Okanagan College Education Council
Minutes of Thursday, January 11, 2024 4:00 pm
S 103B – Student Services Boardroom – Kelowna Campus & Zoom

Present: E Balili, K Brochu, N Fassina, J Garrett, B Hall, S Lembke, S Lenci, M Martin, D Marques, D Mehus, C Newitt, B Penfound, M Somerville, I Wheeler
(Zoom): C Battersby, L Mallory, A Leader, J Ragsdale, A Seidel, T Walters

Regrets: R Dupuis, A Krebs

Guests: N Fretz, J Lister, H Valladares, R Wheeler, W Wheeler
(Zoom): C Hall, J Stone, T Noble, O Sullivan

Recorder: A Chan

1. **Determination of quorum and call to order**
J Garrett called the meeting to order at 4:01 pm.

- D Mehus gave the land acknowledgment.
- J Garrett informed the members that P Lefebvre resigned due to course load conflicts with the EdCo meetings.

2. **Adoption of the agenda**
Motion: M Martin/M Somerville
That Education Council approves the agenda as presented.
Carried

3. **Approval of the minutes**
Motion: S Lembke/B Hall
That Education Council approves the minutes of the December 7, 2023 Education Council meeting as presented.
- Amendment will be made to the following sentence:
- **5.3 b - 'B Penfound stated that there are some practice tests for students.'**

Carried as amended

4. **Business arising**

4.1 Proposal for a program revision: Infrastructure and Computing Technology Diploma
Motion: D Mehus/M Martin
That Education Council approves the program revision: Infrastructure and Computing Technology Diploma as recommended by the CPRC – ST:
- N Fretz provided an overview of the program revision.

Carried

4.2 Proposal for a new course: BUAD418 HR Analytics
Motion: B Penfound/M Martin
That Education Council approves the new course: BUAD418 HR Analytics as recommended by the CPRC – BUS:
- R Wheeler provided an overview of the new course, noting that there has been consultation with the Maths department. There was no issue for Maths after the conversation held with B Penfound.

- M Martin stated that it needs to be documented usually, such as email conversations, so that a record can be kept.
- B Penfound stated that an email was sent to M Conlin, D Rubadeau and R Wheeler.
- R Wheeler stated that it will be uploaded later.

Carried

4.3 Proposal for a program revision: Post-Baccalaureate Certificate in Human Resources Management

Motion: B Hall/M Somerville

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

- As outlined.
- D Mehus sought clarification on the CPHR qualification.
- R Wheeler explained that students graduating with an average of 70% or higher may be eligible for an exemption from the National Knowledge Exam (NKE), as administered by the Chartered Professional in Human Resources (CPHR).

Carried

4.4 Proposal for a program revision: Post-Baccalaureate Diploma in Human Resources Management

Motion: S Lembke/D Mehus

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

- As outlined.

Carried

4.5 Proposal for a program revision: Human Resources Management Specialty

Motion: C Newitt/M Martin

That Education Council approves the program revision: Human Resources Management Specialty as recommended by the CPRC – BUS:

- As outlined.

Carried

5. New business

5.1 Curriculum recommended by CPRC – AFP

a. Proposal for a new course: CRIM 215 Crime and Organizations

Motion: B Hall/D Marques

That Education Council approves the new course: CRIM 215 Crime and Organizations as recommended by the CPRC – AFP:

- As outlined.

Carried

b. Proposal for a new course: SOCI215 Crime and Organizations

Motion: B Hall/M Martin

That Education Council approves the new course: SOCI215 Crime and Organizations as recommended by the CPRC – AFP:

- As outlined.

Carried

c. Proposal for a course revision: INDG201 Okanagan Indigenous Peoples' History

Motion: D Mehus/C Newitt

That Education Council approves the course revision: INDG201 Okanagan Indigenous Peoples' History as recommended by the CPRC – AFP:

- O Sullivan provided an overview of the course revision.
- D Mehus asked whether the Prerequisite can be done as a corequisite.
- O Sullivan responded in negative, stating that it was to ensure that students learned the background information to help them succeed in the second-year programming.

Carried

d. Proposal for a course revision: INDG202 Okanagan Concepts and Frameworks
Motion: B Hall/M Martin
That Education Council approves the course revision: INDG202 Okanagan Concepts and Frameworks as recommended by the CPRC – AFP:

- As outlined.

Carried

e. Proposal for a course revision: INDG203 Indigenous Historical Perspectives
Motion: B Hall/M Martin
That Education Council approves the course revision: INDG203 Indigenous Historical Perspectives as recommended by the CPRC – AFP:

- As outlined.

Carried

f. Proposal for a course revision: INDG204 Indigenous Concepts and Frameworks
Motion: C Newitt/M Martin
That Education Council approves the course revision: INDG204 Indigenous Concepts and Frameworks as recommended by the CPRC – AFP:

- As outlined.

Carried

5.2 Curriculum recommended by CPRC - HSD

a. Proposal for a new course: HCA120 Introduction to Practice
Motion: B Hall/M Somerville
That Education Council approves the new course: HCA120 Introduction to Practice as recommended by the CPRC – HSD:

- W Wheeler provided an overview of the program.
- D Mehus sought clarification on the prerequisite.
- J Stone stated that students are not eligible to take this course if they are not admitted to the HCA.
- D Mehus asked whether there is a Library Resources assessment as consultation.
- J Stone stated that it has been working with the library since it is a new course, stating that the course will also use some current resources that have already been used.
- D Mehus asked whether it is a face-to-face course, or it is hybrid.
- J Stone stated that some cohorts are conducted face-to-face, while some cohorts are hybrid.

Carried

b. Proposal for a new course: HCA122 Lifestyle and Choices
Motion: D Mehus/M Martin
That Education Council approves the new course: HCA122 Lifestyle and Choices as recommended by the CPRC – HSD:

- J Stone provided an overview of the program.
- D Mehus asked whether the contact hours are 30 hours per week or semester.
- W Wheeler stated that it is a 30-hour course in total.

Carried

c. Proposal for a new course: HCA124 Concepts for Practice
Motion: M Somerville/B Hall
That Education Council approves the new course: HCA124 Concepts for Practice as recommended by the CPRC – HSD:

- J Stone provided an overview of the course.
- M Martin sought clarification on whether a proposed change in learning outcomes would not need to come to EdCo.
- There was a subsequent discussion.
- C Newitt stated that the change in learning outcomes will affect the curriculum and therefore it needs to come to EdCo for discussion.
- J Stone noted that the learning outcomes are mandated.
- S Lenci noted the conversation from the last meeting, stating that it is good to have a conversation with Faculty and instructors and discuss on the percentage of change in learning outcomes.

Carried

d. Proposal for a new course: HCA126 Interpersonal Communications
Motion: D Mehus/B Hall
That Education Council approves the new course: HCA126 Interpersonal Communications as recommended by the CPRC – HSD:

- As outlined.
- D Mehus sought clarification on the consultation, asking whether the minutes of the PAC meeting will be attached.
- W Wheeler stated that it has been uploaded.
- M Martin clarified that the minutes have been uploaded to the HCA program consultation section.

Carried

e. Proposal for a new course: HCA128 Common Health Challenges
Motion: D Mehus/M Martin
That Education Council approves the new course: HCA128 Common Health Challenges as recommended by the CPRC – HSD:

- As outlined.

Carried

f. Proposal for a new course: HCA130 Cognitive and/or Mental Health Challenges
Motion: B Penfound/S Lembke
That Education Council approves the new course: HCA130 Cognitive and/or Mental Health Challenges as recommended by the CPRC – HSD:

- As outlined.

Carried

g. Proposal for a new course: HCA132 Personal Care and Assistance
Motion: M Somerville/M Martin
That Education Council approves the new course: HCA132 Personal Care and Assistance as recommended by the CPRC – HSD:

- As outlined.

Carried

h. Proposal for a new course: HCA134 Practice Experience A: Multi-Level and/or Complex Care
Motion: B Hall/M Martin
That Education Council approves the new course: HCA134 Practice Experience A: Multi-Level and/or Complex Careas recommended by the CPRC – HSD:

- D Mehus sought clarification on whether the practice experience is unpaid or not.

- W Wheeler stated that the department works closely with Interior Health, stating that it is unpaid.
- B Penfound noted that there is a typo in which the contact hours are 210 hours instead of 120.

Carried

i. Proposal for a new course: HCA136 Practice Experience B: Home Support. Assisted Living, and/or Group Home Setting

Motion: B Hall/M Somerville

That Education Council approves the new course: HCA136 Practice Experience B: Home Support. Assisted Living, and/or Group Home Setting as recommended by the CPRC – HSD:

- As outlined.
- J Garrett noted that an error in the title and asked whether it should be edited.
- W Wheeler stated that it should be a comma after 'Home Support'.
- B Penfound noted that the change should be made to the document as well.

Carried

j. Proposal for a program revision: Health Care Assistant Certificate

Motion: D Mehus/S Lenci

That Education Council approves the program revision: Health Care Assistant Certificate as recommended by the CPRC – HSD:

- As outlined.
- M Somerville asked whether the class will be 25 weeks.
- W Wheeler stated that it is 745 hours as before and there is no extra time.
- B Hall sought clarification on the next step after being approved at the EdCo meeting.
- J Stone stated that the program requires approval from the Registry and EdCo, stating that it will be submitted to the Registry. J Stone will be informed whether any change is needed after the review of the Registry.
- J Ragsdale noted the subtle change in the admission requirement.
- W Wheeler clarified and stated that all changes are mandated. There is not a lot of discussion around the provinces, stating that the change was considered a positive change to make sure students get prepared, even though this might add some burdens to students with the requirements.
- W Wheeler stated that efforts have been made to ensure that the language for the admission requirements is specific, so that students are fully informed and are not overwhelmed by the language.
- D Mehus sought clarification on the English requirements.
- W Wheeler stated that it is one of the following.
- J Ragsdale noted that the requirement of applicants who cannot provide evidence of three years of full-time instruction in English is interesting.
- W Wheeler clarified that there are two pathways.

Carried

5.3 Academic Policies recommended by ARP

a. Policy revision: Academic Integrity Policy

Motion: B Hall/S Lembke

That Education Council approves the policy revision: Academic Integrity Policy as recommended by ARP:

- J Lister provided an overview of the policies that will be presented in the EdCo meetings in the coming few months, noting that a new Policy Procedure Framework has been adopted in 2022, separating policy from the procedures. Consultations have taken place.
- As outlined.

- D Mehus sought clarification on whether the procedures would not come to EdCo meetings, while the policies are required to be discussed at EdCo meetings.
- J Lister responded in affirmative.
- D Mehus noted that the procedure has not been included in Kuali.
- J Lister stated that the policies need to be done in a timely manner. The procedures will come after policies.
- D Mehus sought clarification on whether the procedures will be available in the College website.
- J Lister responded in affirmative.

Carried

b. Policy revision: Attendance Policy

Motion: M Somerville/D Mehus

That Education Council approves the policy revision: Attendance Policy as recommended by ARP:

- As outlined.
- S Lembke asked whether weddings are considered significant life-changing events.
- J Listed responded in negative.
- S Lembke noted that there are a lot of weddings happening during the exam period.
- S Lenci stated that students have the flexibility after Covid, noting that the question is how the College will respond to students.
- N Fassina stated that the meaning of significance differs for everyone.
- T Walters noted the definitions for Instructors, stating that the distance education tutors do not engage in instructions and asking whether there is a need to change the definitions.
- There was a subsequent discussion.
- S Lenci suggested that a meeting with a few teaching members can be held to discuss the institutional perspectives.
- C Newitt sought clarification on whether students' life needs to be defined.
- S Lenci suggested that a few examples can be provided for reference.
- K Brochu stated a recent scenario regarding documentation, stating that students do not want to ask for the doctor's note and pay the fee as it is expensive.
- S Lembke noted that it can be handled differently, such as a note will be required for examinations, while it can have a flexibility regarding daily work.
- D Mehus concerned whether instructors would follow the suggestion, noting that some instructors are more liberal and would accept emails as informed by students.
- J Garrett stated that it is on a case-by-case basis and needs to be flexible.
- S Lenci noted that t.
- J Garrett stated that the definition should be included.

Motion: D Marques/C Newitt

That Education Council tables the policy revision: Attendance Policy as recommended by ARP until the next meeting.

Carried

- N Fassina stated that the common definitions apply to every policy.
- T Walters stated that it is not allowed to ask for a medical note for absentees, since the College would not pay for students to get them, and it is a waste of doctors' time.
- There was a subsequent discussion on the distance education tutors.
- C Newitt stated that instructors do not have the decision-making power.
- Members agreed that the distance education tutors will be removed.

- S Lembke stated that the procedures might need some discussion afterwards, as it could be overwhelming for the instructors.
- S Lenci stated that it needs to be defined.

Deferred

c. Policy revision: Transfer Credit Policy
Motion: M Somerville/B Hall
That Education Council approves the policy revision: Transfer Credit Policy as recommended by ARP:

- As outlined.
- D Mehus sought clarification on the ten-year requirement, stating that mature students may need to take more than ten years to complete.
- M Somerville stated that students completed in OUC want to be able to do in OC, stating that they have troubles on that and asking whether it can get rid of the tens-year requirement.
- C Newitt noted that ten years is a huge timeframe in Psychology, stating that they do not accept that, but some disciplines accept.
- There was a subsequent discussion on the issue.
- M Somerville stated that it depends on programs.
- N Fassina stated that it is hard to be consistent.
- S Lembke stated that Business reviewed all credentials to see if they sounded validated, or if they are old and would not match. S Lembke asked whether the College would like to lose students to other institutions.
- A Leader stated that if students completed a credential, one would be more likely to have been working in the field or the industry.
- J Garrett responded in affirmative.
- I Wheeler stated that in practice, the Transfer Credit Coordinator has been closely communicated with the Chairs and knows whenever needs to ask for exemptions.
- There was a subsequent discussion on the ten-year timeframe.
- J Garrett stated that if it is addressed in the procedure document, it may need to be sent to the departments for discussion.
- S Lenci stated that the assessment could still happen if the time frame is removed, stating whether the extent of the core curriculum has been changed much that would deny someone from education.
- C Newitt was concerned about the point of this policy, noting that it is important to ensure student's success and that it is rare to have a situation of more than ten-year clauses. C Newitt concerned that the Chair may often need to make the decisions.
- B Penfound stated that people might forget things if there is a ten-year gap, stating that students can have the opportunity to challenge the process, such as appeal.
- J Ragsdale stated that that belongs to the procedure level and could be discussed.
- J Lister noted that ten years are too long for ICT.
- K Brochu stated that a caveat can be set, such as it needs to go to the Chair if the program is ten years ago.
- I Wheeler stated that some programs may set a different one, such as Computer Science.
- M Somerville stated that courses are shown in transcripts, stating that students do not know they cannot use it when doing the Transfer Credit.
- E Balili suggested that more controls can be added, suggesting that an assessment exam can be set for students who want to do the Transfer Credit, and it can be selective of applicants from where they are coming from, noting that

as long as the person is working on relevant industry or have completed the relevant courses, the person should be permitted.

- J Lister noted that there is a challenging exam included in another policy.
- J Ragsdale stated that if they change it in BCCAT, they have to change it to be consistent.
- J Garrett noted that the statement in the comparison document- 'Programs may, with the approval of Education Council, specify a shorter time period for courses to apply to a specific degree or diploma', asking if this should be listed in the procedure document.
- C Newitt responded in affirmative, stating that the exemption can be listed in procedure as well, and the disciplines need to verify.
- K Brochu stated that that can help validating courses from credentials.
- B Penfound sought clarification on whether procedure documents would be discussed in EdCo meetings.
- J Lister stated that it is separate for this one.
- E Balili sought clarification on the credits, how does it work and would like to confirm that they do not affect graduation.
- I Wheeler responded that it does not affect graduation.
- B Penfound stated that it needs some clarity on who needs to decide regarding the substitution courses.
- J Lister stated that the department Chairs are the ones to decide.
- M Somerville noted that in section 5.10, the international students are addressed, seeking clarification on the domestic students.
- I Wheeler stated that it is the same.
- J Lister stated that there is a policy coming soon.
- I Wheeler suggested that it can be changed to 'all students', stating that Registrar's Office will work with the departments.
- Members agreed that the words "international-earned" will be removed.

Carried, 1 abstained.

- **Meeting break at 6:05 pm.**
- **Meeting resumed at 6:18 pm.**

d. Policy removal: Graduation
Motion: B Penfound/M Somerville
That Education Council approves the policy removal: Graduation as recommended by ARP:

- J Lister noted that this is not a policy.

Carried

e. Policy removal: Student conduct
Motion: D Mehus/M Somerville
That Education Council approves the policy removal: Student conduct as recommended by ARP:

- As outlined.

Carried

f. Policy removal: Freedom of Information and Protection of Privacy
Motion: B Hall/M Morgan
That Education Council approves the policy removal: Freedom of Information and Protection of Privacy as recommended by ARP:

- As outlined.

Carried

g. Policy removal: Electronic Communication for Applicants and Students
Motion: B Hall/E Balili
That Education Council approves the policy removal: Electronic Communication for Applicants and Students as recommended by ARP:

- J Lister noted that this is an administrative policy, but not an academic policy, stating that it needs to be removed from Calendar.
- D Mehus asked whether who is the approving body of this policy.
- J Lister stated that it goes to the Executive Council and does not need to go to EdCo.

Carried

5.4 Standing Committee Reports

a. Operations committee
- Not met.

b. ARP committee
- J Garrett informed the members that ARP met on Jan 8 and there are five policies going to EdCo in Feb meeting, calling for nominations of the vacancies of the committee.

c. CCC committee
-Not met.

d. Tributes committee
-Not met.

e. Ad Hoc Governance committee
-J Garrett informed the members that the committee met on Jan 10. The committee has reviewed the Act and the EdCo Bylaws and there has been a great conversation. Members will do some institutional reviews and discuss them at the next meeting.
-N Fassina noted that it is listed as EdCo policy and suggested an amendment.
-J Garrett clarified that that will be the development of EdCo policy.
-N Fassina appreciated the completion target that the committee initially set, suggesting additional time might be needed for reviews.
-It is suggested and agreed that it will be changed to Dec, 2024.
-E Balili asked whether students can join the meeting.
-D Mehus stated that they can join as non-voting members.

5.5 Ad Hoc Governance committee Terms of Reference
Motion: D Mehus/M Somerville
That Education Council approves the Terms of Reference of the Ad Hoc Governance committee as recommended by the Ad Hoc Governance committee:

- I Wheeler noted that it should be edited as ‘any member’ in the definition of ‘Faculty’, seeking clarification on the definition of the EdCo administrator.
- J Garrett stated that they define the EdCo roles.
- I Wheeler noted that the definition listed for the Support Staff is wrong according to the Act.
- J Garrett suggested indicating members of EdCo who filled the positions are eligible to fill those positions in the Ad Hoc Governance committee.
- N Fassina suggested that it can be edited as ‘any members of Education Council who is sitting as Education administrators filling the Educational administrator role’.
- It will be edited as similar language for Faculty and Support Staff as well.
- C Battersby asked whether it is eligible to join the meetings. It was confirmed that C Battersby can join as a non-voting member.

Carried

6. Reports

6.1 Council chair's report - J Garrett

- J Garrett reminded members that there is a governance training special meeting on Zoom on Jan 25, 2024, informing that there will be another special budget meeting on Feb 29 at 4pm in person.

6.2 VP Academic and Provost's report – S Lenci

- S Lenci asked what kind of information this group would like to know, so that it could be prepared and informed members at future meetings.
- Members stated that normally the VP Academic and Provost will report on DQAB and PSIPS.
- S Lenci provided an update that the curriculum system has been reviewing, noting that how curriculum and institution can be intersected better is currently in progress.
- Members are delighted to witness the efforts that are in progress.

6.3 Registrar's report – I Wheeler

- I Wheeler informed members that the election of Faculty/Instructional Byelection - South Okanagan Similkameen is open until Jan 23, 2024.

6.4 Board of Governors report - C Battersby

- C Battersby noted the following:
  -The Board met on Dec 12 in Kelowna campus and approved policies and curriculum proposals as recommended by EdCo. A new Chair and a Co-Chair are elected. The next meeting will be on March 12 in the Vernon Campus.

7. Date, time of next meeting - Thursday, February 1, 2024 at 4:00 pm

8. Deadline for agenda items - Wednesday, January 17, 2024 at 12:00 pm

9. Adjournment at 6: 54pm
Motion to adjourn: S Lembke/M Martin
Carried