Education Council Meeting
Thursday, January 12, 2016 4:00 p.m.
S 103B – Boardroom Student Services Building – Kelowna Campus

Faculty

Name	Location
Steven Weber	Shuswap Revelstoke Rep
Francis Greenslade	South Okanagan Similkameen Rep
Luke Skulmoski	Central Okanagan Rep
Jennifer Sigalet	North Okanagan Rep
Danny Marques	Trades & Apprenticeship - Kelowna
Nancy Noble-Hearle	Arts & Foundational - Pent
Pam Wetterstrand	Health & Social Development
Deborah Warren	Science and Technology Programs
Chris Newitt	Arts & Foundational – Kelowna
Derek Cook	School of Business - Kelowna

Educational Administrators

Name	Location
Rob Huxtable	Dean - Arts & Foundational Programs
Andrew Hay (e-copy)	Vice President Education
Dennis Silvestrone	Director – CS
Ross Tyner	Director – Library Services

Students

Name	Location
Connie Sahlmark	Student – South Okanagan Similkameen
Nancy deMelo	Student – Central Okanagan
Sean Rossouw	Student – North Okanagan
	Student-Shuswap Revelstoke

Staff

Name	Location
Amanda Pope	Vernon Campus
Fran Kelly	Kelowna Campus

Non-Voting

Name	Location
Jim Hamilton	President, OC
Gloria Morgan	Board of Governors

Secretariat

Name	Location
Jane Muskens	Registrar OC
Dianne Crommer	Education Council Office

Other Recipients

Name	Area	Name	Area
Joanna Campbell (e-copy)	Assistant to the President	Charlotte Kushner (e-copy)	VP - Students
	Regional Dean –S Ok/Similk.	Yvonne Moritz	Dean – Science, Technology & Health
Jackie Dewar-Pine	Campus Admin-Penticton	Steve Moores	Dean – Trades & Apprenticeship
Heather Banham	Dean – Business Programs	Jonathan Rouse	Assoc Dean – Business & Aviation
Margaret Scharf (e-copy)	Campus Admin-Salmon Arm	President	OC Student Union
Joan Smeyers (e-copy)	Campus Admin - Vernon	President	OC Kalamalka (Vernon) Student Assoc
Laura Berntzen (e-copy)	Asst to the Dean– STH	P Ashman (e-copy)	Associate Dean – STH
Anita Harden (e-copy)	Registrar's Office - Kelowna	Eve Avis (e-copy)	Asst to Dean - AFP
Michelle Sinclair (e-copy)	Asst to Dean-Trades/Appren	Brenda Foster (e-copy	Asst to Director- International
Jasmine McGee (e-copy)	Asst to Director - Student Serv	T Kisilevich (e-copy)	Assoc Dean – Trades & Apprenticeship
Lynn Kohout (e-copy)	Asst to Dean-Bus & Aviation	Barry McGillivray (e-copy)	Assoc Dean – Business & Aviation
Karen Hojnocki (e-copy)	Asst to Director–Con Studies	Allan Coyle (e-copy)	Director, Public Relations
Joan Ragsdale (e-copy)	Regional Dean Shuswap/Rev	Tanya Harding (e-copy)	Exec Asst-VP Finance & Admin
Liz Plamondon (e-copy)	Exec Asst-VP Students	Angie March (e-copy)	Asst to Regional Dean – Central Ok
Lara Jennings (e-copy)	Exec Asst – VP Education	Roy Daykin (e-copy)	VP - Finance and Administration
Beverlie Dietze (e-copy)	Director, Learning/Teaching	Inga Wheeler (e-copy)	Assoc Registrar – Enrolment Services
Jane Lister (e-copy)	Regional Dean N Okanagan	Sharon Josephson (e-copy)	Associate Dean – AFP
Heather Schneider (e-copy)	Regional Dean C Okanagan	Karen Sansom (e-copy)	Associate Dean - AFP
Carlyn Young (e-copy)	Registrar's Office - Kelowna	James Coble (e-copy)	Director, Student Services
Gail Brown (e-copy)	Enrolment Services - Kelowna		

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1. **Determination of Quorum and Call to Order**

2. **Adoption of the Agenda**

3. **Approval of the Minutes**

4. **Business Arising/Carried Forward**

5. **New Business**
    5.1   Curriculum recommended by the CPRC – STH

    5.2   Curriculum recommended by the CPRC – BUS

    5.4   Standing Committee Reports
    a.   Operations Committee
    b.   ARP Committee
    c.   CCC Committee
    d.   Tributes Committee - In camera

    5.5   In camera session – information distributed at the table
    a.   Tributes – approval of nominees for Honorary Fellow/Distinguished Service award
    b.   Approval of candidates for graduation

6. **Reports – reports not submitted will be distributed under separate cover**
    6.1   Council Chair's Report – Derek Cook
    6.2   President's and Vice President Education Report – Andrew Hay
    6.3   Registrar's Report – Jane Muskens
    6.4   Board of Governors Report -

7. **Date, Time of Next Regular Meeting** – February 2, 2017 at 4:00 pm

8. **Deadline for Agenda Items** – January 18, 2017

9. **Adjournment**

Appendix 3.1
Approval of the Minutes for the December 1, 2016 Education Council meeting

Motion: "That Education Council approves the minutes for the December 1, 2016 Education Council meeting as presented."

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Okanagan College Education Council
Minutes of Thursday, December 1, 2016 4:00 pm
Room S 105B Student Services Building Boardroom – Kelowna Campus

Draft

Present: D Cook, N deMelo, F Greenslade, J Hamilton, R Huxtable, R Janyk, F Kelly, D Marques, J Muskens, N Noble-Hearle, A Pope, S Rossouw, C Sahlmark, J Sigalet by phone, D Silvestrone, R Tyner, D Warren, S Weber.

Regrets: A Hay, P Wetterstrand

Absent:

Guests: S Moores, M Rode, M McCready, Y Moritz, L Skulmoski, D Williams, A Schuppener, V Simpson, T Rutt

Recorder: D Crommer

1. **Determination of Quorum and Call to Order**
   - R Janyk called the meeting to order at 4:02 pm

2. **Adoption of the Agenda**
   Motion: D Warren/R Tyner
   "That Education Council approves the agenda as presented."
   - Agenda item 5.3 was withdrawn from the agenda prior to the meeting.
   Carried

3. **Approval of the Minutes**
   3.1 Approval of the minutes of the November 3, 2016 Education Council meeting as presented.
   Motion: A Pope/F Greenslade
   "That Education Council approves the minutes of the November 3, 2016 Education Council meeting as presented."
   Carried

4. **Business Carried Forward**
   4.1 Curriculum recommended by the CPRC – BUS and Continuing Studies
   New Program – Hospitality Service Training Certificate
   Motion: N deMelo/S Rossouw
   "That Education Council approves the new program revision: Hospitality Service Training Certificate as recommended by the CPRC – BUS."
   - V Simpson thanked the committee for the feedback and suggestions. The new program description includes removal of Grade 12 as an admission requirement and updated English requirements. FoodSafe is no longer required prior to admission and the certification is valid five years.
   - V Simpson introduced A Schuppener from the Cove Lakeside Resort.
   - A Schuppener advised she was fortunate to be involved at ground level of development for this program. She was able to contribute based on her experience and expertise in the industry. One of the biggest advantages to the program is that it provides students with experience that is more realistic view of what is expected in the work world. These skills are the first skills that can be put in place to work in the hospitality environment. She added that they often receive applications from students with other diplomas and while

they have a post-secondary education, in most cases that education doesn't provide the skill set this program provides. She expects they would be willing to hire students from a program like this. She acknowledged the hospitality industry has high turnover rates due to seasonal nature of work.

- A member expressed respect for the new proposal adding she still has one big concern which is regarding success of the certificate and what would success of the certificate look like. She added that it appears employers would prefer employees with the certificate. The concern is that UT students are not competing on same level as students with a certificate and feels they would be adding to an already problematic job market. A Schuppener acknowledged she can see where people are coming from adding the industry tends to struggle to have an adequate number of applicants or candidates and not having enough candidates has led to seeking people from out of the country. Students with training and skills will likely stay instead of moving on so quickly. This certificate will help those in industry to know they are creating a workforce with the skills they want to work in this industry. Still thinks there will be enough jobs for both. This helps to show which people want to stay in this industry.
- A member advised there are already not enough people, so now why add this as a requirement. The member expressed annoyance at needing a certificate to be a chambermaid which is a minimum wage job adding that industry needs to address the wage issue first. A Schuppener advised we are not just talking about minimum wage jobs, noting this certificate will not be a requirement, but an asset. She added it is hard to find enough people to hire and this indicates that people have taken the time and shown interest in the industry. The industry is seasonal to a degree. When you have a person that invests in the skills to assist them, a diploma does not always help as they don't have the basic knowledge which is provided in the certificate.
- A student member expressed personal concerns about the quality of this program and whether or not the program meets the institutions core values.
- D Silvestrone indicated he is a little confused and uneasy about this discussion. In terms of rationale for the program, tourism has been identified as important sector in the region and as far as CS, we support industry partners and part of that includes training a workforce. He added that the needs and interest of tourists visiting the area need to be met. Part of CS is to help ensure the needs of industry partners are met and we have developed a program in partnership with industry partners where the intent is to help those who take the program advance within the industry.
- A member added that when she was in high school, she would have loved a program like this as which would have provided training in this field.
- A member asked if any other colleges offer a similar certificate. V Simpson confirmed she is not certain adding that our program uses the emerit text and students will write an exam to receive a certificate which allows them to work internationally.
- J Muskens advised she was looking online for similar programs and found one that offers pathways to other programs. V Simpson added that Business department doesn't offer anything like this and this certificate will get people in the door and give them a taste of the industry. Students with this certificate and the appropriate prerequisites can enrol in any the Business or any other program. One thing about this program is the customer service component which has been identified as a need by industry.
- A member added support for the program as it appears as it will give students a leg up and it is similar to other CS certificate programs such as the Floral Design certificate.
- A member has issue with 40 hours of unpaid work in the practicum. She added there is a backlash about unpaid work and 40 hours can take up to

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two weeks. When 40 hours of unpaid work is required to get this certificate, the backlash is not only from students but also from parents. The member read from an article about unpaid work. The member thinks that as a college we should be looking at value to the institution and to the community and asking people to do unpaid work is adding to a problem.

- D Silvestrone advised we already offer several programs with an unpaid practicum. The purpose of the practicum is that it is offered as an opportunity for people to learn more about the industry.
- A member advised he finds it unfortunate that the practicum is unpaid adding that in some cases the practicum can be a valuable experience and suggested perhaps a co-op option is the way to go. The co-op work term is not costing any more than for any other employee.
- R Janyk pointed out that the co-op work term comes with a cost.
- A member added that as an advisor, she is aware that students appreciate the work experience.
- A member noted that with a practicum, it helps students choose a suitable site for the work placement and ensures that standards are met.
- V Simpson confirmed the department will be communicating with various industries to ensure all placements are suitable. There will be a practicum supervisor that will be in touch with students during practicum. The supervisor will be an OC employee

Carried – 9 in favour and 6 opposed

5. **New Business**
   5.1 Curriculum recommended by the CPRC – TA
   a. Program revision – Carpentry and Joinery Foundation
   Motion: A Pope/D Marques
   "That Education Council approves the program revision: Carpentry and Joinery Foundation as recommended by the CPRC – TA."
   - S Moores advised there are three programs to be reviewed and the revisions are similar. He added the intent is to align the program with the ITA requirements and curriculum. With the revisions, the wording and outline more closely reflects the outlines from the ITA.
   - The program name will change to *Carpenter and Joiner Foundation.*
   - M Rode advised that the Carpentry & Joinery program is currently on a block system and there have been instances where a student had gone through the program and failed one component and therefore fail the program. Some program components are only worth a very small percentage of time, while others take a great amount of time and all were weighted equally. The ITA did this on a weighted factor by the amount of time each section takes.
   - Students who complete this program are granted hours towards their apprenticeship.
   Carried

   b. Program revision – Residential Construction
   Motion: D Silvestrone/N deMelo
   "That Education Council approves the program revision: Residential Construction as recommended by the CPRC – TA."
   - S Moores advised the revision includes a program name change to *Carpenter Foundation*.
   - The current program name is well known to us and in the Valley as we have offered this program for many years. We know what the program is and what it looks like and for outsiders, the proposed name change will clarify exactly what program is.

- M Rode added this was a tough one for a name change and it was done to help clarify the difference between this program and theCarpentry and Joiner Foundation programs.
- S Moores noted the clarification helps to more clearly align things with the ITA.

Carried

c. Program revision – Studio Woodworking
Motion: A Pope/S Rossouw
"That Education Council approves the program revision: Studio Woodworking as recommended by the CPRC – TA."
- M Rode advised that the Studio Woodworking Program is unique to OC with classes filling up as the program is becoming better known.
- The revision is to the marking system. He added that students will receive credit towards first year joinery upon completion of this program.

Carried

d. New course – TTTE 119   Learning for Success
Motion: R Tyner/D Marques
"That Education Council approves the new course: TTTE 119 Learning for Success as recommended by the CPRC – TA."
- Handouts providing the program outline were distributed at the table. S Moores provided some background on the program and reasons for the revision. The TTTE program has been delivered at OC since 2005 and there is another program offered at BCIT. TRU developed a program and it is not known if this program has ever been delivered. The bulk of students that entered the previous OC program had journeyman status in either a trade of technology and had a wealth of practical experience. BCIT started their program with two full cohorts and now offer one cohort. The old diploma had allowed students to go to UBCO to complete the undergraduate degree. Feedback from students was that there was a disconnect from what was delivered by trades and a disconnect from what was delivered by Technologies. The content in the program was also at too high a level to what they would deliver in either the middle or secondary school levels.
- A Tier 3 review was conducted in 2012 and enrolments were decreasing which reinforced what students were feeling. The program was suspended pending a review. The rationale was the program needed to stand out to be successful. A steering committee was formed that included people from OC, the school district, and UBC. With this program, there are jobs out there for grads to step into. While the program review was underway, the UBCO Faculty of Education had a review of their own and determined that anyone entering their program needed a degree to enrol in the Education program. OC needed to consider a different model which includes an undergraduate degree. For the degree part of program, students will be enrolled concurrently in an Adult Bed program at Brock University. At the end of two years, students should be able to complete the Brock degree and transfer to UBCO to complete the Bachelor of Education degree. Some people entering the program will be students leaving high school and others may include people already teaching in the secondary school system, wanting to change career paths. The program offers different options for students. Students could complete two years with OC and the Brock courses within the program or could exit with an OC certificate. Another option is that students complete two years with a diploma, or the Brock degree and/or the UBCO Education degree. Possible to have a certificate, and two degrees.
- A member expressed support for the program and the format proposed. He suggested the calendar description needs work as it is not clear how many

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credits are granted towards the B Ed degree. He indicated the program description is not clear and this may be confusing for students. The member added that the differences among teaching certificates across Canada are significant.

- M McCready advised that UBCO was very specific on the wording regarding the degree or equivalent. The teaching board and UBCO have some differences and the teaching credits earned there direct students to teaching adolescents and not at the elementary level.
- A member asked if we have checked with the BC College of Teachers regarding the certifications. M McCready advised they are working with UBCO on this matter.
- A member noted that a number of years ago while at UBC she was teaching BCIT students and questioned if anyone knows how this process worked. S Moores advised he is not certain as BCIT is still a diploma program and not familiar with how it is handled.
- A member asked the TTTE as a stand-alone program will be accepted. S Moores and M McCready confirmed that students require an undergraduate degree to enter the Bachelor of Education program at UBCO. This program (OC and Brock) helps students meet the admission requirements to enter the UBCO B Ed program.
- S Moores clarified students in this program must be able to safely operate equipment in shops and must be able to demonstrate this to students. There is a hands on component offered face-to-face which students are required to take.
- A member asked if the courses completed here are transferable. Y Moritz advised that some courses will receive transfer credit but not all courses.
- A member confirmed that the students are not able to teach after completing the diploma.
- A member asked if the English courses are offered online or DE. M McCready advised they are hoping the courses will be offered online. –
- A member noted that some institutions advertise courses but don't offer them and requested clarification that we have confirmation from Brock that the required courses will be offered. S Moores advised that we have been in consultation with Brock and the OC courses mesh with Brock courses.
- B Dietz added she has been involved in a number of discussions with Brock and OC will be advised and included in discussion is any changes are required. She confirmed that the Brock courses are offered in an online format.
- R Janyk brought members pack to the motion for TTTE 119 course.
- A member asked for confirmation that existing teachers entering the program will not have to take this course. S Moores confirmed that some PLA will be granted. How much PLA and what the PLA will be is yet to be determined.

Carried

e.   New course – TTTE 121   Math for TTTE
Motion: D Marques/S Rossouw
"That Education Council approves the new course: TTTE 121 Math for TTTE as recommended by the CPRC – TA."
- A member asked if this course relates to the teaching of math or learning math concepts. D Williams advised the course includes learning math concepts that pertain to trades. L Skulmoski added the depth of the course is trades focused.

Carried

f.   New course – TTTE 125   Pedagogy of Trades I
Motion: S Rossouw/D Silvestrone

"That Education Council approves the new course: TTTE 125 Pedagogy of Trades I
as recommended by the CPRC – TA."
Carried

g.   New course – TTTE 127   Pedagogy of Trades II
Motion: C Sahlmark/R Huxtable
"That Education Council approves the new course: TTTE 127 Pedagogy of Trades II
as recommended by the CPRC – TA."
- A member asked for the rationale for CMNS course as a prerequisite. D
  Williams advised it would assist them in the ability to develop a portfolio.
- A member noted that TTTE 125 is not a prerequisite for TTTE 127. L
  Skulmoski advised these are separate courses.
- A member noted the first sentence of the course description refers to 'three'
  topics and later in the course description, there is reference to 'four' topics.
  Amend the second sentence of the course description to read as 'three'
  topics.

Carried

h.   New course – TTTE 210   Applied Pedagogy of Trades
Motion: A Pope/F Greenslade
"That Education Council approves the new course: TTTE 210 Applied Pedagogy of
Trades as recommended by the CPRC – TA."
Carried

i.   New course – TTTE 213   Introduction to Electronic Technology
Motion: S Rossouw/D Silvestrone
"That Education Council approves the new course: TTTE 213 Introduction to
Electronic Technology as recommended by the CPRC – TA."
Carried

j.   New course – TTTE 230   Applied Pedagogy for Technologies
Motion: D Warren/S Rossouw
"That Education Council approves the new course: TTTE 230 Applied Pedagogy for
Technologies as recommended by the CPRC – TA."
Carried

k.   Course revision – TTTE 118   Drafting
Motion: S Weber/C Sahlmark
"That Education Council approves the course revision: TTTE 118 Drafting as
recommended by the CPRC – TA."
- A
Carried

l.   Course revision – TTTE 218   Robotics
Motion: D Warren/R Tyner
"That Education Council approves the course revision: TTTE 218 Robotics as
recommended by the CPRC – TA."
- A member requested clarification of the at home, hands on portion of this
  course. D Williams advised the work will be at home and it's possible to build
  a project. He added it's possible for the project to be graded by a video
  demonstration.
Carried

m.   Program revision – Trades Technology Teacher Education
Motion: F Greenslade/A Pope

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"That Education Council approves the program revision: Trades Technology Teacher Education as recommended by the CPRC – TA."
- A member suggested that the calendar language be reviewed for clarity if the program proposal is passed by Education Council.
- Amend the fourth sentence of the fourth paragraph to read as: *'Current degree holders are automatically...'*
- It was confirmed that students will not require a portfolio as an admission requirement.
- A member referred to mature applicants and asked if mature students will require secondary school graduation (adult diploma) in order to teach in the secondary school system. This will be confirmed.

Carried

n.   Course deletions –
Motion: S Rossouw/D Silvestrone
That Education Council approves the following course deletions effective January 31, 2017 as recommended by the CPRC – TA:
Course deletions
- TTTE 110   Health and Safety
- TTTE 113   Hand Tools
- TTTE 114   Portable Power Tools and Shop Equipment
- TTTE 115   Materials Identification and Management
- TTTE 118   Drafting
- TTTE 120   Life and Work
- TTTE 122   Basic Electricity and Electronics
- TTTE 123   Stationary Equipment
- TTTE 124   Mechanical Fabrication
- TTTE 126   Automotive Tires, Brakes and Drivelines
- TTTE 211   Basic Cabinet Construction
- TTTE 212   Advanced Electricity and Electronics
- TTTE 214   Mechanical Technology and Project Development
- TTTE 216   Automotive Engine Systems
- TTTE 217   Oxy-acetylene and Shielded Metal Arc Welding
- TTTE 221   Autobody Basics
- TTTE 222   Automotive Electronic and Electrical Systems
- TTTE 227   Gas Metal and Gas Tungsten Arc Welding
- TTTE 228   Computer Numeric Control Boards

Carried

5.2   Curriculum recommended by the CPRC – AFP
a.   Course revision – CMNS 310   Contemporary Visual Culture
Motion: C Sahlmark/A Pope
"That Education Council approves the course revision: CMNS 310 Contemporary Visual Culture as recommended by the CPRC – AFP."
- Revisions are being made to the CMNS 310 course. The new FINA 310 course will need to be approved and the final step will be cross-list CMNS 310 with FINA 310. With revisions to the content in CMNS 310 it will then be appropriate to cross- list with FINA 310.
- A member expressed she found the course description language confusing and vague. R Janyk advised that from her recollection of the CPRC – AFP meeting, that was intentional as it would allow faculty to teach what is current at the time.

- A member noted the existing language includes a more specific list of topics and the new or proposed language is a more generic description.
- A member questioned the prerequisites of third year standing. R Huxtable advised the target audience for this course are BBA students. He added that students with 48 credits in AA can have 3rd year standing and the course would qualify for the Associate of Arts.

Carried

b. New course – FINA 310   Visual Communications & Culture
Motion: A Pope/C Sahlmark
"That Education Council approves the new course: FINA 310 Visual Communications & Culture as recommended by the CPRC – AFP."
Carried

c. Course revision – CMNS 310   Visual Communications & Culture
Motion: S Rossouw/C Sahlmark
"That Education Council approves the course revision: ANIM 114 Layout and Design I as recommended by the CPRC – AFP."
Carried

d. Course revision – MATH 011   Mathematics 011
Motion: R Huxtable/S Weber
"That Education Council approves the course revision: MATH 011 Mathematics 011 as recommended by the CPRC – AFP."
- R Huxtable advised there is a whole series of similar revisions. Education Council previously passed new courses and some prerequisites were missed so this will correct that omission.

Carried

e. Course revision – MATH 051   Mathematics 051
Motion: F Greenslade/D Silvestrone
"That Education Council approves the course revision: MATH 051 Mathematics 051 as recommended by the CPRC – AFP."
Carried

f. Course revision – MATH 061   Mathematics 061
Motion: S Weber/S Rossouw
"That Education Council approves the course revision: MATH 051 Mathematics 051 as recommended by the CPRC – AFP."
Carried

g. Course revision – MATH 071   Mathematics 071
Motion: S Rossouw/R Tyner
"That Education Council approves the course revision: MATH 071 Mathematics 071 as recommended by the CPRC – AFP."
- This revision is to clarify the score on MSI test.

Carried

h. Course revision – MATH 084
Motion: S Rossouw/A Pope
"That Education Council approves the course revision: MATH 084 Mathematics 084 as recommended by the CPRC – AFP."
- This revision is the same as for MATH 071.

Carried

i. Program revision – Environmental Studies Diploma

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Motion: R Huxtable/S Weber
"That Education Council approves the program revision: Environmental Studies Diploma as recommended by the CPRC – STH."
- R Huxtable advised the revision is to change the language to indicate 'one of any 200-level course' for each emphasis. The other revision is the addition of HIST 206 in the GIS option which assist students at the Salmon Arm campus complete the program at that campus.

Carried

5.3 Policy recommended by the Academic Regulations and Policy Committee
a.   Policy – Academic Notice, Probation and Suspension Policy
Motion:
"That Education Council approves the Academic Notice, Probation and Suspension Policy as recommended by the Academic Regulations and Policy committee."
Removed from the agenda prior to the meeting.

5.4 2017 – 2018 Schedules
a.   Adult Basic Education 2017 – 2018 schedule
Motion: A Pope/C Sahlmark
"That Education Council approves the revised Adult Basic Education 2017 – 2018 Schedule as presented for recommendation to the Board."
- The revision is to correct dates in the schedule.

Carried

b.   Adult Special Education 2017 – 2018 schedule
Motion: S Weber/C Sahlmark
"That Education Council approves the revised Adult Special Education 2017 – 2018 Schedule as presented for recommendation to the Board."
- The revision is to correct dates in the schedule.

Carried

c.   Health Care Assistant & Practical Nursing 2017 – 2018 Schedule
Motion: C Sahlmark/R Tyner
"That Education Council approves the Health Care Assistant & Practical Nursing 2017 – 2018 Schedules 2017 – 2018 Schedule as presented for recommendation to the Board."
Carried

5.5 Standing Committee nominations – n/a

5.6 Standing Committee Reports
a.   **Operations Committee**
- The committee has not met.

b.   **ARP Committee**
- The committee met in November and will meet in January.

c.   **CCC Committee**
- The committee has not met.

d.   **Tributes Committee**

/O

- The committee met in November and will be meeting again in early December. Recommendations for Honorary Fellow nominations will be presented at the January Education Council meeting.

5.7 In camera session
Motion: A Pope/D Warren
"That Education Council move in camera."
Carried

Administrative Assistant Certificate (BC Campus)
Motion: J Muskens/R Tyner
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Administrative Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Administrative Assistant Certificate.
Carried

Bachelor of Computer Information Systems (Out of Sequence)
Motion: J Muskens/R Huxtable
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Bachelor of Computer Information Systems and, therefore, recommends this candidate to Education Council for approval of the Bachelor of Computer Information Systems.
Carried

BC Adult Graduation Diploma
Motion: J Muskens/N deMelo
The Registrar has verified that the candidates listed herein have satisfied all requirements for the BC Adult Graduation Diploma and, therefore, recommends these candidates to Education Council for approval of the BC Adult Graduation Diploma.
Carried

Business Studies Certificate – Human Resources Management (Out of Sequence)
Motion: J Muskens/F Greenslade
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Studies Certificate – Human Resources Management and, therefore, recommends this candidate to Education Council for approval of the Business Studies Certificate – Human Resources Management.
Carried

Heavy Mechanical Foundation Certificate (February 9, 2016 to October 28, 2016)
Motion: J Muskens/C Newitt
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Heavy Mechanical Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Heavy Mechanical Foundation Certificate.
Carried

Pharmacy Technician Certificate
Motion: J Muskens/N Noble Hearle
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Pharmacy Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the Pharmacy Technician Certificate.

Carried

Welder Foundation Certificate (Out of Sequence)
Motion: J Muskens/S Rossouw
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Welder Foundation Certificate and, therefore, recommends this candidate to Education Council for approval of the Welder Foundation Certificate.
Carried

Welder Foundation Certificate (May 2, 2016 to November 10, 2016 - Kelowna)
Motion: J Muskens/D Warren
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Welder Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Welder Foundation Certificate.
Carried

Motion: D Silvestrone/R Tyner
"That Education Council move out of in camera."
Carried

6. **Reports**
    6.1 **Council Chair's Report** – R Janyk
        - R Janyk advised that this will be her last meeting and D Cook will be taking over as Chair in January. She has attended a number of CPRC meetings.
        - She thanked S Weber as it is also his last meeting as a committee member.

    6.2 **President & Vice-President Education Report** – A Hay
        - J Hamilton circulated his report and asked if there were any questions.
        - A Hay was unable to attend the meeting and any questions could be emailed to A Hay.
        - J Hamilton thanked R Janyk for stepping in to chair Ed Council and wished her well in her time off.

    6.3 **Registrar's Report** –
        - J Muskens also thanked R Janyk for stepping up and taking on the role of Chair.

    6.4 **Board of Governor's Report** –
        - R Janyk read a brief report from the Board of Governors. She reported that the Board representative on Education Council will be Gloria Morgan.

7. **Date, Time of Next Regular Meeting** – Thursday, January 12, 2017

8. **Deadline for Agenda Items** – Wednesday, December 14, 2016

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

Appendix 5.1
Curriculum recommended by the
CPRC – STH (Science Technology & Health programs)

Curriculum recommended by the Curriculum Proposal Review Committees

Science Technology and Health Programs

Motion: That Education Council approves the course revision: COSC 122 Computers in Society as recommended by the CPRC – STH:

COSC 122 – 3 – 5   Computers in Society
Revisions:
- Course title – new title – *Computer Fluency*

Rationale:
Updating the title to reflect UBCO's COSC 122 course title.
Implementation date: Feb 2017
Costs: n/a

Motion: That Education Council approves the course revision: STAT 124 Business Statistics as recommended by the CPRC – STH:

STAT 124 – 3 – 4   Business Statistics
Revisions:
- Prerequisites

Rationale:
The prerequisite for this course has always been, in practice, admittance into ANY business program. However, we are seeing students dropped from the course because the prerequisite actually says "admission to the Bachelor of Business Administration degree program or admission to the Business Administration Diploma program". This distinction causes those who are in other business programs to be dropped from the course. We want to change the prerequisite to reflect what has always been done historically. The proposed solution was the suggestion of Laura Thurnheer and was suggested as there are 34 Business programs (and to list all of those would be difficult).

Prerequisites:

	Current	Proposed
Prerequisite(s)	ABE MATH 011 or Pre-Calculus 11 or Foundations of Mathematics 12 or Principles of Math 11 or Applications of Mathematics 111 or Introductory Mathematics 112 or Admission to the Bachelor of Business Administration degree program, or the Business Administration Diploma program.	ABE MATH 011 or Pre-Calculus 11 or Foundations of Mathematics 12 or Principles of Math 11 or Applications of Mathematics 111 or Introductory Mathematics 112 or Admission to any Business program.

Implementation date: December 2016
Costs: n/a

Motion: That Education Council approves the course revision: MATH 114 Business Mathematics as recommended by the CPRC – STH:

MATH 114 – 3 – 4   **Business Mathematics**
Revisions:
*   Prerequisites

Rationale:
The prerequisite for this course has always been, in practice, admittance into ANY business program. However, we are seeing students dropped from the course because the prerequisite actually says "admission to the Bachelor of Business Administration degree program or admission to the Business Administration Diploma program or admission to the Commercial Aviation program". This distinction causes those who are in other business programs to be dropped from the course. We want to change the prerequisite to reflect what has always been done historically. The proposed solution was the suggestion of Laura Thurnheer and was suggested as there are 34 Business programs (and to list all of those would be difficult).

Prerequisites:

	Current	Proposed
Prerequisite(s)	ABE MATH 084 and ABE MATH 085 or ABE IALG 011 or ABE MATH 011 or Principles of Math 11 or Pre-Calculus 11 or Foundations of Mathematics 12 or Applications of Mathematics 111 or Introductory Mathematics 112 or admission to the Bachelor of Business Administration degree program or admission to the Business Administration Diploma program or admission to the Commercial Aviation program.	ABE MATH 084 and ABE MATH 085 or ABE IALG 011 or ABE MATH 011 or Principles of Math 11 or Pre-Calculus 11 or Foundations of Mathematics 12 or Applications of Mathematics 111 or Introductory Mathematics 112 or admission to any Business program

Implementation date: December 2016
Costs: n/a

Motion: That Education Council approves the course revision: MATH 139 Mathematics for Information Technology as recommended by the CPRC – STH:

MATH 139– 3 – 4   **Mathematics for Information Technology**
Revisions:
*   Course description

Rationale:
We would like to include, in the course description, an additional topic that is currently (and has always) been taught in this course so that the calendar more accurately reflects what is being taught in the course.

Calendar description:
Current:
This course includes a review of algebra including linear equations, logarithms, exponentials and complex numbers, basic logic, number type conversions from base 10 to binary, octal and hex, an introduction to recursion, an introduction to set theory and an introduction to graph theory. (4,0,0)
Proposed:
This course includes a review of algebra including linear equations, logarithms, exponentials and complex numbers, basic logic, Boolean algebra, number type conversions from base 10 to binary, octal and hex, an introduction to recursion, an introduction to set theory and an introduction to graph theory. (4,0,0)
Implementation date: December 2016
Costs: n/a

Motion: That Education Council approves the program revision: Water Engineering Technology as recommended by the CPRC – TA:

Program revision
Water Engineering Technology
Revisions:
- Graduation requirements
- Program outline

Rationale:
The department has decided to accept either MATH 128 or MATH 120 to fulfill the students graduation requirements.

Graduation requirements:
Existing:
Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

Proposed:
Successful completion of the prescribed courses as listed in the program outline with a minimum graduating grade average of 60%.

Change to semester one courses only – see table below:

Semester One	Semester One
CHEM 118	CHEM 118
CMNS 133	CMNS 133
MATH 128	MATH 128* or MATH 120
WET 111	WET 111
WET 112	WET 112
WET 115	WET 115

* Math 128 is the preferred math courses and students will be block enrolled in MATH 128 during their first semester.

Reason:
There are usually 5-8 students every year that fail MATH 128. Since MATH 128 is only offered once per year and is not offered in a distance format it creates a bottle neck for those students and unduly delays their ability to proceed in the program. Due to the difficulty accessing MATH 128, the department has decided to accept MATH 120 as an alternative math course to meet the graduation requirements. Although the courses are not identical, the general skills and mathematical fluency levels are similar.

Implementation date: January 2017
Costs: n/a

Appendix 5.2
Curriculum recommended by the
CPRC – BUS (Business & Commercial
Aviation programs)

Business and Commercial Aviation Programs

Motion: That Education Council approves the new course: CA 201 PC2 Lab as recommended by the CPRC – BUS:

CA 201 – 150 hours   PC2 Lab
Rationale:
To offer a clear separation of PC1 and PC2 with the PC2 lab class being at the beginning of the Level Two Professional Cook Training.
Calendar Description:
This course expands upon the concepts attained in PC1 training. The learner will build upon techniques and skills to achieve their Culinary Arts Certificate. The daily activities are structured with classroom instruction/lecture followed by practical cooking applications in a lab setting. Instructor demonstrations are applied where appropriate. Course content is drawn from Block A to H and Block J of the Provincial Curriculum and includes Occupational Skills; Stocks, Soups and Sauces; Fruits and Vegetables; Starches; Meats; Poultry; Seafood; Garde Manger; Baked Goods and Desserts. Reference: Block A: Occupational Skills; Block B: Stocks, Soups and Sauces; Block C: Fruits and Vegetables; Block D: Starches; Block E: Meats; Block F: Poultry; Block G: Seafood; Block H: Garde Manger; Block J: Baked Goods and Desserts.
Prerequisites: Completion of PC 1 or equivalent.
Contact hours: 30 hours per week
Implementation date: July 2018
Costs: n/a

Motion: That Education Council approves the new course: CA 250 Culinary Arts Co-op as recommended by the CPRC – BUS:

CA 250 – 400 hours   Culinary Arts Co-op
Rationale:
Minimum required hours (400) for the ITA Professional Cook Training will be attained by implementing the Co-op placements. Start dates for all Co-ops set to maximize availability of students when needed by industry.
Calendar Description:
To facilitate the ITA PC1 requirement of 400 hours of industry training, the 10 week Co-op placement will introduce students to real workplace environments, as well as provide perspective to industry standards and expectations.
Prerequisites: Completion of PC 1
Contact hours: 400 hours
Implementation date: May 2018
Costs: n/a

Motion: That Education Council approves the course revision: CA 101 PC1 Lab as recommended by the CPRC – BUS:

CA 101 - 120 hours   PC1 Lab
Revisions:
  * Hours
Rationale:
Increasing the hours from 120 to 180 by adding two weeks to the course will provide a more comprehensive foundation for the successful completion of Professional Cook Training Level 1.
Contact hours:

	Current	Proposed
Contact hours	120	180

Implementation date: October 2017
Costs: n/a

Motion: That Education Council approves the course revision: CA 205 Restaurant as recommended by the CPRC – BUS:

CA 205 - 90 hours   Restaurant
Revisions:
- Hours

Rationale:
To enhance the experiential and learning aspect of the course, by adding additional time to CA205 further emphasizing PC2 curriculum standards and expectations.
Contact hours:

	Current	Proposed
Contact hours	90	150

Implementation date: August 2018
Costs: n/a

Motion: That Education Council approves the program revision: Culinary Arts Certificate as recommended by the CPRC – BUS:

Culinary Arts Certificate
Revisions:
- Program outline

Rationale:
The current iteration of the Culinary Arts Certificate has both PC1 and PC2 students in the same courses, it also does not allow for students to acquire 400 external industry workplace hours between PC1 and PC2. This new delivery model provides a co-op between PC1 and PC2 which equates to the required 400 external hours, it also separates PC1 and PC2 curriculum along with increasing instructional content for CA101and CA 205.Changes are being made to the Culinary Arts Certificate to better reflect student learning and to improve completion rates.
Calendar description:
The Culinary Arts Certificate is for students with a passion for a career in the Restaurant, Food Service and Hospitality Industry and its wide variety of options. This 50 week (1500 hour) program provides the fundamental knowledge needed for successful employment as a cook in one of the many areas of food service. This is an experiential program with emphasis on food preparation and presentation as well as basic service techniques. Located at the Kelowna campus kitchens and Infusions Restaurant, the program mirrors a realistic training environment within the expected industry time-frame.

Apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work based hours for Level 2 will be granted by the Industry Training Authority (ITA) upon successful completion of this program. Students will receive credit for Foodsafe Level 1. Apprenticeship practical training credit will also be granted by the Industry Training Authority as a result of prior practical experience.

Students must provide proof of completion of the co-op or other 400 work based hours and successfully complete all Level 1 components prior to advancing to Level 2 components of the program. Upon successful completion of Level 1 and Level 2 requirements, students are eligible to challenge the Provincial Cook Certificate of Qualification examinations for Level 1 and Level 2.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5,000 work-based hours and complete Level 3 technical training.
Implementation date: September 2017

Costs: additional tuition fees will be required for the co-op course.

Motion: That Education Council approves the program revision: Culinary Arts Diploma as recommended by the CPRC – BUS:

Culinary Arts Diploma
Revisions:
- Program outline

Rationale:
The changes to the Culinary Arts portion of this program will increase student learning and improve completion rates. The changes include the separation of PC1 and PC2, a Co-op term between PC1 and PC2, a new lab course at the PC2 level and an increase in hours for CA101 and CA205.

Calendar description:
The Culinary Management Diploma examines the developing Okanagan region trend toward the combination of wineries and restaurants. Unique features of the program include the analysis of food and wine pairing and the combination of food, wine and business training that reflects regional industry training demands.

The total length of the program is two years, beginning with the Culinary Arts program, which includes a ten week co-op, followed by two semesters of Business Administration and Wine courses. Students graduating with this diploma will receive technical training credits towards their cook apprenticeship, hours credited towards their apprenticeship and academic credit for the Business Administration courses completed.

An apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training Authority (ITA)upon successful completion of this program. Students will also receive credit for FOODSAFE Level 1 and WHMIS (Workplace Hazardous Material Information System). Apprenticeship practical Training credit may also be granted as a result of prior practical experience.

The students must provide proof of completion of an additional 400 work-based hours* and successfully complete all program components prior to advancing to the Level 2 components of the program. The ITA required 400 hours may be obtained with the paid work-based Co-op(week 31 start), depending on the successful completion of the PC1 component. Upon successful completion of the Level 1 and Level 2 requirements students are eligible to challenge the respective Provincial Cook Certificate of Qualification examinations.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5,000 work-based hours and complete Level 3 technical training.

*Work-based hours must be under the direct supervision of qualified Tradespersons(Red Seal or equivalent).
Implementation date: September 2017
Costs: additional tuition fees will be required for the co-op course.

Program outline: next page

Current Format	Proposed Format
PC1 Course- 28 Weeks	*PC 1 - Now 30 Weeks*
CA101- Lab Kitchen: 4 weeks	**CA101 Change to 6 weeks (Course revision)**
CA102- Cold Kitchen: 6 weeks	CA102 - Remains the same
CA103- Hot Kitchen: 6 weeks	CA103 - Remains the same
CA104- Bakery: 6 weeks	CA104 - Remains the same
CA105- Infusions Restaurant: 6 weeks	CA105 - Remains the same
CA106- Theory Exam	CA106 - Delete
	CA250- paid Co-op: 10 weeks (New course)
PC2 Courses- 12 Weeks	*PC 2 - Now 10 Weeks*
	CA201- Lab Kitchen: 5 weeks (New course)
	Includes curriculum from CA 202, 203 and 204
CA202- Cold Kitchen: 3 weeks	CA202 - Suspended
CA203- Hot Kitchen: 3 weeks	CA203 - Suspended
CA204- Bakery: 3 weeks	CA204 - Suspended
CA205- Infusions Restaurant: 3 weeks	**CA205 - Changes to 5 weeks (Course revision)**
CA206- Theory Exam	No exam - replaced by other content
Total Weeks: 40 weeks	**50 weeks**

Appendix 5.3
Standing Committee Nominations

Appendix 5.4
Standing Committee Reports

Appendix 5.5
In Camera Session

Appendix 6.0
Reports