Education Council Meeting
Thursday, May 11, 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
Roberta Sawatzky	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 Kalamalka (Vernon) Student Assoc
Laura Berntzen (e-copy)	Asst to the Dean– STH	P Ashman (e-copy)	Associate Dean – STH
Anita Harden (e-copy)	Registrar's Office - Kelowna	Eve Avis (e-copy)	Asst to Dean - AFP
Michelle Sinclair (e-copy)	Asst to Dean-Trades/Appren	Brenda Foster (e-copy	Asst to Director- International
Jasmine McGee (e-copy)	Asst to Director - Student Serv	T Kisilevich (e-copy)	Assoc Dean – Trades & Apprenticeship
Lynn Kohout (e-copy)	Asst to Dean-Bus & Aviation	Barry McGillivray (e-copy)	Assoc Dean – Business & Aviation
Karen Hojnocki (e-copy)	Asst to Director–Con Studies	Allan Coyle (e-copy)	Director, Public Relations
Joan Ragsdale (e-copy)	Regional Dean Shuswap/Rev	Tanya Harding (e-copy)	Exec Asst-VP Finance & Admin
Liz Plamondon (e-copy)	Exec Asst-VP Students	Angie March (e-copy)	Asst to Regional Dean – Central Ok
Lara Jennings (e-copy)	Exec Asst – VP Education	Roy Daykin (e-copy)	VP - Finance and Administration
Beverlie Dietze (e-copy)	Director, Learning/Teaching	Inga Wheeler (e-copy)	Assoc Registrar – Enrolment Services
Jane Lister (e-copy)	Regional Dean N Okanagan	Sharon Josephson (e-copy)	Associate Dean – AFP
Heather Schneider (e-copy)	Regional Dean C Okanagan	Karen Sansom (e-copy)	Associate Dean - AFP
Carlyn Young (e-copy)	Registrar's Office - Kelowna	James Coble (e-copy)	Director, Student Services
Gail Brown (e-copy)	Enrolment Services - Kelowna	Russell Boris (e-copy)	Director, International

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5.9   In camera session – information distributed at the table
a.   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** – June 1, 2017 at 4:00 pm

8.   **Deadline for Agenda Items** – May 17, 2017

9.   **Adjournment**
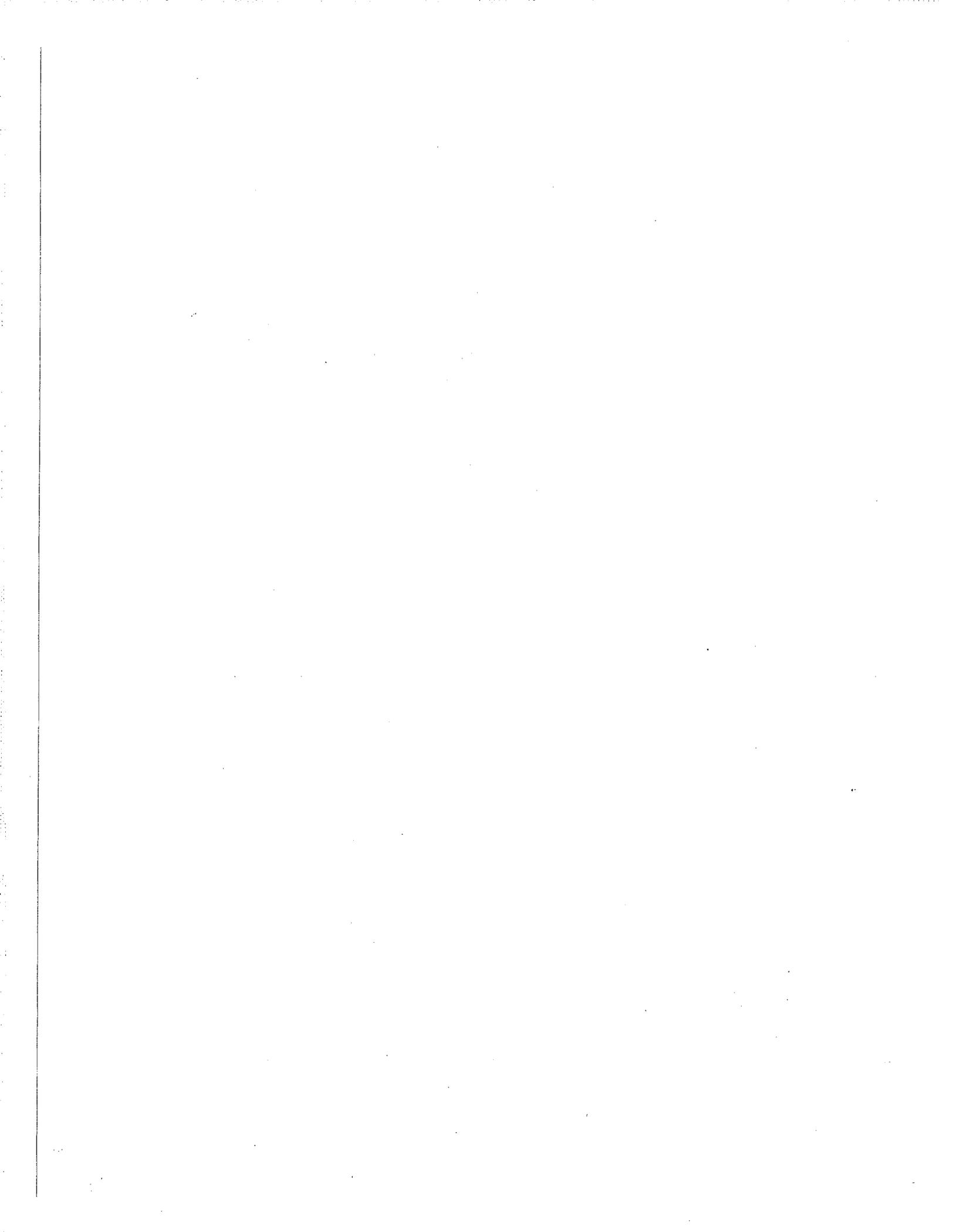
Appendix 3.1
Approval of the Minutes for the April 6, 2017 Education Council meeting

Motion: "That Education Council approves the April 6, 2017 Education Council meeting as presented. "

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Okanagan College Education Council
Minutes of Thursday, April 6, 2017 4:00 pm
Room S103B Student Services Boardroom – Kelowna Campus

Draft
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Present: N deMelo, F Greenslade, A Hay, R Huxtable, F Kelly, D Marques, G Morgan, J Muskens, C Newitt, C Sahlmark, J Sigalet, D Silvestrone, L Skulmoski, R Tyner, D Warren, P Wetterstrand

Regrets: J Hamilton, N Noble-Hearle, A Pope, S Rossouw

Absent:

Guests: R Marte, Y Moritz, M Nicholson, J Rouse

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: R Tyner/L Skulmoski
   "That Education Council approves the agenda as amended."
   - Item 5.7 will be discussed following Item 5.1.
   Carried as revised

3. **Approval of the Minutes**
   3.1 Approval of the minutes of the March 9, 2017 Education Council meeting as presented.
   Motion: P Wetterstrand/J Sigalet
   "That Education Council approves the minutes of the March 9, 2017 Education Council meeting as presented."
   - G Morgan's name added as attending the March 9, 2017 meeting
   Carried as revised

4. **Business Arising**

5. **New Business**
   5.1 Curriculum recommended by the CPRC – BUS
   a.   Program revision – Legal Administrative Assistant - Litigation
   Motion: D Marques/C Sahlmark
   "That Education Council approves the program revision: Legal Administrative Assistant – Litigation as recommended by the CPRC – BUS."
   - The purpose of the revision is to update the admission requirement to provide clarity for students.
   Carried

   b.   Course revisions – BUAD 128   Computer Applications and BUAD 262 Organizational Behaviour
   Motion: R Tyner/P Wetterstrand
   "That Education Council approves the course revisions: Computer Applications and BUAD 262 Organizational Behaviour as recommended by the CPRC – BUS."

- M Nicholson advised the next set of three motions are all related to the merger of the CGA, CMA and CA bodies to become the CPA. The department needed to review all courses to ensure the CPA reference in included and remove any references to the CMA, CGA and CA.
- These two courses do not receive transfer credit and this is to be noted as part of the course description.

Carried

c.   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, BUAD 273 Intermediate Accounting II, BUAD 283 Management Information Systems and BUAD 296 Long-term Capital Management.
Motion: N deMelo/C Sahlmark
"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, BUAD 273 Intermediate Accounting II, BUAD 283 Management Information Systems and BUAD 296 Long-term Capital Management as recommended by the CPRC – BUS:
- M Nicholson advised the list is being amended by removing CA, CGA and CMA and replacing them with CPA. The revision will also show when two courses must be taken in combination to receive CPA transfer credit.

Carried

d.   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
Motion: N deMelo/F Greenslade
"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 as recommended by the CPRC – BUS."
- All courses on the above list were missing the notation that CPA transfer available. Most of these courses require two courses for the CPA transfer credit.

Carried

e.   Course revision – BUAD 176   Professional Selling
Motion: D Warren/N deMelo
"That Education Council approves the course revision: BUAD 176 Professional Selling as recommended by the CPRC – BUS."
- This revision includes a course name change to Professional Sales. The Marketing department has ongoing quality assurance committees and they have done a thorough review and determined that a name change is necessary to stay current.

Carried

f.   Course revision – BUAD 264   Management Accounting
Motion: D Marques/C Sahlmark
"That Education Council approves the course revision: Management Accounting as recommended by the CPRC – BUS."
- The prerequisite change to provide better student success. The department found that students would, when possible, take this course out of order and this effected success. This particularly was the case for part time students.

- Correct the proposed prerequisites to read as BUAD 128 and not BUAD 114.

Carried

g. Course revision – BUAD 266   Advertising and Sales Promotion
Motion: C Sahlmark/R Huxtable
"That Education Council approves the course revision: BUAD 266 Advertising and Sales Promotion as recommended by the CPRC – BUS."
- This revision is a part of the marketing revisions. There is an update to the course title and course description.

Carried

h. Course revision – BUAD 333   Internet Marketing
Motion: R Tyner/P Wetterstrand
"That Education Council approves the course revision: BUAD 333 Internet Marketing as recommended by the CPRC – BUS."
- The course is being renamed to reflect changes as the internet is used more for search related marketing. The course description and prerequisites are also being updated.
- It was noted that the 'third-year' standing does not have to be third-year standing in Business.

Carried

i. Course revision – BUAD 335   Electronic Commerce
Motion: L Skulmoski/F Greenslade
"That Education Council approves the new course: BUAD 335 Electronic Commerce as recommended by the CPRC – BUS."
- The prerequisite change is to ensure students have some form of background in digital marketing.

Carried

j. Course revision – BUAD 336   Services Marketing
Motion: C Sahlmark/R Tyner
"That Education Council approves the course revision: BUAD 336 Services Marketing as recommended by the CPRC – BUS."
- This is a prerequisite change as faculty found second year students were struggling with the rigor required for this course. The change will clarify this is a third-year course with third year level of work.

Carried

k. Program revision – Business Administration Diploma - Marketing
Motion: N deMelo/C Newitt
"That Education Council approves the program revision: Business Administration Diploma - Marketing as recommended by the CPRC – BUS."
- The change is that BUAD 336 has been removed from list of 'two of' as it is now a third year course.

Carried

l. Program revision – Bachelor of Business Administration - Marketing
Motion: D Warren/C Sahlmark
"That Education Council approves the program revision: Bachelor of Business Administration - Marketing as recommended by the CPRC – BUS."
- The department has done a bit of work on the program outline. BUAD 200 is now a required course and BUAD 344 is moved to the list of electives.

Carried

m. Program revision – Bachelor of Business Administration – Human Resources Management

Motion: C Newitt/F Greenslade

"That Education Council approves the program revision: Bachelor of Business Administration – Human Resources Management as recommended by the CPRC – BUS."

- M Nicholson advised that once again the specialty area has done review and realignment for the HR specialty. The program specialty has gone through an accreditation review and BUAD 201 no longer required and 'plus two of' is now 'plus three of' for the electives.

Carried

5.2 Curriculum recommended by the CPRC - AFP

a. New course – CMNS 101   Communication Fundamentals

Motion: N deMelo/R Huxtable

"That Education Council approves the new course: CMNS 101 Communication Fundamentals as recommended by the CPRC – AFP."

- R Huxtable advised this course has been developed for new Animation Diploma. Some content in this course will be specific to animation.
- He added this course has a broader implication for students down the road. It will be a regular course in terms of tuition.
- A member asked what if a student has already taken an English or Communication course. R Huxtable advised the student would apply to the program dean for a waiver.

Carried

b. New course – CMNS 201   Career Communication & Strategy

Motion: R Huxtable/R Tyner

"That Education Council approves the new course: CMNS 201 Career Communication & Strategy as recommended by the CPRC – AFP."

- This course was also developed for the Animation Diploma program.
- R Huxtable expressed concern with the Jan 2019 implementation adding the course will not appear in the calendar until it's ready to be implemented. He suggested the implementation date should be Sept 2017.
- Y Moritz confirmed the program revision has a 2017 implementation date.
- J Muskens added that they should be able to include the course in the calendar with a future implementation date.

Carried

5.3 Curriculum recommended by the CPRC - STH

a. Program revision – Animation Diploma

Motion: A Hay/C Sahlmark

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

- Y Moritz explained that when the program was developed they picked the best fit and later determined that the students would benefit from more specific Communications courses.

Carried

b. New course – COSC 436   Data Warehousing

Motion: N deMelo/D Marques

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

- This course will form part of the BUAD Post Baccalaureate. These courses will feed into the program which has not yet come forward.
- Correct first sentence of the course description to read as: '...and emphasized **a** hands on approach...'

Carried

c. New course – COSC 437   Data Mining
Motion: L Skulmoski/N deMelo
"That Education Council approves the new course: COSC 436 Data Mining as recommended by the CPRC – STH."
- This course was also developed for the BUAD Post Baccalaureate.

Carried

d. Course revision – STAT 121   Elementary Statistics
Motion: C Newitt/C Sahlmark
"That Education Council approves the course revision: STAT 121 Elementary Statistics as recommended by the CPRC –STH."
- Y Moritz advised that the Statistics course revisions are from the Business department and the change is to indicate CPA transfer credit.

Carried

e. Course revision – STAT 124   Business Statistics
Motion: L Skulmoski/N deMelo
"That Education Council approves the course revision: STAT 124 Business Statistics as recommended by the CPRC – STH."
- As above

Carried

f. Course revision – MECH 131   Drafting I
Motion: D Warren/P Wetterstrand
"That Education Council approves the course revision: MECH 131 Drafting I as recommended by the CPRC –STH."
- R Marte advised the five course changes are a result of industry changes to drafting or engineering graphics software. Previously AutoCAD was used in the first two courses and last two used solid modeling. Industry has changed from 2D to 3D and the 3D is now more commonly used. The department previously offered the courses as 2 and 2 and now will be using 1 CAD course and 3 solid modeling courses. They found that first year students were losing out on summer jobs as we were teaching solid modeling in second year and employers were hiring students with the solid modeling knowledge.
- This is first year AutoCAD course. Some content is moving from MECH 142 to MECH 131
- Amend last sentence of course description to read as: '...assembly drawings, and drawing call-outs.'

Carried

g. Course revision – MECH 142   Drafting II
Motion: D Warren/C Sahlmark
"That Education Council approves the course revision: MECH 142 Drafting II as recommended by the CPRC –STH."
- R Marte advised this is the second of four courses being renamed.
- This revision includes the biggest change and students are introduced to software in second term of first year. The theory component is still there, and new software is included in this course.

Carried

h. Course revision – MECH 237   Computer Applications I
Motion: R Tyner/F Greenslade
"That Education Council approves the course revision: MECH 237 Computer Applications I as recommended by the CPRC – STH."
- This revision includes a name change in addition to some content from other courses being moved to this course.
Carried

i. Course revision – MECH 247   Computer Applications II
Motion: A Hay/L Skulmoski
"That Education Council approves the course revision: MECH 247 Computer Applications II as recommended by the CPRC – STH."
- This revision is for a name change. There is no longer a Computer Applications I so the Computer Apps II course name was changed.
Carried

j. Course revision – MECH 257   Solid Modelling
Motion: D Warren/P Wetterstrand
"That Education Council approves the course revision: MECH 257 Solid Modelling as recommended by the CPRC –STH."
- This revision is a name change for the fourth engineering course.
Carried

5.4 Curriculum recommended by the CPRC - AFP
a. Course revision – SOST 070   Social Studies 070
Motion: R Huxtable/L Skulmoski
"That Education Council approves the course revision: SOST 070 Social Studies 070 as recommended by the CPRC – AFP."
- D Chetner advised there were no prerequisites for this course and the department determined that a prerequisite was required to assist with student success.
- A member asked grade would this course be equivalent to. It would be approximately grade 10. The member asked how this would work if someone was a couple of years out of secondary school and had some grade 10 course. J Muskens advised that logic could be applied to almost any course. She added we list OC courses and do not include secondary school courses in the list of prerequisites. R Huxtable added that the term 'or equivalent' could be included. He will take this feedback to the department.
Carried

b. Course revision – SOST 011   Social Studies 011
Motion: C Sahlmark/D Warren
"That Education Council approves the new course: SOST 011 Social Studies 011 as recommended by the CPRC – AFP."
- This revision is similar and includes the addition of prerequisites.
Carried

c. Course revision – ESLE 020 ESL Listening and Speaking Level 2, ESLW 021 Writing Improvement and ESLR 022 Reading Improvement
Motion: Rob/Nancy
"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."

- When previous revisions were done, these courses were missed. Correcting a procedural error.

Carried

d. Course revision – ESLD 020   Directed Studies
Motion: L Skulmoski/R Huxtable
"That Education Council approves the course revision: ESLD 020 Directed Studies as recommended by the CPRC – AFP."
- R Huxtable advised that students are not always able to complete the 80 hours and are changed full tuition. The revision is to change the hours to be 'up to 80 hours' for those students who are here for a shorter time and tuition would be adjusted accordingly.
- A member asked if there are any changes to the learning outcomes. R Huxtable noted that the outcomes will be identified and then matched to directed studies course. The nature of studies can be matched to student needs and the outcomes determined.
- A member asked how the length is determined. R Huxtable added this would be assessed through OCELA the length of stay and student needs. He added it would work similar to a continuous intake. Students will know the length of intake and expected outcomes.

Carried

e. New course – MODL 295   Special Topics I
Motion: R Huxtable/C Sahlmark
"That Education Council approves the new course: MODL 295 Special Topics I as recommended by the CPRC – AFP."
- R Huxtable advised the two new courses are a variation from normal and quite exciting. He added this course will give students a contextual understanding of different languages.

Carried

f. New course – MODL 296   Language for Specific Topics
Motion: R Huxtable/F Greenslade
"That Education Council approves the new course: MODL 296 Language for Specific Topics as recommended by the CPRC – AFP."
- R Huxtable explained this course comes from an ESL model. The department has determined to offer courses in a language other than English and will offer a course that is more linguistics based.

Carried

Motion: N deMelo/L Skulmoski
That Education Council breaks for dinner from 5:25 – 5:45.
Carried

5.5 Registrar's motion – motion withdrawn at the table
Motion:
"That Education Council approves the deletion of the inactive courses and programs as presented."

5.6 Policy Approval – Academic Notice, Probation and Suspension Policy
Motion: A Hay/L Skulmoski
"That Education Council approves the Academic Notice, Probation and Suspension Policy as presented."
- J Muskens advised the Policy has been worked on for about a year by a committee of deans. The old policy was out of date and quite punitive. If a

student had one bad semester, they were placed on Academic Probation one and a second bad semester resulted in Academic Probation two. This would require a student to go to the dean's office and re-enrol with conditions and with permission of the dean or be forced to take off a semester. A student placed on Academic Probation for the third time was not allowed to enrol in OC classes for one year.

- Most institutions don't have such a punitive policy. Most other institutions allow students one bad semester without indicating notice on transcripts. A notation is included on the transcript after two bad concurrent semesters. If a student has three bad terms, they have to sit out a term and require approval from the subject Dean and Registrar in order to re-enrol.
- J Muskens explained that we do not include summer session adding there was a discussion about whether or not to include summer session. She added they are different and not the same playing field as summer session is offered as two short semesters. It may not be fair to students due to different level of studies required in the short time frame.
- A member noted that summer is not a semester and students don't really have the option to take more than one or two courses per term.
- J Muskens explained that students require a minimum GGA of 60%. Students with marks below 60% will receive a letter from the Registrar's office advising them they are below 60% and require 60% to graduate.
- Requests to remove notice of probation from transcripts will be considered in the future if a student's grades improve following a rocky first semester.
- A member referred to challenges dealing with a student on probation. J Muskens explained the procedure and that reinstatement normally comes with conditions.
- A member referred to the discussion at the ARP meeting noting much of the talk was about International students and the requirement they take three courses per semester. The member also asked if there would be any student loan implications for students taking only two courses during the summer. The member noted that students are admitted to summer session and International students or students with loans must take three courses per semester (two summer sessions equal a semester). J Muskens confirmed that student don't receive probation noticed during the summer session and would get a first notice in fall semester.
- A member added that after two semesters, students still need to meet with the Dean. He requested clarification that it is two consecutive semesters and summer session doesn't count.
- A member noted it seems there were different suggestions from ARP and asked if ARP is a discussion group.
- D Silvestrone advised as he reads the CIA (sec 24), he is trying to understand the trajectory of this policy and trying to understand where it sits with this committee.
- A member advised that a proposal can be submitted by anyone and the process of consultation doesn't require that the proposal be change. He added that a subcommittee cannot reject submissions they can only suggest changes through commentary that the chair of the subcommittee can bring forward to Education Council.
- A member asked for clarification on the role of ARP. A Hay advised that ARP makes recommendations and Education Council should debate the recommendations.
- J Muskens has made recommendations and identified each one of the three of concern raised at the ARP meeting.
- A member referred to the last sentence under Suspension and suggested that the timing being a Friday of first week of classes is problematic as the student might have already missed two or three classes. J Muskens noted

this requires a conversation between the Registrar and Program Dean and would include a review of the student's record.
- D Silvestrone asked about the process for recommendations coming from the committee. A Hay advised that normal process would have the chair of committee bring forward concerns of the standing committee.
- A member noted that Education Council needs to give consideration to the language in motions.
- D Silvestrone suggested that where we go on matters regarding the business of Education Council and how EdCo operates be discussed at a retreat. He added that we take the suggestions from R Huxtable forward.
- J Muskens concluded she thinks this is a positive change and is much less punitive for students.
Carried with one abstention

5.7 **MOU – Okanagan College and University of Applied Science – Worms**
Motion: L Skulmoski/C Sahlmark
"That Education Council recommends the Memorandum of Understanding between Okanagan College and the University of Applied Sciences – Worms (UASW) as presented."
- Recommendation of this document fall under part of Section 23 of the CIA. This partnership was initiated by D Cook and it is more common in Europe to have dual degrees. D Cook looked at the opportunity and this is the result of approximately three years' worth of work. In our degree, students would spend semesters 5 and 6 in Germany and German students would spend year two here. They offer a three year degree
- A member asked about the implementation date. There will be no change to the implementation date.
- A member noted that most double degrees require a thesis and asked if we will do this. We offer as an honors course which includes a project and are we able to manage this. J Rouse added this would have been worked out that our honors project would be equivalent or recognized for their thesis.
- A member referred to the section under teaching and research and asked about the mechanism for this. J Rouse advised the intent was to build that into the agreement and move it forward. Details on research grants can be worked out and professors can be mutually engaged
- On page one of the agreement, point two, third bullet; change 'language' to be 'languages'.
- A member referred to the thesis and asked what language it would be written it. J Rouse believes German students would do their thesis in German and Canadian students would do theirs in English.
Carried

5.8 **Education Council retreat**
- D Silvestrone opened discussion on the possibility of Education Council holding a retreat potentially in August before Ed Council gets into business in the fall. He suggested one topic would be dealing with other priorities or issues that cause difficulty as to how council is proceeding.
- J Muskens added there are new members on an annual basis and believes a day or half day would be a good idea to ensure that members have an understanding of the College and Institute Act (CIA). This could include how it is interpreted and how that information guides us. Another suggestions would be on how to avoid discussions that are not under the purview of Education Council.
- A member reminded the committee that student members are elected in the fall and suggested having the retreat following that election.

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- J Muskens advised she would be willing to meet with students if the retreat was held prior to the student's first meeting.
- A member added he thinks it is important to understand the spirit of the CIA along with knowing the spirit of what we are trying to do and why are we doing it. He added it is important but why are we doing it.
- A member added agreement noting he thinks we should have meetings throughout year. He suggested we could enhance relationships with the Board and Education Council standing committees.
- A member advised she would not be attending.
- R Huxtable advised that the creation of Education Councils in the province came from faculty and their importance is paramount. Ed Council is not an arm of administration not is it a function of administration and it is a function of administration, faculty and students.
- A member noted she received an orientation and that seemed adequate. The member added that at times she felt the need to say certain things and wasn't sure it was appropriate. The member noted that things are not always cut and dry with regard to who decides what duties or responsibilities belong where.
- D Silvestrone added this is a forum for dialogue and debate at points where that is privileged. This is a body within the institution that has a very important role in the institution.
- A Hay advised that excluding the orientation elements, Education Council approves new degrees but we have no criteria of what that would be. When we get proposals we should have standards for certificates, diplomas, degrees, post baccalaureate degrees or certificates.
- A member added support for having a session outside of a regular meeting adding members need to be able to talk about these things outside of the meeting. The member suggested the committee needs to talk about the spirit of what we are doing and having a separate venue to discuss would be more productive.
- D Silvestrone summarized there is a sense of purpose of what is needed. He would like to strike a working group to sketch out a plan of what this would look like and present at June meeting. He will look for a working group and will facilitate discussion and get together over the next month.

5.9 Standing Committee nominations

5.10 Standing Committee Reports
a.   Operations Committee
- Did not meet

b.   ARP Committee
- No report

c.   CCC Committee
- Did not meet

d.   Tributes Committee
- J Hamilton confirmed with D Crommer that all three Honorary Fellow nominees were approved by the Board. He has spoken with each of the nominees and each has accepted. The information is still confidential and details will be released by Public Affairs.

5.11 Second and Third call for Chair and vice chair of Education Council

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- J Muskens reminded members there were two nominations – one for each position. Each nominee had requested time to consider the role and at this meeting each accepted the nomination.
- J Muskens did a second call for the position of Chair of Education Council. No nominations were received
- J Muskens did a second call for the position of vice chair of Education Council. No nominations were received.
- J Muskens did a third call for the position of chair of Education Council and no additional nominations were received. Chris Newitt was acclaimed Chair of Education Council effective July 1, 2017 to June 30, 2018.
- J Muskens did a third call for the position of vice chair of Education Council for the period July 1, 2017 to June 30, 2017. No additional nominations were received and Danny Marques was acclaimed vice chair of Education Council.

5.12 In camera session
Motion: R Tyner/L Skulmoski
"That Education Council move in camera."
Carried

Accounting/Bookkeeping Certificate (Out of Sequence - Graduation Date February 9, 2017)
Motion: J Muskens/C Newitt
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Accounting/Bookkeeping Certificate and, therefore, recommends this candidate to Education Council for approval of the Accounting/Bookkeeping Certificate.
Carried

Associate of Arts Degree (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/A Hay
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Associate of Arts Degree and, therefore, recommends these candidates to Education Council for approval of the Associate of Arts Degree.
Carried

Bachelor of Business Administration Degree (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/J Sigalet
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Bachelor of Business Administration Degree and, therefore, recommends these candidates 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/D Warren
The Registrar has verified that the candidates listed herein have satisfied all requirements for the British Columbia Adult Graduation Diploma and, therefore, recommends these candidates to Education Council for approval of the British Columbia Adult Graduation Diploma.
Carried

British Columbia Adult Graduation Diploma (Out of Sequence – Graduation Date October 26, 2016)

Motion: J Muskens/D Marques
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 Certificate (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/F Kelly
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Administration Certificate.
Carried

Business Administration Certificate (Out of Sequence – Graduation Date January 12, 2013)
Motion: J Muskens/C Sahlmark
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Administration Certificate.
Carried

Business Administration Diploma (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/F Greenslade
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Business Administration Diploma and, therefore, recommends these candidates to Education Council for approval of the Business Administration Diploma.
Carried

Business Administration Diploma (Out of Sequence – Graduation Date January 17, 2015)
Motion: J Muskens/N deMelo
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

Business Studies Certificate (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/R Tyner
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Business Studies Certificate and, therefore, recommends these candidates to Education Council for approval of the Business Studies Certificate.
Carried

Civil Engineering Technology Diploma (Out of Sequence)
Motion: J Muskens/P Wetterstrand
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Civil Engineering Technology Diploma and, therefore,

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recommends this candidate to Education Council for approval of the Civil Engineering Technology Diploma.
Carried

Culinary Arts Certificate (Out of Sequence – Graduation Date February 3, 2017)
Motion: J Muskens/R Huxtable
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Culinary Arts Certificate and, therefore, recommends this candidate to Education Council for approval of the Culinary Arts Certificate.
Carried

Culinary Management Diploma (Out of Sequence – Graduation Date April 6, 2017)
Motion: J Muskens/L Skulmoski
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Culinary Management Diploma and, therefore, recommends this candidate to Education Council for approval of the Culinary Management Diploma.
Carried

Electrician Pre-Apprenticeship Certificate (Out of Sequence – Graduation Date August 22, 2014)
Motion: J Muskens/C Newitt
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Electrician Pre-Apprenticeship Certificate and, therefore, recommends this candidate to Education Council for approval of the Electrician Pre-Apprenticeship Certificate.
Carried

Electrician Pre-Apprenticeship Certificate (September 12, 2016 to February 24, 2017 - Kelowna)
Motion: J Muskens/A Hay
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Electrician Pre-Apprenticeship Certificate and, therefore, recommends these candidates to Education Council for approval of the Electrician Pre-Apprenticeship Certificate.
Carried

Health Care Assistant Certificate (Out of Sequence – Graduation Date March 15, 2016 to Feb 2017 Cohort)
Motion: J Muskens/J Sigalet
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Health Care Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Health Care Assistant Certificate.
Carried

Health Care Assistant Certificate (September 12, 2016 to March 16, 2017 – Princeton)
Motion: J Muskens/D Warren
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

Heavy Mechanical Foundation Certificate (June 13, 2016 to March 10, 2017 – Kelowna)
Motion: J Muskens/D Marques
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Heavy Mechanical Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Heavy Mechanical Foundation Certificate.
Carried

Journalism Studies Diploma (Out of Sequence – Graduation Date January 14, 2017)
Motion: J Muskens/F Kelly
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Journalism Studies Diploma and, therefore, recommends this candidate to Education Council for approval of the Journalism Studies Diploma.
Carried

Legal Administrative Assistant-Corporate/Conveyancing (Out of Sequence – Graduation Date Feb 6, 2017)
Motion: J Muskens/C Sahlmark
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Legal Administrative Assistant-Corporate/Conveyancing Certificate and, therefore, recommends this candidate to Education Council for approval of the Legal Administrative Assistant-Corporate/Conveyancing Certificate.
Carried

Recreation Vehicle Service Technician Certificate (September 6, 2016 to March 24, 2017 – Kelowna)
Motion: J Muskens/F Greenslade
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Recreation Vehicle Service Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the Recreation Vehicle Service Technician Certificate.
Carried

Therapist Assistant Diploma (Out of Sequence – Graduation Date January 16, 2016)
Motion: J Muskens/N deMelo
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Therapist Assistant Diploma and, therefore, recommends this candidate to Education Council for approval of the Therapist Assistant Diploma.
Carried

Welder Foundation Certificate (Out of Sequence – September 6, 2016 to March 24, 2017 - Kelowna)
Motion: J Muskens/R Tyner
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Welder Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Welder Foundation Certificate.
Carried

Motion: N deMelo/L Skulmoski
"That Education Council move out of in camera."
Carried

6. Reports

6.1 Council Chair's Report –
- D Silvestrone advised he will be attending Education Council Provincial Chairs meeting at College of New Caledonia in Prince George in later April.
- A member suggested he ask for a copy of the CoEdCo chairs orientation document.
- D Silvestrone referred to the Special Ed Council Budget meeting adding he raised the carried forward or items of concern at the Board meeting. He added that it has been brought to this attention whether or not the information shared was wholesome. He asked about past practice and the detail or nature of information provided to Ed Council. He also noted that it would have been nice to have quorum for the budget meeting.

6.2 President & Vice-President Education Report – A Hay
- A Hay referred to the report circulated and clarified that in the PSIPS repost, CPC is Capilano College. PSIPS stands for Post-Secondary Information Posting System.

6.3 Registrar's Report –
- J Muskens advised staff are working hard on the time table and it sounds like it will be on target. They hope to have a time table published by June 12st for fall 2017 and winter 2018

6.4 Board of Governor's Report –
- G Morgan reported that the Board met in March and approved the budget. The APP and ITA plans were also approved. She added there will be a new Trades building in Vernon.

7. Date, Time of Next Regular Meeting – Thursday, May 11th

8. Deadline for Agenda Items – Wednesday, April 26, 2017

9. Adjournment at 7:07 pm

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

Curriculum recommended by the Curriculum Proposal Review Committees

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:
- Admission requirements

Rationale:
Update the English 12 minimum grade of 60% to be consistent with technology programs
Admission requirements:
Current:
- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- For applicants whose first language is English: English 12 or alternatives (link required).
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, computer=220, internet=83, or English Language Assessment (ELA)+145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6.
- Interview and portfolio assessment. Please refer to program website for more details. (link required)
- Applicants may be required to complete a drawing exercise.

Proposed:
- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- For applicants whose first language is English: English 12 with a minimum of 60% or alternatives (link required).
- English Language Requirement for students whose primary language is not English: Test of English as a Foreign Language (TOEFL): paper=560, computer=220, internet=83, or English Language Assessment (ELA)=145, or International English Language Testing System (IELTS)=6.5 overall, and no one score less than 6.
- Interview and portfolio assessment. Please refer to program website for more details. (link required)
- Applicants may be required to complete a drawing exercise.

Implementation date: September 2017
Costs: n/a

Motion: That Education Council approves the course revision: CHEM 121 Principles of Chemistry II as recommended by the CPRC –STH:

CHEM 121 – 3 – 7   Principles of Chemistry II
Course revision:
- Description

Rationale:
CHEM 122 is no longer offered as CHEM 111 and CHEM 112 both now funnel into CHEM 121. This previous change was to maintain articulation with other BC institutions that had changed their curriculum.
Calendar description:
Current:

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A continuation of CHEM 111 with particular reference to organic chemistry, thermodynamics, chemical equilibrium and chemical kinetics. The laboratory program introduces a series of experiments in organic and physical chemistry illustrating concepts discussed in lectures.

Proposed:
This course is a continuation of CHEM 111 and CHEM 112 with particular reference to organic chemistry, thermodynamics, chemical equilibrium, chemical kinetics, and acid-base chemistry. The laboratory program introduces a series of experiments in organic and physical chemistry illustrating concepts discussed in lectures.

Implementation date: Sept 2017
Costs: n/a

Motion: That Education Council approves the course revisions: PHRM 104 Pharmacy Computer Applications, PHRM 107 Drug Distribution and PHRM 110 Product Preparation II as recommended by the CPRC – STH:

Course revisions:

PHRM 104 – 42 hours   **Pharmacy Computer Applications**
- Corequisites
- Hours

Rationale:
PHRM 104 starts before PHRM 101 ends therefore needs to become co-requisite.
The extension of the Pharmacy Technician program is an accreditation requirement. Therefore, 5.5 hours has been added to PHRM 104 course to provide additional time to cover the current course content.

Hours:

	Current	Proposed
Total Hours	42	47.5

Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	PHRM 101	none
Corequisites	none	PHRM 101

Implementation date: January 2018
Costs: see program revision

PHRM 107 – 77 hours   **Drug Distribution**
- Description
- Hours

Rationale:
The updated PHRM 107 description more accurately reflects the learning outcomes of the course. In order to cover the course content 27.5 hours have been added.

Description:
Current:
This course introduces the learner to all aspects of dispensing. Learners complete a calculation component related to dispensing prescriptions as well as fill prescriptions and complete all required pricing and record keeping functions. Private plan and billing is introduced and learners using the Drug Benefit List and Lowest Cost Alternative for applicable client groups.

Proposed:
This course introduces the learner to all aspects of dispensing including basic pharmaceutical calculations and how to interpret and fill prescriptions in a simulated practice setting. Learners apply information from the e-CPS and Low Cost Alternative program for applicable prescriptions.

Hours:

	Current	Proposed
Total Hours	77	104.5

Implementation date: January 2018
Costs: see program revision

PHRM 110 – 105 hours   **Product Preparation II**
- Description
- Hours

Rationale:
PHRM 110 starts before PHRM 106, 107, and 108 ends therefore needs to become co-requisite.
The extension of the Pharmacy Technician program is an accreditation requirement. Therefore, 5.5 hours has been added to PHRM 110 course to provide additional time to cover the current course content.

Description:
Current:
This course introduces the learner to all aspects of dispensing. Learners complete a calculation component related to dispensing prescriptions as well as fill prescriptions and complete all required pricing and record keeping functions. Private plan and billing is introduced and learners using the Drug Benefit List and Lowest Cost Alternative for applicable client groups.

Proposed:
This course introduces the learner to all aspects of dispensing including basic pharmaceutical calculations and how to interpret and fill prescriptions in a simulated practice setting. Learners apply information from the e-CPS and Low Cost Alternative program for applicable prescriptions.

Hours:

	Current	Proposed
Total Hours	105	110.5

Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	PHRM 101, PHRM 104, PHRM 106, PHRM 107, PHRM 108	PHRM 101, PHRM 104
Corequisites	none	PHRM 106, PHRM 107, PHRM 108

Implementation date: January 2018
Costs: see program revision

Motion: That Education Council approves the course revisions: PHRM 106 Pharmacology I, PHRM 109 Product Preparation I as recommended by the CPRC – STH:

Course revisions:
PHRM 106 – 91 hours   **Pharmacology I**
- Corequisites
- Prerequisites

Rationale:
PHRM 106 begins before PHRM 101 ends therefore needs to become co-requisite

Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	PHRM 101	none
Corequisites	none	PHRM 101

PHRM 109 – 77 hours   **Product Preparation I**
- Corequisites
- Prerequisites

Rationale:
PHRM 109 begins before PHRM 106 and 107 ends therefore need to become co-requisite

Prerequisites/Corequisites:

	Current	Proposed

| Prerequisites | PHRM 106 & PHRM 107 | none |
| Corequisites | none | PHRM 106 & PHRM 107 |

Implementation date: January 2018
Costs: see program revision

Motion: That Education Council approves the course revisions: PHRM 111 Hospital Practicum, PHRM 112 Community Practicum as recommended by the CPRC – STH:

Course revisions:
PHRM 111 – 150 hours   Hospital Practicum
  • Prerequisites
Rationale:
All course work needs to be completed before practicums can start. By changing some prerequisites to corequisites some implicit prerequisites need to be made explicit.
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	PHRM 102, PHRM 103, PHRM 105 PHRM 109, PHRM 110	PHRM 102, PHRM 103, PHRM 105, PHRM 106, PHRM 107, PHRM 108, PHRM 109, PHRM 110

PHRM 112 – 140 hours   Community Practicum
  • Prerequisites
Rationale:
All course work needs to be completed before practicums can start. By changing some prerequisites to corequisites some implicit prerequisites need to be made explicit.
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	PHRM 102, PHRM 103, PHRM 105 PHRM 109, PHRM 110	PHRM 102, PHRM 103, PHRM 105, PHRM 106, PHRM 107, PHRM 108, PHRM 109, PHRM 110

Implementation date: January 2018
Costs: see program revision

Motion: That Education Council approves the program revision: Pharmacy Technician Certificate as recommended by the CPRC – STH:

Pharmacy Technician Certificate
Program revision:
  • Program outline
Rationale:
Standard 12 of the document of The Standards for Accreditation of Pharmacy Technician Programs in Canada (revised Aug. 2015) released by The Canadian Council for Accreditation of Pharmacy Programs (CCAPP) states that the didactic program must be a minimum of 650 hours delivered over a minimum of 26 weeks plus the experiential component as defined under the Practice Experience Standard. Therefore in order to maintain the full accreditation awarded to the program by CCAPP, the program needs to extend from 20 weeks to 26 weeks in length. An additional 38.5 hours will also be added to the program to maintain 30 hours per week.
Cost to students: Tuition increase related to additional length of program - approximately $300 for the program.
Program outline:

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Pharmacy Technician Program Outline

Current			Proposed			
Course	**Hours**	**Pre-requisites**	**Course**	**Hours**	**Pre-requisites**	**Co-reqs**
PHRM 101	21	Admission to program	PHRM 101	21	Admission to program	
PHRM 102	63	Admission to program	PHRM 102	63	Admission to program	
PHRM 103	42	Admission to program	PHRM 103	42	Admission to program	
PHRM 104	42	PHRM 101	PHRM 104	47.5		PHRM 101
PHRM 105	42	Admission to program	PHRM 105	42	Admission to program	
PHRM 106	91	PHRM 101	PHRM 106	91		PHRM 101
PHRM 107	77	PHRM 104	PHRM 107	104.5	PHRM 104	
PHRM 108	91	PHRM 101	PHRM 108	91	PHRM 101	
PHRM 109	77	PHRM 106, PHRM 107	PHRM 109	77		PHRM 106, PHRM 107
PHRM 110	105	PHRM 101, PHRM 104, PHRM 106, PHRM 107, PHRM 108	PHRM 110	110.5	PHRM 101 PHRM 104	PHRM 106, PHRM 107, PHRM 108
PHRM 111	150	PHRM 102, PHRM 103, PHRM 105, PHRM 109, PHRM 110	PHRM 111	150	PHRM 102, PHRM 103, PHRM 105, PHRM 106, PHRM 107, PHRM 108, PHRM 109, PHRM 110	
PHRM 112	140	PHRM 102, PHRM 103, PHRM 105, PHRM 109, PHRM 110	PHRM 112	140	PHRM 102, PHRM 103, PHRM 105, PHRM 106, PHRM 107, PHRM 108, PHRM 109, PHRM 110	

Appendix 5.2
Curriculum recommended by the CPRC – STH & Continuing Studies programs

Science Technology and Health Programs – Continuing Studies

Motion: That Education Council approves the new certificate program: Drupal Web Developer Certificate as recommended by the CPRC –STH:

Drupal Web Developer Certificate
New program:
Rationale:
The demand for Drupal (Web) Developers is very significant. Throughout BC, and in the Okanagan regions, there is high and continuing demand for Web Developers, and specifically for Drupal Web Developers. Local businesses have continual job postings, are unable to find qualified candidates, locally, provincially or nationally. Companies using Drupal are currently hiring developers from outside Canada, some of whom are working remotely.

Without a specialized Drupal training program, businesses using Drupal software will have difficulty hiring employees and meeting client demand.

Web Developers are listed in the BC's Top Occupations, that have been defined as follows:

Our top occupations are based on projected job openings, employment growth and labour market indicators such as unemployment and employment insurance utilization. Openings include new jobs created through economic growth as well as replacement jobs due to retired workers. (retrieved, March 15, 2017 - https://www.workbc.ca/Labour-Market-Industry/Jobs-in-Demand/Top-Occupations.aspx)

Attached is the labour market demand information for Drupal developers that was conducted on March 6, 2017 (titled: Drupal Developer Training Program)

The average starting salary for a Drupal Developer is from $40,000 to 50,000 annually, with benefits. More experienced developers earn from $50,000 to $120,000 annually.

Graduates of the Drupal Web Developer Certificate program will gain the real-world knowledge required to find well-paying jobs.
Program description:
The 240-hour Drupal Web Developer Certificate program provides the necessary tools to begin a career as a web developer utilizing the Drupal content management platform. This program emphasizes the skills, methods and tooling knowledge to work in the field of web-based content management. Website development with Drupal will teach skills and provide knowledge for a broad field of web-related-site design and the expertise gained in this program will extend into many other frameworks and even static site design outside of Drupal.

Graduates of this program will gain the real-world knowledge required to apply themselves in the workforce and gain meaningful experience for employment.
Admission requirements:
- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.
- Interview and portfolio assessment of the following:
  - Novice level PHP (control flow, loops, variable and function declarations), or an intermediate level of C, C++ or C-based syntax language is a must.
  - Intermediate HTML5 - Fieldsets, navs, lists, divs, classes and events are used heavily in projects assigned in this course.
  - Intermediate CSS - You should be familiar with complex selectors, specificity, flexbox or floats, common styling properties and familiarity with cross-browser support.
  - Responsive (mobile/tablet) design principles. Knowledge in tools like SASS is an asset.

- Additional preferred skills
  - o Experience with the Object Oriented Programming paradigm is recommended.
  - o Familiarity with SQL syntax and simple SQL statements (MySQL/MariaDB)

Courses/hours
DRUP 100: INTRODUCTION TO DRUPAL DEVELOPMENT - 30 Hours
DRUP 110: GUI USAGE - 20 Hours
DRUP 120: WEBSITE THEMING - 40 Hours
DRUP 130: WEBSITE DEVELOPMENT PROJECT - 20 Hours
DRUP 140: MODULES AND HOOKS - 40 Hours
DRUP 150: DEVELOPING CUSTOM MODULES - 10 Hours
DRUP 160: BUILDING E-COMMERCE FINANCIAL TRANSACTIONS - 30 Hours
DRUP 170: COMMERCE PROJECT - 10 Hours
DRUP 180: DRUPAL COMMUNITY PROJECT - 40 Hours
Total Hours: 240

DRUP 100 – 30 hours   Introduction to Drupal Development
Intro to Drupal Development (short title)
This course will provide students with an overview of developing Drupal 8 web sites, development workflow, site deployment and industry standard tooling. Most tools and practices discussed in this module will be applicable to non-Drupal web development but will have a focus on Drupal. This course will provide the knowledge and ability for students to complete the proper setup of a development environment, installing and configuring a web server software stack (LAMP) and site management through version control software.
Learning Outcomes
At the conclusion of this course, students will be able to:
- Create and configure a web host for Drupal development.
- Describe how to manage site dependencies.
- Show how to install a stock Drupal site and manage it via user interface.
- Show how to manage various versions of a website using source control tools.

DRUP 110 – 20 hours   GUI Usage
This course will guide students through Drupal site management with a focus on the Graphical User Interface (GUI). Emphasis will **be** on creating and managing content, providing views to organize and collate content and providing basic site functionality through content types and menus.
Learning Outcomes:
At the conclusion of this course, students will be able to:
- Describe how to configure and administer Drupal Content Management System sites.
- Demonstrate the model-view-controller design pattern.
- Create and modify site content.

DRUP 120 - 40 hours   Website Theming
This course will provide students with the key skills needed to theme a Drupal website. Students will learn to utilize PSR-4 name spaces and auto loading to modify core Drupal installations in order to theme them. This module will cover bootstrapping a custom theme and how to work with Drupal's hook system.
Learning Outcomes:
At the conclusion of this course, students will be able to:
- Create custom Drupal theme files.
- Demonstrate how manage local and testing versions of a site.
- Use common CSS and JavaScript libraries to customize themes.

DRUP 130 – 20 hours   Website Development Project
This course provides the opportunity for students to experience the first part of a real-world project. It will test the student's ability to apply CSS, JavaScript and Drupal interface skills. Students develop a cohesive site in a time limited manner.
Prerequisites: DRUP 100, DRUP 110 and DRUL 120
Learning Outcomes:
At the conclusion of this course, students will be able to:
- Create a fully functional website under time limitations as expected in a real-world environment.
- Describe how to integrate Drupal-generated content and layout with custom CSS, HTML and JavaScript.

DRUP 140 – 40 hours   Modules and Hooks
In this course, students will render arrays, twig templates and the Drupal framework to install, use and modify modules as well as building new, custom modules. Students will explore the usage of Drupal's hook system and Drupal's Entity API and Form API.
Learning Outcomes:
At the conclusion of this course, students will be able to:
- Develop special namespaces and directory layout for use with modules.
- Apply Drupal's various APIs for module development.
- Apply the principles of object oriented programming in working with Drupal.

DRUP 150 – 10 hours   Developing Custom Modules
In this course students will build upon the project from DRUPAL 130 and create a custom module. Students will demonstrate and apply their ability to translate the needs of a potential client as a custom module.
Prerequisites: DRUP 130 and DRUP 140
Learning Outcomes:
At the conclusion of this course, students will be able to:
- Develop in PHP and utilize the Drupal API.
  Explain how various elements of Drupal's core object and APIs work together and interact and be able to extend this to other web frameworks.

DRUP 160 – 30 hours   Building E-Commerce Financial Transactions
                                Building Financial Trans. (short title)
This course provides instruction on building an e-commerce website with Drupal. Students will learn about industry standards for financial transactions, management of products and product variations, and managing single store and multi-store environments.
Learning Outcomes:
At the conclusion of this course, students will be able to:
- Create and manage product types, product variations and products themselves for an e-commerce site.
- Construct a completely custom-product catalog with a highly, customizable display.

DRUP 170 – 10 hours   Commerce Project
This course combines all the skills previously learned in the program and applies them by completing the commerce portion of the site. E-Commerce is an integral part of the internet and serves as a backbone to many high profile sites like Amazon, Etsy and Telus. It emphasizes best practices for security and design for commerce.
Prerequisites: DRUP 100, DRUP 110, DRUP 120, DRUP 130, DRUP 140, DRUP 150 and DRUP 160

Learning Outcomes:

At the conclusion of this course, students will be able to:
- Create a fully functional website that allows for shipping, taxes and purchases.
- Explain how to integrate common third party payment and shipping sites.
- Demonstrate how to adhere to well-known standards for web security in a commerce setting.

DRUP 180 – 40 hours   Drupal Community Project

In this course students will learn how to interact and collaborate with community members of an open source project to achieve a collective goal. Open source projects rely on contributions from fellow programmers to grow and improve, and students will be exposed to the mechanisms used by Drupal projects. Topics included: providing help to users, writing or improving documentation, writing tests and generating new code.

Prerequisites: DRUP 130, DRUP 150 and DRUP 170
Learning Outcomes:

At the conclusion of this course, students will be able to:
- Describe how to communicate and collaborate with other developers and contributors to complete a task.
- Demonstrate how to provide code and technical support to both users and fellow developers.

Implementation date: September 2017
Costs: under consideration

Appendix 5.3
Curriculum recommended by the CPRC – BUS (Business and Commercial Aviation programs) Business

Business and Commercial Aviation Programs

Motion: That Education Council approves the course revisions: OADM 128 Word Processing I, OADM 129 Word Processing II, OADM 143 Accounting I, OADM 167 Computer Essentials & Internet and OADM 171 Desktop publishing as recommended by the CPRC – BUS:

Course revisions:
OADM 128 – 60 hours   Word Processing I
- Hours

Rationale:
The department has conducted a thorough review of the Office Assistant Certificate program and has determined that a minor realignment of hours and content is needed. 15 hours will be removed from Computer Essentials and Internet because students' computer skills at entry have increased and this time is no longer needed to cover the content. 15 hours will be added to Word Processing I to add the following topics in Microsoft Word 2016: merging and formatting large documents.
Hours:

	Current	Proposed
Total Hours	60	75

OADM 129 – 90 hours   Word Processing II
- Hours

Rationale:
The department has conducted a thorough review of the Office Assistant Certificate and Administrative Assistant program and has determined that a minor realignment of hours and content is needed. Content has been removed from Word Processing II (15 hours) and placed into Word Processing I so the Office Assistant Certificate students are more prepared for the workforce.
Hours:

	Current	Proposed
Total Hours	90	75

OADM 143 – 60 hours   Accounting I
- Hours

Rationale:
The department has conducted a thorough review of the Administrative Assistant Certificate program and has determined that a minor realignment of hours and content is needed. When the program was revised two years ago, we changed our Accounting I course by deleting content and thus hours. We, in effect, also deleted a transfer credit to the Business Administration program and other accounting certification bodies for those students who want to continue their education (60 students in a 5-year period). We are adding the content back into the course to keep those laddering opportunities open for students and to give the student more content that will help them succeed in their prospective careers.
Hours:

	Current	Proposed
Total Hours	60	90

OADM 167 – 45 hours   Computer Essentials & Internet
- Hours

Rationale:
The department has conducted a thorough review of the Office Assistant and Administrative Assistant certificate programs and has determined that a minor realignment of hours and content is needed. 15 hours will be removed from Computer Essentials and Internet because students' computer skills at entry have increased and this time is no longer needed to cover the content. 15 hours will be added to Word Processing I to add the following topics in Microsoft Word 2016: merging and formatting large documents.

Hours:

	Current	Proposed
Total Hours	45	30

OADM 171 – 45 hours   Desktop Publishing
- Hours

Rationale:
The department has conducted a thorough review of the Office Assistant and Administrative Assistant Certificate programs and have determined that a minor realignment of hours and content is needed. Students already cover some of the material in Word Processing II that is included in this Desktop Publishing Course and therefore do not need a duplication of tasks.

Hours:

	Current	Proposed
Total Hours	45	30

Implementation date: September 2017
Costs: n/a

Motion: That Education Council approves the program revision: Accounting/Bookkeeping Certificate as recommended by the CPRC – BUS:

Accounting/Bookkeeping Certificate
Program revision:
- Other - Added hours to one course which lengthened the program by 30 hours.

Rationale:
The department has conducted a thorough review of the Office Administration programs and has determined that a minor realignment of hours and content is needed. When the program was revised two years ago, we changed our Accounting I course by deleting content and thus hours. We, in effect, also deleted a transfer credit to the Business Administration program and other accounting certification bodies for those students who want to continue their education (60 students in a 5-year period). We are adding the content back into the course to keep those laddering opportunities open for students and to give the student more content that will help them succeed in their prospective careers.

Costs to students:
30 more hours means more tuition will be charged for students in the Accounting/Bookkeeping Certificate.

Program table:

Course No.		Course Name	Total Hours in Course	Increase/Decrease	New Hours
OADM	167	Computer Essentials & the Internet	45	-15	30
OADM	174	Keyboarding	30		30
OADM	130	Business Math & Electronic Calculators	60		60
OADM	128	Word Processing I	60	15	75
OADM	110	Communications	90		90
OADM	180	Self-Management Skills	30		30
OADM	135	Records Management	30		30
OADM	169	Spreadsheets	60		60
OADM	136	Office Procedures	75		75
OADM	181	Job Search Techniques	30		30

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OADM	142	Accounting	60	30	90
OADM	165	Presentation Graphics	30		30
OADM	168	Database	45		45
OADM	142	Payroll Accounting	45		45
OADM	129	Word Processing II	90	-15	75
OADM	152	Accounting Software I	60		60
OADM	111	Letter and Report Writing	60		60
OADM	171	Desktop Publishing	60	-15	45
OADM	127	Admin. Assistant Simulation	60		60
OADM	182	Office Practicum	90		90
			1110		1110

Implementation date: September 2017
Costs:

Motion: That Education Council approves the new courses: BUAD 222 Selected Topics: Advanced Accounting; BUAD 223 Selected Topics: Financial Services; BUAD 224 Selected Topics: Human Resources; BUAD 225 Selected Topics: Management; BUAD 226 Selected Topics: Marketing; BUAD 227 Selected Topics: Tourism and Hospitality as recommended by the CPRC – BUS:

NOTE: The rationale is the same for each of the new courses listed above. As a result, the rationale is included in the information for the first course only.

BUAD 222 – 3 – 3   Selected Topics: Accounting
Rationale:
The business department has had a set of 300 level selected topics courses, one for each specialty area, for several years. We have used the selected topics courses as a way to offer courses that have short lives such as the introduction of international financial reporting standards, for field study courses, and to offer new courses for a few semesters to refine the course development prior to creating a new course. This process has worked very well for the department. Recently we were developing a new 200 level course in marketing and wanted to offer it on a trial bases for a few semester and were unable to because offering it as a 300 level selective topic was not appropriate for a 200 level course and it could not be used by students toward their diploma. As a result the department has decided to add a set of selected topics courses at the 200 level and at the 400 level. This will allow the department to offer selected topic courses at the appropriate level for students and for our programs.
Calendar description:
This course will focus on specialized topics in accounting. (3,0,0)
Prerequisites:
Second Year Standing and will be determined by the topic area
Implementation date: January 2018
Costs: When topics are offered that require additional expenses a note will be added to the course information.

BUAD 223 – 3 – 3   Selected Topics: Finance
Rationale:
See above
Calendar description:
This course will focus on specialized topics in financial services. (3,0,0)
Prerequisites:
Second Year Standing and will be determined by the topic area

Implementation date: January 2018
Costs: n/a

BUAD 224 – 3 – 3   Selected Topics: Human Resources
Rationale:
See above
Calendar description:
This course will focus on specialized topics in human resource management. (3,0,0)
Prerequisites:
Second Year Standing and will be determined by the topic area
Implementation date: January 2018
Costs: n/a

BUAD 225 – 3 – 3   Selected Topics: Management
Rationale:
See above
Calendar description:
This course will focus on specialized topics in management. (3,0,0)
Prerequisites:
Second Year Standing and will be determined by the topic area
Implementation date: January 2018
Costs: n/a

BUAD 226 – 3 – 3   Selected Topics: Marketing
Rationale:
See above
Calendar description:
This course will focus on specialized topics in marketing. (3,0,0)
Prerequisites:
Second Year Standing and will be determined by the topic area
Implementation date: January 2018
Costs: n/a

BUAD 227 – 3 – 3   Selected Topics: Tourism and Hospitality
Rationale:
See above
Calendar description:
This course will focus on specialized topics in tourism and Hospitality. (3,0,0)
Prerequisites:
Second Year Standing and will be determined by the topic area
Implementation date: January 2018
Costs: n/a

Motion: That Education Council approves the new courses: BUAD 432 Selected Topics: Tourism and Hospitality; BUAD 438 Selected Topics: Marketing; BUAD 439 Selected Topics: Management; BUAD 468 Selected Topics: Financial Services; BUAD 469 Selected Topics: Advanced Accounting BUAD 479 Selected Topics: Human Resources as recommended by the CPRC – BUS:

NOTE: The rationale is the same for each of the new courses listed above. As a result, the rationale is included in the information for the first course only.

BUAD 432 – 3 – 3   Selected Topics: Tourism and Hospitality
Rationale:
The business department has had a set of 300 level selected topics courses, one for each specialty area, for several years. We have used the selected topics courses as a way to offer courses that have short lives such as the introduction of international financial reporting standards, for field study courses, and to offer new courses for a few semesters to refine the course development prior to creating a new course. This process has worked very well for the department. Recently we were developing a new 200 level course in marketing and wanted to offer it on a trial bases for a few semester and were unable to because offering it as a 300 level selective topic was not appropriate for a 200 level course and it could not be used by students toward their diploma. As a result the department has decided to add a set of selected topics courses at the 200 level and at the 400 level. This will allow the department to offer selected topic courses at the appropriate level for students and for our programs.
Calendar description:
This course will focus on specialized topics in tourism and hospitality. (3,0,0)
Prerequisites:
Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma
Additional prerequisites may be required based on the topic.
Implementation date: January 2018
Costs: When topics are offered that require additional expenses a note will be added to the course information.

BUAD 438 – 3 – 3   Selected Topics: Marketing
Rationale:
See above
Calendar description:
This course will focus on specialized topics in marketing. (3,0,0)
Prerequisites:
Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma
Additional prerequisites may be required based on the topic.
Implementation date: January 2018
Costs: When topics are offered that require additional expenses a note will be added to the course information.

BUAD 439 – 3 – 3   Selected Topics: Management
Rationale:
See above
Calendar description:
This course will focus on specialized topics in management. (3,0,0)
Prerequisites:
Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma
Additional prerequisites may be required based on the topic.
Implementation date: January 2018

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Costs: When topics are offered that require additional expenses a note will be added to the course information.

BUAD 468 – 3 – 3   Selected Topics: Finance
Rationale:
See above
Calendar description:
This course will focus on specialized topics in financial services. (3,0,0)
Prerequisites:
Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma
Additional prerequisites may be required based on the topic.
Implementation date: January 2018
Costs: When topics are offered that require additional expenses a note will be added to the course information.

BUAD 469 – 3 – 3   Selected Topics: Advanced Accounting
Rationale:
See above
Calendar description:
This course will focus on specialized topics in advanced accounting. (3,0,0)
Prerequisites:
Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma
Additional prerequisites may be required based on the topic.
Implementation date: January 2018
Costs: When topics are offered that require additional expenses a note will be added to the course information.

BUAD 479 – 3 – 3   Selected Topics: Human Resources
Rationale:
See above
Calendar description:
This course will focus on specialized topics in human resources. (3,0,0)
Prerequisites:
Admission to a BBA program and fourth year standing or Admission to a Business Post-Baccalaureate Diploma
Additional prerequisites may be required based on the topic.
Implementation date: January 2018
Costs: When topics are offered that require additional expenses a note will be added to the course information.

Motion: That Education Council approves the course revisions: BUAD 332 Selected Topics: Hospitality and Tourism Management and BUAD 361 Selected topics: Financial Services as recommended by the CPRC – BUS:

BUAD 332 – 3 – 3   Selected Topics: Hospitality and Tourism Management
Course revision:
- Title – new title – *Selected Topics: Tourism and Hospitality*

Rationale:

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As part of the addition of 200 and 400 level selected topics is was noted that BUAD 332 need a name revision to match the specialty name change from several years ago.
Implementation date: September 2017
Costs: n/a

BUAD 361 – 3 – 3   Selected Topics: Financial Services
Course revision:
- Title – new title – *Selected Topics: Finance*
Rationale:
As part of the addition of 200 and 400 level selected topics is was noted that BUAD 361 need a name revision to match the specialty name change from several years ago.
Implementation date: September 2017
Costs: n/a

Motion: That Education Council approves the program revisions: Business Administration Diplomas (all options) as recommended by the CPRC – BUS:

Business Administration Diploma (all options)
Program revision:
- Addition of courses
Rationale:
The business department has had a set of 300 level selected topics courses, one for each specialty area, for several years. We have used the selected topics courses as a way to offer courses that have short lives such as the introduction of international financial reporting standards, for field study courses, and to offer new courses for a few semesters to refine the course development prior to creating a new course. This process has worked very well for the department. Recently we were developing a new 200 level course in marketing and wanted to offer it on a trial bases for a few semester and were unable to because offering it as a 300 level selective topic was not appropriate for a 200 level course and it could not be used by students toward their diploma. As a result the department has decided to add a set of selected topics courses at the 200 level and to add them to the diploma options as elective courses.
Program table:

Business Administration Diploma Program Outlines for each option.
Note the general option is not affected by these proposed changes.

Current	Proposed
Marketing Option 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	**Marketing Option** Offered at all campuses BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research Plus two of: BUAD 200 Digital Marketing BUAD 226 Selected Topics: 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

Note: modified March 2017 CPRC	BUAD 298 Small Business Management

Current	Proposed
Accounting Option Offered at all campuses BUAD 121 Financial Accounting II BUAD 263 Intermediate Accounting I Plus two of: BUAD 208 Canadian Income Tax I BUAD 236 Accounting Computer Applications BUAD 273 Intermediate Accounting II BUAD 283 Management Information Systems BUAD 296 Long-term Capital Management BUAD 365 Cost Accounting BUAD 369 Canadian Income Tax II	**Accounting Option** Offered at all campuses BUAD 121 Financial Accounting II BUAD 263 Intermediate Accounting I Plus two of: BUAD 208 Canadian Income Tax I BUAD 236 Accounting Computer Applications BUAD 273 Intermediate Accounting II BUAD 222 Selected Topics: Accounting BUAD 283 Management Information Systems BUAD 296 Long-term Capital Management BUAD 365 Cost Accounting BUAD 369 Canadian Income Tax II

Current	Proposed
Financial Services Option Offered in Kelowna BUAD 235 Wealth Management and Estate Planning BUAD 251 Personal Financial Planning Plus Two of: BUAD 176 Professional Selling BUAD 208 Canadian Income Tax I BUAD 233 Financial Planning Fundamentals BUAD 234 Risk and Retirement Planning: Comprehensive Practices BUAD 250 Canadian Securities BUAD 296 Long-term Capital Management BUAD 356 Contemporary Practices in Financial Planning BUAD 369 Canadian Income Tax II	**Financial Services Option** Offered in Kelowna BUAD 235 Wealth Management and Estate Planning BUAD 251 Personal Financial Planning Plus Two of: BUAD 176 Professional Selling BUAD 208 Canadian Income Tax I BUAD 233 Financial Planning Fundamentals BUAD 234 Risk and Retirement Planning: Comprehensive Practices BUAD 250 Canadian Securities BUAD 223 Selected Topics: Finance BUAD 296 Long-term Capital Management BUAD 356 Contemporary Practices in Financial Planning BUAD 369 Canadian Income Tax II

Current	Proposed
Human Resources Management Option Offered in Kelowna BUAD 269 Human Resources Management Plus three of: BUAD 201 Conflict Resolution and Negotiation BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 279 Industrial Relations	**Human Resources Management Option** Offered in Kelowna BUAD 269 Human Resources Management Plus three of: BUAD 201 Conflict Resolution and Negotiation BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 224 Selected Topics: Human Resources BUAD 279 Industrial Relations

Current	Proposed

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Management Option	Management Option
Offered in Kelowna and Vernon	Offered in Kelowna and Vernon
BUAD 176 Professional Selling	BUAD 176 Professional Selling
BUAD 269 Human Resources Management	BUAD 269 Human Resources Management
Plus two of:	Plus two of:
BUAD 207	BUAD 215 Restaurant Management
(or HOSP 220 - Hotel Management)	BUAD 220 Hotel Management
BUAD 220 Hotel Management	BUAD 225 Selected Topics: Management
(or HOSP 238 - Restaurant Cost Controls)	BUAD 279 Industrial Relations
BUAD 279 Industrial Relations	BUAD 283 Management Information Systems
BUAD 283 Management Information Systems	BUAD 289 Purchasing and Materials
BUAD 289 Purchasing and Materials	Management
Management	BUAD 293 Entrepreneurship
BUAD 293 Entrepreneurship	BUAD 298 Small Business Management
BUAD 298 Small Business Management	BUAD 382 Operations Management
BUAD 382 Operations Management	(or BUAD 282 - Operations Management)
(or BUAD 282 - Operations Management)	
	NOT TO BE PUBLISHED: **BUAD 207 HAS BEEN DELETED and should have been removed from this option completely.** **BUAD 238 Restaurant Cost Control has been replaced with BUAD 215 Restaurant Management.** **It looks like things got a bit mixed up in the calendar. The above is the correct outline with addition of BUAD 225.**

Current	Proposed
While satisfying all the requirements outlined above for the Business Administration diploma, students must include the following courses in their elective choices to specialize in Tourism and Hospitality Management: BUAD 206 The Business of Tourism BUAD 215 Restaurant Management BUAD 230 Wine and Culinary Tourism BUAD 220 Hotel Management Consider the following courses when selecting additional electives: BUAD 176 Professional Selling BUAD 266 Advertising and Sales Promotion BUAD 269 Human Resources Management BUAD 293 Entrepreneurship BUAD 299 Conventions Management	**Tourism and Hospitality Management Option:** BUAD 206 The Business of Tourism BUAD 215 Restaurant Management BUAD 230 Wine and Culinary Tourism BUAD 220 Hotel Management Consider the following courses when selecting additional electives: BUAD 176 Professional Selling BUAD 266 Advertising and Sales Promotion BUAD 269 Human Resources Management BUAD 293 Entrepreneurship BUAD 299 Conventions Management BUAD 227 Selected Topics: Tourism and Hospitality
	NOT TO BE PUBLISHED: **BUAD 336 requires 3rd year standing. It needs to be removed from the Tourism and Hospitality option.** **BUAD 332 is replaced by BUAD 227**

Implementation date: September 2017
Costs: n/a

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Motion: That Education Council approves the program revisions: Bachelor of Business Administration (all specialties) as recommended by the CPRC – BUS:

Bachelor of Business Administration (all specialties)
Program revision:
- Addition of courses

Rationale:
The business department has had a set of 300 level selected topics courses, one for each specialty area, for several years. We have used the selected topics courses as a way to offer courses that have short lives such as the introduction of international financial reporting standards, for field study courses, and to offer new courses for a few semesters to refine the course development prior to creating a new course. This process has worked very well for the department. Recently we were developing a new 200 level course in marketing and wanted to offer it on a trial bases for a few semester and were unable to because offering it as a 300 level selective topic was not appropriate for a 200 level course and it could not be used by students toward their diploma. As a result the department has decided to add a set of selected topics courses at the 200 level and at the 400 level. The department also decided to include the new 400 level selected topics in the BBA specialties.

Program tables:
Bachelor of Business Administration Degree Program Outlines for each specialty.
Note the general option is not affected by these proposed changes.

Current	Proposed
Accounting Specialty 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 Accounting. **Required courses:** BUAD 121 Financial Accounting II BUAD 208 Canadian Income Tax I BUAD 263 Intermediate Accounting I BUAD 273 Intermediate Accounting II **Plus four of:** BUAD 359 Accounting Theory BUAD 365 Cost Accounting BUAD 367 Fraud Examination BUAD 368 Selected Topics: Advanced Accounting BUAD 369 Canadian Income Tax II BUAD 363 Audit Planning BUAD 462 Advanced Financial Accounting BUAD 466 Advanced Managerial Accounting BUAD 463 Internal Control & Auditing	**Accounting Specialty** 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 Accounting. **Required courses:** BUAD 121 Financial Accounting II BUAD 208 Canadian Income Tax I BUAD 263 Intermediate Accounting I BUAD 273 Intermediate Accounting II **Plus four of:** BUAD 359 Accounting Theory BUAD 365 Cost Accounting BUAD 367 Fraud Examination BUAD 368 Selected Topics: Advanced Accounting BUAD 469 Selected Topics: Advanced Accounting BUAD 369 Canadian Income Tax II BUAD 363 Audit Planning BUAD 462 Advanced Financial Accounting BUAD 466 Advanced Managerial Accounting BUAD 463 Internal Control & Auditing

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Current	Proposed
Finance Specialty 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 Finance. **Eight courses from the following:** BUAD 208 Canadian Income Tax I BUAD 234 Risk and Retirement Planning: Comprehensive Practices BUAD 235 Wealth Management and Estate Planning BUAD 250 Canadian Securities BUAD 251 Personal Financial Planning BUAD 296 Long-term Capital Management BUAD 350 Capital Markets BUAD 353 Derivative Securities BUAD 356 Contemporary Practices in Financial Planning BUAD 360 Canadian Financial Institutions BUAD 361 Selected Topics: Financial Services BUAD 369 Canadian Income Tax II BUAD 450 Investment Management BUAD 461 Applied Corporate Finance	**Finance Specialty** 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 Finance. **Eight courses from the following:** BUAD 208 Canadian Income Tax I BUAD 234 Risk and Retirement Planning: Comprehensive Practices BUAD 235 Wealth Management and Estate Planning BUAD 250 Canadian Securities BUAD 251 Personal Financial Planning BUAD 296 Long-term Capital Management BUAD 350 Capital Markets BUAD 353 Derivative Securities BUAD 356 Contemporary Practices in Financial Planning BUAD 360 Canadian Financial Institutions BUAD 361 Selected Topics: Financial Services BUAD 468 Selected Topics: Finance BUAD 369 Canadian Income Tax II BUAD 450 Investment Management BUAD 461 Applied Corporate Finance

Current With recent changes	Proposed
Human Resources Management Specialty 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 **Plus two courses from the following list, with at least one at the 400 level.** BUAD 201 Conflict Resolution and Negotiation BUAD 279 Industrial Relations	**Human Resources Management Specialty** 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 **Plus three courses from the following list, with at least one at the 400 level.** BUAD 201 Conflict Resolution and Negotiation

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BUAD 374 Employment Law
BUAD 379 Selected Topics: Human Resources
BUAD 410 Organization Change and
Development
BUAD 412 Strategic Performance Management

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BUAD 279 Industrial Relations
BUAD 374 Employment Law
BUAD 379 Selected Topics: Human Resources
BUAD 479 Selected Topics: Human Resources

BUAD 410 Organization Change and
Development
BUAD 412 Strategic Performance Management

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Current	Proposed
Management Specialty 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 Management: BUAD 176 Professional Selling BUAD 298 Small Business Management BUAD 370 Leadership BUAD 382 Operations Management **Plus 4 of:** BUAD 201 Conflict Resolution and Negotiation BUAD 283 Management Information Systems BUAD 289 Purchasing and Materials Management BUAD 305 Logistics and Supply Chain Management BUAD 306 Managing Professional Service Firms BUAD 307 Managing for Innovation BUAD 308 Multicultural Management BUAD 309 Social Entrepreneurship BUAD 331 Project Management BUAD 334 Events Management and Marketing BUAD 339 Selected Topics: Management BUAD 341 Introduction to Non-Profit Management BUAD 346 Environmentally Sustainable Enterprise BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management BUAD 415 New Product Development BUAD 440 Advanced Business Strategy BUAD 480 Strategic Management II	**Management Specialty** 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 Management: BUAD 176 Professional Selling BUAD 298 Small Business Management BUAD 370 Leadership BUAD 382 Operations Management **Plus 4 of:** BUAD 201 Conflict Resolution and Negotiation BUAD 283 Management Information Systems BUAD 289 Purchasing and Materials Management BUAD 305 Logistics and Supply Chain Management BUAD 306 Managing Professional Service Firms BUAD 307 Managing for Innovation BUAD 308 Multicultural Management BUAD 309 Social Entrepreneurship BUAD 331 Project Management BUAD 334 Events Management and Marketing BUAD 339 Selected Topics: Management BUAD 439 Selected Topics: Management BUAD 341 Introduction to Non-Profit Management BUAD 346 Environmentally Sustainable Enterprise BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management BUAD 415 New Product Development BUAD 440 Advanced Business Strategy BUAD 480 Strategic Management II

Current with recent changes	Proposed
Marketing Specialty 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:	**Marketing Specialty** 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:
BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research* BUAD 266 Advertising and Marketing Communications* BUAD 200 Digital Marketing	BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research* BUAD 266 Advertising and Marketing Communications* BUAD 200 Digital Marketing
Plus four of: BUAD 200 Digital Marketing 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	**Plus four of:** 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 438 Selected Topics: Marketing BUAD 344 Marketing Analytics and Data Analysis BUAD 345 Consumer Behaviour BUAD 415 New Product Development BUAD 470 Customer Relationship Management
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.	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.

Current	Proposed
Tourism and Hospitality Management Specialty 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 Tourism and Hospitality Management: BUAD 206 The Business of Tourism BUAD 215 Restaurant Management BUAD 220 Hotel Management BUAD 230 Wine and Culinary Tourism **Plus four of:** BUAD 308 Multicultural Management BUAD 332 Selected Topics: Hospitality and Tourism Management BUAD 351 Tourism Planning and Development BUAD 358 Global Trends in Tourism and Hospitality BUAD 449 Sustainable Tourism and Stewardship **Consider the following courses when selecting additional electives:** BUAD 309 Social Entrepreneurship BUAD 335 Electronic Commerce BUAD 392 Adventure & Eco Tourism BUAD 334 Events Management and Marketing BUAD 336 Services Marketing BUAD 345 Consumer Behaviour BUAD 370 Leadership BUAD 390 Properties Management BUAD 470 Customer Relationship Management	**Tourism and Hospitality Management Specialty** 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 Tourism and Hospitality Management: BUAD 206 The Business of Tourism BUAD 215 Restaurant Management BUAD 220 Hotel Management BUAD 230 Wine and Culinary Tourism **Plus four of:** BUAD 308 Multicultural Management BUAD 332 Selected Topics: Tourism and Hospitality BUAD 432 Selected Topics: Tourism and Hospitality BUAD 351 Tourism Planning and Development BUAD 358 Global Trends in Tourism and Hospitality BUAD 449 Sustainable Tourism and Stewardship **Consider the following courses when selecting additional electives:** BUAD 309 Social Entrepreneurship BUAD 335 Electronic Commerce BUAD 392 Adventure & Eco Tourism BUAD 334 Events Management and Marketing BUAD 336 Services Marketing BUAD 345 Consumer Behaviour BUAD 370 Leadership BUAD 390 Properties Management BUAD 470 Customer Relationship Management

Appendix 5.4
Curriculum recommended by the CPRC – BUS (Business and Commercial Aviation programs) Commercial Aviation

Commercial Aviation Program

Motion: That Education Council approves the new course: AVIA 104 Introduction to Aviation Theory as recommended by the CPRC – BUS:

AVIA 104 – 4 – 4   Introduction to Aviation Theory
Rationale:
Admission to the Commercial Aviation Diploma requires students to hold an approved Canadian Private Pilot Licence (PPL). The addition of this set of new courses (AVIA 104, 105, 106, & 107) will eliminate the Canadian Private Pilot Licence requirement by embedding the Canadian Private Pilot Licence training into the beginning stage of the program. This change has two benefits to students. Domestic students will be able to qualify for financial aid while completing the PPL. International students will have access to this program instead of being excluded by the current admission requirement of the PPL.
There exists a global need for skilled pilots, and there is room in the Commercial Aviation Diploma for these students. This revision to the program will allow it to grow.
Calendar description:
Students will study all of the Transport Canada Private Pilot Licence Ground School subjects to meet the requirements for the Student Pilot Permit (PSTAR) written exam and Private Pilot - Aeroplane (PPAER) written exam. Successful completion of both of these exams is required to pass the course. (4,0,0)
Prerequisites: Admission to the Commercial Aviation Diploma
Corequisites: AVIA 105, AVIA 106
Implementation date: January 2018
Costs: n/a

Motion: That Education Council approves the new course: AVIA 105 Aviation Language Proficiency as recommended by the CPRC – BUS:

AVIA 105 – 3 – 3   Aviation Language Proficiency
Rationale:
Admission to the Commercial Aviation Diploma requires students to hold an approved Canadian Private Pilot Licence (PPL). The addition of this set of new courses (AVIA 104, 105, 106, & 107) will eliminate the Canadian Private Pilot Licence requirement by embedding the Canadian Private Pilot Licence training into the beginning stage of the program. This change has two benefits to students. Domestic students will be able to qualify for financial aid while completing the PPL. International students will have access to this program instead of being excluded by the current admission requirement of the PPL.
There exists a global need for skilled pilots, and there is room in the Commercial Aviation Diploma for these students. This revision to the program will allow it to grow.
Calendar description:
Students will study the material to prepare for the Transport Canada Aviation Language Proficiency exam and Restricted Operator Certificate With Aeronautical Qualification (ROC-A) exam. Successful completion of both of these exams is required to pass the course. (3,0,0)
Prerequisites/Corequisites:

Prerequisites	Admission to the Commercial Aviation Diploma
Corequisites	AVIA 104, AVIA 106

Implementation date: January 2018
Costs: n/a

Motion: That Education Council approves the new course: AVIA 106 Pilot Skills Lab 1 as recommended by the CPRC – BUS:

AVIA 106 – 2 – 2   Pilot Skills Lab 1
Rationale:

Admission to the Commercial Aviation Diploma requires students to hold an approved Canadian Private Pilot Licence (PPL). The addition of this set of new courses (AVIA 104, 105, 106, & 107) will eliminate the Canadian Private Pilot Licence requirement by embedding the Canadian Private Pilot Licence training into the beginning stage of the program. This change has two benefits to students. Domestic students will be able to qualify for financial aid while completing the PPL. International students will have access to this program instead of being excluded by the current admission requirement of the PPL.

There exists a global need for skilled pilots, and there is room in the Commercial Aviation Diploma for these students. This revision to the program will allow it to grow.

Calendar description:
Students will complete the first twelve (12) hours of practical dual flight training required to write the Private Pilot Licence - Aeroplane (PPAER) Transport Canada Written exam. (1,1,0)

Prerequisites/Corequisites:

Prerequisites	Admission to the Commercial Aviation Diploma
Corequisites	AVIA 104, AVIA 105

Implementation date: January 2018
Costs: n/a

Motion: That Education Council approves the new course: AVIA 107 Pilot Skills Lab 2 as recommended by the CPRC – BUS:

AVIA 107 – 3 –10   Pilot Skills Lab 2
Rationale:
Admission to the Commercial Aviation Diploma requires students to hold an approved Canadian Private Pilot Licence (PPL). The addition of this set of new courses (AVIA 104, 105, 106, & 107) will eliminate the Canadian Private Pilot Licence requirement by embedding the Canadian Private Pilot Licence training into the beginning stage of the program. This change has two benefits to students. Domestic students will be able to qualify for financial aid while completing the PPL. International students will have access to this program instead of being excluded by the current admission requirement of the PPL.

There exists a global need for skilled pilots, and there is room in the Commercial Aviation Diploma for these students. This revision to the program will allow it to grow.

Calendar description:
Students will complete 60 hrs of intermediate and advanced dual and solo flight training required to attempt the practical Private Pilot Licence Flight Test. Successful completion of the Private Pilot Licence Flight Test is required to pass the course. (0,10,0)

Prerequisites/Corequisites:

Prerequisites	AVIA 104, AVIA 105, AVIA 106
Corequisites	none

Implementation date: January 2018
Costs: n/a

Motion: That Education Council approves the course revisions: AVIA 112 Navigation and Air Regulations I; AVIA 113, Meteorology I; AVIA 114 Flight and Aircraft Systems I; AVIA 115 Flight Lab I as recommended by the CPRC – BUS:

NOTE: The rationale, implementation date and costs are the same for each of the new courses listed above. As a result, this information is included in the details for the first course only.

AVIA 112 – 3 – 3   Navigation and Air Regulations I
Course revision:
- Corequisites
- Prerequisites
Rationale:

The program has been changed to remove the admission requirement of an approved Canadian Private Pilot Licence (PPL). Additional courses have been added to allow students to complete the PPL as part of the program. As a result the PPL is now a prerequisite of AVIA 112, AVIA 113, AVIA 114, and AVIA 115.

The corequisites are being added to update the course to what is actually being required of students in this program. Students are actually required to take AVIA 112, AVIA 113, AVIA 114, and AVIA 115 at the same time.

Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and A Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 113, AVIA 114, AVI A115

Implementation date: September 2017
Costs: n/a

AVIA 113 – 1.5 –1.5   Meteorology I
Course revision:
- Corequisites
- Prerequisites

Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and A Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 112, AVIA 114, AVI A115

AVIA 114 – 1.5 –1.5   Flight and Aircraft Systems I
Course revision:
- Corequisites
- Prerequisites

Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and A Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 112, AVIA 113, AVI A115

Implementation date: September 2017
Costs: n/a

AVIA 115 – 3 – 9   Flight Lab I
Course revision:
- Corequisites
- Prerequisites

Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and A Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 112, AVIA 113, AVI A114

Implementation date: September 2017
Costs: n/a

Motion: That Education Council approves the course revisions: AVIA 122 Navigation and Air Regulations II; AVIA 123, Meteorology II; AVIA 124 Flight and Aircraft Systems II; AVIA 125 Flight Lab II as recommended by the CPRC – BUS:

NOTE: The rationale, implementation date and costs are the same for each of the new courses listed above. As a result, this information is included in the details for the first course only.

AVIA 122 – 1.5 – 1.5   Navigation and Air Regulations II
Course revision:
* Corequisites
* Prerequisites

Rationale:
The corequisites are being added to update the course to what is actually being required of students in this program. Students are actually required to take AVIA 122, AVIA 123, AVIA 124, and AVIA 125 at the same time.
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and A Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 123, AVIA 124, AVI A125

Implementation date: January 2017
Costs: n/a

AVIA 123 – 3 –3   Meteorology II
Course revision:
* Corequisites
* Prerequisites

Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and A Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 122, AVIA 124, AVI A125

AVIA 124 – 1.5 –1.5   Flight and Aircraft Systems II
Course revision:
- Corequisites
- Prerequisites

Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and A Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 122, AVIA 123, AVI A125

AVIA 125 – 3 – 9   Flight Lab II
Course revision:
- Corequisites
- Prerequisites

Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and A Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 122, AVIA 123, AVI A124

Motion: That Education Council approves the course revisions: AVIA 212 Advanced Flight Operations I; AVIA 213 Instrument Procedures; AVIA 214 Advanced Avionics; AVIA 215 Flight Lab III as recommended by the CPRC – BUS:

NOTE: The rationale, implementation date and costs are the same for each of the new courses listed above. As a result, this information is included in the details for the first course only.

AVIA 212 – 1.5 – 1.5   Advanced flight Operations I
Course revision:
- Corequisites
- Prerequisites

Rationale:
The corequisites are being added to update the course to what is actually being required of students in this program. Students are actually required to take AVIA 212, AVIA 213, AVIA 214, and AVIA 215 at the same time.
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and a Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 213, AVIA 214, AVI A 215

Implementation date: January 2017
Costs: n/a

AVIA 213 – 3 – 3   Instrument Procedures
Course revision:
  • Corequisites
  • Prerequisites
Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and a Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 212, AVIA 214, AVI A 215

AVIA 214 – 1.5 – 1.5   Advanced Avionics
Course revision:
  • Corequisites
  • Prerequisites
Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and a Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 212, AVIA 213 AVI A 215

AVIA 215 – 3 – 7   Flight Lab III
Course revision:
  • Corequisites
  • Prerequisites
Rationale:
See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and a Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 212, AVIA 213 AVI A 214

Motion: That Education Council approves the course revisions: AVIA 222 Advanced Flight Operations II; AVIA 225 Flight Lab IV; AVIA 226 Human Factors; AVIA 227 Aviation Skills as recommended by the CPRC – BUS:

NOTE: The rationale, implementation date and costs are the same for each of the new courses listed above. As a result, this information is included in the details for the first course only.

AVIA 222 – 1.5 – 1.5   Advanced flight Operations I
Course revision:
- Corequisites
- Prerequisites

Rationale:
The corequisites are being added to update the course to what is actually being required of students in this program. Students are actually required to take AVIA 222, AVIA 225, AVIA 226, and AVIA 227 at the same time.

Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and a Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 225, AVIA 226, AVI A 227

Implementation date: January 2017
Costs: n/a

AVIA 225 – 3 – 7   Flight Lab IV
Course revision:
- Corequisites
- Prerequisites

Rationale:
See above

Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and a Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 222, AVIA 226, AVI A 227

AVIA 226 – 3 – 3   Human Factors
Course revision:
- Corequisites
- Prerequisites

Rationale:
See above

Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and a Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 222, AVIA 225, AVI A 227

AVIA 227 – 1.5 – 1.5   Aviation Skills
Course revision:
- Corequisites
- Prerequisites

Rationale:

See above
Prerequisites/Corequisites:

	Current	Proposed
Prerequisites	Admission to the Commercial Aviation program	Admission to the Commercial Aviation program and a Canadian Private Pilot License approved by the flight school.
Corequisites		AVIA 222, AVIA 225, AVI A 226

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

Commercial Aviation Diploma
Program revision:
- Addition of courses
- Admission requirements
- Graduation requirement
- Program description
- Program outline
- Residency requirements
- Revision of courses

Rationale:
Admission to this Commercial Aviation Diploma requires students to hold an approved Canadian Private Pilots Licence (CPPL). This program revision will eliminate this requirement by embedding the Canadian Private Pilots Licence training into the beginning stage of the program. This change has two benefits to students. Domestic students will be able to qualify for financial aid while completing the CPPL. International students will have access to this program instead of being excluded by the current admission requirement of the CPPL.

Program description:
The Commercial Aviation Diploma (CAD) program is for men and women who are interested in pursuing a career in commercial aviation. The program provides students with university-level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.

The Commercial Aviation diploma program consists of two distinct and separate areas of study - aviation and flight training courses, and university-level academic courses. The flight training is taught at the Southern Interior Flight Centre facility located at the Kelowna International Airport and consists of Transport Canada-prescribed flight training, simulator training, aviation theory and exams. The academic portion of the program is completed at Okanagan College and consists eight 3-credit courses taken as part of this program.

The Commercial Aviation program is made available through a co-operative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition fees for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student's flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.

Fees (subject to change): Students with an approved Canadian Private Pilot's Licence can expect to pay approximately $59,000 for tuition and flight training fees. Students without an approved Canadian Private Pilot's Licence can expect to pay an additional fee. Tuition fees for the flying portion are dependent upon the number of hours required to complete the flying and training requirements. These hours will vary

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according to the skill level of individual students. Please note that students who book an aircraft, simulator or instructor are responsible for related charges and cancellation penalties will apply. Fuel costs will be reimbursed to students at the Kelowna fuel rate set by Southern Interior Flight Centre. Costs above this rate are the student's responsibility.

Student Dress and Survival Equipment: Students will be required to wear the prescribed clothing for commercial pilots and should anticipate the costs of purchasing and maintaining their clothing. Prescribed clothing consists of: black pants, socks dress shoes, and tie plus a white "pilot" shirt. Students should anticipate preparing and maintaining their own personal survival pack to be carried on cross-country flights.

Career Opportunities: include pilots with charter companies, regional carriers and private corporations as well as additional job opportunities with major airline companies.

Admission requirements:
Current:
- B.C. secondary school graduation (or its equivalent), or mature student status.
- English 12 with minimum 60% or alternatives.
- *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 70% in Introductory Mathematics 11, or a minimum of 60% in Applications of Mathematics 11.
- *Students graduating from secondary school in 2012 or later:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11. Mature applicants without Mathematics 11 may write the mathematics diagnostic test (MDT), administered by Okanagan College. A minimum score of 16/25 on the MDT is required.
- Private Pilot License.
- Category 1 Aviation Medical.
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.

NOTE: Private pilot training requires two months of full-time attendance and up to six months of part-time attendance. Contact the flying school for details.

Proposed:
- B.C. secondary school graduation (or its equivalent), or mature student status.
- English 12 with minimum 60% or alternatives.
- ***Students graduating from secondary school in or prior to 2012:*** Principles of Mathematics 11 or an equivalent Advanced Level Adult Basic Education mathematics course, or a minimum of 70% in Introductory Mathematics 11, or a minimum of 60% in Applications of Mathematics 11.
- ***Students graduating from secondary school in 2012 or later:*** A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11. Mature applicants without Mathematics 11 may write the mathematics diagnostic test (MDT), administered by Okanagan College. A minimum score of 16/25 on the MDT is required.
- Private Pilot License.
- Category 1 Aviation Medical.
- Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.

NOTE: Private pilot training requires two months of full-time attendance and up to six months of part-time attendance. Contact the flying school for details.

Reason: To remove the requirement for a Private Pilot Licence and to update Mathematics requirement.
Graduation requirements:
Current:
A diploma in Commercial Aviation is awarded to students who successfully complete the 24 credits of required business, communication and math courses listed in the program outline and present a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses,

Transport Canada Commercial Pilot License, a Multi-Engine Instrument rating, and the IATRA written exam.

Proposed:

A diploma in Commercial Aviation is awarded to students who successfully complete the 24 credits of required business, communication and math courses listed in the program outline and present a letter from Southern Interior Flight Centre indicating satisfactory completion of aviation theory courses, Transport Canada Commercial Pilot License, a Multi-Engine Instrument rating, and the IATRA written exam.

Reason: Updating to current conventions of the calendar

Residency requirements:

Existing:

For the **Commercial Aviation** diploma program, 100% of the program must be completed through OC

Proposed:

For the **Commercial Aviation** diploma program, 100% of the program must be completed through OC except for the Canadian Private Pilot's Licence portion of the program.

Reason:

Some students will enter the program with the Canadian Private Pilots licence completed

Additional student costs:

Students who complete the Canadian Private Pilots Licence as part of the program will have increased cost for the diploma but not overall. Costs for the CPPL would have had to been paid prior to admission for these students. Now these costs are part of the program and eligible for financial aid.

Program outline:

Old	New
Students in the program are scheduled to take the BUAD courses in combined sections of first- and second-year students.	Students must complete the program as prescribed below:
Semester 1	**Required aviation courses*:**
AVIA 112 Navigation and Air Regulations I	AVIA 104 Introduction to Aviation Theory
AVIA 113 Meteorology I	AVIA 105 Aviation Language Proficiency
AVIA 114 Flight and Aircraft Systems I	AVIA 106 Pilot Skills Lab 1
AVIA 115 Flight Lab I	AVIA 107 Pilot Skills Lab 2
CMNS 112 Professional Writing I	AVIA 112 Navigation and Air Regulations I
BUAD 123 Management Principles	AVIA 113 Meteorology I
Semester 2	AVIA 114 Flight and Aircraft Systems I
AVIA 122 Navigation and Air Regulations II	AVIA 115 Flight Lab I
AVIA 123 Meteorology II	AVIA 122 Navigation and Air Regulations II
AVIA 124 Flight and Aircraft Systems II	AVIA 123 Meteorology II
AVIA 125 Flight Lab II	AVIA 124 Flight and Aircraft Systems II
BUAD 128 Computer Applications I	AVIA 125 Flight Lab II
BUAD 262 Organizational Behaviour	AVIA 212 Advanced Flight Operations I
Semester 3	AVIA 213 Instrument Procedures
AVIA 212 Advanced Flight Operations I	AVIA 214 Advanced Avionics
AVIA 213 Instrument Procedures	AVIA 215 Flight Lab III
AVIA 214 Advanced Avionics	AVIA 222 Advanced Flight Operations II
AVIA 215 Flight Lab III	AVIA 225 Flight Lab IV
BUAD 116 Marketing	AVIA 226 Human Factors
MATH 114 Business Mathematics	AVIA 227 Aviation Skills
Semester 4	

AVIA 222 Advanced Flight Operations II	Required academic courses**:
AVIA 225 Flight Lab IV	BUAD 111 Financial Accounting I
AVIA 226 Human Factors	BUAD 116 Marketing
AVIA 227 Aviation Skills	BUAD 123 Management Principles
BUAD 111 Financial Accounting I	BUAD 128 Computer Applications I
BUAD 251 Personal Financial Planning	BUAD 251 Personal Financial Planning
	BUAD 262 Organizational Behaviour
	CMNS 112 Professional Writing I
	MATH 114 Business Mathematics
	Notes:
	* Aviation course must be taken in a prescribed order and must be taken in concurrent blocks, see courses descriptions for details.
	** 24 credits of academic courses must be completed as part of this program; substitute courses may be approved as appropriate.

Implementation date: September 2017
Costs: n/a

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Appendix 5.5
Curriculum recommended by the
CPRC – AFP (Arts and Foundational
programs)

Arts and Foundational Programs

Motion: That Education Council approves the course revisions: ANTH 103 Introduction to Archaeology; ANTH 111 Introduction to Biological Anthropology; ANTH 121 Introduction to Cultural Anthropology; ANTH 170 Introduction to Linguistic Anthropology as recommended by the CPRC – AFP:

ANTH 103 – 3 – 3   Introduction to Archaeology
Course revision:
  • Description
Rationale:
The existing course description is minimal and out of date. The revised wording gives more details on the course content and will make the course more appealing to students.
Description:
Current:
An introduction to the theory and methods of studying humans through the recovery, analysis, and interpretation of their material remains.
Proposed:
The material in this course examines what archaeologists do, as well as how and why they do it. Archaeological techniques such as stratigraphy, sampling, dating, and excavation are defined and their applications investigated. Discussions will include the importance of the past to the modern world, recognition of different stakeholder's viewpoints, and the ethics of preserving and studying archaeological remains.
Implementation date: September 2017
Costs: n/a

ANTH 111 – 3 – 3   Introduction to Biological Anthropology
Course revision:
  • Description
Rationale:
The existing course description is minimal and out of date. The revised wording gives more details on the course content and will make the course more appealing to students.
Description:
Current:
An examination of the place of humans in nature. Topics include human genetics, biologically determined variation in contemporary populations, human growth and development, comparative primatology, human evolution and human disease.
Proposed:
The basic concepts and ideas in biological anthropology are covered in a survey of evolutionary theory, genetics, non-human primates and their behaviour, hominin evolution, population dynamics and variations, medical anthropology, and the evolution of human behaviour. This course includes the application of anthropological analysis, concepts, and theories, and evaluation of different theoretical approaches and interpretations.
Implementation date: June 2017
Costs: n/a

ANTH 121 – 3 – 3   Introduction to Cultural Anthropology
Course revision:
  • Description
Rationale:
The existing course description is minimal and out of date. The revised wording gives more details on the course content and will make the course more appealing to students.
Description:

Current:
Topics include the history of anthropology, problems in anthropological fieldwork and the definition of culture. The social, economic, political and religious systems of non-industrial societies will be presented, with examples from around the world.

Proposed:
This course is an overview of cultural anthropology and its specializations. Examples, drawn from around the world, illustrate the diversity, similarities, and differences existing in gender, kinship and marriage, and social, economic, political, and religious systems. The methods, theories, and empirical findings discussed and examined will lead to a greater understanding of our own cultural background from a comparative perspective.

Implementation date: June 2017

Costs: n/a

ANTH 170 – 3 – 3   Introduction to Linguistic Anthropology

Course revision:
- Description

Rationale:
The existing course description is minimal and out of date. The revised wording gives more details on the course content and will make the course more appealing to students.

Description:

Current:
This course is an exploration of human communication, both verbal and non-verbal. The structure, cognitive role, and social functions of the spoken languages of the world will be emphasized.

Proposed:
Verbal and nonverbal communication systems are explored, with an emphasis on the variety which exists in human cultures. Analytical tools used by linguistic anthropologists to document and study languages will be introduced. The impact of colonialism on traditional languages, language loss, and revitalization will lead to critical analysis of what happens when cultures come into contact with one another.

Implementation date: June 2017

Costs: n/a

Motion: That Education Council approves the course revisions: ANTH 211 Native People: North America; ANTH 212Native People: BC Coast as recommended by the CPRC – AFP:

ANTH 211 – 3 – 3   Native People: BC Coast

Course revision:
- Title – change to *Indigenous Peoples of North America*

Rationale:
The course title needs to be updated to reflect current approaches to indigenous studies.

Implementation date: June 2017

Costs: n/a

ANTH 212 – 3 – 3   Native People: BC Coast

Course revision:
- Title – change to *Indigenous Peoples of the BC Coast*

Rationale:
The course title needs to be updated to reflect current approaches to indigenous studies.

Implementation date: June 2017

Costs: n/a

Motion: That Education Council approves the course revisions: ANTH 222 Native People of the BC Interior as recommended by the CPRC – AFP:

ANTH 222 – 3 – 3   Native People of the BC Interior
Course revision:
- Prerequisites
- Title – change to *Indigenous Peoples of the BC Interior*

Rationale:
This is a 200 level cultural anthropology course which should have had ANTH 121 as a prerequisite, but that has been omitted at some point in the past.
Prerequisites:

	Current	Proposed
Prerequisites	none	ANTH 121

Implementation date: June 2017
Costs: n/a

Motion: That Education Council approves the course revisions: ANTH 227 Cultural, Health and Illness as recommended by the CPRC – AFP:

ANTH 227 – 3 – 3   Cultural, Health and Illness
Course revision:
- Prerequisites

Rationale:
This is a 200 level cultural anthropology course which should have had ANTH 121 as a prerequisite, but second year standing was been used instead. This has created problems where students without any cultural anthropology background have enrolled in the course and had difficulty completing it successfully.
Prerequisites:

	Current	Proposed
Prerequisites	Second-year standing	ANTH 121

Implementation date: June 2017
Costs: n/a

Motion: That Education Council approves the course revisions: ANTH 231 Archaeology Field School I; ANTH 232 Archaeology Field School II as recommended by the CPRC – AFP:

ANTH 231 – 3 – 3   Archaeology Field School I
Course revision:
- Description
- Prerequisites

Rationale:
This is a 200 level archaeology field course which should have ANTH 103 (Introduction to Archaeology) as a prerequisite. Students require a basic understanding of the subject if they are to receive the most benefit from participating in active excavation work. Course description needed to be changed to reflect the variable location and duration of the course.
Course description:
Current:
An eight-week summer course on archaeological field techniques. Practical application of archaeological inquiry including reconnaissance survey, photography, mapping, excavation and artifact analysis.
Proposed:
A summer course on archaeological field techniques. Practical application of archaeological inquiry including reconnaissance survey, photography, mapping, excavation, and artefact analysis. Duration, hours, and location of the fieldschool will vary depending on the particular project.
Prerequisites:

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	Current	Proposed
Prerequisites	None	ANTH 103
Corequisites	ANTH 232	ANTH 232 (no change)

Implementation date: June 2017
Costs: n/a

ANTH 232 – 3 – 3   Archaeology Field School II
Course revision:
- Description
- Prerequisites

Rationale:
This is a 200 level archaeology field course which should have ANTH 103 (Introduction to Archaeology) as a prerequisite. Students require a basic understanding of the subject if they are to receive the most benefit from participating in active excavation work.

Course description:
Current:
A continuation of ANTH 231. Further techniques of archaeological excavation and artifact analysis.

Proposed:
A summer course on archaeological field techniques. Practical application of archaeological inquiry including reconnaissance survey, photography, mapping, excavation, and artefact analysis. Duration, hours, and location of the fieldschool will vary depending on the particular project.

Prerequisites:

	Current	Proposed
Prerequisites	None	ANTH 103
Corequisites	ANTH 232	ANTH 232 (no change)

Implementation date: June 2017
Costs: n/a

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Appendix 5.6
Education Council Retreat/Orientation

Appendix 5.7
Standing Committee Nominations

5.7 Standing Committee nominations

Approval of Nominees for Standing Committees

Motion:
"That Education Council approves the nominee for the Curriculum Proposal Review Committee –
Business and commercial Aviation programs (CPRC – BUS) as recommended by the Operations
Standing Committee."
> One (1) faculty member from inside the portfolio
> Nominee: Laura Thurnheer for the period May 12, 2017 to July 31, 2019

Appendix 5.8
Standing Committee Reports

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Appendix 5.9
In camera session

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Appendix 6.0
Reports