

**Education Council Meeting**  
**Thursday, April 6, 2017 4:00 p.m.**  
**S 103B – Boardroom Student Services Building – Kelowna Campus**

**Faculty**

Name	Location
	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
	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
Allan Coyle	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 Kalamaka (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	Russell Boris (e-copy)	Director, International



<b>1. Determination of Quorum and Call to Order</b>	
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**Okanagan College Education Council Agenda**  
**Meeting of Thursday, April 6, 2017 4:00 pm**  
**S 103B – Student Services Building Boardroom - Kelowna Campus**

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- 5.10 Standing Committee Reports
  - a. Operations Committee
  - b. ARP Committee
  - c. CCC Committee
  - d. Tributes Committee –
  
- 5.11 Second and Third call for nominations for Chair and vice chair of Education Council
  
- 5.12 In camera session – information distributed at the table
  - a. Tributes – update
  - b. Approval of candidates for graduation
  
- 6. Reports – reports not submitted will be distributed under separate cover**
  - 6.1 Council Chair's Report – Dennis Silvestrone
  - 6.2 President's and Vice President Education Report – Andrew Hay
  - 6.3 Registrar's Report – Jane Muskens
  - 6.4 Board of Governors Report - Gloria Morgan
  
- 7. Date, Time of Next Regular Meeting – May 11, 2017 at 4:00 pm**
  
- 8. Deadline for Agenda Items – April 26, 2017**
  
- 9. Adjournment**



# **Appendix 3.1**

## **Approval of the Minutes for the March 9, 2017 Education Council meeting**

Motion: “That Education Council approves the March 9,  
2017 Operations Committee meeting as presented. “

**Okanagan College Education Council  
Minutes of Thursday, March 9, 2017 4:00 pm  
Room S103B Student Services Boardroom – Kelowna Campus**

**Draft**

**Present:** N deMelo, F Greenslade, A Hay, R Huxtable at 4:05, F Kelly, D Marques, J Muskens, C Newitt, N Noble-Hearle, S Rossouw, C Sahlmark at 4:08, J Sigalet by phone, D Silvestrone, L Skulmoski, R Tyner, D Warren, P Wetterstrand

**Regrets:** J Hamilton, A Pope

**Absent:**

**Guests:** P Ashman, N Fretz

**Recorder:** D Crommer

1. **Determination of Quorum and Call to Order**  
D Silvestrone called the meeting to order at 4:00 pm
2. **Adoption of the Agenda**  
**Motion:** D Warren/N deMelo  
"That Education Council approves the agenda as amended."  
- Add 4.1 – Revised 2017 – 2018 Office Administration Schedules  
**Carried as revised**
3. **Approval of the Minutes**
  - 3.1 **Approval of the minutes of the January 12, 2017 Education Council meeting as presented.**  
**Motion:** R Tyner/L Skulmoski  
"That Education Council approves the minutes of the January 12, 2017 Education Council meeting as presented."  
- Add G Morgan as attending the January 12<sup>th</sup> meeting  
**Carried as revised**
  - 3.2 **Approval of the minutes of the February 17, 2017 Operations Committee meeting as presented.**  
**Motion:** A Hay/L Skulmoski  
"That Education Council approves the actions of the February 17, 2017 Operations Committee meeting as presented."  
**Carried**
4. **Business Arising**
  - 4.1 Revised 2017 – 2018 Office Administration schedule  
**Motion:** D Marques/S Rossouw  
"That Education Council approved the revised 2017 – 2018 Office Administration schedule as presented."  
- A member questions why 'no classes' are noted for Remembrance Day. Remembrance Day falls on a Saturday and there are no classes scheduled for Saturday and the 'no classes' is noted for the day on which Remembrance Day is observed.  
**Carried**

5. **New Business**

**5.1 Curriculum recommended by the CPRC – STH**

- a. Program revision – Electronic Engineering Technology Bridge to UBC Okanagan Electrical Bridge

**Motion:** D Warren/F Greenslade

“That Education Council approves the program revision: Electronic Engineering Technology Bridge to UBC Okanagan Electrical Bridge Program as recommended by the CPRC – STH.”

- P Ashman advised this is a cleanup to the program description. All other programs have this bridging language and the wording was missed for this program.

**Carried**

- b. Course revision – NTEN 123 Network Applications of Analog and Digital Systems

**Motion:** D Warren/S Rossouw

“That Education Council approves the course revision: NTEN 123 Network Applications of Analog and Digital Systems as recommended by the CPRC – STH.”

- N Fretz advised the revision is to include a prerequisite which was previously missed.

**Carried**

- c. Course revision – NTEN 207 Enterprise Communications

**Motion:** R Tyner/F Kelly

“That Education Council approves the course revision: NTEN 207 Enterprise Communications as recommended by the CPRC – STH.”

- N Fretz advised that NTEN 123 fits between 113 and 207 and this revision will provide the appropriate alignment of courses in the program.

**Carried**

- d. Course revision – NTEN 228 Scripting for Network and System Administrators

**Motion:** L Skulmoski/F Greenslade

“That Education Council approves the course revision: NTEN 228 Scripting for System Administrators as recommended by the CPRC – STH.”

- Previously the content for this course was ‘nice to have’ and is now central to industry. The course number is being changed from NTEN 228 to NTEN 128 and will be offered in the second semester with NTEN 127.
- The department worked with the PAC and industry and determined that the Math component is not critical unless the student is going on to a degree. As a result MATH 149 is being eliminated from the program.

**Carried**

- e. New course – NTEN 223 Internet of Things

**Motion:** C Sahlmark/P Wetterstrand

“That Education Council approves the new course: NTEN 223 Internet of Things as recommended by the CPRC – STH.”

- N Fretz advised this is a new course and noted that while the course name appears to lack imagination, it is a common name in industry. He added this is a big topic area and more of this content is required for students.

**Carried**

- f. Program revision – Network and Telecommunications Engineering Technology Diploma

**Motion:** D Warren/R Tyner

"That Education Council approves the program revision: Network and Telecommunications Engineering Technology Diploma as recommended by the CPRC – STH."

- N Fretz advised the program revision is a summary to include all changes
- The correct implementation date is August 2017
- Small change in tuition for students due to extra hours and lab hours.

**Carried**

g. New course – MATH 390 Special Topics in Mathematics

**Motion:** D Warren/S Rossouw

"That Education Council approves the new course: MATH 390 Special Topics in Mathematics as recommended by the CPRC – STH."

- P Ashman advised that the department has a strong set of students this year and they want to offer more courses in an effort to retain the students.
- A member asked if the students will be able to take the same course, once as at the 300-level and at the 400-level. P Ashman confirmed that students would take the same course adding the expectation is the rigour will be at a different level. P Ashman noted that he believes the department is not planning to duplicate courses and believes the 400-level course may be more of a continuation at an in-depth level.

**Carried**

h. New course – MATH 490 Special Topics in Mathematics

**Motion:** N Noble Hearle/D Warren

"That Education Council approves the new course: MATH 490 Special Topics in Mathematics as recommended by the CPRC – STH."

- This is the same as the above course but at the 400-level.

**Carried**

i. New course – STAT 310 Regression Analysis

**Motion:** C Sahlmark/S Rossouw

"That Education Council approves the new course: STAT 310 Regression Analysis as recommended by the CPRC – STH."

- This course has been developed to support the post baccalaureate in Business. The course will also stand on its own as an advanced Statistics course.

**Carried**

j. New course – STAT 311 Modern Statistical Methods

**Motion:** R Tyner/D Warren

"That Education Council approves the new course: STAT 311 Modern Statistical Methods as recommended by the CPRC – STH."

- This course is also being developed for the post baccalaureate in Business.
- A member asked why the term 'modern' is used in the course title. P Ashman advised he is not certain unless the department is trying to differentiate it from other courses and he thinks the intent is to talk about modern statistical methods.
- The member reiterated that the title is a bit of a concern.
- A member questioned the prerequisites and P Ashman advised the intent is that current graduates would meet these prerequisites in order to have the background and be more successful in this course.
- A member noted the course title matches the course title at UBCO.
- A member referred to the UBCO calendar advising the UBC course does not have a lab component
- P Ashman indicated the OC Math department decided to offer the course as a more hands on course and have include the lab component.

- It was noted the course description is slightly different than the one in the UBCO calendar.

**Carried**

k. New course – STAT 390 Special Topics in Statistics

**Motion:** S Rossouw/D Warren

“That Education Council approves the new course: STAT 390 Special Topics in Statistics as recommended by the CPRC – STH.”

- P Ashman advised this is the same as the MATH 390, but in STATS

**Carried**

l. New course – STAT 490 Special Topics in Statistics

**Motion:** D Marques/P Wetterstrand

“That Education Council approves the new course: STAT 490 Special Topics in Statistics as recommended by the CPRC – STH.”

- This is the same as the above course but at the 400-level.

**Carried**

m. Course revision – COSC 224 Projects in Computer Science

**Motion:** D Warren/L Skulmoski

“That Education Council approves the course revision: COSC 224 Projects in Computer Science as recommended by the CPRC – STH.”

- P Ashman advised the seminar part of the class is being removed from this project course as there has been a change to the way the course is being taught.

**Carried**

n. Program revision – Bachelor of Computer Information Systems

**Motion:** F Greenslade/C Sahlmark

“That Education Council approves the program revision: Bachelor of Computer Information Systems as recommended by the CPRC – STH.”

- The program revision includes the resequencing of courses.

**Carried**

**5.2 Annual Programming Plan & ITA Plan**

a. Annual Programming Plan

- A Hay advised the Annual Programming Plan includes all programming at OC and the ITA plan includes trades programs at OC. There are several sections to the document and **Section A**, the first six pages list programs currently offered.
- **Section B** on page seven, list programs undergoing changes. The list includes SCMT as a 2-year program in 2017.
- **Section C** on page eight indicates that low enrolment elective courses may be discontinued depending on student demand. Arts X being delayed for one year.
- **Section D** on page eight includes a list of programs that have special sources of funding. The Viticulture Technology Diploma is on this list as it is being funded by industry. The institution is hoping for some federal finding to offer the Foundational programming in section D. There is no science courses included in the list as science is more expensive to offer due to the lab components. The Animation program is expected to be offered in the fall.
- **Section E** includes programming the institution would like to offer. The 2-year SCMT diploma should be included in this section. Other sources of funding are required in order for OC to offer these programs.

- A Hay indicated that funding for the AA Emphasis – Resistance and Revolution may be included in the budget.
- New Science programming will require funding. The institution is looking to increase funding in order to offer additional Foundational programming.
- Government or ITA funding will be required in order to offer Trades Foundation programming.
- D Silvestrone clarified that the CS program title is slightly off, adding they have identified funding to offer the program.
- A member asked about the possibility of future JIBC offerings at the Penticton Campus.
- R Huxtable advised he is committed to going forward with this for the next year. There is a possibility that the Bachelor of Law Enforcement could be offered in Penticton. The details are being worked on and it is an ongoing discussion.
- A member asked how many students would be required for the program to be offered. R Huxtable 18 – 24 students would be required.
- A member asked for clarification as to why the APP is included on the agenda and what kind of feedback was being sought.
- A Hay advised the Board of Governors seeks advice from Education Council on the Annual Programming Plan and that is included in the College and Institutes Act.

b. ITA Plan

- A Hay provided a bit of background information on the ITA. The ITA is a government body and provides most of the funding for trades programming. Apprenticeship is considered short term training leading to employment. Each year the ITA advises all institutions of any changes to funding which may result in either more or less training to be offered. This year OC received funding to maintain the status quo from last year's starting point without any additional offerings.
- A Hay referred to the table included in the report as a starting point. OC offered one motor vehicle repair intake and funding was used to offer the steamfitter/pipefitter program.
- There are budget amounts attached to each of the trades and that amount can change each year. Last year the ITA allowed 17 or 18 students per class and for 2017 – 2018 ITA has capped all classes at 16 students per class. International students in trades are not funded by the ITA
- A member noted that this seems unreasonable as capping enrolment and reducing sections only add to the backlog in some areas. A Hay acknowledged this is not ideal and it is what we have to deal with.

**Motion:** P Wetterstrand/D Warren

"That Education Council recommends the 2017 – 2018 Annual Programming Plan and the 2017- 2018 ITA Plan to the Board as presented.

**Carried**

**5.3 Standing Committee nominations**

**Motion:** F Greenslade/L Skulmoski

"That Education Council approves the nominee for the Operations Committee – as recommended by the Operations Standing Committee."

One (1) Education Council voting member (faculty)

Nominee: Danny Marques for the period March 10, 2017 to July 31, 2018

**Carried**

**Motion:** D Warren/D Marques

"That Education Council approves the nominee for the Curriculum Criteria and Calendar Committee as recommended by the Operations Standing Committee."

One (1) Education Council voting member (faculty)

Nominee: Luke Skulmoski for the period March 10, 2017 to July 31, 2017

**Carried**

#### **5.4 Call for Chair of Education Council**

- The Chair turned the meeting over to J Muskens.
- J Muskens asked for the first call for nominations for the position of Chair of Education Council.
  - o R Huxtable nominated C Newitt. C Newitt will consider the position and confirm either way at the next meeting.
  - o No other nominees, J Muskens ended the first call.
- J Muskens asked for the first call for nominations for the position of vice chair of Education Council.
  - o F Greenslade nominated D Marques.
  - o D Marques advised he would like to think about the position and will confirm either before the next meeting or at the meeting.
  - o There being no other nominees J Muskens advised the second and third calls will take place at the next April 6<sup>th</sup> meeting.
- A member indicated he is unclear on the by elections and unexpected vacancies. J Muskens advised she will gather the information for inclusion on the next agenda.

#### **5.5 Standing Committee Reports**

##### **a. Operations Committee**

- The committee met in February in the absence of an Education Council meeting and the minutes are included.

##### **b. ARP Committee**

- The committee did not meet in February. Policies are being worked on, have been discussed at Deans' Forum and will be coming to Education Council at a future meeting.

##### **c. CCC Committee**

- The committee has not met.

##### **d. Tributes Committee**

- The committee has not met and will be meeting in mid-March.

#### **5.6 In camera session**

**Motion:** A Hay/D Warren

"That Education Council move in camera."

**Carried**

#### **Accounting/Bookkeeping Certificate (September 6, 2016 to February 9, 2017 – Kelowna)**

**Motion:** J Muskens/A Hay

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Accounting/Bookkeeping Certificate and, therefore, recommends these candidates to Education Council for approval of the Accounting/Bookkeeping Certificate.

**Carried**

**Associate of Arts (Out of Sequence – Graduation Date December 31, 2015)**

**Motion:** J Muskens/N deMelo

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Associate of Arts Degree and, therefore, recommends this candidate to Education Council for approval of the Associate of Arts Degree.

**Carried**

**Bachelor of Business Administration Degree (Out of Sequence – Graduation Date June 4, 2016)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Bachelor of Business Administration Degree and, therefore, recommends this candidate to Education Council for approval of the Bachelor of Business Administration Degree.

**Carried**

**British Columbia Adult Graduation Diploma (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the British Columbia Adult Graduation Diploma and, therefore, recommends this candidate to Education Council for approval of the British Columbia Adult Graduation Diploma.

**Carried**

**Business Administration Diploma (Out of Sequence – Graduation Date August 16, 2013)**

**Motion:** J Muskens/D Warren

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Diploma and, therefore, recommends this candidate to Education Council for approval of the Business Administration Diploma.

**Carried**

**Civil Engineering Technology Diploma (Out of Sequence – Graduation Date January 16, 2016)**

**Motion:** J Muskens/S Rossouw

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Civil Engineering Technology Diploma and, therefore, recommends this candidate to Education Council for approval of the Civil Engineering Technology Diploma.

**Carried**

**Culinary Arts Certificate (February 9, 2016 to February 3, 2017 – Kelowna)**

**Motion:** J Muskens/F Kelly

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Culinary Arts Certificate and, therefore, recommends these candidates to Education Council for approval of the Culinary Arts Certificate.\*\*\* Add two with distinctions.\*\*\*

**Carried**

**Early Childhood Education Certificate (Out of Sequence – Graduation Date December 31, 2015)**

**Motion:** J Muskens/R Tyner

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Early Childhood Education Certificate and, therefore, recommends this candidate to Education Council for approval of the Early Childhood Education Certificate.

**Carried**

**English for Academic Purposes Certificate (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/N Noble Hearle

The Registrar has verified that the candidates listed herein have satisfied all requirements for the English for Academic Purposes Certificate and, therefore, recommends these candidates to Education Council for approval of the English for Academic Purposes Certificate.

**Carried**

**Health Care Assistant Certificate (August 22, 2016 to February 22, 2017 – Kelowna)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Health Care Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Health Care Assistant Certificate.

**Carried**

**Metal Fabricator (Fitter) Certificate (September 12, 2016 to February 24, 2017 – Kelowna)**

**Motion:** J Muskens/L Skulmoski

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Metal Fabricator (Fitter) Certificate and, therefore, recommends these candidates to Education Council for approval of the Metal Fabricator (Fitter) Certificate.

**Carried**

**Office Assistant Certificate (Out of Sequence – Graduation Date March 9, 2017)**

**Motion:** J Muskens/R Huxtable

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Office Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Office Assistant Certificate.

**Carried**

**Office Assistant Certificate (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/C Sahlmark

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Office Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Office Assistant Certificate.

**Carried**

**Office Assistant Certificate (September 6, 2016 to February 10, 2017 - Kelowna)**

**Motion:** J Muskens/F Greenslade

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Office Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Office Assistant Certificate.

**Carried**

**Practical Nursing Diploma (Out of Sequence – Graduation Date January 11, 2014)**

**Motion:** J Muskens/A Hay

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Practical Nursing Diploma and, therefore, recommends this candidate to Education Council for approval of the Practical Nursing Diploma.

**Carried**

**Welder Foundation Certificate (Out of Sequence – Graduation Date February 2, 2017)**

**Motion:** J Muskens/N deMelo

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 (Out of Sequence – Graduation Date January 27, 2017)**

**Motion:** J Muskens/D Marques

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**

**Motion:** C Newitt/F Kelly

"That Education Council move out of in camera."

**Carried**

**6. Reports**

**6.1 Council Chair's Report –**

- D Silvestrone advised he has and will attend the CPRC meetings as his schedule allows. He is looking at filling the vacant seats on other standing committees.
- He added he would like to recommend to Council that they consider the possibility of a planning retreat to identify priorities to pursue. He believes Council should also consider what the foundational pieces of council are. He added this is not for discussion today but for discussion at a future meeting.

**6.2 President & Vice-President Education Report – A Hay**

- A Hay advised there is lots of good news as to how our students have been doing.
- A member request questioned clarification on the comments generated from other institutions after PSIPS posting for the Animation program. Comments from one institution were very complimentary while comments from another were less complementary. The Dean has been provided with all the feedback.
- B Dietz will be heading up the Quality Assurance Process.

**6.3 Registrar's Report –**

- J Muskens reported that the Academic Integrity Policy will be going to the ARP committee for review. She added there is a committee working on the Final Exam Policy and also a Policy on General Appeals, other than Academic. These should be coming through later this year.

**6.4 Board of Governor's Report –**

- G Morgan reported that at the January meeting, the Board Chair and vice chair were re-elected for another term.
- An OCSU delegation gave a presentation on student services and revenue. The OCSU has determined this is an area of increasing importance. Student Services is researching this issue to identify funding and prioritization.
- The Board approved a 2% increase in domestic tuition and mandatory fees and a 5% increase in international tuition. Both increases are to be effective for the fall 2017 term.
- The Board approved the Honorary Fellow candidates as presented.
- Program schedules, program revisions and the new Hospitality Service Training Certificate were approved by the Board.
- The next Board meeting will be on March 28<sup>th</sup> at which time the 2017/18 budget will be presented for approval.

7. **Date, Time of Next Regular Meeting** – Thursday, April 6<sup>th</sup>  
Special Budget meeting – Thursday, March 23<sup>rd</sup> at 4:00/4:30 pm
8. **Deadline for Agenda Items** – Wednesday, March 22, 2017
9. **Adjournment** at 5:43 pm

# **Appendix 5.1**

## **Curriculum recommended by the CPRC – BUS (Business and Commercial Aviation programs)**

# Curriculum recommended by the Curriculum Proposal Review Committees

## Business and Commercial Aviation Programs

**Motion:** That Education Council approves the program revision: Legal Administrative Assistant - Litigation as recommended by the CPRC – BUS:

### Legal Administrative Assistant - Litigation

#### Program revision:

- Admission requirements

#### Rationale:

Clarification of requirements - confusion among Admissions staff and students.

#### Admission requirements:

##### Current:

- B.C. Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum keyboarding speed of 35 net words per minute
- A minimum score of 50% in English 11 or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test; and
- One full year of experience as an administrative assistant/secretary within the past three years; or
- A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.

##### Proposed:

- Completion of Okanagan College's *Office Assistant Certificate* or equivalent **OR**
  1. B.C. Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes, **AND**
  2. A minimum score of 50% in English 11 or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test; **AND**
  3. A minimum keyboarding speed of 35 net wpm, **AND**
  4. **ONE** of the following:
    - a) One full year of secretarial or administrative assistant experience within the past three years **OR**
    - b) A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.

#### Reason:

This is really a specialization of the office administration programming - seen as the 2nd year of the office administration. Clarification is needed for admission staff and students.

**Implementation date:** March 2017

**Costs:** n/a

**Motion: That Education Council approves the course revisions: BUAD 128 Computer Applications I and BUAD 262 Organizational Behaviour as recommended by the CPRC – BUS:**

**Course revision:**

- Description

**Rationale:**

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This set of proposals is to revise references in course descriptions to some or all of the old designations to the new CPA designation. The new CPA education program does not offer any credit for BUAD 128 and BUAD 262. This proposal is to remove reference to the CA, CMA credit on these course descriptions.

**Calendar description:**

There is no change to the actual calendar description. The change is to amend the notation in the calendar description to reflect the change resulting from the three accounting bodies merging into one.

**Current:**

- BUAD 128 CA, CMA, CIB, PMAC credit.
- BUAD 262 CA, CMA, PMAC credit.

**Proposed:**

- BUAD 128 CIB, PMAC credit.
- BUAD 262 PMAC credit.

**Implementation date:** Sept 2017

**Costs:** n/a

**Motion: That Education Council approves the course revisions: BUAD 111 Financial Accounting I, BUAD 113 Canadian Business, BUAD 121, Financial Accounting II, BUAD 195 Financial Management, BUAD 209 Business Law, BUAD 263 Intermediate Accounting, BUAD 264 Management Accounting and BUAD 273 Intermediate Accounting II as recommended by the CPRC – BUS:**

**Course revision:**

- Description

**Rationale:**

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This bulk proposal is to revise references in multiple course descriptions to replace reference to the "CA, CMA, CGA credit" with "CPA credit".

**Calendar description:**

There is no change to the actual calendar description. The change is to amend the notation in the calendar description to reflect the change resulting from the three accounting bodies merging into one.

**Current:**

- BUAD 111 CA, CGA, CMA, CIB, PMAC credit
- BUAD 113 CA, CGA, CMA credit
- BUAD 121 CA, CGA, CMA, CIB, PMAC credit together with BUAD 111
- BUAD 195 CA, CMA, CGA, PMAC credit with BUAD 296
- BUAD 209 CA, CGA, CMA, PMAC credit.
- BUAD 263 CA, CGA, CMA credit
- BUAD 264 CA, CGA, CMA, CIB, PMAC credit
- BUAD 273 CA, CGA, CMA credit
- BUAD 283 CA, CGA, CMA credit
- BUAD 296 CA, CGA, CMA, PMAC credit with BUAD 195

**Proposed:**

- BUAD 111 CIB, PMAC, CPA credit with BUAD 121
- BUAD 113 CPA credit

- BUAD 121 CIB, PMAC, CPA credit with BUAD 111
- BUAD 195 PMAC, CPA credit with BUAD 296
- BUAD 209 CPA, PMAC credit.
- BUAD 263 CPA credit
- BUAD 264 CPA, CIB, PMAC credit
- BUAD 273 CPA credit
- BUAD 283 CPA credit
- BUAD 296 PMAC, CPA credit with BUAD 195

**Implementation date:** September 2017

**Costs:** n/a

**Motion:** That Education Council approves the course revisions: BUAD 208 Canadian Income Tax I, BUAD 340 Strategic Management I, BUAD 363 Audit Planning, BUAD 365 Cost Accounting, BUAD 369 Canadian Income Tax II, BUAD 462 Advanced Financial Accounting, BUAD 463 Internal Control & Auditing and BUAD 466 Advanced Managerial Accounting as recommended by the CPRC – BUS:

**Course revision:**

- Description

**Rationale:**

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This bulk proposal is to add references in multiple course descriptions to include the "CPA credit".

**Calendar description:**

There is no change to the actual calendar description. The change is to amend the notation in the calendar description to reflect the change resulting from the three accounting bodies merging into one.

**Current:**

The following courses do not show a reference to the old CA, CMA, CGA credits but should have.

- BUAD 208
- BUAD 340
- BUAD 363
- BUAD 365
- BUAD 369
- BUAD 462
- BUAD 463
- BUAD 466

**Proposed:**

- BUAD 208 CPA credit with BUAD 369
- BUAD 340 CPA credit with BUAD 365
- BUAD 363 CPA credit with BUAD 463
- BUAD 365 CPA credit with BUAD 466
- BUAD 369 CPA credit with BUAD 208
- BUAD 462 CPA credit
- BUAD 463 CPA credit with BUAD 363
- BUAD 466 CPA credit with BUAD 365

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: BUAD 176 Professional Selling as recommended by the CPRC – BUS:**

**BUAD 176 – 3 – 3 Professional Selling**

**Course revision:**

- Description
- Title – new course title – *Professional Sales*

**Rationale:**

The Business Administration Marketing and Management specialty areas subcommittees have conducted a full review of the course name, description, and learning outcomes. There was a concern that the name of this course was no longer relevant or providing competitive advantage to the Okanagan School of Business. During the investigation period, research was conducted to determine what other programs were calling courses in their sales programs, and what potential names for this course could be. The decision was made to change the name, update the course description and the learning outcomes.

**Calendar description:**

**Current:**

This course teaches students the sales process as it applies to the selling of both goods and services. Through role playing and lectures, students acquire basic selling skills and an appreciation for the analytical, interpersonal, and professional skills needed to ensure successful client/seller relationships.

**Proposed:**

Students study the sales process as it applies to the successful selling of both goods and services to organizations. Students explore and practice each step in the sales process through hands-on, interactive activities. The focus of this course is on building long-term, mutually beneficial relationships established through trust and ethical decision making. (3,0,0)

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: BUAD 264 Management Accounting as recommended by the CPRC – BUS:**

**BUAD 264 – 3 – 3 Management Accounting**

**Course revision:**

- Prerequisites

**Rationale:**

The Business Administration Accounting subcommittee conducted a review of student success issues for this course. Some students struggle with using spreadsheets and mathematic skills. In the past, students normally completed BUAD 111, MATH 114 and BUAD 128 prior to taking this course however, this is no longer the case and it is now necessary to specifically require these courses as prerequisites. We are also removing the BUAD 131 prerequisite as this course has not been offered in over ten years.

**Prerequisites:**

Prerequisites	Current	Proposed
	BUAD 111 or BUAD 131	BUAD 111, BUAD 114 and MATH 114 or BUAD 111 and admission to the Business Administration Post-Baccalaureate Diploma in Accounting.

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: BUAD 266 Advertising and Sales Promotion as recommended by the CPRC – BUS:**

**BUAD 266 – 3 – 3 Advertising and Sales Promotion**

**Course revision:**

- Description
- Title – new title – *Advertising and Marketing Communications*

**Rationale:**

The Business Administration Marketing subcommittee conducted a full review of the course name, description, and learning outcomes. They were concerned that the name of the course was no longer relevant and not providing a competitive advantage to the Okanagan School of Business. During the investigation period, research was conducted to determine what other programs were calling courses in their sales programs, and what the potential names for this course could be. The decision was made to change the name, update the course description and the learning outcomes.

**Calendar description:**

**Current:**

This course examines marketing communication. The interaction of media, advertisers, advertising professionals and the consumer to develop a basic understanding of the role of advertising in planning and executing a marketing communication plan are studied.

**Proposed:**

Students examine the role of advertising design in integrated marketing communications. Advertising design is considered with respect to consumer behaviour, media, advertisers and advertising professionals to develop a basic understanding of the applicability of advertising in planning and executing an integrated marketing communications plan.

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: BUAD 333 Internet Marketing as recommended by the CPRC – BUS:**

**BUAD 333 – 3 – 3 Internet Marketing**

**Course revision:**

- Description
- Prerequisites
- Title – new title – *Search Marketing*

**Rationale:**

The Business Administration Marketing subcommittee conducted a full review of the course name, description, and learning outcomes. They were concerned that the name of this course was no longer relevant and not providing a competitive advantage to the Okanagan School of Business. During the investigation period, research was conducted to determine what other programs were calling courses in their sales programs, and what potential names for this course could be. The decision was made to change the name, update the course description and the learning outcomes to better reflect advances in modern day marketing. With the introduction of BUAD 200 Digital Marketing lower level material was removed from this course and BUAD 200 was added as a prerequisite to this course. BUAD 116 is a prerequisite of BUAD 200 so it can be removed from these courses prerequisites.

**Calendar description:**

**Current:**

This course will provide a framework for understanding the forces driving the Internet revolution in marketing and business. From this foundation students will see how many new tools, challenges, and techniques fit with current marketing approaches. The course will also survey how the Internet has produced organizational challenges such as distribution conflict, legal issues, and new skill requirements in marketing.

**Proposed:**

This course provides a framework for understanding the forces driving a competitive search marketing strategy. From this foundation, students will investigate current search marketing tools and techniques and learn how to use them to develop an effective on-line presence.

**Prerequisites:**

Prerequisites	Current	Proposed
	BUAD 116, BUAD 128 and third-year standing	BUAD 128, BUAD 200 and third-year standing

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: BUAD 335 Electronic Commerce as recommended by the CPRC – BUS:**

**BUAD 335 – 3 – 3      Electronic Commerce**

**Course revision:**

- Prerequisites

**Rationale:**

The Business Administration Marketing subcommittee conducted a full review of the marketing specializations. A new course BUAD 200 Digital Marketing has been added to the program as part of a realignment of the materials covered. This course needs to be a prerequisite to BUAD 335. BUAD 200 is a required course in the marketing option so students will not be disadvantaged by adding this as a prerequisite to BUAD 335.

**Prerequisites**

Prerequisites	Current	Proposed
	BUAD 128 or COSC 119 and third-year standing	BUAD 128, BUAD 200 and third-year standing <b>or</b> COSC 119, BUAD 200 and third-year standing

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: BUAD 336 Services Marketing as recommended by the CPRC – BUS:**

**BUAD 336 – 3 – 3      Services Marketing**

**Course revision:**

- Prerequisites

**Rationale:**

BUAD 336 – Services Marketing - was originally developed by Professor Rick Appleby as an elective used to introduce the concept of marketing services which is distinct from marketing products. This is due to the intangibility of services, their simultaneous production and consumption and their heterogeneity and perishability. While most 'introduction to marketing' courses introduce the 4 'P's of marketing', it was felt that the trend towards most graduates becoming members of a professional service confirmed that the course was important. It was originally introduced as a theory course and has evolved into an applied course where students are divided into teams and conduct a Services Marketing review with clients in the private, public or not for profit sector.

The course has been taught this way for over 5 years by Professors Baldwin, Fenwick, Rice and Klingel. The list of client projects now exceeds over 40 different business organizations and with the course well accepted by the students based on strong enrollment, the demand for these Services Marketing reviews generally exceeds the supply of students. The brand for the course is strong as are the expectations from clients.

Currently, the students who take this course may be enrolled in second year and be part of the diploma. The current experience with students in 3rd or 4th year and the lack of experience, knowledge and maturity has caused friction amongst students and as well, have caused the projects' quality to suffer.

With the bar of standards for quality being raised higher each year, it is recommended that this elective be removed from the Diploma program and made available to students who have 3rd year standing. The benefit is to continue to service the community with high quality student teams conducting applied projects; to minimize the dysfunction amongst student teams that currently exists; and to allow professors who teach the course to more effectively use their time in managing the student teams.

**Prerequisites:**

Prerequisites	Current	Proposed
	BUAD 116 and second-year standing	BUAD 116 and third-year standing

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the program revision: Business Administration Diploma – Marketing Option as recommended by the CPRC – BUS:**

**Business Administration Diploma – Marketing Option**

**Program revision:**

- Deletion of courses

**Rationale:**

The program needs to be revised to remove BUAD 336 Services Marketing which now requires third year standing. The Business Administration Marketing subcommittee has conducted a review of the marketing courses and program. They determined that this course is not appropriate for 2nd year students and should be removed from the diploma. The past addition of BUAD 200 Digital Marketing provides the needed diversity of electives.

**Program description:**

No changes except to remove BUAD 336 Services Marketing from the list of courses in the marketing option under the heading "Plus two of:"

**Program outline:**

Current Marketing option portion of program outline	Proposed Marketing option portion of program outline
<p><b>Marketing Option</b>            Offered at all campuses            BUAD 176 Professional Selling            BUAD 210 Introduction to Marketing Research            Plus two of:            BUAD 200 Digital Marketing            BUAD 266 Advertising and Sales Promotion            BUAD 278 Marketing Management            BUAD 290 Introduction to Merchandising            BUAD 291 Designing the Retail Environment            BUAD 292 Merchandise Display Strategy            BUAD 293 Entrepreneurship            BUAD 297 Retailing            BUAD 298 Small Business Management            BUAD 336 Services Marketing</p>	<p><b>Marketing Option</b>            Offered at all campuses            BUAD 176 Professional Sales            BUAD 210 Introduction to Marketing Research            Plus two of:            BUAD 200 Digital Marketing            BUAD 266 Advertising and Marketing Communications            BUAD 278 Marketing Management            BUAD 290 Introduction to Merchandising            BUAD 291 Designing the Retail Environment            BUAD 292 Merchandise Display Strategy            BUAD 293 Entrepreneurship            BUAD 297 Retailing            BUAD 298 Small Business Management</p>

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the program revision: Bachelor of Business Administration – Marketing Specialty as recommended by the CPRC – BUS:**

**Bachelor of Business Administration – Marketing Specialty**

**Program revision:**

- Program outline

**Rationale:**

The marketing subcommittee in the Business Administration department is working on a full review of the marketing specialization. Some new courses have been added to the program and others have been revised. This proposal updates the required and elective course listings in the program outline. The subcommittee determined that BUAD 210 Introduction to Marketing Research provides sufficient knowledge in the marketing research area and that students can take BUAD 344 Marketing Analytics and Data Analysis as an elective if they wish to specialize in the marketing research area. Adding BUAD 200 Digital Marketing as a required course modernizes the required course set to include the three major areas of marketing - sales and promotion, digital, and research.

**Program outline:**

Existing Program Outline	Revised Program Outline
<p><b>Marketing Specialty</b></p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:</p>	<p><b>Marketing Specialty</b></p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:</p>
<p>BUAD 176 Professional Selling                      BUAD 210 Introduction to Marketing Research*                      BUAD 266 Advertising and Sales Promotion*                      BUAD 344 Marketing Analytics and Data Analysis</p>	<p>BUAD 176 Professional Sales                      BUAD 210 Introduction to Marketing Research*                      BUAD 266 Advertising and Marketing Communications*                      BUAD 200 Digital Marketing</p>
<p><b>Plus four of:</b></p> <p>BUAD 200 Digital Marketing                      BUAD 278 Marketing Management                      BUAD 297 Retailing                      BUAD 305 Logistics and Supply Chain Management                      BUAD 333 Internet Marketing                      BUAD 334 Events Management and Marketing                      BUAD 335 Electronic Commerce                      BUAD 336 Services Marketing                      BUAD 338 Selected Topics: Marketing                      BUAD 345 Consumer Behaviour                      BUAD 415 New Product Development                      BUAD 470 Customer Relationship Management</p>	<p><b>Plus four of:</b></p> <p>BUAD 278 Marketing Management                      BUAD 297 Retailing                      BUAD 305 Logistics and Supply Chain Management                      BUAD 333 Search Marketing                      BUAD 334 Events Management and Marketing                      BUAD 335 Electronic Commerce                      BUAD 336 Services Marketing                      BUAD 338 Selected Topics: Marketing                      BUAD 344 Marketing Analytics and Data Analysis                      BUAD 345 Consumer Behaviour                      BUAD 415 New Product Development                      BUAD 470 Customer Relationship Management</p>

<p>Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.</p>	<p>Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.</p>
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**Implementation date:** September 2017  
**Costs:** n/a

**Motion: That Education Council approves the program revision: Bachelor of Business Administration – Human Resource Management Specialty as recommended by the CPRC – BUS:**

**Bachelor of Business Administration – Human Resource Management Specialty**

**Program revision:**

- Program outline

**Rationale:**

The human resources management subcommittee in Business Administration department has completed a full review of their program. The Human Resources Management degree has been accredited by the Human Resources Management Association of BC in 2015. As a result of this review it was determined that BUAD 201 Conflict Resolution and Negotiations does not need to be a required course. The committee has decided to move it to the list of electives. This move also increases flexibility for students.

**Program outline:**

Current Human Resources Management Specialty portion of the program outline	Proposed Human Resources Management Specialty portion of the program outline
<p><b>Human Resources Management Specialty</b>            While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management:            BUAD 201 Conflict Resolution and Negotiation            BUAD 246 Recruitment and Selection            BUAD 247 Training and Development            BUAD 248 Occupational Health and Safety            BUAD 375 Strategic Human Resource Planning            BUAD 376 Compensation and Benefits  <b>Plus two courses from the following list, with at least one at the 400 level.</b>            BUAD 279 Industrial Relations            BUAD 374 Employment Law            BUAD 379 Selected Topics: Human Resources            BUAD 410 Organization Change and Development            BUAD 412 Strategic Performance Management</p>	<p><b>Human Resources Management Specialty</b>            While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management:            BUAD 246 Recruitment and Selection            BUAD 247 Training and Development            BUAD 248 Occupational Health and Safety            BUAD 375 Strategic Human Resource Planning            BUAD 376 Compensation and Benefits  <b>Plus three courses from the following list, with at least one at the 400 level.</b>            BUAD 201 Conflict Resolution and Negotiation            BUAD 279 Industrial Relations            BUAD 374 Employment Law            BUAD 379 Selected Topics: Human Resources            BUAD 410 Organization Change and Development            BUAD 412 Strategic Performance Management</p>

**Implementation date:** September 2017  
**Costs:** n/a

# **Appendix 5.2**

## **Curriculum recommended by the CPRC – AFP (Arts and Foundational programs)**

## Arts and Foundational Programs

**Motion: That Education Council approves the new course: CMNS 101 Communication Fundamentals as recommended by the CPRC – STH:**

### **CMNS 101 – 3 – 3      Communication Fundamentals**

**Rationale:**

We are developing CMNS 101 in response to a request from the Diploma in Animation to create a course that combines content from CMNS 100 - Introduction to Communication and CMNS 113 - Technical Communication for Info-Tech, as this mix of theory and professional communication skills better serves this group of students. Currently, CMNS 113 is required for students in Animation. Down the road, CMNS 101 may be on offer for other groups of students with a similar need for this type of mixed content.

**Calendar description:**

This course is a general introduction to communication, both theoretical and professional. Students will discuss, describe, and analyse a range of popular media such as television, film, comics, games, etc. This course also develops critical reading, writing, and presentation techniques. Awareness of audience and purpose, as well as clarity and conciseness are emphasized as integral parts of effective writing and speaking. (3,0,0)

**Prerequisites:** none

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the new course: CMNS 201 Career Communication & Strategy as recommended by the CPRC – STH:**

### **CMNS 201 – 3 – 3      Career Communication & Strategy**

**Rationale:**

We are developing CMNS 201 in response to a request from the Diploma in Animation to create a course that combines content from CMNS 235 - Writing & Communications and CMNS 123 - Analysis & Reporting for Info Tech, as this mix of theory and professional communication skills better serves this group of students. Currently, CMNS 123 is required for students in Animation. Down the road, CMNS 201 may be on offer for other groups of students with a similar need for this type of mixed content.

**Calendar description:**

In this course students further develop their critical reading, writing, and presentation skills as these relate to theoretical and professional communication. Particular attention will be paid to career correspondence, self-promotion and branding, and collaborative communication skills. (3,0,0)

**Prerequisites:** 3 credits of 1st-year Communications.

**Implementation date:** January 2019

**Costs:** n/a

# **Appendix 5.3**

## **Curriculum recommended by the CPRC – STH (Science Technology and Health programs)**

## Science Technology and Health Programs

**Motion: That Education Council approves the program revision: Animation Diploma as recommended by the CPRC –STH:**

### Animation Diploma

#### Program revision:

- Addition of courses
- Deletion of courses

#### Rationale:

Current communication courses are being replaced with two new hybrid communication courses specific to Animation.

#### Course additions/deletions:

- CMNS 113 – Technical Communication for Information is being replaced with CMNS 101 – Communication Fundamentals.-
- CMNS 123 – Analysis and Reporting for Information Technology will be replaced with CMNS 201 – Career Communications and Strategy.

#### Program outline:

#### Animation Diploma – Program table

Current		Proposed	
<b>Year One</b>		<b>Year One</b>	
ANIM 111	Life Drawing I	ANIM 111	Life Drawing I
ANIM 112	Animation Principles I	ANIM 112	Animation Principles I
ANIM 114	Layout and Design I	ANIM 114	Layout and Design I
ANIM 116	Character Design I	ANIM 116	Character Design I
ANIM 120	Animation History	ANIM 120	Animation History
CMNS 113	Technical Communications	<b>CMNS 101</b>	<b>Communication Fundamentals</b>
ANIM 121	Life Drawing II	ANIM 121	Life Drawing II
ANIM 122	Animation Principles II	ANIM 122	Animation Principles II
ANIM 124	Layout and Design II	ANIM 124	Layout and Design II
ANIM 126	Character Design II	ANIM 126	Character Design II
ANIM 127	Storyboarding I	ANIM 127	Storyboarding I

<b>Year Two</b>		<b>Year Two</b>	
ANIM 221	Life Drawing III	ANIM 211	Life Drawing III
ANIM 212	Animation Principles III	ANIM 212	Animation Principles III
ANIM 214	Layout and Design III	ANIM 214	Layout and Design III
ANIM 216	Character Design III	ANIM 216	Character Design III
ANIM 217	Storyboarding II	ANIM 217	Storyboarding II
ANIM 221	Life Drawing IV	ANIM 221	Life Drawing IV
ANIM 222	Animation Principles IV	ANIM 222	Animation Principles IV
ANIM 230	Demo Reel Production	ANIM 230	Demo Reel Production
CMNS 123	Analysis and Reporting	<b>CMNS 201</b>	<b>Career Communication and Strategy</b>

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the new course: COSC 436 Data Warehousing as recommended by the CPRC – STH:**

**COSC 436 – 3 – 5 Data Warehousing**

**Rationale:**

Data Warehousing has become an essential business tool for making informed decisions. This course is part of the Post-Baccalaureate Diploma in Business Intelligence & Data Analytics proposal.

**Calendar description:**

This course introduces students to data warehousing concepts and emphasizes hands on approach to reinforce the theory. A project is used to design and develop a data warehouse. Star schema, fact tables and dimension tables will be examined. Multi-dimensional databases are emphasized. A team project will be used to handle the process of moving data from an OLTP system to a DW with management reports through the cube and pivotal tables. Analysis Services will be used to develop OLAP cubes and OLAP reporting. (3,2,0)

**Prerequisites:**

	Proposed
Prerequisites	none
Corequisite	COSC 404 - Advanced Database Management Systems for the students registered to Post-Baccalaureate Diploma in Business Intelligence & Data Analytics

**Implementation date:** January 2018

**Costs:** n/a

**Motion: That Education Council approves the new course: COSC 437 Data Mining as recommended by the CPRC – STH:**

**COSC 437 – 3 – 5 Data Mining**

**Rationale:**

This course introduces techniques and tools used in the analysis of large volumes of data. This course is part of the Post-Baccalaureate Diploma in Business Intelligence & Data Analytics proposal.

**Calendar description:**

This course introduces techniques and tools used in the analysis of large volumes of data. Students will learn to process and analyze data extracted from various sources for knowledge discovery in the contexts of classification, association, clustering, and outlier detection. Students will be introduced to the Oracle Data Mining (ODM) software. (3,2,0)

**Prerequisites:**

	Proposed
Prerequisites	COSC 304
Corequisite	COSC 436

**Implementation date:** January 2018

**Costs:** n/a

**Motion: That Education Council approves the course revision: STAT 121 Elementary Statistics as recommended by the CPRC – STH:**

**STAT 121 – 3 – 4 Elementary Statistics**

**Course revision:**

- Description

**Rationale:**

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This bulk proposal is to update references in multiple course descriptions to use the new designation in the references to credits: "CPA credit".

**Calendar description:**

**Current:**

This course is an introduction to descriptive and inferential statistics. Topics include but are not limited to descriptive statistics; elementary probability; the normal probability distribution; introduction to simple sampling strategies; introduction to randomized, controlled experiments; estimation of parameters; confidence intervals; hypothesis testing; and correlation and linear regression.

Students with credit for STAT 124 cannot take STAT 121 for further credit. CA, CMA credit. Note:

Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree (3,1,0)

**Proposed:**

This course is an introduction to descriptive and inferential statistics. Topics include but are not limited to descriptive statistics; elementary probability; the normal probability distribution; introduction to simple sampling strategies; introduction to randomized, controlled experiments; estimation of parameters; confidence intervals; hypothesis testing; and correlation and linear regression.

Students with credit for STAT 124 cannot take STAT 121 for further credit. CPA credit.

Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree (3,1,0)

**Implementation date:** September 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**

**Course revision:**

- Description

**Rationale:**

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This bulk proposal is to update references in multiple course descriptions to use the new designation in the references to credits: "CPA credit".

**Calendar description:**

**Current:**

An introduction to surveys and simple sampling strategies; descriptive methods for one and two variables, from frequency distributions to correlation and regression; descriptive methods for time series and index numbers, and probability and its relationship to statistical inference.

Students with credit for STAT 121 cannot take STAT 124 for further credit. CA, CMA credit. (3,1,0)

**Proposed:**

An introduction to surveys and simple sampling strategies; descriptive methods for one and two variables, from frequency distributions to correlation and regression; descriptive methods for time series and index numbers, and probability and its relationship to statistical inference.

Students with credit for STAT 121 cannot take STAT 124 for further credit. CPA credit. (3,1,0)

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: MECH 131 Drafting I as recommended by the CPRC – STH:**

**MECH 131 – 3 – 4      Drafting I**

**Course revision:**

- Content
- Description
- Title – new title – *Engineering Graphics I*

**Rationale:**

Our PAC has recommended changes to the delivery of our drafting courses.

Currently the Mechanical Engineering Technology program teaches drafting in four courses. The first two courses, MECH 131 and 142, use 2D AutoCAD software and the second two, MECH 237 and 257, use 3D solid modeling software.

In mechanical engineering, 3D solid modeling skills are now a common requirement for job placement following first year studies.

To accommodate changes in MECH 142, some content will be moved to MECH 131. Furthermore, select topics in MECH 131 will be removed as they are not commonly used in industry.

**Calendar description:**

**Current:**

This course is an introduction to AutoCAD with applications in mechanical drafting and graphic communication. The use of instruments, line work, orthographic projection, dimensioning, section views, auxiliary views, threads and fasteners, and welding symbols are studied. (2,2,0)

**Proposed:**

In this course students learn how to read and create engineering drawings using 2D software. Topics include drafting principles, orthographic projection, dimensioning, sectional views, detail drawings, assembly drawings, and drawing call-outs are studied. (2,2,0)

**Content change:**

Course additions include assembly drawings, Bill of Materials, manufacturing notes and drawing call-outs. These topics are being removed from MECH 142.

The scope of the manual drafting module will be reduced, and 2D isometric views will be eliminated.

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: MECH 142 Drafting II as recommended by the CPRC – STH:**

**MECH 142 – 3 – 4      Drafting II**

**Course revision:**

- Content
- Description
- Title – new title – *Engineering Graphics II*

**Rationale:**

Our PAC has recommended changes to the delivery of our drafting courses.

Currently the Mechanical Engineering Technology program teaches drafting in four courses. The first two courses (MECH 131 and 142) use 2D AutoCAD software and the second two (MECH 237 and 257) use 3D solid modeling software.

In mechanical engineering, 3D solid modeling skills are now a common requirement for job placement following first year studies.

To accommodate this we propose changing MECH 142 from 2D drafting software to 3D solid modeling software. With this change, 2D drafting software will only be used in the first engineering graphics course.

**Calendar description:**

**Current:**

Formerly MECH 141

This course is a continuation of MECH 131 with emphasis on the production of detailed design and assembly drawings, using AutoCAD, to current drafting standards. This course will focus on standard parts dimensioning and tolerancing, bill of materials, manufacturing notes, and pipe drawings. Students will be introduced to Geometric Dimensioning and Tolerancing (G.D.&T.), fundamentals of datum systems and tolerance specifications. (2,2,0)

**Proposed:**

In this course students learn 3D solid modeling of parts and mechanical assemblies. Topics include creation of part models and assemblies, production of detail and assembly drawings, documentation of drawing revisions, and advanced tolerance methods including Geometric Dimensioning and Tolerancing. (2,2,0)

**Content change:**

The proposed MECH 142 course will now introduce the students to using 3D solid modeling for the creation of parts, assemblies and engineering drawings. These topics are moved from MECH 237.

Topics removed from this course will be AutoCAD blocks, welding symbols, and pipe drawings. AutoCAD 2D assembly drawings, manually generated Bill of Materials and drawing call-outs will be moved to MECH 131.

**Implementation date:** January 2018

**Costs:** n/a

**Motion: That Education Council approves the course revision: MECH 237 Computer Applications I as recommended by the CPRC – STH:**

**MECH 237 – 3 – 5      Computer Applications I**

**Course revision:**

- Content
- Description
- Title – new title – *Engineering Graphics III*

**Rationale:**

Our PAC has recommended changes to the delivery of our drafting courses.

Currently the Mechanical Engineering Technology program teaches drafting in four courses. The first two courses (MECH 131 and 142) use 2D AutoCAD software and the second two (MECH 237 and 257) use 3D solid modeling software.

The proposed changes to MECH 142 will result in some existing topics being moved from MECH 237 into MECH 142. MECH 237 will now have room for additional learning material.

The recent accreditation for the MECH program highlighted a lack of material on tolerancing in our third and fourth semester courses. Tolerancing can now be added to MECH 237. This allows the students to include more tolerancing in their 4th semester Capstone Projects.

**Calendar description:**

**Current:**

This course covers 3D solid modeling of parts and mechanical assemblies using leading industry software. Finite element analysis is introduced with an application to simple structures. (2,3,0)

**Proposed:**

In this course students learn advanced 3-D solid modeling of parts and mechanical assemblies. Students learn to create complex mechanical parts and assemblies, and to apply standard tolerancing methods.

This course will conclude with a special project in which the student designs a mechanical assembly and creates production drawings. (2,3,0)

**Content change:**

The introduction of 3D solid modeling, creation of parts, assemblies and engineering drawings, will be removed from MECH 237 and moved into MECH 142.

The additional time in MECH 237 will be used to further the student's skills in advanced tolerancing methods.

**Implementation date:** January 2019

**Costs:** n/a

**Motion: That Education Council approves the course revision: MECH 247 Computer Applications II as recommended by the CPRC – STH:**

**MECH 247 – 3 – 5      Computer Applications II****Course revision:**

- Title – new title – *Computer Aided Manufacturing*

**Rationale:**

A course revision proposal has been submitted which changes the names of four drafting courses in the Mechanical Engineering Technology program. Due to this change the name Computer Applications I no longer exists.

Therefore the current name of MECH 247, Computer Applications II, should to be changed. An appropriate course name would be Computer Aided Manufacturing.

**Implementation date:** September 2019

**Costs:** n/a

**Motion: That Education Council approves the course revision: MECH 257 Solid Modelling Applications as recommended by the CPRC – STH:**

**MECH 257 – 3 – 42      Solid Modeling Applications****Course revision:**

- Title – new title – *Engineering Graphics IV*

**Rationale:**

A course revision proposal has been submitted which changes the names of four drafting courses in the Mechanical Engineering Technology program. The pre requisite course for MECH 257 has been renamed to MECH 237 Engineering Graphics III.

To maintain consistency in the naming sequence, MECH 257, Solid Modeling Applications, should be renamed to Engineering Graphics IV.

**Implementation date:** January 2019

**Costs:** n/a

# **Appendix 5.4**

## **Curriculum recommended by the CPRC – AFP (Arts and Foundational programs)**

## Arts and Foundational Programs

**Motion: That Education Council approves the course revision: SOST 070 Social Studies 070 as recommended by the CPRC – AFP:**

**SOST 070 – 70 hours Social Studies 070**

**Course revision:**

- Prerequisites

**Rationale:**

To support student success, English reading and comprehension skills need to be at an appropriate level.

**Prerequisites:**

	<b>Current</b>	<b>Proposed</b>
Prerequisites	None	A minimum grade of 60% in one of ABE ENGL 060 or ABE ENGL 061 and ABE ENGL 062 or a minimum ABE test score of 56/80 and an Intermediate Level writing sample.

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revision: SOST 011 Social Studies 011 as recommended by the CPRC – AFP:**

**SOST 011 – 80 hours Social Studies 011**

**Course revision:**

- Prerequisites

**Rationale:**

To support student success, English reading and comprehension skills need to be at an appropriate level.

**Prerequisites:**

	<b>Current</b>	<b>Proposed</b>
Prerequisites	None	A minimum grade of 60% in one of ABE ENGL 060 or ABE ENGL 061 and ABE ENGL 062 or a minimum ABE test score of 56/80 and an Intermediate Level writing sample.

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the course revisions: ESLE 020 ESL Listening and Speaking Level 2, ESLW 021 Writing Improvement and ESLR 022 as recommended by the CPRC – AFP:**

**ESLE 020 – 160 hours Listening and Speaking Level 2**

**Course revision:**

- Prerequisites

**Rationale:**

In 2013, we changed the prerequisites from 60% to 65% for all ESL department courses except this level. We are correcting that omission with this proposal.

**Prerequisites:**

	<b>Current</b>	<b>Proposed</b>
Prerequisites	A minimum grade of 60 in ESLE	A minimum grade of 65 in ESLE

	010 or a minimum OCELA score of 142	010 or a minimum OCELA score of 142
--	-------------------------------------	-------------------------------------

**Implementation date:** September 2017

**Costs:** n/a

**ESLW 021 – 80 hours Writing Improvement**

**Course revision:**

- Prerequisites

**Rationale:**

In 2013, we changed the prerequisites from 60% to 65% for all ESL department courses except this level. We are correcting that omission with this proposal.

**Prerequisites:**

	<b>Current</b>	<b>Proposed</b>
Prerequisites	OCELA Writing or a minimum grade of 60 in ESLW 011	OCELA Writing or a minimum grade of 65 in ESLW 011.

**Implementation date:** September 2017

**Costs:** n/a

**ESLR 022 – 80 hours Reading Improvement**

**Course revision:**

- Prerequisites

**Rationale:**

In 2013, we changed the prerequisites from 60% to 65% for all ESL department courses except this level. We are correcting that omission with this proposal.

**Prerequisites:**

	<b>Current</b>	<b>Proposed</b>
Prerequisites	A minimum grade of 60 in ESLR 012 or a minimum OCELA score of 31	A minimum grade of 65 in ESLR 012 or a minimum OCELA score of 31

**Implementation date:** September 2017

**Costs:** n/a

**ESLD 020 – 80 hours Directed Studies**

**Course revision:**

- Hours

**Rationale:**

The revision is a change in hours from 80 hours to “up to 80 hours”. Because this course is for International students who are not able to attend for the entire semester, ESLD 020 permits them to “drop in” to a course for a month or more. Normally, a month of ESL course work is 80 hours. However, in some cases, it is less than 80 hours when a student is not at level 4 EAPD or in certain months such as December. The change in hours will enable the department to more accurately reflect the course hours.

**.Hours:**

	<b>Current</b>	<b>Proposed</b>
Prerequisites	80 hours	Up to 80 hours

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the new course: MODL 295 Special Topics I as recommended by the CPRC – AFP:**

**MODL 295 – 3 – 3      Special Topics I**

**Rationale:**

In order to better serve the diverse needs of our language learners and to enhance the learning experience of all learners, this course addresses current areas of research and understanding in real world applications of translation studies, intercultural awareness, applied linguistics and second language acquisition. At a time of internationalization, providing learners with the support to learn about other cultures, languages and language study will broaden their overall educational experience which will, in turn, have a positive impact on their future roles as global citizens. Topics will provide opportunities for engagement with all members of the community through discussion, interactive and collaborative activities and guest speakers.

**Calendar description:**

Conducted in English, this course is an examination of selected topics in Modern Languages. Topics may include an introduction to translation studies, Hispanic cultures and language, second language acquisition theory and practice. Please consult with the department for current offerings. This course may be taken more than once but with a different topic emphasis.

**Prerequisites:** 2<sup>nd</sup> year standing or permission of the Instructor

**Implementation date:** September 2017

**Costs:** n/a

**Motion: That Education Council approves the new course: MODL 296 Language for Specific Topics as recommended by the CPRC – AFP:**

**MODL 296 – 3 – 3      Language for Specific Topics**

**Rationale:**

In order to better serve the diverse needs of our language learners and to enhance the learning experience of all learners, this course addresses current areas of research and understanding in real world applications of translation studies, intercultural awareness, applied linguistics and second language acquisition. At a time of internationalization, providing learners with the support to learn about other cultures, languages and language study will broaden their overall educational experience which will, in turn, have a positive impact on their future roles as global citizens. Topics will provide opportunities for engagement for all members of the community through discussion, interactive and collaborative activities and guest speakers.

**Calendar description:**

Conducted in the language of the topic, this course is an examination of selected topics in Modern Languages. Learners will enhance their language skills for professional and cultural purposes. Please consult with the department for the current topic. This course may be taken more than once but with a different topic.

**Prerequisites:** 6 credits of the language conducted in this course or permission of the instructor

**Implementation date:** September 2017

**Costs:** n/a

## **Appendix 5.5**

# **Registrar's motion for deletion of inactive courses and programs**

Motion: "That Education Council approves the deletion of the inactive courses and programs as presented."

Department	Subject	Course	Title
Communications	CMNS	142	Tech Comm for Eng'rg Tech II
Communications	CMNS	152	Writing in HHS
Continuing Studies	ESTH	101	Introduction to Esthetics
Continuing Studies	ESTH	102	General Sciences
Continuing Studies	ESTH	103	The Skin Sciences
Continuing Studies	ESTH	104	The Principles of Esthetic Pro
Continuing Studies	ESTH	105	The Business of Skin Care
Continuing Studies	MSS	1	Interpersonal Skills for Super
Continuing Studies	MSS	2	Team Building
Continuing Studies	MSS	3	Performance Management Skills
Continuing Studies	NATE	101	Intro to Nail Technologies
Continuing Studies	NATE	102	General Sciences
Continuing Studies	NATE	103	Nail Care
Continuing Studies	NATE	104	Business Skills
Continuing Studies	SPED	11	School Organization
Continuing Studies	SPED	12	Intro Exceptional School Child
Continuing Studies	SPED	13	Workshop I
Continuing Studies	SPED	14	Fieldwork I
Continuing Studies	SPED	15	Implementing and Integrating C
Continuing Studies	SPED	16	Computers in Special Education
Continuing Studies	SPED	21	Issues in Education
Continuing Studies	SPED	22	Exceptional School Children
Continuing Studies	SPED	23	Workshop II
Early Childhood Education	ECED	125	Practicum II
Early Childhood Education	ECED	126	Group Process
Early Childhood Education	ECED	129	Guiding and Caring
Interdisciplinary Studies	WMST	211	Women and the Economy
Interdisciplinary Studies	WMST	204	Women, Crime and Justice
Modern Languages	GREK	111	Intro to New Testament Greek I
Modern Languages	GREK	121	Intro to New Testament Greek II
Office Administration	OADM	121	Administrative Office Prcd
Trades	CTVM	004	Comm Trans Vehicle Mechanic IV
Trades	HDME	001	Heavy Duty Equipment Tech I
Trades	HDME	002	Heavy Duty Equipment Tech II
Trades	HMET	004	Heavy Mechanical Trades IV
Trades	JNRY	001	Cabinetmaker I
Trades	JNRY	004	Cabinetmaker IV

Program	Department
Administrative Assistant Fundamentals Certificate	Office Administration
Green Building Design and Construction	Continuing Studies
Medical Laboratory Assistant Certificate	Continuing Studies
Pharmacy Technician Certificate (Distance)	Continuing Studies
Production and Inventory Management Certificate	Continuing Studies
Simply Accounting Certificate	Continuing Studies
Xeriscape Certificate	Continuing Studies

## Carlyn Young

---

**From:** Raluca Fratiloiu  
**Sent:** Monday, February 20, 2017 8:22 AM  
**To:** Carlyn Young  
**Subject:** RE: 2017-18 annual Calendar content review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Carlyn,

Upon consultation with my colleagues, we decided to keep CMNS 340 in the calendar as we might offer it soon. However, please delete the following two:

CMNS	142	Tech Comm for Eng'rg Tech II
CMNS	152	Writing in HHS

Kind regards,  
 Raluca

Raluca Fratiloiu, PhD  
 College Professor & Chair  
 Department of Communications

OKANAGAN COLLEGE  
 1000 K.L.O. RD  
 Kelowna BC V1Y 4X8  
[www.okanagan.bc.ca/communications](http://www.okanagan.bc.ca/communications)

---

**From:** Carlyn Young  
**Sent:** Tuesday, February 07, 2017 1:47 PM  
**To:** Raluca Fratiloiu  
**Subject:** 2017-18 annual Calendar content review

Hi Raluca,

The Registrar's Office is currently reviewing Calendar content for the upcoming 2017/2018 Calendar.

The courses listed below are in the Calendar but have not been offered in the last three years. Deletion of courses from the Calendar requires EdCo approval and this annual review allows us to submit a *Registrar's Course Deletion Form* to remove the courses from the Calendar on your behalf. Please let me know by **February 24, 2017** if we can proceed with deletion from the Calendar or if you will be offering any of the courses in the near future.

Please note: any courses or programs submitted for deletion will still appear in the institutional electronic archives.

CMNS	142	Tech Comm for Eng'rg Tech II
CMNS	152	Writing in HHS
CMNS	340	Media in Action

Thank you,

Carlyn Young  
Student Information Coordinator  
Registrar's Office, Okanagan College  
[okanagan.bc.ca](http://okanagan.bc.ca)  
250-762-5445 ext. 4920

## Carlyn Young

---

**From:** Karen Hojnocki  
**Sent:** Friday, February 24, 2017 10:01 AM  
**To:** Carlyn Young  
**Subject:** RE: 2017-18 annual Calendar review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Carlyn,

See below courses and programs that can be removed from the OC Calendar:

ESTH 101 Introduction to Esthetics  
 ESTH 102 General Sciences  
 ESTH 103 The Skin Sciences  
 ESTH 104 The Principles of Esthetic Pro  
 ESTH 105 The Business of Skin Care  
 MSS 1 Interpersonal Skills for Super  
 MSS 2 Team Building  
 MSS 3 Performance Management Skills  
 NATE 101 Intro to Nail Technologies  
 NATE 102 General Sciences  
 NATE 103 Nail Care  
 NATE 104 Business Skills  
 SPED 11 School Organization  
 SPED 12 Intro Exceptional School Child  
 SPED 13 Workshop I  
 SPED 14 Fieldwork I  
 SPED 15 Implementing and Integrating C  
 SPED 16 Computers in Special Education  
 SPED 21 Issues in Education  
 SPED 22 Exceptional School Children  
 SPED 23 Workshop II  
 Green Building Design and Construction  
 Medical Laboratory Assistant Certificate  
 Pharmacy Technician Certificate (Distance)  
 Production and Inventory Management  
 Certificate  
 Simply Accounting Certificate  
 Xeriscape Certificate

Thank you,

**Karen Hojnocki, Executive Assistant**  
 Continuing Studies and Corporate Training

## Carlyn Young

---

**From:** Pam Wetterstrand  
**Sent:** Tuesday, February 07, 2017 1:59 PM  
**To:** Carlyn Young  
**Subject:** RE: 2017-18 annual Calendar content review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Carlyn,

These can absolutely be removed. They are from our old program. They have not (the whole old program) been deleted through EDCO yet as we were still dealing with the transition. However we will delete them next year. In the meantime they are not live courses.

Thanks

Pam Wetterstrand  
 Chair ECE Program

**From:** Carlyn Young  
**Sent:** Tuesday, February 07, 2017 1:47 PM  
**To:** Pam Wetterstrand <pwetterstrand@okanagan.bc.ca>  
**Subject:** 2017-18 annual Calendar content review

Hi Pam,

The Registrar's Office is currently reviewing Calendar content for the upcoming 2017/2018 Calendar.

The courses listed below are in the Calendar but have not been offered in the last three years. Deletion of courses from the Calendar requires EdCo approval and this annual review allows us to submit a *Registrar's Course Deletion Form* to remove the courses from the Calendar on your behalf. Please let me know by **February 24, 2017** if we can proceed with deletion from the Calendar or if you will be offering any of the courses in the near future.

Please note: any courses or programs submitted for deletion will still appear in the institutional electronic archives.

ECED	125	Practicum II
ECED	126	Group Process
ECED	129	Guiding and Caring

Thank you,

Carlyn Young  
 Student Information Coordinator  
 Registrar's Office, Okanagan College  
[okanagan.bc.ca](http://okanagan.bc.ca)  
 250-762-5445 ext. 4920

**Carlyn Young**

---

**From:** Ann Marie McKinnon  
**Sent:** Tuesday, February 07, 2017 12:37 PM  
**To:** Carlyn Young  
**Subject:** RE: 2017-18 annual Calendar content review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Carlyn:

You probably know that WMST is now GSWS, but if not...

Regarding WMST 211 -- this course is now listed as GSWS. We have changed the name of Women's Studies to Gender, Sexualities, and Women's Studies. So, WMST 211 can be deleted from the calendar as long as GSWS 211 remains.

WMST 204 is a triple listed course (with CRIM 204 and SOCI 204) and this course is being taught right now.

The course is now GSWS 204. This is how it is currently in the calendar, which means WMST 204 can be deleted.

GSWS 204-3-3

## Women, Crime and Social Justice

Formerly offered as WMST 204. In this course we will examine the history of women and crime and consider crime as a constructed discourse with particular gendered implications. We will examine how the Canadian criminal justice system and social control apparatus constructs women as criminals, victims and workers and how this in turn reflects and reproduces our stratified social order. This course is also offered as CRIM 204 and SOCI 204. Students with credit for WMST 204 or CRIM 204 or SOCI 204 cannot take GSWS 204 for further credit. (3,0,0)

Prerequisites:

- WMST 100  
or GSWS 100  
or POLI 101  
or SOCI 111
- 

Thanks!

Ann.

Dr. Ann McKinnon  
 Interdisciplinary Studies  
 Okanagan College  
 1000 KLO Road  
 Kelowna, B.C.  
 V1Y 4X8  
 250-762-5445 ext. 4327

**From:** Carlyn Young  
**Sent:** February 7, 2017 11:46 AM  
**To:** Ann Marie McKinnon  
**Subject:** 2017-18 annual Calendar content review

Hi Ann Marie,

The Registrar's Office is currently reviewing Calendar content for the upcoming 2017/2018 Calendar.

The courses listed below are in the Calendar but have not been offered in the last three years. Deletion of courses from the Calendar requires EdCo approval and this annual review allows us to submit a *Registrar's Course Deletion Form* to remove the courses from the Calendar on your behalf. Please let me know by **February 24, 2017** if we can proceed with deletion from the Calendar or if you will be offering any of the courses in the near future.

Please note: any courses or programs submitted for deletion will still appear in the institutional electronic archives.

WMST	204	Women, Crime and Justice
WMST	211	Women and the Economy

Thank you,

Carlyn Young  
Student Information Coordinator  
Registrar's Office, Okanagan College  
[okanagan.bc.ca](http://okanagan.bc.ca)  
250-762-5445 ext. 4920

## Carlyn Young

---

**From:** Sharon Josephson  
**Sent:** Tuesday, February 07, 2017 12:15 PM  
**To:** Carlyn Young  
**Subject:** RE: 2017-18 annual Calendar content review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Carlyn,

Ann McKinnon is the Chair of Interdisciplinary Studies. She is responsible for CSJ and for the INDG courses. I have forwarded your email.

Karen Sansom and I are acting co-Chairs of Modern Languages. We think it would be fine to delete the Greek courses (highlighted below) but the other language courses should stay for now.

Thank you,

S

**From:** Carlyn Young  
**Sent:** Tuesday, February 07, 2017 11:44 AM  
**To:** Sharon Josephson  
**Subject:** 2017-18 annual Calendar content review

Hi Sharon,

I couldn't find a chair listed for Criminal and Social Justice or Languages. Could you forward these to the appropriate people or look into this please?

The Registrar's Office is currently reviewing Calendar content for the upcoming 2017/2018 Calendar.

The courses listed below are in the Calendar but have not been offered in the last three years. Deletion of courses from the Calendar requires EdCo approval and this annual review allows us to submit a *Registrar's Course Deletion Form* to remove the courses from the Calendar on your behalf. Please let me know by **February 24, 2017** if we can proceed with deletion from the Calendar or if you will be offering any of the courses in the near future.

Please note: any courses or programs submitted for deletion will still appear in the institutional electronic archives.

CRIM	240	Applied Ethics for C.S.J.
FREN	101	Oral Expression I
FREN	103	Oral Expression III
FREN	104	Oral Expression IV
FREN	115	1st Yr Oral French Practice I
FREN	125	1st Yr Oral French Practice II
FREN	210	Intro to French Literature I

FREN	215	2nd Yr Oral French Practice I
FREN	220	Intro to French Literature II
FREN	225	2nd Yr Oral French Practice II
GERM	101	Oral Expression I
GERM	102	Oral Expression II
GERM	201	Oral Expression III
GERM	202	Oral Expression IV
GERM	211	Intermediate German I
GERM	212	German Lit in Translation I
GERM	221	Intermediate German II
GERM	222	German Lit in Translation II
GERM	311	Advanced German I
GERM	321	Advanced German II
GREK	111	Intro to New Testament Greek I
GREK	121	Intro New Testament Greek II
INDG	201	OK Indigenous Peoples' History
INDG	203	Indig Historical Perspectives
JAPN	112	Basic Japanese III
JAPN	122	Basic Japanese IV
JAPN	211	Intermediate Japanese I
JAPN	221	Intermediate Japanese II
SPAN	231	Conversation and Reading
SPAN	351	Spanish for Business

Thank you,

Carlyn Young  
 Student Information Coordinator  
 Registrar's Office, Okanagan College  
[okanagan.bc.ca](http://okanagan.bc.ca)  
 250-762-5445 ext. 4920

## Carlyn Young

---

**From:** Edie Lowes  
**Sent:** Friday, February 17, 2017 10:17 AM  
**To:** Carlyn Young  
**Subject:** RE: 2017-18 annual Calendar content review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Carlyn,  
 Yes, you can delete this course and the program at the next EdCo.

Thank you so much,  
 edie

Edie Lowes, I.D.  
 Chair, Office Administration Department  
 Okanagan School of Business  
 p. 1-877-755-2266 x 2219 or 4238  
 f. 250.503.2653  
 e. elowes@okanagan.bc.ca

---

**From:** Carlyn Young  
**Sent:** February-07-17 11:52 AM  
**To:** Edie Lowes  
**Subject:** 2017-18 annual Calendar content review

Hi Edie,

The Registrar's Office is currently reviewing Calendar content for the upcoming 2017/2018 Calendar.

The courses listed below are in the Calendar but have not been offered in the last three years. Deletion of courses from the Calendar requires EdCo approval and this annual review allows us to submit a Registrar's Course Deletion Form to remove the courses from the Calendar on your behalf. Please let me know by February 24, 2017 if we can proceed with deletion from the Calendar or if you will be offering any of the courses in the near future.

Please note: any courses or programs submitted for deletion will still appear in the institutional electronic archives.

Courses:

OADM

121

Administrative Office Prcd

In addition to the course above, the program listed below is showing in the Calendar as not currently offered. Please let me know by February, 24 2017 if we can proceed with deleting this program from the Calendar. If you would like the programs deleted, please ensure you also request to delete any courses that go along with these programs.

Programs:

Administrative Assistant Fundamentals Certificate

Thank you,

Carlyn Young  
Student Information Coordinator  
Registrar's Office, Okanagan College  
okanagan.bc.ca<<http://www.okanagan.bc.ca/>>  
250-762-5445 ext. 4920

## Carlyn Young

---

**From:** Marie Crossley  
**Sent:** Thursday, February 23, 2017 4:37 PM  
**To:** Carlyn Young  
**Subject:** FW: 2017-18 annual Calendar review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Carlyn,

Please remove the following from the calendar.

CTVM	004	Comm Trans Vehicle Mechanic IV
HDME	001	Heavy Duty Equipment Tech I
HDME	002	Heavy Duty Equipment Tech II
HMET	004	Heavy Mechanical Trades IV
JNRY	001	Cabinetmaker I
JNRY	004	Cabinetmaker IV

Thank you,

*Marie Crossley, CPA, CMA*

Manager, Trades Programs

Trades & Apprenticeship

OKANAGAN COLLEGE

1000 KLO Road, Kelowna, BC, Canada V1Y 4X8

Toll Free: 1-877-755-2266

Phone: 250-762-5445 Ext. 4231

Email: [mcrossley@okanagan.bc.ca](mailto:mcrossley@okanagan.bc.ca)



Are you ready to register for your Electrical Level 1 training? OC Trades is launching an innovative Level 1 training program March 27<sup>th</sup>! Combining face to face and online instruction, this program will be a first for British Columbia. If interested, please contact Delaney Ross([dross@okanagan.bc.ca](mailto:dross@okanagan.bc.ca))

---

**From:** Teresa Kisilevich  
**Sent:** Tuesday, February 07, 2017 8:43 PM  
**To:** Marie Crossley  
**Subject:** FW: 2017-18 annual Calendar review

Good evening Marie,

Please see Caryn's email below. Do you want to take care of this as part of your role? I'm totally fine handling it if you would prefer.

Cheers,  
 Teresa

**From:** Carlyn Young  
**Sent:** Tuesday, February 7, 2017 11:48 AM  
**To:** Teresa Kisilevich <[tkisilevich@okanagan.bc.ca](mailto:tkisilevich@okanagan.bc.ca)>  
**Subject:** 2017-18 annual Calendar review

Hi Teresa,

In the past Randy took care of this on behalf of the Trades department. I think he usually farmed these out to the appropriate program chairs and then sent back the list to me with notes next to each course/program. If you have any questions about this, please don't hesitate to call and I'll answer as best I can.

The Registrar's Office is currently reviewing Calendar content for the upcoming 2017/2018 Calendar.

The courses listed below are in the Calendar but have not been offered in the last three years. Deletion of courses from the Calendar requires EdCo approval and this annual review allows us to submit a *Registrar's Course Deletion Form* to remove the courses from the Calendar on your behalf. Please let me know by **February 24, 2017** if we can proceed with deletion from the Calendar or if you will be offering any of the courses in the near future.

Please note: any courses or programs submitted for deletion will still appear in the institutional electronic archives.

AUBP	001	Auto Body Preparation
CTVM	004	Comm Trans Vehicle Mechanic IV
ELHD	EX	Module One Final Exam
HDME	001	Heavy Duty Equipment Tech I
HDME	002	Heavy Duty Equipment Tech II
HMET	004	Heavy Mechanical Trades IV
IPAC	101	Occupational Skills & Safety
IPAC	102	Tools & Equipment
IPAC	103	Oxy-Acetylene Welding
IPAC	104	MIG Welding
IPAC	105	Basic Sheet Metal Repair
IPAC	106	Plastics & Composites
IPAC	107	Surface Preparation
IPAC	108	Auto Body Constr & Components
IPAC	109	Mechanical Components
IPAC	201	Advanced Sheet Metal Repair
IPAC	202	Structural Repair
IPAC	203	Suspension & Steering
IPAC	204	Ins Est & Industry Liasion
IPAC	205	Rfns for Collision Repair Tech
IPAC	300	Work Term
IPAR	101	Occupational Skills & Safety
IPAR	102	Guns & Equipment
IPAR	103	Handling of Vehicle Components
IPAR	104	Surface Preparation
IPAR	105	Undercoats
IPAR	106	Solvents & Chemical Additives
IPAR	107	Restoring Corrosion Protection

IPAR	201	Topcoat Materials
IPAR	202	Color Theory
IPAR	203	Masking Procedures
IPAR	204	Tri-Coat Applications
IPAR	205	Paint Problems
IPAR	206	Pre-delivery
IPAR	207	Treatment of Plastics
IPAR	208	Management of VOC Regs
IPAR	300	Work Term
JNRY	001	Cabinetmaker I
JNRY	004	Cabinetmaker IV
MTFB	002	Metal Fabricator II
MTFB	004	Metal Fabricator IV
PLMB	101	Trades Mathematics
PLMB	102	Plumbing Science
PLMB	103	Safety
PLMB	104	Hand Tools & Power Equip
PLMB	105	Pipes, Valves, & Fitting
PLMB	106	Rigging
PLMB	107	Soldering & Brazing
PLMB	108	Drafting & Blueprint Reading
PLMB	109	Electricity
PLMB	110	Level One Technical Exam

In addition to the courses above, the programs listed below are showing in the Calendar as **not currently offered**. Please let me know by **February, 24 2017** if we can proceed with deleting the programs from the Calendar. If you would like the programs deleted, please ensure you also request to delete any courses that go along with these programs.

**Programs:**

Automotive Service Technician Interprovincial Refresher Certificate  
 Business and Trades Certificate for International Students  
 Carpenter

Thank you,

Carlyn Young  
 Student Information Coordinator  
 Registrar's Office, Okanagan College  
[okanagan.bc.ca](http://okanagan.bc.ca)  
 250-762-5445 ext. 4920

# **Appendix 5.6**

## **Academic Notice, Probation and Suspension Policy**

Motion: “That Education Council approves the Academic Notice, Probation and Suspension Policy as presented.”



<b>Title</b>	Academic Notice, Probation and Suspension Policy
<b>Policy Area</b>	Academic Regulations
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	
<b>See also</b> <i>(related policies)</i>	Replaces the current Academic Probation I, II and III in the OC calendar.

<b>Effective Date of Policy:</b>	March 31, 2017
<b>Approval Date:</b>	
<b>Applies to:</b>	
<b>Approving Body:</b>	Board of Governors
<b>Supersedes/New:</b>	OC Board June 28, 2005
<b>Authority</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Board of Governors	Secretary, Board of Governors

**Policy Statement**

## Academic Notice, Probation and Suspension Policy

The following policy shall apply to all students registered in an academic or professional degree, diploma or certificate program and enrolled in a minimum of three courses per semester. This policy only applies to the Fall and Winter semesters. It does not apply to the Summer sessions. Click here for list of programs.

### Notice

Students are placed on academic notice after earning a semester grade average below 55%. Academic notice will *not* be indicated on the student transcripts.

Students on academic notice will be advised of their academic status and provided with information about services for academic support.

### Academic Probation

Students are placed on academic probation after earning a semester grade average below 55% in two consecutive semesters. Academic probation *will* be indicated on student transcripts. Students on academic probation will be required to withdraw from academic and professional classes for one semester.

Students on academic probation will be notified of their academic status and provided with information about services for academic support.

Subject to Dean approval, a student may be reinstated with conditions and allowed to register in a limited number of academic and/or professional classes for the following semester. Appeals for reinstatement must be submitted by the student to their Program Dean or designate no later than the first Friday of the semester during which academic probation is to commence.

If reinstated, the Dean shall inform the Registrar's Office of the conditions of the reinstatement. Students who are reinstated are returned to good academic standing upon earning a semester grade average of 55% or higher.

Students should be aware that academic probation can affect their eligibility for some awards and bursaries.

### **Suspension**

Students will be subject to academic suspension after earning a semester grade average below 55% in three consecutive semesters. Students will not be permitted to register in academic and/or professional courses for 12 consecutive months following the notification of suspension. Academic suspensions may be reconsidered by both the Program Dean and Registrar upon student request. Appeals for reinstatement must be submitted by the student to their Program Dean or designate no later than the first Friday of the semester during which academic probation is to commence.

### **Policy Details**

To update the current academic probation practice to discontinue penalizing students after one poor semester. This new policy will remove the Academic Probation I, II and III designation and fall in line with best practices in the sector.

### **Procedures**

### **Additional Information**

**Policy to be removed from the calendar.**

## **1. Probation Policy (Degree and Diploma programs)**

The following Academic Probation policy shall apply to all students in a degree, or diploma program. Probationary status will be entered on the student's permanent record.

### **a. First Academic Probation**

A student who achieves a semester grade average of less than 55% will be placed on first academic probation for the next semester in which he/she registers.

#### **b. Second Academic Probation**

A student who, while on first academic probation, achieves a semester grade average of less than 55% will be placed on second academic probation, will be required to withdraw for at least one semester, and will not be permitted to subsequently register for courses in degree and diploma programs until:

- the following summer session if the student was placed on second probation at the end of the fall semester, or
- the following winter semester if the student was placed on second probation at the end of either the winter semester or summer session.

#### **c. Third Academic Probation**

A student who, while on second academic probation, achieves a semester grade average of less than 55% will be placed on third academic probation and may not be permitted to register in any degree and diploma courses during the next 12 month period, counted from the end of the second academic probation.

Probationary status will be entered on the student's permanent record. A student will remain on academic probation until:

- the student achieves a minimum semester weighted grade average of 55% over a minimum of three courses, or
- the student subsequently registers at the College after a minimum absence of two consecutive semesters, not counting the summer session.

#### **d. Reinstatement Appeals**

Appeals for reinstatement while on probation must be submitted to the appropriate dean's office no later than the last day for late registration. A student placed on second probation may appeal to the dean for reinstatement while on probation.

Subject to approval of the dean, a student will be restricted to enrolment in no more than 60% of the courses required in a given semester for the degree, diploma, associate degree or certificate program in which the student is enrolled. The number of courses will be at the discretion of the dean.

A student granted reinstatement will be restricted to registering for his/her courses during the open or late registration periods and the student's enrolment in any course will be subject to the availability of remaining space at that time.

A student placed on third academic probation will be subject to a mandatory withdrawal for a 12-month period with no provision for reinstatement while remaining on third probation.

# **Appendix 5.7**

## **Memorandum of Understanding – Okanagan College and University of Applied Sciences – Worms (UASW)**

Motion: “That Education Council approves the Memorandum of Understanding between Okanagan College and the University of Applied Sciences – Worms (UASW) as presented.”

DOUBLE DEGREE AGREEMENT

**Okanagan College**  
1000 KLO Road, Kelowna, BC V1Y 4X8, Canada

and

**University of Applied Sciences – Worms (UASW)**  
Erenburgerstr. 19, 67549 Worms, Germany

agree to develop and promote double degree cooperation at the bachelor level between the degree programmes: **Bachelor of Business Administration – International Management Focus (BBA) and Bachelor of Arts International Management (BA IM)** (the “Double Degree Programme”). The Double Degree cooperation framework includes the following:

**1. The strategic goals of both partners**

- The Double Degree cooperation enhances the competitiveness of both partners by adding value to their existing degrees. The cooperation aims to achieve increased professional insight, deeper intercultural experience and higher competence for the involved students and academic staff.
- Both partners agree on the value of the Double Degree, and will promote the Double Degree cooperation.
- Both partners are committed to support the implementation of the Double Degree Programme.

**2. The general purpose of the Double Degree is to give students from both institutions the opportunity to**

- get extra benefits of completing two degrees;
- gain substantial competencies in the fields of International Management through education and research;
- study and gain practical experience abroad;
- learn about the cultures in the host country and its surrounding countries; and
- learn the basics of the host country's native language.

### 3. Implementation of the Double Degree Programme

- The Double Degree Programme will be implemented as part of the existing degree programmes at both institutions:

***OC: Bachelor of Business Administration International Management Focus (120 CR (=Okanagan College Credits))***

***UASW: Bachelor of Arts International Management (180 ECTS)***

- Both degrees are granted to those students who meet the UASW (BA IM) and the OC (BBA) requirements. Students from UASW (BA IM) are required to achieve 240 ECTS in total and students from OC (BBA) in total 240 ECTS (=120 CR).
- The Double Degree Programme will include one year of academic studies at the host institution.
- Students from OC (BBA) will study at UASW during the fifth and sixth semesters.
- Students from UASW, degree program in International Management will study at the OC during the third and fourth semesters.

### 4. Student admissions

- Students who wish to enter the Double Degree scheme must be registered students of either of the two participating institutions. They must fulfil the selection criteria for higher education studies determined in the home country of the student.
  - Students must also fulfil the criteria of the Double Degree Programme: number of credits earned, study success, language skills, motivation and commitment to double degree studies etc.
  - The competency in the English language must correspond to level B2 in the Common European Framework of Reference for Languages.
- Students who wish to take a double degree must apply to the Double Degree Programme at the home institution.
- The home institution makes pre-selection and sends a proposal of preselected students to the host institution.
- Acceptance procedure at the partner institution has to be completed by the partner institution.
- Students from OC are accepted as students of UASW and students from UASW are accepted as students of OC.
- Students should address any possible complaints concerning admission to the institution that made the decision.

### 5. Curriculum

- The learning outcomes of the Double Degree Programme are compatible with national qualifications frameworks and the European Qualifications Framework.

- The course offering consists of the regular courses of the corresponding study programme as it is shown in the Study Plan/Learning Agreement in the Appendix. Personal study plans will be used to make any necessary curriculum adjustments.
- Recognition of prior learning will be applied in the personal study plan.

Each institution agrees to provide the other with at least sixty (60) days' notice of any substantive changes planned to the Double Degree Programme. A substantive change is any change in curriculum that could alter the learning outcomes, admission requirements or graduation requirements of the Double Degree Programme.

- Studies completed at the host institution will be fully acknowledged by the home institution.
- Students who have successfully completed their coursework will be awarded a degree by the host institution, as well as by their home institution.
- Double Degree students are entitled to all academic counselling, student counselling and advice as well as other facilities and resources (library, IT, study environment etc.), that are available to regular degree students. Double Degree students have the same rights and responsibilities as regular degree students.

## **6. Thesis**

The bachelor thesis will be written in German or in English. The responsible supervisor will be a member of academic staff/professor from the UASW, International Management Department. The supervisor will guide the thesis according to the UASW's (International Management Department) standards which are mutually accepted by this agreement.

## **7. Assessment and examinations**

- Assessment is based on the principles of the ECTS framework.
- The regulations of the institution where the studies are conducted are observed concerning assessment criteria, exam procedures and retake exams.
- Remaining exams after the exchange period may be administered by the student's home institution.
- The regulations of the host institution determine the maximum time for completing the programme and procedures in the event that a student fails to complete the studies within the specified timeframe.

## **8. Degree certificate and Diploma Supplement**

- The degrees to be conferred fall within the official degree systems of the countries participating in provision of the programme.
- The student is awarded two national degree certificates.
- The certificate indicates participation in the Double Degree Programme. The studies completed and additional information (e.g. which studies have been completed at each institution) are recorded in the Diploma Supplement.

## **9. Tuition and other fees**

- Students will pay the tuition fees if any to their home institution, not to the host institution. Administrative fees may apply at host institution.
- Students will be responsible for their living and travel expenses, student association fees and the acquisition of their own study materials.
- Orientation, tutoring, a social programme and other services related to studies and living in the host country will be provided by the host institution.
- The host institution will assist with finding accommodation for the study period.
- UASW and OC do not have financial obligations to each other.

## **10. Timetable for the implementation of the Double Degree**

The Double Degree Programme will be implemented at the beginning of the academic year 2016/2017.

## **11. Capacity**

Both institutions agree that a maximum of 5 students per academic year will be admitted to the programme at this stage. The number of students admitted may be increased once the programme has been established. This will be discussed further and decided after the pilot phase.

## **12. Teaching and research**

- Both parties agree to foster teaching staff exchange and cooperation in the field of research.
- The host institution will assist with finding accommodation for the mobility period.
- Orientation and other services relevant to the exchange will be provided by the host institution

## **13. Quality assurance**

In Germany as well as in Canada a system of accreditation is used to ensure and maintain the high quality of the institution's system. Both partners will inform each other of ongoing and completed processes and the results achieved.

## **14. Expanding the Double Degree network**

- The Double Degree cooperation will be open to additional partners at a later date.
- The expansion of the Double Degree cooperation will take place by mutual agreement.

**15. Termination of the agreement**

Either institution may terminate this agreement in writing before February 1<sup>st</sup> for the next academic year. In such a case, termination will not affect the exchange of students already accepted for participating in the Double Degree Programme, nor will it affect the obligations of each institution with regard to the exchange balance arising prior to the date of receipt of the termination notice.

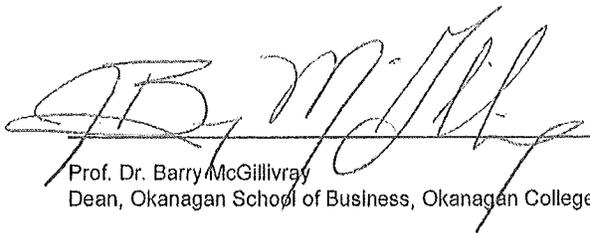
**16. This Agreement may only be amended in writing signed by the parties.**

Place and date: WORMS, 11, May 2016.

Signatures:



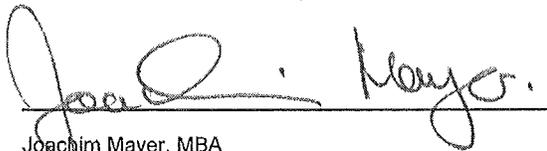
Prof. Dr. Jöns Hermsdorf  
President UASW



Prof. Dr. Barry McGillivray  
Dean, Okanagan School of Business, Okanagan College



Prof. Dr. Dirk Schilling  
Director of International Management Department, UASW



Joachim Mayer, MBA  
Director International Center, UASW

Mr. Jim Hamilton  
President Okanagan College

**Plan for HS Worms Student (Revised November 26, 2015)**

**BBA – International Management Focus**

**Double Degree Program with Okanagan College, Kelowna, Canada**

**Year 1 – University of Applied Science, Worms**

Semester 1:			Semester 2:		
Course:	ECTS:	CR*	Course:	ECTS:	CR*
Preparatory course – Excel	0	3	Leadership and Organization (Organization – 2 ECTS, Leadership Development – 3 ECTS)	5	3
Preparatory course – English	0	3	International Marketing (Marketing Basics – 2 ECTS, Marketing Intelligence – 6 ECTS)	8	6
Preparatory course – Spanish	0	3	Introduction to Business Informatics	6	3
Basics in International Business Mgmt. (Management Basics – 3 ECTS and Strategy (3 ECTS)	6	6	Professional, Social and Methodological Competencies (Research Theory and Academic Writing – 2 ECTS, Qualitative Research Methods and Research Ethics – 2 ECTS, Project, Self and Time Management – 2 ECTS)	6	3
Introduction to Accounting (Accounting – 2 ECTS, Investment Appraisal and Basics of Financing – 2 ECTS, Cost Accounting 3 ECTS)	7	6	Courses in Business Language II (French or Spanish)	5	3
International Economics (International Private Law – 3 ECTS, Basics of International Economics – 3 ECTS)	6	6			
Quantitative Methods (Statistics- 3 ECTS, Mathematics – 3 ECTS)	6	6			
Courses in Business Language I (English 1 – 2 ECTS, English 2 – 3 ECTS)	5	3			
	30	36		30	18

\*CR = Okanagan College (OC) Credits. OC credits have been assigned based on comparison of course content between courses taken at HS Worms and comparable courses at Okanagan College.

Year 2 – Okanagan College

Summer

Summer Semester 1		Summer Semester 2	
Course:	Cred-its:	Course:	Cred-its:
Buad315 – Management Science (A)	3	Buad425 - Business & Canadian Government Policy (A)	3

Fall and Winter

Semester 3 - Fall:		Semester 4 - Winter:	
Course:	Cred-its:	Course:	Cred-its:
Buad209 – Business Law (A)	3	Buad308 – Multicultural Management (B)	3
Phil350 – Business Ethics (A)	3	Buad401 – International Trade (B)	3
Business Elective from 300/400 level courses (C)	3	Business Elective from 300/400 level courses (C)	3
Business Elective from 300/400 level courses (C)	3	Business Elective from 300/400 level courses (C)	3
Business Elective from 300/400 level courses (C)	3	Business Elective from 300/400 level courses (C)	3
TOTAL	18	TOTAL	18

- (A) These courses are required for all students doing a BBA degree at Okanagan College
- (B) These courses are recommended for HS Worms students in the dual degree program
- (C) Electives to be chosen in consultation (Cook/Schilling) to meet the double degree requirements for HS Worms and Okanagan College.

**Year 3 – University of Applied Science, Worms**

Semester 5:			Semester 6:		
Course:	ECTS:	CR*	Course:	ECTS:	CR*
Accounting and Balancing (Balance Sheet and Income Statement – 3 ECTS, Financial Management – 3 ECTS)	6	3	Accounting (Financial Statement Analysis – 3 ECTS, Financial Management – 3 ECTS) or International Business-to-Business and High Tech Marketing	6	3
International Marketing and Sales Management	6	3	Human Resources Management (Human Resource Development – 5 ECTS, Employment Law – 1 ECTS)	6	3
International Management (Strategic Management – 2 ECTS, Operational Control of International Corporations – 2 ECTS, Internationalization Strategies – 2 ECTS)	6	3	Management Skills (Corporate Social Responsibility – 3 ECTS, Change Management – 3 ECTS)  Or Intercultural Aspects and Challenges	6	3
International Accounting (Basics of IFRS/International Accounting Standards – 4 ECTS, Accounting of Groups – 2 ECTS)	6	3	Bachelor Thesis (Written Paper – 8 ECTS, Colloquium – 4 ECTS)	12	6
International Cases	6	3			
<b>TOTAL</b>	<b>30</b>	<b>15</b>	<b>TOTAL</b>	<b>30</b>	<b>15</b>

\*CR = Okanagan College (OC) Credits. OC credits have been assigned based on comparison of course content between courses take an HS Worms and comparable courses at Okanagan College.

**Total OC Credits assigned: 120. Meets requirements of Okanagan College BBA**

**Plan for Okanagan College Student (Revised November 26, 2015)**

**BBA – International Management Focus**

**Double Degree Program with University of Applied Science, Worms, Germany**

**Year 1 – Okanagan College**

Fall:		Winter:	
Course:	Cred-its:	Course:	Cred-its:
Buad111 – Financial Accounting I	3	Cmns122 – Professional Writing II	3
Buad123 – Management Principles	3	Buad116 - Marketing	3
Math114 – Business Math	3	Buad195 – Financial Management	3
Cmns112 – Professional Writing I	3	Buad121 – Financial Accounting II or Buad176 – Professional Selling	3
Buad128 – Computer Applications	3	Econ115 - Microeconomics	3
	15		15

30 credits = 60 ECTS

**Year 2 – Okanagan College**

Fall:		Winter:	
Course:	Cred-its:	Course:	Cred-its:
Buad209 – Business Law	3	Buad269 – Human Resources Mgmt.	3
Buad262 – Organizational Behavior	3	Buad293 – Entrepreneurship or Buad272 – Business Simulation	3
Buad264 – Management Accounting	3	Stat124 – Business Statistics	3
Econ125 - Macroeconomics	3	Buad308 – Multicultural Mgmt.	3
Germ111 – Intro German I	3	Germ 121 – Intro German II	3
	15		15

30 credits = 60 ECTS

**Year 3 – University of Applied Science, Worms**

Fall:		Winter:	
Course:	ECTS:	Course:	ECTS:
Basics of International Financial Reporting Standards/International Accounting Standards	4	Financial Statement Analysis	3
International Cases	6	Financial management	3
Strategy	3	Research theory and academic writing	2
European Studies	2	Organization	2
Intercultural challenge	6	Leadership development	3
Basics of international economics	3	Business language II	5
Strategic management	2	Bachelor thesis	12
Internationalization strategies	2		
Qualitative Research Methods and Research Ethics	2		
	30		30

60 ECTS = 30 credits

64

Year 4 – Okanagan College

Fall:		Winter:	
Course:	Cred-its:	Course:	Cred-its:
Buad340 – Strategic Management	3	Buad425 – Business and Canadian Government Policy	3
Buad330 – International Business	3	Buad370 - Leadership	3
Phil.350 – Business Ethics	3	Buad309 – Social Entrepreneurship	3
Buad333 – Internet Marketing	3	Buad315 – Management Science	3
Buad334 – Sports & Event Marketing or Buad336 – Services Marketing	3	Elective	3
	15		15

30 Credits = 60 ECTS

# Appendix 5.8 Education Council Retreat

# Appendix 5.9

## Standing Committee Nominations

# Appendix 5.10

## Standing Committee Reports

# **Appendix 5.11**

## **Second and Third Call for nominations for Chair and vice chair of Education Council**

# Appendix 5.12 In Camera Session

# Appendix 6.0 Reports