

**Education Council Meeting**  
**Thursday, October 5, 2017 4:00 p.m.**  
**S 103B – Boardroom Student Services Building – Kelowna Campus**

**Faculty**

Name	Location
Tim Walters	Shuswap Revelstoke Rep
	South Okanagan Similkameen Rep
Gilbert Bede	Central Okanagan Rep
	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
	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
Eric Comeau	Regional Dean –S Ok/Similk.	Yvonne Moritz	Dean – Science, Technology & Health
Jackie Dewar-Pine	Campus Admin-Penticton	Steve Moores	Dean – Trades & Apprenticeship
Bill Gillett	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	(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	Leanne 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
Phil Ashman (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



1. **Determination of Quorum and Call to Order**
2. **Adoption of the Agenda**
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  - 6.1 Council Chair's Report – Chris Newitt
  - 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 – November 2, 2017 at 4:00 pm**
8. **Deadline for Agenda Items – Wednesday, October 18, 2017**
9. **Adjournment**



# **Appendix 3.1**

## **Approval of the Minutes for the June 1, 2017 Education Council meeting**

Motion: “That Education Council approves the June 1, 2017  
Education Council meeting as presented. “

**Okanagan College Education Council  
Minutes of Thursday, June 1, 2017 4:00 pm  
Room S103B Student Services Boardroom – Kelowna Campus**

**Draft**

**Present:** N deMelo, F Greenslade, J Hamilton, A Hay, R Huxtable at 4:35, J Muskens, C Newitt, N Noble-Hearle, S Rossouw, C Sahlmark, J Sigalet, D Silvestrone, L Skulmoski, R Tyner, P Wetterstrand

**Regrets:** F Kelly, D Marques, D Warren, R Sawatzky

**Absent:** G Morgan

**Guests:** B McGillivray, V Simpson, S Inglis, S McCabe, H Stewart

**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:** P Wetterstrand/A Pope

"That Education Council approves the agenda as amended."

- Add agenda item 3.2 – Approval of the May 29<sup>th</sup> Operations Committee minutes.

**Carried as revised**

**3. Approval of the Minutes**

**3.1 Approval of the minutes of the May 11, 2017 Education Council meeting as presented.**

**Motion:** D Silvestrone/A Pope

"That Education Council approves the minutes of the May 11, 2017 Education Council meeting as presented."

- Correct the date in the Header box to reflect these are the May 11, 2017 minutes.

**Carried**

**3.2 Approval of the minutes of the May 29, 2017 Operations Committee meeting as presented.**

**Motion:** P Wetterstrand/C Newitt

"That Education Council approves the actions of the May 29, 2017 Operations Committee meeting as presented."

**Carried**

**4. Business Arising**

**5. New Business**

**5.1 Curriculum recommended by Continuing Studies**

a. New certificate Program – Drupal Web Developer Certificate

**Motion:** C Newitt/S Rossouw

"That Education Council approves the new certificate program: Drupal Web Developer Certificate as recommended."

- V Simpson advised the department has been working with consultants, done labour market research and determined there is a need for this type of certificate.

- A member asked who the target market is for this program. S McCabe confirmed that the program is intended for those with a Computer Science diploma or a strong computer background with some technical skill and an interest in web development
- J Muskens referred to the admission requirements and asked about the assessment process for the portfolios. S McCabe advised they do not have a number of assessments or competencies to ensure prospective students understand the fundamentals of programming logic. He noted they have used this hiring practice in the past and added that having a portfolio is often better than just an interview as can see what prospective employees have to offer.
- J Muskens asked for confirmation that this program can be marketed everywhere. It was confirmed that there are opportunities for our graduates to take this certificate and find work locally. In addition, students could potentially find work in other parts of Canada or internationally. Drupal is a content management system and the skills or knowledge learned will allow students to more easily use or learn other systems.
- H Stewart added this is one of the top 25 needed skills in BC at this time.
- A member asked about the delivery model for this program. V Simpson advised the program will start as a face-to-face program. They have been in consultation with Financial Aid to discuss if the program may be student loan eligible and for this to happen, there must be at least one face-to-face session per course.
- A member asked how the students are assessed for successful completion. V Simpson advised that CS has common assessments. S McCabe added the most of the program will be project based and V Simpson noted that there is a lot of application within the program.
- A member asked how the community project will be assessed. S McCabe advised that Drupal is an open sourced project so they wanted to have the last course is a project to see how that works and creates opportunities to help in the community. He added there is a set of specific requirements for the project.
- J Muskens asked for confirmation that the passing grade is 70 % per course. V Simpson confirmed the 70% passing grade.
- A member asked how, without knowing costs, Education Council will be able to approve the program. D Silvestrone advised the pricing is not yet complete.
- A member asked what the approximate costs for students will be. V Simpson advised that she has been working on comparatives and trying to meet Student Loan criteria for the program.
- A member asked the competitors are. The member added that 240 hours seems like a lot so he is concerned about the market. H Stewart advised they looked at the market and some programs are offered in-house and are shorter in duration. Other programs are longer and very expensive. She added there is very little out there. V Simpson advised that in order to qualify for student loan eligibility, the minimum program length is 240 hours.
- ACRO offers about a three month internal training program.

**Carried**

## **5.2 Curriculum recommended by the CPRC – BUS**

a. New courses – BUAD 432 Selected Topics: Tourism and Hospitality; BUAD 438 Selected Topics: Marketing; BUAD 439 Selected Topics: Management; BUAD 468 Selected Topics: Finance; BUAD 469 Selected Topics: Advanced Accounting BUAD 479 Selected Topics: Human Resources

**Motion:** L Skulmoski/A Pope

"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: Finance; BUAD 469 Selected Topics: Advanced Accounting BUAD 479 Selected Topics: Human Resources as recommended by the CPRC – BUS."

- The Library has been consulted and assessments have been provided.
- On page 19, correct the name of the course to read as 'Finance'.

**Carried**

b. Program revisions – Bachelor of Business Administration (all specialties)

**Motion:** R Tyner/P Wetterstrand

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

**Carried**

### 5.3 Curriculum recommended by the CPRC – BUS (Commercial Aviation)

a. New course – AVIA 104 Introduction to Aviation

**Motion:** N deMelo/S Rossouw

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

- B McGillivray advised this is a change to the program in allow for the Private Pilot's Licence (PPL) to be brought into program where it was previously a prerequisite. Bringing the PPL into the program is to accommodate student demand. This adds length to program for international students and their maybe more funding available for students in the program.
- AVIA 104 is offered in a face-to-face way and with an instructor to write Transport Canada Student Pilot Permit written exam and the Private Pilot-Aeroplane written exam. This is a straight forward exam and covers simple things. Previously it looked as though the Transport Canada exam must be written first and this is not the case.
- AVIA 106 is flying portion you take after AVIA 104. This includes 12 hours flying time in order to take the exam and to be able to fly solo. Some students will require more than the 12 hours flying time to be successful on the exam.
- AVIA 105 is a face-to-face class to help prepare the students for two different exams. One is the TCC exam – for tower communication and the other exam is related to radio operations with towers and other planes.
- AVIA 107 is the flying part or the last part of the PPL. Students will do solo flights and a minimum of 33 hours for a total of 45 hours flying time. The majority of students need approximately 60 hours flying time.
- Total fees will be approximately \$21,000.00 for this portion of the program.
- A member suggested that the wording for the calendar description be revised to read as follows: '...Ground School subjects to **prepare for** the Student Pilot Permit...'
- A member asked what the options are if a students is not successful. B McGillivray advised that students usually get to continue in the program and may proceed and catch up on the flying time later. Weather is often a factor in the student being able to complete flying hours within a specific time frame..

**Carried**

b. New course – AVIA 105 Aviation Language Proficiency

**Motion:** N deMelo/S Rossouw

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

**Carried**

c. New course – AVIA 106 Pilot Skills Lab 1

**Motion:** R Tyner/L Skulmoski

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

- A member questioned the hours and B McGillivray provided an explanation.

**Carried**

d. New course – AVIA 107 Pilot Skills Lab 2

**Motion:** N Noble-Hearle/P Wetterstrand

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

- A member questioned that only '60' hours is required. B McGillivray advised the program is regulated by Transport Canada. He added that 12 hours in the first stage are included in the total 60 hours. The Director of the flight school submits a letter verifying 60 hours of flying time.

**Carried**

e. 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

**Motion:** L Skulmoski/A Pope

"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."

- The revisions are updates to the prerequisites and corequisites.

**Carried**

f. 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

**Motion:** P Wetterstrand/ S Rossouw

"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."

- The revisions are to update the prerequisites and corequisites

**Carried**

g. Course revisions – AVIA 212 Advanced Flight Operations I; AVIA 213 Instrument Procedures; AVIA 214 Advanced Avionics; AVIA 215 Flight Lab III

**Motion:** A Pope/S Rossouw

"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."

- The revisions are to update the prerequisites and corequisites.
- A member asked if the courses could be taken out of sequence. B McGillivray advised that some can be taken out of sequence and courses like Flight Labs must be taken in order. Each course has a different purpose and builds on skills learned in the previous course. An example is visual versus instrument flying, or single engine planes to multi engine planes.

**Carried**

h. Course revisions – AVIA 222 Advanced Flight Operations II; AVIA 225 Flight Lab IV; AVIA 226 Human Factors; AVIA 227 Aviation Skills

**Motion:** A Hay/R Tyner

"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."

**Carried**

i. Program revision – Commercial Aviation Diploma

**Motion:** N Noble-Hearle/L Skulmoski

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

- B McGillivray advised the program revision is required to update to the admission requirements
- A member noted the graduation requirements don't allow for a student with a Private Pilot's Licence. J Muskens advised there would be a notification included on the student record indicating confirmation of the PPL.

- Amend the first sentence of the program description to read as: ‘...program is for **individuals** who are interested...’

**Carried**

#### **5.4 Curriculum recommended by the CPRC – AFP**

- a. New course – HIST 230 Warfare and Terrorism Since 1945

**Motion:** A Pope/A Hay

“That Education Council approves the new course: HIST 230 Warfare and Terrorism Since 1945 as recommended by the CPRC – AFP.”

- R Huxtable advised the course speaks for itself and was agreed to by AFP chairs and approved by the CPRC – AFP.

**Carried**

- b. New course – ECON 231 Introduction to Behavioural Economics

**Motion:** R Huxtable/N Noble-Hearle

“That Education Council approves the new course: ECON 231 Introduction to Behavioural Economics as recommended by the CPRC – AFP.”

- R Huxtable advised there was discourse between the Psychology and Economics departments. The proposal was discussed at the AFP chairs meeting and approved by the CPRC – AFP.
- C Newitt added that the Psychology department did not support this course as they don't believe this is an ECON course.

**Carried**

- c. Course revision – ECON 115 Principles of Economics

**Motion:** N deMelo/P Wetterstrand

“That Education Council approves the course revision: ECON 115 Principles of Economics as recommended by the CPRC – AFP.”

- R Huxtable advised this revision is the result of an outcome of what Ed Council has already seen from business with regard to the changes at the CPA level.

**Carried**

- d. Course revisions – ECON 125 Principles of Macroeconomics

**Motion:** P Wetterstrand/R Tyner

“That Education Council approves the course revision: ECON 125 Principles of Macroeconomics as recommended by the CPRC – AFP.”

- This is the same as for ECON 115.

**Carried**

- e. Course revisions – SOCI 213 Sex, Gender and Society I; SOCI 217 Consumer Society; SOCI 250 Crime and Society; SOCI 260 Youth, Crime and Deviance and SOCI 295 Current Topics in Sociology

**Motion:** A Pope/S Rossouw

“That Education Council approves the course revisions: SOCI 213 Sex, Gender and Society I; SOCI 217 Consumer Society; SOCI 250 Crime and Society; SOCI 260 Youth, Crime and Deviance and SOCI 295 Current Topics in Sociology as recommended by the CPRC – AFP.”

- All the revisions include updates to the prerequisites and SOCI 217 includes a change to the calendar description.

**Carried**

#### **5.5 Education Council Retreat/Orientation**

**What is the purpose/rationale for the retreat?**

- To provide a common understanding of Council's purpose and process,
- To identify key topics to address during the year

- To provide shared agreed of what a successful year will look like.

#### **What will we discuss/do?**

Address several key questions:

1. **What is the purpose/role of Education Council in a model of bi-cameral governance?**
  1. Colleges and Institutes Act
  2. Powers delegated by the Board of Governors
2. **How do we want to operate?**
  1. Structure e.g Committees and their relationship to Council
  2. Rules of engagement e.g. Parliamentary procedure
  3. Bylaws
3. **What are the key issues/topics that Ed Council will need to consider/address in the coming year?** e.g. Secondary Graduation Requirements, Standards for
4. **How will we know if Education Council is successful?**

#### **Who should participate?**

- Education Council members
- Committee chairs - CPRCs and Standing Committees
- Board of Governors' Chair?

#### **When will we hold the event?**

- Day-long session in August
- Follow up discussion and decisions at the October meeting

#### **Who will organize?**

- We make the path by walking it...
- D Silvestrone advised a working group was formed and above ideas are being brought forward.
- What would a successful year for Education Council look like and how is that determined.
- Looking at the bi-camera governance.
- How we operate.
- Standing committees.
- Rules of engagement – parliamentary procedures.
- Bylaws have not been looked at in some time.
- Key topics – secondary graduation requirements
- Regarding participation – include chairs of CPRC's, and chair of BoG
- A suggestion was for a day-long session in late August with follow up work at the October meeting.
- If we go forward, so we form a working group to go forward?
- R Huxtable added he thought the group discussion was interesting
- D Silvestrone asked if there were any questions, comments, concerns.
- A member suggested the retreat be held after the students are elected.
- J Hamilton noted that timing might be an issue for the Board Chair. He suggested that Gloria Morgan, The Board Representative on Ed Council be included as part of group.
- J Hamilton suggested a topic for discussion be what a change in government might mean regarding policy, issues of government and degree approvals. He also suggested Ed Council consider are there things we need to be looking at that might impact what we are doing.
- D Silvestrone noted that the timing of a retreat will never be perfect.
- A member suggested that if the timing is off for students that records be kept for reference and the students.

- D Silvestrone acknowledged he is looking around the table and trying to judge the appetite for this type of thing.
- A Hay added he believes it will be useful for members and provide an overall understanding of what Education Council does.
- J Hamilton commented that this looks like a combination of an orientation and discussion of strategic issues. He suggested that both new and regular members have an orientation or onboarding process. He added that the retreat might be more of a planning session.
- D Silvestrone advised he is hearing two considerations. He summarized them as what is role the role of Education Council and what are the big items for upcoming year. He acknowledged that there is some support and will endeavour to form a working group to move forward.

## 5.6 Standing Committee nominations

### 5.7 Standing Committee reports

#### a. Operations Committee

- The committee met and the minutes are included.

#### b. ARP Committee

- Hasn't met

#### c. CCC Committee

- Hasn't met

#### d. Tributes Committee

- Convocation is this weekend

### 5.8 In camera Session

**Motion:** A Pope/C Newitt

"That Education Council move in camera."

**Carried**

#### Governor General's Silver Academic Medal

This medal is presented to the graduate who has successfully completed a baccalaureate program on a full-time basis with the highest graduating grade average.

**Motion:** A Hay/L Skulmoski

The Registrar has confirmed that Ms. Kristen Dawn Doorn has completed the Bachelor of Business Administration Degree on a full-time basis with a GGA (graduating grade average) of 91.11 percent, the highest achieved among all baccalaureate candidates for the graduating class of 2017.

The Registrar, therefore, recommends Kristen Doorn to the Education Council for approval as the Okanagan College recipient of the Governor General's Silver Academic Medal for the graduating class of 2017.

**Carried**

#### President's Award for Diploma Programs

These medals are presented to the two graduates who have successfully completed an associate degree or diploma program on a full-time basis with the highest graduating grade average. (The recipient of the Governor General's Collegiate Bronze Medal is excluded).

**Motion:** N deMelo/C Newitt

The Registrar has confirmed that Ms. Sarah Lindsay Foss has completed the Computer Information Systems Diploma on a full-time basis. Ms. Foss's graduating grade average is 94.30 percent.

The Registrar has confirmed that Ms. Cassidy Lynnae Acheson has completed the Associate of Arts Degree on a full-time basis. Ms. Acheson's graduating grade average is 93.55 percent.

The Registrar, therefore, recommends Sarah Foss and Cassidy Acheson to Education Council for approval as the two recipients for the Okanagan College President's Award for Associate Degree and Diploma Programs for the graduating class of 2017.

**Carried**

**Okanagan College Academic Medals**

The College, in recognition of outstanding scholastic achievement, bestows a medal annually at convocation to the graduate with the highest graduating grade averages in each of the following degree programs: Bachelor of Business Administration, Bachelor of Computer Information Systems, the Associate of Science degree and the Associate of Arts degree.

***Okanagan College Baccalaureate Medal - BBA***

This medal is presented to a student and to recognize outstanding performance and who has successfully completed the Bachelor of Business Administration Degree with the highest graduating grade average.

**Motion:** R Tyner/P Wetterstrand

The Registrar has confirmed that Ms. Kristen Dawn Doorn has completed the Bachelor of Business Administration with a GGA (graduating grade average) of 91.11 percent, the highest achieved among all BBA degree candidates – Spring 2017 Convocation.

The Registrar, therefore, recommends Kristen Doorn the Education Council for approval as the Okanagan College recipient of the Okanagan College Academic Medal – Bachelor of Business Administration for the graduating class of 2017.

**Carried**

***Okanagan College Baccalaureate Medal - BCIS***

This medal is presented to a student and to recognize outstanding performance and who has successfully completed the Bachelor of Computer Information Systems degree with the highest graduating grade average.

**Motion:** N deMelo/S Rossouw

The Registrar has confirmed that Ms. Breanne Amy Wiebe has completed the Bachelor of Computer Information Systems with a GGA (graduating grade average) of 90.55 percent, the highest achieved among all BCIS degree candidates – Spring 2017 Convocation.

The Registrar, therefore, recommends Breanne Wiebe to the Education Council for approval as the Okanagan College recipient of the Okanagan College Academic Medal – Bachelor of Computer Information Systems for the graduating class of 2017.

**Carried**

***Okanagan College Medal – Associate of Science***

This medal is presented to a student and to recognize outstanding performance and who has successfully completed the Associate of Science degree with the highest graduating grade average.

**Motion:** L Skulmoski/P Wetterstrand

The Registrar has confirmed that Mr. Adrian Anthony Fezatte has completed the Associate of Science on a full-time basis with a GGA (graduating grade average) of 90.80 percent, the highest achieved among all Associate of Science candidates – Spring 2017 Convocation.

The Registrar, therefore, recommends Adrian Fezatte to the Education Council for approval as the Okanagan College recipient of the Okanagan College Academic Medal – Associate of Science for the graduating class of 2017.

**Carried**

***Okanagan College Medal – Associate of Arts***

This medal is presented to a student and to recognize outstanding performance and who has successfully completed the Associate of Arts degree with the highest graduating grade average.

**Motion:** R Huxtable/N deMelo

The Registrar has confirmed that Ms. Cassidy Lynnae Acheson has completed the Associate of Arts on a full-time basis with a GGA (graduating grade average) of 93.55 percent, the highest achieved among all Associate of Arts candidates – Spring 2017 Convocation.

The Registrar, therefore, recommends Cassidy Acheson to the Education Council for approval as the Okanagan College recipient of the Okanagan College Academic Medal – Associate of Arts for the graduating class of 2017.

**Carried**

**Motion:** R Tyner/S Rossouw

“That Education Council move out of in camera.”

**Carried**

**6. Reports**

**6.1 Council Chair’s Report –**

- D Silvestrone thanked outgoing council members for their time on Council. (F Greenslade, J Sigalet, C Sahimark and L Skulmoski) He added he is looking forward to an exciting year ahead.
- He added that the duties of the Chair transfer to Chris Newitt as of July 1, 2017.

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

- A Hay advised that this year, OC will undergo a Quality Assurance audit Three program reviews will be included as part of the process.
- He advised that everything is in place up to grade 9 with regard to the K – 12 curriculum changes. The Ministry is looking at doing grades 10 – 12 together. The grade assessment that those courses currently have will not be changing for the next two years. Two new assessments are being development for Math and English. Students will likely have portfolios when they graduate and will be exposed to very different teaching paradigms. He noted it will be a while before that settles adding there will likely be changes coming through Education Council in the fall.

- J Hamilton added the sector is waiting to figure out of what may change with regard to post-secondary work with change in government. We will no longer have no MLA's sitting on the government side of the house so it will take some work to ensure that any issues that are important to OC or the sector are raised. A lot of work is going on behind the scenes as to how it will affect our students, OC and the sector. He added that hopefully by the time of the retreat, this information will be much clearer.
- He encouraged members to take a look at the platforms of the parties.
- He added this is the time of year that our students are out there and he wanted to note how well our students have done in competitions. There is a dinner for students participating in competition, presenting paper or representing OC in some capacity and this year there was 181 students.

**6.3 Registrar's Report –**

- J Muskens advised that the fall schedule was to be published this week and due to technical difficulties it will be posted hopefully tomorrow. The winter schedule is expected to be published in 2 – 3 weeks.

**6.4 Board of Governor's Report –**

- No report

**7. Date, Time of Next Regular Meeting – Thursday, September 14, 2017**

**8. Deadline for Agenda Items – Wednesday, August 30, 2017**

**9. Adjournment at 5:58 pm**

## **Appendix 3.2**

# **Approval of the Minutes for the June 26, 2017 Operations Committee meeting**

Motion: “That Education Council approves the actions of the  
June 26, 2017 Operations Committee meeting as  
presented. “

**Okanagan College Education Council – Operations Standing Committee  
Minutes of Monday, June 26, 2017  
S 109D – J Muskens Office 10:00 am**

**Draft**

**Present:** D Marques, C Newitt, A Pope, P Wetterstrand

**Regrets:** A Hay, J Muskens, D Silvestrone

**Guest:** A Hickey

**Recorder:** D Crommer

P Wetterstrand called the meeting to order at 10:14 pm and advised the purpose of the meeting is to approve candidates for graduation for Summer Convocation.

Note: All programs are based in Kelowna unless otherwise indicated.

**Accounting Assistant Certificate**

**Motion:** P Wetterstrand/D Marques

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Accounting Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Accounting Assistant Certificate. (1 student)

**Carried**

**Administrative Assistant Certificate (September 7, 2016 to June 23, 2017 – Kelowna)**

**Motion:** P Wetterstrand/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Administrative Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Administrative Assistant Certificate. (11 students)

**Carried**

**Administrative Assistant Certificate (September 7, 2016 to June 23, 2017 – Salmon Arm)**

**Motion:** P Wetterstrand/C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Administrative Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Administrative Assistant Certificate. (10 students)

**Carried**

**Administrative Assistant Certificate (September 7, 2016 to June 23, 2017 – Vernon)**

**Motion:** P Wetterstrand/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Administrative Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Administrative Assistant Certificate. (12 students)

**Carried**

**Administrative Assistant Certificate (Out of Sequence)**

**Motion:** P Wetterstrand/A Pope

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Administrative Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Administrative Assistant Certificate. (1 student)

**Carried**

**Bachelor of Business Administration (Out of Sequence)**

Motion: P Wetterstrand/C Newitt

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. (4 students)

**Carried**

**Basic Skills Certificate - B**

Motion: P Wetterstrand/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Basic Skills Certificate - B and, therefore, recommends these candidates to Education Council for approval of the Basic Skills Certificate - B. (7 students)

**Carried**

**British Columbia Adult Graduation Diploma**

Motion: P Wetterstrand/A Pope

The Registrar has verified that these 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. (9 students)

**Carried**

**Business Studies Certificate (Out of Sequence)**

Motion: P Wetterstrand/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Studies Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Studies Certificate. (1 student)

**Carried**

**Certified Dental Assistant Certificate**

Motion: P Wetterstrand/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Certified Dental Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Certified Dental Assistant Certificate. (23 students)

**Carried**

**Collision Repair Technician Certificate (September 6, 2016 to June 2, 2017)**

Motion: P Wetterstrand/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Collision Repair Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the Collision Repair Technician Certificate. (15 students)

**Carried**

**Culinary Arts Certificate**

Motion: P Wetterstrand/C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Culinary Arts Certificate and, therefore, recommends these candidates to Education Council for approval of the Culinary Arts Certificate. (19 students)

**Carried**

**Culinary Arts Certificate (Out of Sequence)**

Motion: P Wetterstrand/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Culinary Arts Certificate and, therefore, recommends these candidates to Education Council for approval of the Culinary Arts Certificate. (3 students)

**Carried**

**Early Childhood Education Certificate**

Motion: P Wetterstrand/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Early Childhood Education Certificate and, therefore, recommends these candidates to Education Council for approval of the Early Childhood Education Certificate. (2 students)

**Carried**

**Early Childhood Education – Infant & Toddler Certificate**

Motion: D Marques/C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Early Childhood Education – Infant & Toddler Certificate and, therefore, recommends these candidates to Education Council for approval of the Early Childhood Education – Infant & Toddler Certificate. (10 students)

**Carried**

**English for Academic Purposes Certificate**

Motion: P Wetterstrand/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the English for Academic Purposes Certificate and, therefore, recommends these candidates to Education Council for approval of the English for Academic Purposes Certificate. (16 students)

**Carried**

**Health Care Assistant Certificate**

Motion: P Wetterstrand/A Pope

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. (23 students)

**Carried**

**Heavy Mechanical Foundation Certificate (September 6, 2016 to June 2, 2017)**

Motion: P Wetterstrand/ C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Heavy Mechanical Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Heavy Mechanical Foundation Certificate. (16 students)

**Carried**

**Heavy Mechanical Foundation Certificate (Out of Sequence – Program Completion Date January 30, 2017)**

Motion: P Wetterstrand/D Marques

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Heavy Mechanical Foundation Certificate and, therefore, recommends this candidate to Education Council for approval of the Heavy Mechanical Foundation Certificate. (1 student)

**Carried**

**Human Service Work Diploma - Kelowna**

Motion: P Wetterstrand/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Human Service Work Diploma and, therefore, recommends these candidates to Education Council for approval of the Human Service Work Diploma. (19 students)

**Carried**

**Human Service Work Diploma - Vernon**

Motion: P Wetterstrand/C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Human Service Work Diploma and, therefore, recommends these candidates to Education Council for approval of the Human Service Work Diploma. (19 students)

**Carried**

**Legal Administrative Assistant Certificate- Corporate/Conveyancing**

Motion: P Wetterstrand/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Legal Administrative Assistant Certificate - Corporate/Conveyancing and, therefore, recommends these candidates to Education Council for approval of the Legal Administrative Assistant Certificate - Corporate/Conveyancing. (7 students)

**Carried**

**Legal Administrative Assistant Certificate- Corporate/Conveyancing (Out of Sequence)**

Motion: P Wetterstrand/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Legal Administrative Assistant Certificate - Corporate/Conveyancing and, therefore, recommends these candidates to Education Council for approval of the Legal Administrative Assistant Certificate - Corporate/Conveyancing. (2 students)

**Carried**

**Legal Administrative Assistant Certificate – Litigation (Out of Sequence)**

Motion: P Wetterstrand/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Legal Administrative Assistant Certificate- Litigation and, therefore, recommends this candidate to Education Council for approval of the Legal Administrative Assistant Certificate - Litigation. (1 students)

**Carried**

**Medical Administrative Assistant Certificate**

Motion: P Wetterstrand/ D Marques

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Medical Administrative Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Medical Administrative Assistant Certificate. (1 students)

**Carried**

**Office Assistant Certificate**

Motion: P Wetterstrand/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Office Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Office Assistant Certificate. (12 students)

**Carried**

**Office Assistant Certificate (Out of Sequence)**

Motion: P Wetterstrand/C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Office Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Office Assistant Certificate. (2 students)

**Carried**

**Pastry Arts Certificate**

Motion: P Wetterstrand/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Pastry Arts Certificate and, therefore, recommends these candidates to Education Council for approval of the Pastry Arts Certificate. (17 students)

**Carried**

**Pastry Arts Certificate (Out of Sequence)**

Motion: P Wetterstrand/A Pope

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Pastry Arts Certificate and, therefore, recommends this candidate to Education Council for approval of the Pastry Arts Certificate. (1 student)

**Carried**

**Preparing for Access to Careers and Education Certificate (PACE)**

Motion: P Wetterstrand/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Preparing for Access to Careers and Education Certificate and, therefore, recommends these candidates to Education Council for approval of the Preparing for Access to Careers and Education Certificate. (5 students)

**Carried**

**Studio Woodworking Certificate (September 6, 2016 to June 2, 2017)**

Motion: P Wetterstrand/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Studio Woodworking Certificate and, therefore, recommends these candidates to Education Council for approval of the Studio Woodworking Certificate. (8 students)

**Carried**

**Therapist Assistant Diploma**

Motion: P Wetterstrand/C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Therapist Assistant Diploma and, therefore, recommends these candidates to Education Council for approval of the Therapist Assistant Diploma. (25 students)

**Carried**

**Therapist Assistant Diploma (Out of Sequence)**

Motion: P Wetterstrand/D Marques

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. (1 student)

**Carried**

**Welder Foundation Certificate (Out of Sequence, Program Completion Date March 27, 2017)**

Motion: P Wetterstrand/A Pope

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Welder Foundation Certificate and, therefore, recommends this candidate to Education Council for approval of the Welder Foundation Certificate. (1 student)

**Carried**

**Welder Foundation Certificate (November 21, 2016 to June 9, 2017)**

Motion: P Wetterstrand/C Newitt

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. (13 student)

**Carried**

Meeting adjourned at: 10 40 am

## **Appendix 3.3**

# **Approval of the Minutes for the September 15, 2017 Operations Committee meeting**

Motion: “That Education Council approves the actions of the  
September 15, 2017 Operations Committee meeting as  
presented. “

**Okanagan College Education Council – Operations Standing Committee  
Minutes of Friday, September 15, 2017  
S 103 B – Student Services Boardroom 1:15**

**Draft**

**Present:** D Marques, J Muskens, C Newitt, A Pope, D Silvestrone, P Wetterstrand

**Regrets:** A Hay

**Recorder:** D Crommer

C Newitt called the meeting to order at 1:18 pm and advised the purpose of the meeting is to approve candidates for graduation.

Note: All programs are based in Kelowna unless otherwise indicated.

**Accounting Assistant Certificate (BC Campus)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Accounting Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Accounting Assistant Certificate. (3 students)

**Carried**

**Administrative Assistant Certificate (BC Campus)**

**Motion:** J Muskens/D Silvestrone

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Administrative Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Administrative Assistant Certificate. (1 student)

**Carried**

**Administrative Assistant Certificate (Out of Sequence - September 7, 2016 to June 23, 2017 – Vernon)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Administrative Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Administrative Assistant Certificate. (2 students)

**Carried**

**Associate of Arts Degree (Out of Sequence – Program End Date December 20, 2016 - Vernon)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Associate of Arts degree and, therefore, recommends this candidate to Education Council for approval of the Associate of Arts degree. (1 Student)

**Carried**

**Associate of Arts Degree (Out of Sequence – Program End Date April 26, 2017 - Kelowna)**

**Motion:** J Muskens/A Pope

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Associate of Arts degree and, therefore, recommends this candidate to Education Council for approval of the Associate of Arts degree. (1 student)

**Carried**

**Associate of Science Degree (Out of Sequence – Program End Date June 23, 2017 - Kelowna)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Associate of Science degree and, therefore, recommends this candidate to Education Council for approval of the Associate of Science degree. (1 student)

**Carried**

**Automotive Service Technician Certificate (February 6, 2017 to September 1, 2017 – Kelowna)**

**Motion:** J Muskens/D Silvestrone

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Automotive Service Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the Automotive Service Technician Certificate. Add one with distinction. (12 students)

**Carried**

**Bachelor of Business Administration (Out of Sequence – Summer 2017 Completions)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Bachelor of Business Administration and, therefore, recommends these candidates to Education Council for approval of the Bachelor of Business Administration. (14 students)

**Carried**

**British Columbia Adult Graduation Diploma (Out of Sequence – Program End Date December 8, 2012 – Salmon Arm)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the British Columbia Adult Graduation Diploma and, therefore, recommends this candidate to Education Council for approval of the British Columbia Adult Graduation Diploma. (1 student)

**Carried**

**British Columbia Adult Graduation Diploma (Out of Sequence – Program End Date April 26, 2017 – Penticton)**

**Motion:** J Muskens/A Pope

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. (2 students)

**Carried**

**British Columbia Adult Graduation Diploma (Out of Sequence – Program End Date June 23, 2017 – Salmon Arm)**

**Motion:** J Muskens/P Wetterstrand

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. (1 student)

**Carried**

**Business Administration Certificate (Out of Sequence – Program End Date April 26, 2017)**

**Motion:** J Muskens/D Silvestrone

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. (1 student)

**Carried**

**Business Administration Certificate (Out of Sequence – Program End Date August 18, 2017)**

**Motion:** J Muskens/D Marques

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. (1 student)

**Carried**

**Business Administration Diploma (Out of Sequence – Summer 2017 Completions)**

**Motion:** J Muskens/C Newitt

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. (30 students)

**Carried**

**Business Administration Diploma (Out of Sequence – Program End Date December 10, 2016)**

**Motion:** J Muskens/A Pope

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. (1 student)

**Carried**

**Business Studies Certificate (Out of Sequence – Summer 2017 Completion- Kelowna)**

**Motion:** J Muskens/P Wetterstrand

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. (2 students)

**Carried**

**Civil Engineering Technology Diploma (Out of Sequence – Kelowna)**

**Motion:** J Muskens/D Silvestrone

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Civil Engineering Technology Diploma and, therefore, recommends this candidate to Education Council for approval of the Civil Engineering Technology Diploma. (1 student)

**Carried**

**Commercial Aviation Diploma (Out of Sequence - Kelowna)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Commercial Aviation Diploma and, therefore, recommends these candidates to Education Council for approval of the Commercial Aviation Diploma. (2 students)

**Carried**

**Diploma in Criminal & Social Justice (Out of Sequence – Penticton)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Diploma in Criminal & Social Justice and, therefore, recommends this candidate to Education Council for approval of the Diploma in Criminal & Social Justice. (1 student)

**Carried**

**Electrician Pre-Apprenticeship Certificate (February 14, 2017 to July 28, 2017 - Penticton)**

**Motion:** J Muskens/A Pope

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. (14 students)

**Carried**

**Electrician Pre-Apprenticeship Certificate (March 7, 2017 to August 18, 2017 - Kelowna)**

**Motion:** J Muskens/P Wetterstrand

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. (10 students)

**Carried**

**English for Academic Purposes Certificate (Out of Sequence – Program End Date December 21, 2016 – Kelowna)**

**Motion:** J Muskens/D Silvestrone

The Registrar has verified that the candidate listed herein has satisfied all requirements for the English for Academic Purposes Certificate and, therefore, recommends this candidate to Education Council for approval of the English for Academic Purposes Certificate. (1 student)

**Carried**

**English for Academic Purposes Certificate (Out of Sequence – Program End Date April 28, 2017 – Kelowna)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the English for Academic Purposes Certificate and, therefore, recommends these candidates to Education Council for approval of the English for Academic Purposes Certificate. (2 students)

**Carried**

**English for Academic Purposes Certificate (Out of Sequence – Program End Date June 27, 2017 – Kelowna)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the English for Academic Purposes Certificate and, therefore, recommends these candidates to Education Council for approval of the English for Academic Purposes Certificate. (2 students)

**Carried**

**Diploma in Environmental Studies (Out of Sequence - Summer 2017 Completion)**

**Motion:** J Muskens/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Diploma in Environmental Studies and, therefore, recommends these candidates to Education Council for approval of the Diploma in Environmental Studies. (2 students)

**Carried**

**Diploma in General Studies (Out of Sequence – Program End Date June 27, 2017 – Penticton)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Diploma in General Studies and, therefore, recommends this candidate to Education Council for approval of the Diploma in General Studies. (1 student)

**Carried**

**Diploma in General Studies (Out of Sequence – Program End Date April 28, 2017 – Kelowna)**

**Motion:** J Muskens/D Silvestrone

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Diploma in General Studies and, therefore, recommends this candidate to Education Council for approval of the Diploma in General Studies. (1 student)

**Carried**

**Heavy Mechanical Foundation Certificate (Out of Sequence – June 13, 2016 to March 10, 2017 - Kelowna)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Heavy Mechanical Foundation Certificate and, therefore, recommends this candidate to Education Council for approval of the Heavy Mechanical Foundation Certificate. (1 student)

**Carried**

**Legal Administrative Assistant Certificate (Out of Sequence - Kelowna)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Legal Administrative Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Legal Administrative Assistant Certificate. (1 student)

**Carried**

**Medical Administrative Assistant Certificate (BC Campus)**

**Motion:** J Muskens/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Medical Administrative Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Medical Administrative Assistant Certificate. (4 students)

**Carried**

**Office Assistant Certificate (BC Campus)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Office Assistant Certificate and, therefore, recommends these candidates to Education Council for approval of the Office Assistant Certificate. (3 students)

**Carried**

**Office Assistant Certificate (Out of Sequence – Program End Date June 19, 2015 - Vernon)**

**Motion:** J Muskens/D Silvestrone

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Office Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Office Assistant Certificate. (1 student)

**Carried**

**Office Assistant Certificate (Out of Sequence – Program End Date January 19, 2017 - Vernon)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Office Assistant Certificate and, therefore, recommends this candidate to Education Council for approval of the Office Assistant Certificate. (1 student)

**Carried**

**Plumbing & Piping Trades Certificate (February 14, 2017 to July 28, 2017 - Vernon)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Plumbing & Piping Trades Certificate and, therefore, recommends these candidates to Education Council for approval of the Plumbing & Piping Trades Certificate. (17 students)

**Carried**

**Refrigeration & Air Conditioning Mechanic Pre-Apprenticeship Certificate (February 6, 2017 to July 28, 2017 - Penticton)**

**Motion:** J Muskens/A Pope

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Refrigeration & Air Conditioning Mechanic Pre-Apprenticeship Certificate and, therefore, recommends these candidates to Education Council for approval of the Refrigeration & Air Conditioning Mechanic Pre-Apprenticeship Certificate. (14 students)

**Carried**

**Residential Construction Certificate (February 20, 2017 to August 18, 2017 - Penticton)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Residential Construction Certificate and, therefore, recommends these candidates to Education Council for approval of the Residential Construction Certificate. (8 students)

**Carried**

**Residential Construction Certificate (February 20, 2017 to August 18, 2017 – Salmon Arm)**

**Motion:** J Muskens/D Silvestrone

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Residential Construction Certificate and, therefore, recommends these candidates to Education Council for approval of the Residential Construction Certificate. (9 students)

**Carried**

**Sheet Metal Worker Foundation Certificate (April 3, 2017 to August 18, 2017 - Kelowna)**

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Sheet Metal Worker Foundation Certificate and, therefore, recommends these candidates to Education Council for approval of the Sheet Metal Worker Foundation Certificate. (4 students)

**Carried**

**Water Engineering Technology Diploma (Out of Sequence – Kelowna)**

**Motion:** J Muskens/C Newitt

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Water Engineering Technology Diploma and, therefore, recommends this candidate to Education Council for approval of the Water Engineering Technology Diploma. (1 student)

**Carried**

**Welder Foundation Certificate (January 4, 2017 to July 14, 2017 - Kelowna)**

**Motion:** J Muskens/A Pope

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. (7 students)

**Carried**

**Welder Foundation Certificate (February 14, 2017 to July 28, 2017 – Salmon Arm)**

**Motion:** J Muskens/P Wetterstrand

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. (14 students)

**Carried**

**Welder Foundation Certificate (February 14, 2017 to August 25, 2017 – Kelowna)**

**Motion:** J Muskens/D Silvestrone

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. (10 students)

**Carried**

**Lieutenant Governor's Silver Medal for Vocational Studies**

This medal is presented to the graduate who has successfully completed a vocational certificate program on a full-time basis with the highest graduating grade average.

**Motion:** J Muskens/D Marques

The Registrar has confirmed that Mr. Philippe Steven Pharand has completed the Plumbing & Piping Trades Certificate program on a full-time basis with a GGA (graduating grade average) of 98.20 percent, one of the highest achieved among all candidates for the graduating class of 2017.

The Registrar, therefore, presents Philippe Steven Pharand to the Education Council for approval as the Okanagan College recipient of the Lieutenant Governor's Silver Medal for vocational studies for the graduating class of 2017.

**Carried**

**President's Award for Certificate Programs**

These medals are presented to the two graduates who have successfully completed a vocational certificate program on a full-time basis with the highest graduating grade average. (Excluding the Lieutenant Governor's Silver Medal recipient).

**Motion:** J Muskens/CNewitt

The Registrar has confirmed that Ms. Raylee Gabrielle Binkley has completed the Health Care Assistant Certificate program on a full-time basis. Ms. Binkley's graduating grade average is 98.00 percent.

The Registrar has confirmed that Ms. Cindy Anne Buchanan has completed the Health Care Assistant Certificate on a full-time basis. Ms. Buchanan's graduating grade average is 97.40 percent.

The Registrar has confirmed that Ms. Lisa Anne Maishment has completed the Health Care Assistant Certificate on a full-time basis. Ms. Maishment's graduating grade average is 97.40 percent.

The Registrar, therefore, presents Raylee Gabrielle Binkley, Cindy Anne Buchanan and Lisa Anne Maishment to Education Council for approval as the two recipients for the Okanagan College President's Awards for certificate programs for the graduating class of 2017.

**Carried**

#### **Governor General's Collegiate Bronze Medal**

This medal is presented to the graduate who has successfully completed an associate degree or diploma program on a full-time basis with the highest graduating grade average.

**Motion:** J Muskens/A Pope

The Registrar has confirmed that Ms. Heather Lynne Cretelli has completed the Therapist Assistant Diploma program on a full-time basis with a GGA (graduating grade average) of 98.35 percent, the highest achieved among all associate degree and diploma candidates for the graduating class of 2017.

The Registrar, therefore, presents Heather Lynne Cretelli to the Education Council for approval as the Okanagan College recipient of the Governor General's Collegiate Bronze Medal for the graduating class of 2017.

**Carried**

#### **President's Award for Diploma Programs (Vocational)**

These medals are presented to the two graduates who have successfully completed an associate degree or diploma program on a full-time basis with the highest graduating grade average. (Excluding Governor General's Bronze Medal recipient).

**Motion:** J Muskens/P Wetterstrand

The Registrar has confirmed that Ms. Alisha Jane Lemke has completed the Therapist Assistant Diploma program on a full-time basis. Ms. Lemke's graduating grade average is 95.88 percent.

The Registrar has confirmed that Ms. Maria Emily Riddle has completed the Therapist Assistant Diploma program on a full-time basis. Ms. Riddle's graduating grade average is 95.82 percent.

The Registrar, therefore, presents Alisha Jane Lemke and Maria Emily Riddle to Education Council for approval as the two recipients for the Okanagan College President's Awards for vocational diploma programs for the graduating class of 2017.

**Carried**

Meeting adjourned at 2:00 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 course revision: MATH 127 Math for Network and Telecommunications Engineering Technology I as recommended by the CPRC –STH:

### MATH 127 – 3 – 4      Math for Network and Telecommunications Engineering Technology I

**Course revision:**

- Title – new course title to *Math for Network and Telecommunications Engineering Technology*
- Description

**Rationale:**

NTEN has made program revisions that require changes to the name and calendar description of their mathematics course. In particular, the NTEN program has removed the second mathematics course from their program (hence, we don't need to call the course Math for NTEN I but rather Math for NTEN). Removing the second mathematics course also requires that we change the calendar description to remove reference to the second mathematics course. The current calendar description hides most of the content umbrella of Math 127 is a "calculus-prep" class. The revised description is clearer about the content being taught.

**Calendar description:**

**Current:**

MATH 127 provides NTEN students with the basic mathematical concepts and techniques useful in their program, and prepares them for the introductory calculus course to be taken in their second semester. The topics covered in the course are: the real number system; numerical computation and calculator use; algebra; solution of various types of equations; functions and graphs; binary, octal and hexadecimal conversions; exponentials and logarithms; and elementary trigonometry. Students with credit for MATH 137 cannot take MATH 127 for additional credit. (4,0,0)

**Proposed:**

This course provides NTEN students with the basic problem solving strategies and techniques using various mathematical tools found in algebra, coding theory, graph theory, logic, number theory, and set theory. The topics also include binary, octal and hexadecimal systems and subnetting. (4,0,0)

**Implementation date:** September 2017

**Costs:** n/a

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

### Network and Telecommunications Engineering Technology Diploma

**Program revision:**

- Program outline

**Rationale:**

Update the math course title, there is only one math course in the program. This is the only change

**Program tables:**

Existing		Proposed	
MATH 127	Math for Network and Telecom Engineering Tech I	MATH 127	Math for Network and Telecom Engineering Tech

**Implementation date:** September 2017

**Costs:**

**Motion: That Education Council approves the new course: HSW 100 Professional Skills for Human Service Work as recommended by the CPRC –STH:**

**HSW 100 – 3 – 3 Professional Skills for Human Service Work**

**Rationale:**

Historically, students had an option of taking *either* HSW 123 *or* SOCW 200A to meet program requirements and both have similar learning outcomes. However, SOCW200A is also a university transfer course and more students have been taking this course to enable better transferability to university programs. An increasing need for a concentrated focus on applied professionalism skills and values, professional communication, objective report writing and self-care strategies was identified in the last Tier III review therefore a new course, HSW 100 will replace HSW 123.

**Calendar description:**

In this course students explore human service work practice through the introduction of the values, ethics and processes that form the foundation for professional practice. Students develop and demonstrate an understanding of professional conduct in practice settings. Topics covered include professional values, ethics, conducts and boundaries, objective report writing and strategies for self-care.

**Prerequisites:** Admission to the HSW program

**Implementation date:** September 2018

**Costs:** Library (one-time) \$1500.00

**Motion: That Education Council approves the course revision: HSW 106 Practicum Preparation I as recommended by the CPRC – STH:**

**HSW 106 – 1.5 – 1.5 Practicum Preparation I**

**Course revision:**

- Prerequisites

**Rationale:**

Historically, students had an option of taking either HSW 123 or SOCW 200A to meet program requirements and both have similar learning outcomes. However, SOCW200A is also a university transfer course and more students have been taking this course to enable better transferability to university programs. An increasing need for a concentrated focus on applied professionalism skills and values, professional communication, objective report writing and self-care strategies was identified in the last Tier III review therefore a new course, HSW 100 will replace HSW 123.

**Prerequisites/Corequisites:**

	<b>Current</b>	<b>Proposed</b>
<b>Prerequisites</b>	HSW 111, HSW 114 and HSW 123 or SOCW 200A with a minimum grade of 50 or permission of the department.	HSW 111, HSW 114, SOCW 200A with a minimum grade of 50

**Implementation date:** September 2018

**Costs:** n/a

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

**Human Service Work Diploma**

**Program revision:**

- Addition of courses
- Graduation requirements

- Program outline

**Rationale:**

Historically, students had an option of taking *either* HSW 123 or SOCW 200A to meet program requirements and both have similar learning outcomes. However, SOCW200A is also a university transfer course and more students have been taking this course to enable better transferability to university programs. An increasing need for a concentrated focus on applied professionalism skills and values, professional communication, objective report writing and self-care strategies was identified in the last Tier III review therefore a new course, HSW 100 will replace HSW 123.

**Graduation requirements:**

**Current:**

HSW 102, HSW 106, HSW 107, HSW 108, HSW 111, HSW 114, HSW 122, HSW 123 or SOCW 200A; HSW 124, HSW 130, HSW 205, HSW 206, HSW 210, HSW 211, HSW 220, HSW 230; SOCW 200B; ENGL 100, ENGL 150 or ENGL 151; PSYC 111, PSYC 121, PSYC 220; Plus 3 UT Electives (9 credits)

**Proposed:**

HSW 100, HSW 102, HSW 106, HSW 107, HSW 108, HSW 111, HSW 114, HSW 122; SOCW 200A; HSW 124, HSW 130, HSW 205, HSW 206, HSW 210, HSW 211, HSW 220, HSW 230; SOCW 200B; ENGL100, 1ENGL 150 or ENGL 151; PSYC 111, PSYC 121, PSYC 220; 2 UT Electives (6 credits)

**Reason:**

SOCW 200A will become a mandatory course and HSW 123 will be removed from the offerings. HSW 100 will be added as a new additional core mandatory 3 credit course. This addition necessitates the removal of one 3 credit elective course.

**Implementation date:** September 2018

**Costs:** included in HSW 100 course information

# **Appendix 5.2**

## **Curriculum recommended by the CPRC – T/A (Trades and Apprenticeship programs)**

## Trades and Apprenticeship Programs

**Motion: That Education Council approves the new program: Collision Repair and Refinishing Diploma as recommended by the CPRC – T/A:**

### Collision Repair and Refinishing Diploma

#### **Rationale:**

Currently in the Automotive Collision Repair Industry, the average age of an Automotive Collision Technician is 54 years, individuals entering the trade to replace those technicians is at an all-time low. Added to this a growing demand for individuals to fill office roles that were once traditionally occupied from technicians wanting to make a career move or perhaps start their own business. In the Automotive industry vehicles are rapidly becoming more complex to repair, and more than ever technicians are required to be educated on vehicle repair procedures and shop operations at a much broader range than that of a first year apprentice. The Collision Repair and Refinishing Diploma program is intended to provide that level of Collision Repair training to both international and domestic students, from which they will be educated with theories, and practical skills of current vehicle repair procedures and business functions. The program will fully prepare the students for the Automotive Collision Repair Industry by providing students with automotive collision, refinishing, estimating, business management and glass repair skills.

#### **Calendar description:**

This two-year diploma program is designed for both international and Canadian students who wish to obtain employment in the automotive industry as an Automotive Collision Repair Technician, Refinishing Preparation Technician or Auto Glass Technician. The program begins by providing the student with the first year of apprenticeship training followed by second year courses that focus on industry required skills in estimating, office management and entrepreneurship.

This unique program provides training in four technical areas which include automotive refinishing preparation, automotive refinishing, automotive collision repair and auto glass repair and replacement. Each of these areas will be covered providing the graduate with completion of four modules of level one technical training. Upon successful completion of the technical training, students will be eligible to write the provincial Industry Training Authority standardized examinations.

#### **Admission requirements:**

- B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- English 11 with minimum 50% or equivalent or an IELTS 6.0 (no band less than 5.5) or TOEFL 60.
- A minimum 50% in one of:  
Mathematics Grade 10  
Foundations of Mathematics and Pre-calculus Grade 10  
Both Adult Basic Education Math 071/072  
Or a minimum of 50% in the ABLE mathematics test.
- Relevant trades experience may be assessed for entry into this program.
- Year Two entry - A student who has successfully completed the Collision Repair/Refinishing Prep Technician Foundation Program within the previous five years is also eligible for admittance into the second year of this diploma program.

#### **Residency requirements:**

This program must be completed in its entirety at Okanagan College.

#### **Graduation requirements:**

Graduates must complete the 22 courses with a minimum passing grade of 60% in each course. Students must achieve an overall grade of no less than 70% in each year.

Graduates receive an Okanagan College Collision Repair and Refinishing Diploma

**Courses/hours:**

Course #	Course Name	Course Hours
Year 1		
CRRD 110	Workplace Safety	30
CRRD 115	Tools and Equipment	60
CRRD 120	Collision Facility Operations	30
CRRD 125	Essential Trade Skills	60
CRRD 130	Cutting and Heating Technologies	30
CRRD 135	Welding	20
CRRD 140	Fundamentals of Collision Repair	150
CRRD 145	Sheet Metal/Aluminum Repair	150
CRRD 150	Plastics and Composite Repair	60
CRRD 155	Surface Preparation	150
CRRD 160	Undercoats	60
Year 2		
CRRD 210	Plan Work	30
CRRD 215	Trade Practice	60
CRRD 220	Topcoats	150
CRRD 225	Paint Problems and Repairs	30
CRRD 230	Pre-Delivery	60
CRRD 235	Mechanical Components	90
CRRD 240	Automotive Glass	120
CRRD 245	Shop Management and Estimating	90
CRRD 250	Collision Impact Analysis	120
CRRD 255	Advanced Repair Techniques	120
CRRD 260	Preparation for Employment	30
<b>Total Hours</b>		<b>1800</b>

**Year One**

**CRRD 110                      WORKPLACE SAFETY**

Throughout this course students use safe workshop practices relating to the automotive collision repair industry such as shop safety procedures, workplace hazardous materials information systems (whmis), fire prevention, personal protective equipment, emergency procedures and hazardous materials disposal.

**CRRD 115                      TOOLS AND EQUIPMENT**

In this course students will learn the proper selection, maintenance, and safe operation of automotive collision repair tools and equipment. Covered material includes hand and power tools, compressors, spray guns, spray booths, and vehicle lifting equipment.

Prerequisites: CRRD 110

**CRRD 120                      COLLISION FACILITY OPERATIONS**

This course covers the different types of repair facilities and the various tasks performed in repairing a vehicle with damage. Topics include estimate types, deciphering vehicle identification plates, shop terminology and the use of computers and the internet as they apply to the collision repair industry

**CRRD 125            ESSENTIAL TRADE SKILLS**

This course introduces learners to vocabulary and pronunciation specific to the automotive collision industry. It also provides the opportunity to practice more complex language and communication skills required for teamwork and professionalism such as problem-solving and conflict resolution. Using an experiential learning approach with focus on role-rehearsals and coaching, this course will provide learners with the opportunity to work independently and in a cooperative team environment. Learners will practice mathematical calculations for completing work orders, invoices and mixing ratios and develop a basic understanding of mechanical forces.

Prerequisites: CRRD 115

**CRRD 130            CUTTING AND HEATING TECHNOLOGIES**

This course introduces the student to various types of equipment used and the methods of cutting and heating metal and aluminum substrates found on today's vehicles. Technologies included are oxy-acetylene, plasma arc, and induction heating.

Prerequisites: CRRD 115

**CRRD 135            WELDING**

This course covers mig welding equipment used for butt, lap, and plug welding techniques on all gauges and types of automotive steels and aluminum. Other topics include mig brazing, out of position welding and reference to oem welding standards for certification.

Prerequisites: CRRD 115

**CRRD 140            FUNDAMENTALS OF COLLISION REPAIR**

This course involves the identification of various body structures and their components, as well as bolt on panel replacement and alignment techniques. It also includes vehicle parts and trim identification, removal, replacement and an in depth lesson on fastener technology.

Prerequisites: 115

**CRRD 145            SHEET METAL/ALUMINUM REPAIR**

This course introduces students to the properties and characteristics of sheet metal and aluminum, the tools and equipment used for repair, and the methods for patching, roughing, and applying plastic body fillers to damaged areas.

Prerequisites: CRRD 115

**CRRD 150            PLASTICS AND COMPOSITE REPAIR**

This course involves the repair and replacement of multiple types of plastics found on today's modern vehicles. Topics include means of identification, plastic welding, adhesive repair using the latest materials and techniques found in industry.

Prerequisites: CRRD 115

**CRRD 155            SURFACE PREPARATION**

This course exposes students to the various steps involved in preparing a vehicle surface for the refinishing process. Substrate evaluation, abrasives, masking, specialized tools and sanding techniques are covered in this course.

Prerequisites: CRRD 115

**CRRD 160            UNDERCOATS**

During this course students identify the four types of undercoats, correct mixing procedures and

application sequence and methods. Other topics included are corrosion protection, seam sealing, and application of anti-corrosion compounds used in the automotive refinishing industry.

Prerequisites: CRRD 115

## Year Two

### **CRRD 210 PLAN WORK**

This course introduces students to the different stages of inspection prior to and during the repair process that contributes to the estimate and organization of a production schedule. Other topics include painter specific documentation, software, inventory and new repair material technologies.

Prerequisites: Successful completion of year one of the Collision Repair and Refinishing Diploma

### **CRRD 215 TRADE PRACTICE**

During this course students enter an industry body shop for a two-week work experience period. Students are working side by side with a certified journey person. focus will be on occupational health and safety standards, tools and equipment, spray guns, oxyacetylene and metal inert gas (mig) welding, removal and installation of vehicle components, sheet metal repair, plastic and composite repairs, surface preparation, and application of undercoats.

Prerequisites: Successful completion of year one of the Collision Repair and Refinishing Diploma

### **CRRD 220 TOPCOATS**

This course exposes the student to the various types, proper use, and application techniques of automotive topcoats used in the refinishing process. Included topics are spot repairs, blending, and color match adjustments.

Prerequisites: Successful completion of year one of the Collision Repair and Refinishing Diploma

### **CRRD 225 PAINT PROBLEMS AND REPAIRS**

During this course students identify topcoat conditions, potential paint damage, correct repair procedures and recognize and identify the various causes of refinishing problems.

Prerequisites: successful completion of year one of the Collision Repair and Refinishing Diploma

### **CRRD 230 PRE-DELIVERY**

This course introduces students to the steps and techniques in preparing a refinished vehicle for delivery to the customer. Topics include polishing processes, exterior vehicle cleaning, interior vehicle cleaning, over spray removal and decal, trim, stripe applications.

Prerequisites: successful completion of year one of the Collision Repair and Refinishing Diploma

### **CRRD 235 MECHANICAL COMPONENTS**

This course gives the student the ability to service components related to the heating, cooling and air condition system. Topics will include evacuation and recharging of a/c, basic electrical wiring, restraints, drive train, and scan tool devices used to diagnose fault codes.

Prerequisites: Successful completion of year one of the Collision Repair and Refinishing Diploma

### **CRRD 240 AUTOMOTIVE GLASS**

Students identify specialty tools, protective equipment, vehicle paint conditions, and specialty glass features while removing and installing various types of automotive glass. Students will also learn windshield chip repair and glass troubleshooting procedures.

Prerequisites: Successful completion of year one of the Collision Repair and Refinishing Diploma

**CRRD 245 SHOP MANAGEMENT AND ESTIMATING**

This course describes the business practices of today's body shop. Entrepreneurship and customer relations as well as computer-based and manual estimating practices are covered in depth.

**CRRD 250 COLLISION IMPACT ANALYSIS**

This course introduces the student to the various forces present during a collision. Topics covered include inertial damage to the body/frame structure, mechanical and interior components. Topics included are damage conditions, basic measuring tools and the use of computer based measurement programs.

Prerequisites: CRRD 125

**CRRD 255 ADVANCED REPAIR TECHNIQUES**

This course covers the full or partial replacement of exterior and structural panels on unitized vehicles. Panel bonding and strsw are introduced in this course as well. Oem repair procedures are covered in depth throughout this component of training.

Prerequisites: CRRD 110

**CMNS 201 CAREER COMMUNICATION AND STRATEGY**

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

Prerequisite is 3 credits of 1st-year Communications.

**Tuition:**

Domestic 12466.44  
International 30053.04

**Costs:**

	<b>One-time</b>	<b>Ongoing</b>
Introduction	500.00	200.00
Equipment and Supplies	8,000.00	27,000.00
Library	1500.00	450.00
Staffing	15,273.75	118,3120.24
Other costs (renovating, etc)		500.00
<b>Total estimated costs</b>	<b>25,273.75</b>	<b>146,470.24</b>

# Appendix 5.3

## Standing Committee nominations

## 5.3 Approval of Nominees for Standing Committees

**Motion:**

"That Education Council approves the nominee for the Curriculum Proposal Review Committee – Arts and Foundational programs (CPRC – AFP) as recommended by the Operations Standing Committee."

One (1) faculty member from inside the portfolio

Nominee: Shelly Ikebuchi for the period October 6, 2017 to July 31, 2020

**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: Brenda Ridgeley-Ketchell for the period October 6, 2017 to July 31, 2020

**Motion:**

"That Education Council approves the nominee for the Curriculum Proposal Review Committee – Science Technology and Health programs (CPRC – STH) as recommended by the Operations Standing Committee."

One (1) AACCP faculty member to serve on the committee

Nominee: Bob Vineck for the period October 6, 2017 to July 31, 2020

**Motion:**

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

One (1) faculty member to serve on the committee for diversity

Nominee: Matt Kavanagh for the period October 6, 2017 to July 31, 2020

# Appendix 5.4

## Standing Committee Reports

# Appendix 5.5

## Education Council Bylaws Review



# Education Council Bylaws

2015 November 6

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## Preamble

The Education Council (hereafter referred to as “the Council”) is an internal body of Okanagan College, required by the *College and Institute Act*, R.S.B.C., 1996, Chapter 52, as amended, which considers educational policies pertaining to planning, operations, evaluation, and standards.

The Council sets policies regarding examinations, evaluation of student performance and student withdrawal from courses, programs, or the institution. It also sets criteria for academic standards, for awards recognizing academic excellence, and for appeals by students on academic matters. The Council sets curriculum content for all courses leading to certificates, diplomas, or degrees.

The Council advises the Okanagan College Board of Governors (hereinafter referred to as “the Board”) on the approval, evaluation, and cancellation of programs and courses, as well as priorities for the implementation of new programs and courses. It also gives advice to the Board on educational matters such as libraries and resource centres, admissions policies, faculty member qualifications, the academic schedule, and student life and discipline.

The operating procedures of the Council are those established by Council according to the relevant provisions of the *College and Institute Act*, R.S.B.C., 1996, Chapter 52, as amended, including all previous Acts and amendments.

Members of the Council exercise their best individual judgement in accordance with the College Mission, Vision, and Values, and on behalf of the College, and the people and the communities that it serves.

### 1.0 Operating Procedures of Education Council

- 1.1 Meetings of the Council and its committees shall be governed by the most recent edition of Robert’s Rules of Order except that in the case of conflict between Council Bylaws and Robert’s Rules of Order, Council Bylaws shall prevail.

### 2.0 Official Secretary to Education Council

- 2.1 The Registrar shall be the Official Secretary to Education Council.

### 3.0 Membership and Officers of Education Council

- 3.1 The membership of Council consists of twenty positions with voting privileges [*College and Institute Act*, Section 15(1)]. The Council may, by motion and agreement of the President, increase or decrease in size in accordance with the *College and Institute Act*, Section 15(2).
- 3.2 The terms of office for faculty, support staff, and appointed members shall be two years and for students one year. Elections for position on the Council shall normally be held twice a year, for terms of office beginning August 1 and November 1.
- 3.3 The President of the College is a non-voting *ex officio* member of the Council [*College and Institute Act*, Section 15(4)].

- 3.4 The Council shall elect a Chair from its membership at least annually. The Chair retains voting rights as a Council member. The Chair represents Council and its positions to the Board. The Chair shall be entitled to a minimum of 50 percent release time for faculty, or the equivalent for administrative or support staff.
- 3.4.1 The election of the Council Chair shall normally take place no later than the April meeting of Education Council. The term of office shall normally begin July 1.
- 3.4.2 The Official Secretary to Education Council shall call for nominations at meetings prior to the April election meeting to ensure the nomination process is completed for an April election of Education Council Chair.
- 3.4.3 The election shall be conducted by the Official Secretary to Education Council. Balloting shall be done in secret.
- 3.5 The Council shall normally elect a Vice Chair at least annually, who shall chair meetings in the absence of the Chair.
- 3.5.1 The election of the Vice Chair shall normally take place no later than the April meeting of Education Council. The term of office shall normally begin July 1.
- 3.5.2 The Official Secretary to Education Council shall call for nominations at meetings prior to the April election meeting to ensure the nomination process is completed for an April election of the Education Council vice chair.
- 3.5.3 The election shall be conducted by the Official Secretary to Education Council. Balloting shall be done in secret.
- 3.6 Resignation of Chair or Vice chair or inability to complete the term of office
- 3.6.1 In the event that the Chair is unable to complete the term as Chair, the vice chair will immediately take over the duties of the chair. If the vice chair is unable to complete the term as chair, a by-election to elect a chair will occur at the next meeting. The chair elected at the by-election will fulfil the role of chair for the balance of the term.
- 3.6.2 In the event that the vice chair is unable to complete the term of office, members will be notified at the next meeting. A by-election to elect a vice chair will take place at the following meeting.
- 3.7 The position of a member shall be declared vacant by the Official Secretary to Education Council when she or he has received notice that the member has resigned from the Council, resigned from the College, retired from the College, or that the member is going on leave for a period of more than six months.
- 3.7.1 Members who inform the Official Secretary to Education Council of their intent to be active in Council business during their leaves may be granted exemption by Council from the rule prohibiting membership during their leaves.

- 3.8 Any member may be granted a leave of absence by a resolution of the Council for up to three consecutive ordinary meetings of the Council. Any absence without leave for more than three consecutive ordinary meetings shall result in a declaration of vacancy by the Official Secretary to Education Council.
- 3.9 Filling of vacancies on Education Council: Elected Positions
- 3.9.1 Should an election not fill a vacancy, the Council Chair will canvass the appropriate constituency for volunteers and select a volunteer, by lot, to fill the vacancy.
- 3.9.2 Should there be a vacancy during a term of office (see sections 3.6 and 3.7 of the bylaws), the Council Chair will canvass the appropriate constituency for volunteers and select a volunteer, by lot, to fill the vacancy.
- 3.9.3 All vacancies on Education Council shall be filled within one month of the vacancy occurring. Should no replacement be available by that time, the Council Chair will be empowered to appoint a replacement from the appropriate constituency.
- 3.10 Council members may not appoint a proxy.

## 4.0 Meetings of Education Council

### 4.1 Regular Meetings

- 4.1.1 The Council schedules ten regular meetings each academic session, September through June. The times of these meetings shall be established in advance by Education Council itself or by the Operations Committee.
- 4.1.2 Meetings shall normally not exceed three hours. In no case will a meeting adjourn later than 8:30 p.m.
- 4.1.3 The time for adjournment may be extended at any meeting by a successful motion for extension, which is not debatable, and requires an affirmative vote of a simple majority of those who vote.
- 4.1.4 The Council may agree to requests to consider items and vote on motions deemed urgent at a time beyond the adjournment deadline.
- 4.1.5 A regular meeting may be cancelled. The Operations Committee may meet in Council's place if there is neither urgent nor sufficient business.

### 4.2 Special Meetings

- 4.2.1 A Special Meeting may be called to discuss a particular topic or topics.
- 4.2.2 A Special Meeting may be called at the discretion of the Chair or upon receiving a request from the Board.

- 4.2.3 A Special Meeting must be called by the Chair upon a motion carried by Council and passed by a simple majority of those voting, or upon the written request of more than one-quarter of the members of the Council.
- 4.2.4 The Chair shall fix the date of the Special Meeting; that date shall not be more than 21 days after the receipt of a request issued under Section 4.2.3.
- 4.2.5 A Notice of Special Meeting shall specify the purpose of the meeting. Such a notice shall be given to members of the Council at least 10 days prior to the meeting. Only the matter or matters specified in the notice concerning the meeting shall be considered at such a Special Meeting.

#### 4.3 Quorum

- 4.3.1 More than one-half of the voting members of the Council (refer to 3.1) shall form a quorum for meetings of the Council.

#### 4.4 Open and Closed Sessions

- 4.4.1 Meetings of the Council are open and observers may attend. Observers shall not be entitled to speak or to vote. Observers may be invited to speak to specific matters on the agenda by majority vote of Council.
- 4.4.2 No cameras, tape recorders or other electronic equipment may be brought into the meeting except at the discretion of the Chair.
- 4.4.3 The Council may, by simple majority vote, clear observers from the meeting and consider items of the agenda *in camera*.
- 4.4.4 A Chair of a Standing Committee shall be allowed to speak to matters on the agenda arising from the Standing Committee. Deans and Directors are entitled to speak to curriculum and policy matters from their area of responsibility.

#### 4.5 Order of Business

- 4.5.1 The agenda for regular meetings is normally set twelve calendar days prior to the scheduled meeting date of the Council. The agenda and supporting documents shall be circulated at least seven calendar days in advance of regular meetings.
- 4.5.2 The usual order of agenda items is:
  - 1. Determination of quorum.
  - 2. Messages of regret from those unable to attend.
  - 3. Adoption of the agenda.
  - 4. Declaration of conflict. See section 7 of the bylaws.
  - 5. Council membership: Declaration of vacancies, replacements and introduction of new members.

6. Minutes of the previous meeting: Motion to adopt, amend and/or correct the minutes.
7. Business arising from the minutes: Information may be presented, and matters arising from the minutes discussed. Motions may be put and voted upon regarding matters arising from previous minutes.
8. Items brought forward from previous meetings: Unfinished business from previous agendas.
9. New Business.
  - Curriculum recommended by each CPRC. The order of these reports will normally vary from meeting to meeting.
  - Reports of Standing Committees of the Council. These are normally presented in alphabetical order. Reports should normally be circulated in advance. Committees may propose motions with respect to their reports.
  - Correspondence and the receipt of petitions: Petitions may be received by Council and may be forwarded to appropriate committees for consideration. Statements may be circulated to members.
  - Matter discussed *in camera*.
  - Other business.
10. Reports
  - Council Chair. The Chair may report on issues of interest to the Council. Members of the Council shall have the opportunity to pose questions to the Chair regarding matters of interest to the Council.
  - President and Vice President, Education
  - Registrar
  - Board representative: Notification of Board activities, status of advisory proposals, and issues of joint authority.
11. Date and time of next meeting.
12. Submission Deadline for next meeting.
13. Adjournment.

4.5.3 Any matter not already on the agenda of a regular meeting may, at the request of a member from the floor of the Council and at the discretion of the Chair, be included on the agenda under "Other Business".

4.5.4 Any member may request in writing to the Chair that the agenda of the next regular meeting include any such matter which the member requests Council to consider.

4.5.5 Any member may give notice of a motion from the floor of the Council, whereby the motion shall be on the agenda of the next regular meeting of Council.

## 4.6 Conduct of Meetings

4.6.1 Voting on ordinary business and motions is normally by show of hands. A member may request at any time through a motion that a roll call vote or a

secret ballot vote be conducted. Such a motion requires a simple majority of those voting excluding blanks and abstentions for the motion to pass.

- 4.6.2 The Council may acquiesce in a recommendation or motion without a vote. This is an indication of the will of the Council should the minutes reporting the concurrence be adopted without challenge.
- 4.6.3 The Chair has the same voting rights as other members of the Council and shall vote at the same time as other members. In the event of an equal number of votes for and against a motion, the motion shall be lost.
- 4.6.4 Any member of the Council may request that the vote count, or the member's individual vote or abstention from voting be recorded in the Council minutes.
- 4.6.5 The Chair normally vacates the Chair to enter into discussion, other than under Section 4.5.2.8.
- 4.6.6 The Council may choose a *president pro tem* to chair council meetings enabling the Chair to speak freely on council matters.

## 4.7 Motions

- 4.7.1 Motions may originate from a Standing Committee presenting a report, from a Standing Committee advising the Council in advance of its intention to bring forth motions at the next regular meeting, from an organization unit, if the Operations Committee considers that the matter does not need to be referred to a Committee, from a member presenting a notice of motion to be presented at the next regular meeting, or from the floor of the Council to be considered immediately in accordance with Section 4.5.3.
- 4.7.2 Once a motion is moved and seconded, the mover of the motion, or as appropriate, a department or Dean's representative may speak to it and answer questions from the floor of the Council.
- 4.7.3 A motion included on the agenda may be withdrawn before being moved on the floor of the Council.
- 4.7.4 A motion may be presented and voted upon with or without discussion.
- 4.7.5 A motion on the floor of the Council may be referred to a committee by the carrying of a second motion to this effect, which is debatable and is passed by a simple majority.
- 4.7.6 A motion to postpone consideration of a motion on the floor of the Council may be moved at any time. If seconded, a motion to postpone consideration is debatable. If the motion to postpone is carried by a simple majority, no further discussion of the original motion is allowed; if the motion to postpone is lost, debate on the initial motion may continue.

- 4.7.7 A motion to “lay on the table” the pending motion halts consideration of the pending motion immediately. It must be seconded, is not debatable and may be passed by a simple majority. It should be employed only when the Council wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.
- 4.7.8 A motion to amend a motion on the floor of the Council may be moved at any time. If seconded, the motion to amend may be debated and may be passed by a simple majority. Regardless of the outcome, debate of the original motion may continue, with further motions of amendments proposed and voted upon. Once all discussions are complete, including voting upon all motions of amendment, the original motion (in amended form if such amendments were carried) is put to a vote in its entirety.
- 4.7.9 Upon the agreement of the Council in the form of a motion to such effect, which is not debatable and is passed by a simple majority, a motion on the floor may be split into two or more parts, with each part to be debated and voted upon separately. The defeat of one part of a motion so divided does not automatically defeat the other parts of the split motion.
- 4.7.10 When two motions on the agenda are at variance, the Chair may rule that consideration of the second motion is unnecessary if the first is passed. If the first motion is lost, the second may be considered.
- 4.7.11 A motion to rescind a motion requires a vote of two-thirds majority in the affirmative to pass, or, if a notice of motion has been given, a simple majority in the affirmative to pass.
- 4.7.12 A motion to adjourn may be made at any time. When seconded, it is not debatable, must be voted upon immediately and requires a simple majority vote in the affirmative to pass.
- 4.7.13 Any ruling or action of the Chair with regard to motions or any other matter may be challenged. Such a challenge is generally not debatable, shall be voted upon by Council and is sustained by a simple majority.

## 5.0 Standing Committees

### 5.1 Academic Regulations and Policy Committee

The Academic Regulations and Policy Committee (ARP) shall function under the Terms of Reference approved by Education Council.

### 5.2 Curriculum Criteria and Calendar Committee

The Curriculum Criteria and Calendar Committee (CCC) shall function under the Terms of Reference approved by Education Council.

### 5.3 Curriculum Proposal Review Committees

The Curriculum Proposal Review Committees (CPRC) shall function under the Terms of Reference approved by Education Council.

### 5.4 Operations Committee

The Operations Committee shall function under the Terms of Reference approved by Education Council.

### 5.5 Tributes Committee

The Tributes Committee shall function under the Terms of Reference approved by Education Council.

### 5.6 Membership on Committees

5.6.1 Council may at any time form a standing or an *ad hoc* committee and establish the terms of reference of a standing or an *ad hoc* committee of which the size and composition is normally recommended by the Nominating Committee.

5.6.2 The terms of reference of each Council Committee shall specify the membership and specific responsibilities of the committee.

5.6.3 The Council Chair shall be an *ex officio* member of all committees.

5.6.4 The Council may designate members of committees according to any of the following methods:

- *Ex officio* – Designated officer
- Education Council member elected by Council
- Constituency member elected by Council
- Constituency member elected by Constituency
- Constituency member appointed by designated person or body

5.6.5 A member of the Council is entitled to seek nomination for any committee, or suggest to the Operations Committee the names of individuals who might be nominated for particular committees.

5.6.6 Additional nominations may be made from the floor of the Council, provided the consent of the nominees has been obtained. When additional nominations are made from the floor, a ballot election should be held to determine the membership of the committee of the size recommended by the Operations Committee.

- 5.6.7 Bylaws section 3.6 (vacancy), 3.7 (leave of absence), 3.8 (filling of vacancies: elected positions) and 3.9 (proxy) of the Education Council bylaws also apply to standing and *ad hoc* committees.
- 5.6.8 When a vacancy occurs or is expected to occur on a committee, or when a committee wishes to add to its members, the Chair of that committee shall notify without delay the Chair of the Operations Committee. Such vacancies should, if possible, be announced at a regular meeting of the Council before the Operations Committee considers a nomination for the vacancy.
- 5.6.9 Attendance at meetings of Council committees is normally limited to members of the committee. Committee meetings may be attended by others only with the permission or at the request of the Chair of the Committee.

## 5.7 Committee Reports to Council

- 5.7.1 Standing committees shall report to the Council as required but in any event, not less than once each year.
- 5.7.2 A committee report is generally presented by the Chair of the committee, but in the Chair's absence, another member of the committee may do so.
- 5.7.3 Committee reports are not required to be seconded to be discussed on the floor of the Education Council.
- 5.7.4 A committee report should normally consist of the body of the report with recommendations (if appropriate) summarized at the end and motions arising from the recommendations, if any, following the recommendations.
- 5.7.5 Recommendations of the Tributes Committee regarding nominations for honorary degrees are to be presented *in camera*.
- 5.7.6 The final recommendation of an *ad hoc* committee's final report should be that Education Council discharge the committee.
- 5.7.7 The Council may take, through appropriate motions, any of the following actions with regard to committee reports:
- Receive a report.
  - Receive a report, and consider motions to approve specific recommendations.
  - Adopt a report.
  - Adopt a report, and consider motions to approve specific recommendations.
  - Refer a report to another committee.

- Refer a report back to the original committee.
- Postpone consideration of a report, until a specified date or indefinitely.

5.7.8 A committee may circulate a report for information. Such a report may raise questions without making recommendations, or may make recommendations, with no motions or actions arising from the report.

## 6.0 Amendment of Education Council Bylaws

6.1 Any amendment of the bylaws of the Education Council shall require one month's notice of motion.

6.2 The Council may amend its bylaws by a duly given notice of motion by a vote of at least two-thirds of the voting members of the Council.

## 7.0 Conflict of Interest

7.1 A conflict of interest arises when a Council member's private interests supersede or compete with his or her dedication to the interests of the College. In general, voting on matters which have an effect on a broad group by a member of that group is not considered a conflict of interest.

7.2 In cases where conflict cannot be avoided, a Council member has an obligation to declare a conflict of interest prior to discussion or decision of an issue. Upon declaration of a conflict the person recording the events of the meeting should duly note the declaration and the Council member must:

7.2.1 in an *in camera* session or committee meeting, absent him/herself from the proceeding during discussion or voting on that particular matter.

7.2.2 in a public session, refrain from discussion or voting on that particular matter.

7.3 Where a Council member is unsure of whether he or she is in conflict, that member should raise the perceived potential conflict with the Council, and the Council should determine by a two-thirds majority vote whether or not a conflict of interest exists. The member perceived to be in a conflict should refrain from voting on the issue.

# Appendix 5.6

## In camera session

# Appendix 6.0

## Reports