, 2023 Operations Committee meeting

Motion: B Penfound/D Mehus
That Education Council accepts the September 15, 2023 Education Council Operations Committee meeting minutes.
Carried

Motion: B Hall/D Mehus
That Education Council moves out of camera.
Carried

8. Date, time of next regular meeting – Thursday, November 02, 2023 at 4:00 pm.

9. Deadline for agenda items – Wednesday, October 18, 2023 at 12:00 pm.

10. Adjournment at 6:08 pm
Motion to adjourn: D Mehus/C Newitt
Carried