

Education Council Meeting
Thursday, November 2, 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
Nathan Nesbitt	Student – North Okanagan
Relan Johanson	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 Corneau	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

Okanagan College Education Council Agenda
Meeting of Thursday, November 2, 2017 4:00 pm
S 103B – Student Services Building Boardroom - Kelowna Campus

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**Okanagan College Education Council Agenda
Meeting of Thursday, November 2, 2017 4:00 pm
S 103B – Student Services Building Boardroom - Kelowna Campus**

7. **Date, Time of Next Regular Meeting** – December 5, 2017 at 4:00 pm
8. **Deadline for Agenda Items** – Wednesday, November 22, 2017
9. **Adjournment**

Appendix 3.1

Approval of the Minutes for the October 5, 2017 Education Council meeting

Motion: “That Education Council approves the October 5,
2017 Education Council meeting as presented. “

**Okanagan College Education Council
Minutes of Thursday, October 5, 2017 4:00 pm
Room S103B Student Services Boardroom – Kelowna Campus**

Draft

Present: G Bede, N deMelo, F Kelly, D Marques, J Muskens, C Newitt, N Noble-Hearle by phone - exited at 4:57, A Pope, S Rossouw at 4:49, R Sawatzky, D Silvestrone, R Tyner, D Warren at 4:06, P Wetterstrand

Regrets: J Hamilton, A Hay, R Huxtable, G Morgan, T Walters

Absent:

Guests: J Euloth, B Gillett, N Deagon, J Hecko, L Kraft

Recorder: D Crommer

1. Determination of Quorum and Call to Order

C Newitt called the meeting to order at 4:02 pm

2. Adoption of the Agenda

Motion: R Tyner/N deMelo

"That Education Council approves the agenda as presented."

- Revised information for the Collision Repair and Refinishing Diploma program was distributed at the table. The revision was to replace CMNS 201 with CRRD 260.

Carried as revised

3. Approval of the Minutes

3.1 Approval of the minutes of the June 1, 2017 Education Council meeting as presented.

Motion: A Pope/N deMelo

"That Education Council approves the minutes of the June 1, 2017 Education Council meeting as presented."

Carried

3.2 Approval of the minutes of the June 26, 2017 Operations Committee meeting as presented.

Motion: A Pope/D Marques

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

Carried

3.3 Approval of the minutes of the September 15, 2017, 2017 Operations Committee meeting as presented.

Motion: D Marques/A Pope

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

Carried

4. Business Arising

5. New Business

5.1 Curriculum recommended by the CPRC - STH

- a. Course revision – MATH 127 Math for Network and Telecommunications Engineering Technology I

Motion: D Warren/D Silvestrone

"That Education Council approves the course revision: MATH 127 – Math for Network and Telecommunications Engineering Technology I as recommended by the CPRC - STH."

- L Kraft advised this is a minor name change. There is no longer a Math II so there's no need for a Math I. The course description language is being updated.

Carried

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

Motion: D Warren/P Wetterstrand

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

- L Kraft advised the revision is to update to the program description and to include the MATH 127 name change.

Carried

- c. New Course – HSW 100 Professional Skills for Human Service Work

Motion: N deMelo/R Tyner

"That Education Council approves the new course: HSW 100 Professional Skills for Human Service Work as recommended by the CPRC - STH."

- J Hecko advised that historically there were two courses with similar content (HSW 123 or SOCW 200A) and students could take either one for credit. Students in the more academic stream were taking 200A and those not as academically inclined would take HSW 123. In the last couple of years, the department determined that more students were taking the SOCW 200A course. They also determined a need for a course with more specific content related to the program. One of the needs was for objective report writing. This course will cover all concepts that may have been lost in the deletion of HSW 123 and will also include any challenges identified by students in the program.

Carried

- d. Course revision – HSW 106 Practicum Preparation I

Motion: D Silvestrone/N deMelo

"That Education Council approves the course revision: Practicum Preparation I as recommended by the CPRC - STH."

- L Kraft advised this is clarifying the prerequisites as HSW 123 or HSW 200A are listed as prerequisites and HSW 123 will no longer be offered.
- She confirmed there is no need to include permission of the department in the list as it is redundant.

Carried

- e. Program revision – Human Service Work Diploma

Motion: P Wetterstrand/N deMelo

"That Education Council approves the program revision: Human Service Work Diploma as recommended by the CPRC - STH."

- The rationale is to explain removal of HSW 123 and inclusion of HSW 100 in the program outline.
- A member requested confirmation that this change reduces the number of UT transfer courses by one course. This is correct.
- L Kraft advised these changes are a result of the Tier III review. The reviewers advised the program really needed an identity and it was determined the program is

more of a job preparation program. There was a bridge piece students can take if they wish to pursue the academic side.

- C Newitt read email from the AFP portfolio outlining concerns regarding consultation. Consultation was not documented in the elimination of HSW 123 and creating a reliance on SOCW 200A. Consultation is an important part of the process as it does impact other areas and any consultation that did occur was never documented. L Kraft advised that they made an effort and did not get a response. C Newitt clarified that with the elimination of HSW 123, AFP will be impacted as extra sections of SOCW 200A will be required.
- A member noted that Tier III reviews usually have a list of points and involves the PAC. The member asked if the report was circulated to all affected departments such as the Library as an example. There was no response.
- L Kraft advised that when the proposal was discussed at Deans Forum, she got name of person that should have been the contact for consultation and did contact her. Potential student success is impacted as this is an academic course that is being mandatory. L Kraft did some checking on student success for SOCW 200A and determined that students were doing well so there should not be any impact.

Carried

5.2 Curriculum recommended by the CPRC – T/A

a. New Diploma program – Collision Repair and Refinishing Diploma

Motion: D Silvestrone/D Marques

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

- J Euloth advised the trade is specific to repairing the automobile. The industry is beginning to hit a critical mass as most employees in industry are hitting retirement age and not as many students are enrolling in this program. He reviewed the two most common ways for students to enter the industry noting it is not sustainable for apprentices to move up to journeyman status. He added that smaller businesses are looking at other ways to remain in business
- Today's automobile is much more complex and requires different knowledge and skills. Students are coming from outside our borders to take this type of training. The intent of the program is to provide the training and at an even higher level.
- This will be a first for OC to take a traditional trades program and introduce it as a two-year diploma. The PAC is in favour of the change. Similar programming is being offered in the lower mainland and has shown to be successful.
- Current curriculum has been included and modified to incorporate new information into the diploma program.
- A member noted that in her field students want jobs.
- A member noted there is a course on shop management and questioned why this is not a BUAD course. J Euloth advised this is based on industry specifics with much of the focus on estimating and shop management.
- J Muskens added that in order to attract international students, the program is offered as a diploma.
- A member advised he is looking at the program from perspective for domestic students and asked how this will work. J Euloth advised the first year will give students the opportunity to determine if they like the industry and exit with a first year apprenticeship. J Euloth advised there are actually offering three different first year apprenticeships offered in the program – glass repair, automotive refinishing and automotive repair. He confirmed students do not exit as a journeyman adding the diploma is higher than Level I apprenticeship. Students are eligible to write the appropriate exams and continue on the journeyman or Red Seal track.

Carried

5.3 Standing Committee Nominations

Motion: D Marques/D Warren

"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

Carried

Motion: P Wetterstrand/R Sawatzky

"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

Carried

Motion: D Marques/A Pope

"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) AACP faculty member to serve on the committee

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

Carried

Motion: R Tyner/G Bede

"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 to ensure diverse knowledge

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

Carried

5.4 Standing Committee Reports

a. Operations Committee

- C Newitt advised that the committee met twice face-to-face to approve candidates for graduation and met once electronically to approve nominees to standing committee.
- He advised that grads will be included at regular meetings if agenda is small and referred to Operations if the Education Council meeting is longer.
- He noted this committee needs a new member from faculty. He added it is preferred the committee member be based in Kelowna as meeting are usually short in duration and the committee will normally meet on a Friday following the Education Council meeting.

b. ARP Committee

- J Muskens advised the Academic Integrity Policy is close to being finished and she is hoping to include it on the agenda for either the December or January meeting.

c. CCC Committee

- C Newitt advised the committee is to be reactivated and have meetings scheduled on a regular basis.

- d. Tributes Committee
- C Newitt advised that nominees are accepted until October 24th and will be included on the agenda for the November 2nd Education Council meeting.

5.5 Education Council Bylaws Review

- This is covered under the Registrar's report.

5.6 In camera session

Motion: R Tyner/D Marques

"That Education Council move in camera."

Carried

Accounting Assistant Certificate (Out of Sequence – End Date July 23, 2017 – BC Campus)

Motion: J Muskens/F Kelly

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.

Carried

Business Administration Diploma (Out of Sequence – End Date August 15, 2017)

Motion: J Muskens/S Rossouw

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

Carried

Business Studies Certificate (Out of Sequence – End Date August 8, 2017 - Distance)

Motion: J Muskens/A Pope

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.

Carried

Business Studies Certificate (Out of Sequence – End Date August 15, 2017)

Motion: J Muskens/D Silvestrone

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.

Carried

Carpenter and Joiner Foundation Certificate (February 6, 2017 to September 1, 2017)

Motion: J Muskens/G Bede

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

Carried

Culinary Arts Certificate (Out of Sequence – February 9, 2016 to February 3, 2017)

Motion: J Muskens/D Marques

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

Carried

English for Academic Purposes Certificate (Out of Sequence – End Date December 23, 2015)

Motion: J Muskens/P Wetterstrand

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.

Carried

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

Motion: J Muskens/D Warren

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.

Carried

Motion: D Silvestrone/N deMelo

“That Education Council move out of in camera.”

Carried

6. Reports

6.1 Council Chair’s Report –

- C Newitt thanked outgoing student member, S Rossouw for his time on Education Council. He congratulated N deMelo on being re-elected for another term. There will be two new students joining Education Council for the November meeting. Nathan Nesbitt is representing the North Okanagan and Relan Johanson is representing the Shuswap Revelstoke region. A by-election will be held to fill the vacant student seat and the two vacant faculty seats.
- C Newitt advised he will be attending the Academic Governance Council (AGC) meeting on Oct 23rd in lower mainland.
- There was good feedback received on the orientation/retreat. He advised he is still in the process of synthesising information that came out of session. The morning session was mostly a review. Some very interesting issues were brought forward in afternoon session. The following areas were identified as key tasks for the upcoming year as follows:
 - o Review of the bylaws
 - o Creating a flow chart of process from idea concept to how it arrives at Education Council. Hopefully this will help clarify roles and responsibilities.
 - o Review roles and responsibilities of Ed Council to clarify it is not just a body that rubber stamps curriculum proposals. This comes into play with the Quality Assurance review. Not everyone believes that Education Council has a role in the quality assurance review. There has been no consultation to this point and this topic will be raised at AGC meetings.
 - o Access to information
 - o indigenization of the institution
 - o K – 12 changes
- A member asked for clarification of the Quality Assurance process and how it compared to a Tier III Review. The Quality Assurance review is a step above a Tier III review in that they review the review process. R Tyner added this would allow us to offer degrees without having to go through DQAB. This exempt status is available to most institutions that have offered degrees for at least five years.
- J Muskens added there is still a lot of discussion at the Registrar’s level regarding the K – 12 changes. Students will or may be required to prepare a portfolio which can be reviewed by post-secondary institutions. Not all institutions are interested in this and no one is yet sure how this will look. They are rolling out grade 10’s next year.

6.2 President & Vice-President Education Report – A Hay

- A Hay provided a written report for distribution at the table.

6.3 Registrar's Report –

- J Muskens advised it was determined that Bylaws need to be reviewed and/or updated. She asked for volunteers - preferably one from each employee group and students.
- She advised she also wants to have a Final Exam Policy committee.
- Asking for volunteers for two committees, the following people offered to serve:
- Final exam Policy committee
 - o D Warren, A Pope, N DeMelo, R Sawatzky
- Bylaws committee
 - o D Silvestrone, P Wetterstrand,
- J Muskens added the government is moving quickly on a common application process. She advised it looks like this will be implemented next year or the year after.

6.4 Board of Governor's Report –

- No report

7. **Date, Time of Next Regular Meeting – Thursday, November 2, 2017**

8. **Deadline for Agenda Items – Wednesday, October 18, 2017**

9. **Adjournment at 5:33 pm**

Appendix 5.1

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

Curriculum recommended by the Curriculum Proposal Review Committees

Arts and Foundational Programs

Motion: That Education Council approves the course revision: COST 060 Computer Studies 060 as recommended by the CPRC – AFP:

COST 060 – 80 hours Computers Studies 060

Course revision:

- Content
- Description

Rationale:

The changes were made to match changes to the articulated learning outcomes that were adopted in the 2016/17 articulation guide. Many of the optional topics are now required topics and there were some updates to stay current with changes in technology.

Calendar description:

Current:

Computer Studies 60 is designed for students who wish to develop basic computer skills. The course will cover basic computer knowledge, keyboarding skills, word processing, email, and internet browsing. The emphasis will be on practical applications.

Proposed:

Computer Studies 60 is designed for students who wish to develop basic computer skills. This course will cover basic computer knowledge, keyboarding skills, word processing, email, and internet browsing. The emphasis will be on practical applications as opposed to theory and taught in a meaningful personally relevant context.

Implementation date: January 2018

Costs: n/a

Motion: That Education Council approves the course revision: MATH 012 Mathematics 012 as recommended by the CPRC – AFP:

MATH 012 – 96 hours Mathematics 012

Course revision:

- Description

Rationale:

Housekeeping to match the OC course description with the description in the articulated course outline. No new content.

Calendar description:

Current:

This course is designed to prepare students for further study in mathematics including calculus and technology courses. Topics include a brief algebra review, polynomial, exponential, logarithmic and trigonometric functions, inequalities, conics, sequences and series. Optional topics are geometry, an introduction to calculus, or systems of linear equations in three variables. This course is equivalent to Principles of Mathematics 12.

Proposed:

This course is designed to prepare students for further study in mathematics including calculus and technology courses. Topics include a brief algebra review, polynomial, exponential, logarithmic and trigonometric functions, inequalities, sequences and series. Optional topics are conic sections,

permutations and combinations, binomial expansion, probability and an introduction to calculus. This course is equivalent to Pre-Calculus 12 (formerly Principles of Mathematics 12).

Implementation date: January 2018

Costs: n/a

Motion: That Education Council approves the course revision: CHEM 012 Chemistry 012 as recommended by the CPRC – AFP:

CHEM 012 – 96 hours Chemistry 012

Course revision:

- Description

Rationale:

Housekeeping to match the OC course description with the description in the articulated course outline. No new content.

Calendar description:

Current:

A continuation of Chemistry 011, this course includes chemical energetics, chemical and gaseous equilibrium, acids, bases and salts and properties of solutions, and electro-chemistry. A laboratory component is included.

Proposed:

A continuation of Chemistry 011, Chemistry 012 includes reaction kinetics, chemical equilibrium, acids, bases and salts, gas laws, and electro-chemistry. Optional topics may include: organic functional groups, thermochemistry, nuclear chemistry, biochemistry, environmental ethics and industrial applications. Laboratory work will complement the lecture topics.

Implementation date: January 2019

Costs: n/a

Motion: That Education Council approves the course revision: PHYS 012 Physics 012 as recommended by the CPRC – AFP:

PHYS 012 – 96 hours Physics 012

Course revision:

- Description

Rationale:

Housekeeping to match the OC course description with the description in the articulated course outline. No new content.

Calendar description:

Current:

This course is algebra-based. The basic concepts introduced in Physics 011 will be expanded. The areas of study will be vector kinematics, dynamics, statics, momentum, wave topics and electromagnetism. Selected concepts will be investigated experimentally and the scientific method will be further developed. A laboratory component is included.

Proposed:

This course is a study of basic kinematics and dynamics, statics, equilibrium conditions, electrostatics, electricity and magnetism, momentum and collisions, work, energy and power. SI units and vector analysis are used throughout. A laboratory component is included.

Implementation date: January 2018

Costs: n/a

Motion: That Education Council approves the new course: PSYC 012 Psychology 012 as recommended by the CPRC – AFP:

PSYC 012 – 80 hours Psychology 012

Rationale:

This will create a social science option that will satisfy a course requirement of the BC Adult Graduation Diploma

Calendar description:

Students will explore the historical foundations of psychology, biological basis of behaviour, learning and memory, social psychology, theories on personality and motivation as well as psychological disorders through the use of lecture, research, scenarios, guest speakers and questioning. Understanding will be demonstrated through written reports, essays, summaries, responses, informal presentations, and seminars. As this is a provincial level course, a research paper exhibiting proper APA citation will be required.

Prerequisites:

Minimum 80% in English 070, or English 071 and 072; or a minimum grade of 60% in English 080, or English 081 and 082; or a minimum ABLE test score of 72/80 and an Advanced Level writing sample.

Implementation date: January 2018

Costs: none

Appendix 5.2

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

Science Technology and Health Programs

Motion: That Education Council approves the course revision: COSC 404 Advanced Database Management Systems as recommended by the CPRC – STH:

COSC 404 – 3 – 5 Advanced Database Management Systems

Course revision:

- Description
- Prerequisite

Rationale:

The current prerequisites for COSC 404 indicate COSC 226 or COSC 304 with a minimum grade of 60 required. COSC 226 does not exist and was removed from the calendar several years ago. The prerequisite for this course needs to be updated.

Calendar description:

Current:

This course is a continuation and expansion of the concepts from COSC 226 and 304. Review of database environment and database design principles are included. Advanced topics include recovery and concurrency control in distributed database systems, object and object relational databases, data mining, and data warehousing. Students will design and develop database applications using state-of-the-art technology. (3,2,0)

Proposed:

This course is a continuation and expansion of the concepts from COSC 304. Review of database environment and database design principles are included. Advanced topics include recovery and concurrency control in distributed database systems, object and object relational databases, data mining, and data warehousing. Students will design and develop database applications using state-of-the-art technology. (3,2,0)

Prerequisite:

	Current	Proposed
Prerequisites	A minimum grade of 60% in one of COSC 226 or COSC 304 or third year standing	A minimum grade of 60 on COSC 304 or third year standing

Implementation date: January 2018

Costs: n/a

Motion: That Education Council approves the course revision: COSC 471 Software Engineering Project as recommended by the CPRC – STH:

COSC 471 – 3 – 6 Software Engineering Project

Course revision:

- Course description
- Prerequisite

Rationale:

The current prerequisites for COSC 471 indicate COSC 310 or COSC 470. COSC 310 does not exist and was removed from the calendar several years ago. The prerequisite for this course needs to be updated.

Calendar description:

Current:

14

This course involves the design, implementation and test of a large software system, using a team approach. Students will require significant out-of-class time to complete this course successfully. This course is to be taken in the final year of the BCIS degree.

Proposed:

This course involves the design, implementation and test of a large software system, using a team approach. Students will require significant out-of-class time to complete this course successfully. This course is to be taken in the final year of the BCIS degree.

Prerequisites:

	Current	Proposed
Prerequisites	COSC 310 or COSC 470 or fourth-year standing	COSC 470 or fourth-year standing

Implementation date: January 2018

Costs: n/a

Motion: That Education Council approves the course revision: CIEN 133 Concrete Technology as recommended by the CPRC – STH:

CIEN 133 – 3 – 4 Concrete Technology

Course revision:

- Contact hours
- Prerequisite

Rationale:

A two-hour per week lab no longer provides sufficient time to cover current course content, making it necessary to increase the lab by one hour per week for a total of three lab hours per week.

Contact hours:

	Current	Proposed
Lecture	2	2
Lab	2	3
Seminar		

Students attend a two hour lecture and a three hour lab per week.

Implementation date: September 2018

Costs: n/a

Motion: That Education Council approves the course revision: CIEN 143 Highway Material Testing I as recommended by the CPRC – STH:

CIEN 143 – 3 – 4 Highway Material Testing I

Course revision:

- Contact hours
- Title - *change course title to Highway Materials Testing I*

Rationale:

A two-hour per week lab no longer provides sufficient time to cover current course content, making it necessary to increase the lab by one hour per week for a total of three lab hours per week.

Contact hours:

	Current	Proposed
Lecture	2	2

Lab	2	3
Seminar		

Students attend a two hour lecture and a three hour lab per week.

Implementation date: September 2018

Costs: n/a

Motion: That Education Council approves the course revision: CIEN 235 Municipal Design as recommended by the CPRC – STH:

CIEN 235 – 3 – 4 Municipal Design

Course revision:

- Contact hours

Rationale:

A two-hour per week lab no longer provides sufficient time to cover current course content, making it necessary to increase the lab by 30 minutes per week for a total of 2.5 lab hours per week.

Contact hours:

	Current	Proposed
Lecture	2	2
Lab	2	2.5
Seminar		

Students attend a 2 hour lecture and a 2.5 hour lab per week.

Implementation date: September 2018

Costs: n/a

Motion: That Education Council approves the course revision: CIEN 236 Highway Materials Testing II as recommended by the CPRC – STH:

CIEN 236 – 3 – 4 Highway Materials Testing II

Course revision:

- Contact hours

Rationale:

Currently one hour of lecture time is included at the start of the lab but it is actually used as demonstration time. A two-hour per week lab no longer provides sufficient time to cover current course content, making it necessary to increase the lab by one hour per week for a total of three lab hours per week, and decrease the lecture by one hour per week for a total of one lecture hour per week.

Contact hours:

	Current	Proposed
Lecture	2	1
Lab	2	3
Seminar		

Students attend a one hour lecture and a three hour lab per week.

Implementation date: September 2018

Costs: n/a

Motion: That Education Council approves the program revision: Civil Engineering Technology Diploma as recommended by the CPRC – STH:

Civil Engineering Technology Diploma

Program revision:

- Program outline
- Revision of courses

Rationale:

The "Suggested Okanagan College Electives" section in the Civil Engineering Program Outline currently offers transfer options for UBCO Engineering students who wish to enroll in the Civil Engineering Technology Program at Okanagan College. The department would like to remove this option. The change to the lab hours more accurately reflects the following; what is currently done for the courses, to facilitate better scheduling, and to allow the students more hands on experiences in the laboratory.

Program outline:

Current	Proposed
<p>Semester One <u>CIEN 131</u> Drafting I <u>CIEN 139</u> Construction Surveying 1 CIEN 133 Concrete Technology (2,2,0) <u>CIEN 134</u> Statics and Strength of Materials I <u>CIEN 136</u> Applications for Engineering Principles <u>COSC 115</u> Microcomputer Orientation <u>CMNS 133</u> Technical Writing and Communications I <u>MATH 113</u> Mathematics for Civil Engineering Technology I Co-op Education/Employment Seminar</p>	<p>Semester One <u>CIEN 131</u> Drafting I <u>CIEN 139</u> Construction Surveying 1 CIEN 133 Concrete Technology (2,3,0) <u>CIEN 134</u> Statics and Strength of Materials I <u>CIEN 136</u> Applications for Engineering Principles <u>COSC 115</u> Microcomputer Orientation <u>CMNS 133</u> Technical Writing and Communications I <u>MATH 113</u> Mathematics for Civil Engineering Technology I Co-op Education/Employment Seminar</p>
<p>Semester Two <u>CIEN 141</u> Drafting II <u>CIEN 149</u> Construction Surveying 2 CIEN 143 Highway Material Testing I (2,2,0) <u>CIEN 144</u> Statics and Strength of Materials II <u>CIEN145</u>Elementary Hydraulics <u>CIEN 147</u> Software Applications for Engineering Technology <u>CIEN 148</u> Structural Design <u>MATH 123</u> Mathematics for Civil Engineering Technology II CIEN 101 Co-op Work Term I (May - August) 4 months CIEN 102 Co-op Work Term II (September - December) 4 months</p>	<p>Semester Two <u>CIEN 141</u> Drafting II <u>CIEN 149</u> Construction Surveying 2 CIEN 143 Highway Material Testing I (2,3,0) <u>CIEN 144</u> Statics and Strength of Materials II <u>CIEN 145</u> Elementary Hydraulics <u>CIEN 147</u> Software Applications for Engineering Technology <u>CIEN 148</u> Structural Design <u>MATH 123</u> Mathematics for Civil Engineering Technology II CIEN 101 Co-op Work Term I (May - August) 4 months CIEN 102 Co-op Work Term II (September - December) 4 months</p>
<p>Semester Three CIEN 231 Watershed Management CIEN 232 Construction Estimating CIEN 233 Engineering Soils CIEN 234(1) Structural Design in Wood [remove superscript 1] CIEN 235(1) Municipal Design (2,2,0) [and remove superscript 1] CIEN 236(1) Highway Materials Testing II (2,2,0)</p>	<p>Semester Three CIEN 231 Watershed Management CIEN 232 Construction Estimating CIEN 233 Engineering Soils CIEN 234 Structural Design in Wood [remove superscript 1] CIEN 235 Municipal Design (2,2.5,0) [and remove superscript 1] CIEN 236 Highway Materials Testing II (1,3,0) [and</p>

<p>[and remove superscript 1] CIEN 237 Design of Urban Road Systems CMNS 143 Technical Writing and Communications II CIEN 103 Co-op Work Term III (May - August) 4 months</p>	<p>remove superscript 1] CIEN 237 Design of Urban Road Systems CMNS 143 Technical Writing and Communications II CIEN 103 Co-op Work Term III (May - August) 4 month</p>
<p>Semester Four CIEN 240 Project CIEN 241 Project Management CIEN 242 Steel Detailing and Estimating CIEN 244(1) Structural Design in Concrete [remove superscript 1] CIEN 245(1) Municipal Engineering [remove superscript 1] CIEN 246(1) Pavements [remove superscript 1] CIEN 248 Construction Law CIEN 249 Computer Applications for Civil Engineering</p>	<p>Semester Four <u>CIEN 240</u> Project <u>CIEN 241</u> Project Management <u>CIEN 242</u> Steel Detailing and Estimating <u>CIEN 244</u> Structural Design in Concrete [remove superscript 1] <u>CIEN 245</u> Municipal Engineering [remove superscript 1] <u>CIEN 246</u> Pavements [remove superscript 1] <u>CIEN 248</u> Construction Law <u>CIEN 249</u> Computer Applications for Civil Engineering</p>

REMOVE SECTION BELOW FROM CALENDAR

<p>Suggested Okanagan College Electives:</p> <p>CHEM 111 Principles of Chemistry I CHEM 112 Introductory Chemistry I EESC 111 Earth and Environmental MATH 112 Calculus PHYS 111 Calculus-Based</p> <p>(1) Students may replace, with approval from the Civil Engineering Technology department, two of the following CIEN courses with the Okanagan College courses listed below or equivalents of equal credit (six credits maximum). Students may replace one structural course (CIEN 234 or CIEN 244), and/or one materials course (CIEN 236 or CIEN 246) and/or one municipal course (CIEN 235 or CIEN</p>

Proposed date of implementation: January 2018

Costs: n/a

Motion: That Education Council approves the new course: ANIM 101 Co-op Work Term as recommended by the CPRC – STH:

ANIM 101 Co-op Work Term

Rationale:

Creation of a course code to recognize student participation in co-op work term

Prerequisites:

- Be registered full-time in the Animation program
- Successfully complete all first-year courses in the Animation program with a minimum grade of 60%.

Implementation date: January 2018

Costs: Co-op fee of \$86.15

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

Animation Diploma

Program revision:

- Program outline
- Revision of courses

Rationale:

The Animation program would like to add the option of Co-op Education to the program. This co-op work term would occur between the first and second year of the program.

Program outline:

The Co-op work term will take place from May to August, available after year one and before the start of year two of the program.

Proposed date of implementation: January 2018

Costs: n/a

Appendix 5.3 Academic Schedules

English as a Second Language

Schedule 2018-2019 (partial)

Fall 2018

August 30	New students must attend the Scheduled English Language Assessment [OCELA]*
September 3	Labour Day (no classes)
September 4	College-wide orientation
September 5	Classes begin
September 14	Last day to register for a Fall semester course Last day to receive a refund of tuition fees for course drop Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit
October 8	Thanksgiving Day (no classes)
October 26	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 19	Classes and exams end
December 21	Last day to submit final grades
December 22 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public
January 1	New Year's Day
January 2	Okanagan College reopens after Christmas closure
January 4	Last day to submit a grade appeal to the Registrar's Office for the Fall semester. Submission and fee must be received by the Registrar – deadline 4 p.m.

*OCELA/Okanagan College English Language Assessment is available at other times throughout the year.

Office Administration Schedule 2018-2019

Accounting/Bookkeeping Certificate (20 weeks)
Kelowna

2018

September 3	Labour Day (no classes)
September 4	Orientation
September 5	Classes start
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 18	Last day of classes before Christmas break
December 22 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

2019

January 2	Classes resume
February 16	Classes end



Administrative Assistant Certificate (37 weeks)

Kelowna, Salmon Arm, Vernon

2018

September 3	Labour Day (no classes)
September 4	Orientation
September 5	Classes start
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 18	Last day of classes before Christmas break
December 22 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

2019

January 2	Classes resume
February 11	Family Day (no classes)
March 25 - 29	Mid-Semester Break (no classes)
April 19 - 22	Easter (no classes)
May 20	Victoria Day (no classes)
June 21	Classes End



Office Assistant Certificate (17 weeks)

Kelowna, Salmon Arm, Vernon, Penticton

2018

September 3	Labour Day (no classes)
September 4	Orientation
September 5	Classes start
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 18	Last day of classes before Christmas break
December 22 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

2019

January 2	Classes resume
January 18	Classes end

Office Assistant Certificate (17 weeks)

Kelowna

2019

February 12	Classes start
March 25 - 29	Mid-Semester Break (no classes)
April 19 - 22	Easter (no classes)
May 20	Victoria Day (no classes)
June 21	Classes End



Legal Administrative Assistant Certificate (Litigation - 19 weeks)

Kelowna only

2018

September 3	Labour Day (no classes)
September 4	Orientation
September 5	Classes start
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
November 12	Statutory Holiday (no classes)
December 18	Last day of classes before Christmas break
December 22 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

2019

January 2	Classes resume
January 22	Classes end

Legal Administrative Assistant Certificate (Corporate/Conveyancing 20 weeks)

Kelowna only

2019

January 29	Classes Start
February 11	Family Day (no classes)
April 19 - 22	Easter (no classes)
May 20	Victoria Day (no classes)
June 18	Classes end



VOCATIONAL HEALTH & SOCIAL DEVELOPMENT

SCHEDULE 2018-19 (partial)

Therapist Assistant Diploma

Kelowna

2018

September 3	Labour Day (no classes)
September 4	Classes start
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 6	Classes end
December 8 - 19	Final exam period
December 22 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2019

January 1	New Year's Day (no classes)
January 2	Classes start
February 11	Family Day (no classes)
April 8	Classes end
April 15 – 29	Final exam period
April 19 – 22	Easter (no classes or exams)
April 15	Start of Fall Intake 2017 Preceptorship
April 29	Start of Fall Intake 2018 Practicum
June 21	End of Fall Intake 2017 Preceptorship
June 21	End of Fall Intake 2018 Practicum



Certified Dental Assistant

Kelowna

2018

August 27	Classes start for Semester I
September 3	Labour Day (no classes)
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 14	Semester I ends
December 22 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2019

January 1	New Year's Day (no classes)
January 2	Semester II starts
February 11	Family Day (no classes)
March 28	Semester II ends
April 8	Classes start for Semester III
April 19 – 22	Easter (no classes or exams)
May 20	Victoria Day (no classes)
June 19	Classes end for Semester III



Health Care Assistant Certificate

Kelowna

Fall 2018

August 20	Classes start
September 3	Labour Day (no classes)
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 21	Last day of classes before Christmas closure
December 22 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2019

January 1	New Year's Day (no classes)
January 2	Classes resume
February 11	Family Day (no classes)
February 20	Classes End

Penticton, Vernon

Fall 2018

October 22	Classes start
November 11	Remembrance Day (no classes)
November 12	Statutory Holiday (no classes)
December 21	Last day of classes before Christmas closure
December 22 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2019

January 1	New Year's Day (no classes)
January 2	Classes resume
February 11	Family Day (no classes)
April 19 – 22	Easter (no classes or exams)
April 25	Classes End



Winter 2019 (Kelowna)

January 1	New Year's Day
January 2	Classes begin
February 11	Family Day (no classes)
April 19 – 22	Easter (no classes or exams)
May 20	Victoria Day (no classes)
June 19	Classes End

Summer 2019 (Kelowna and Salmon Arm)

April 29	Classes begin
May 20	Victoria Day (no classes)
July 1	Canada Day
August 5	BC Day (no classes)
September 2	Labour Day (no classes)
October 14	Thanksgiving Day (no classes)
October 23	Classes end

Pharmacy Technician Certificate

To be determined at a later date

Early Childhood Education Diploma

To be determined at a later date

Human Service Work Diploma

To be determined at a later date

Practical Nursing Diploma

To be determined at a later date



Adult Special Education Schedule 2018 – 2019

Fall 2018

Semester One: September 4, 2018 to January 25, 2019

2018

September 3	Labour Day (no classes)
September 4	Classes start (Orientation)
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 17	Last day of classes before Christmas break
December 22 – January 1	Christmas closure (no classes) – Okanagan College will be closed to the public

2019

January 1	New Year's Day
January 2	Classes resume
January 25	Classes end Semester One
Jan 28, 29	Semester break (no classes)

Winter 2019

Semester Two: January 30, 2019 to June 19, 2019

2019

January 30	Classes start
February 11	Family Day (no classes)
February 12	Study break (no classes)
March 18 – 22	Study break (no classes)
April 19 – April 22	Easter (no classes)
May 20	Victoria Day (no classes)
June 19	Classes end Semester Two

Appendix 5.4

Standing Committee Reports

Appendix 5.6

In camera session

Appendix 6.0

Reports