Education Council Meeting
Thursday, January 11, 2018   4:00 p.m.
S 104B – Student Services Boardroom - Kelowna Campus

Faculty

Name	Location
Tim Walters	Shuswap Revelstoke Rep
Nicole Davis	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
Bill Gillett (e-copy)	Dean – Business & Commercial Aviation Programs
Andrew Hay (e-copy)	Vice President Education
Dennis Silvestrone	Director – CS
Ross Tyner	Director – Library Services

Students

Name	Location
Jill Rothe	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
Rob Huxtable	Dean – Arts & Foundational Programs	Jonathan Rouse	Assoc Dean – Business & Aviation Programs
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	Luke Skulmoski (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**

3.   **Approval of the Minutes**

4.   **Business Arising**

5.   **New Business**

5.4   Policy recommended by the Academic Regulation and Policy Committee
a.   Proposal for a new policy: Academic Integrity and Policy Committee – distributed under
      separate cover

5.5   Nominees to Standing Committees – information to be distributed at the table

5.6   Standing Committee Reports
a.   Operations Committee
b.   ARP Committee
c.   CCC Committee
d.   Tributes Committee

5.7   In camera session – information distributed at the table
a.   Tributes
b.   Approval of Candidates for Graduation

6.   **Reports – reports not submitted will be distributed under separate cover**
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** – February 1, 2018 at 4:00 pm

8. **Deadline for Agenda Items** – Wednesday, January 17, 2018

9. **Adjournment**

Appendix 3.1
Approval of the Minutes for the December 7, 2017 Education Council meeting

Motion: "That Education Council approves the December 7, 2017 Education Council meeting as presented. "

Present: W Gillett, A Hay, F Kelly, D Marques, G Morgan, J Muskens, N Nesbitt by phone, C Newitt, A Pope, R Sawatzky, D Silvestrone, R Tyner, D Warren, T Walters, P Wetterstrand

Regrets: G Bede, N deMelo, J Hamilton, R Johanson, N Noble Hearle

Absent:

Guests: R Huxtable, M Kline by phone, N Kennett by phone, Y Moritz, V Simpson, A Vaillancourt by phone

Recorder: D Crommer

1.   **Determination of Quorum and Call to Order**
        C Newitt called the meeting to order at 4:06 pm

2.   **Adoption of the Agenda**
        Motion: D Silvestrone/D Marques
        "That Education Council approves the agenda as presented."
        -   Remove agenda item 5.6 c the 2018 – 2019 ESL schedule from the agenda at the request of the Dean's office
        -   Agenda item 5.3 to be discussed before agenda item 5.2.
        Carried as revised

3.   **Approval of the Minutes**
        3.1 Approval of the minutes of the November 2, 2017 Education Council meeting as presented.
        Motion: A Pope/R Sawatzky
        "That Education Council approves the minutes of the November 2, 2017 Education Council meeting as presented."
        Carried

        3.2 Approval of the minutes of the November 8, 2017 Operations Committee meeting as presented.
        Motion: D Marques/P Wetterstrand
        "That Education Council approves the actions of the November 8, 2017 Operations Committee meeting as presented."
        Carried

4.   **Business Arising**
        4.1   Program revision – Animation Diploma
        Motion: A Hay/A Pope
        "That Education Council approves the program revision: Animation Diploma as recommended by the CPRC - STH."
        -   Y Moritz advised that the program revision was presented last month and was missing information. The additional information, a program table, is included in this agenda.
        Carried

5. **New Business**
5.1 **Curriculum recommended by the CPRC - AFP**
a. Course revisions – CMNS 200, CMNS 230, CMNS 240, CMNS 250, CMNS 260, CMNS 270, CMNS 280, CMNS 290
Motion: T Walters/R Tyner
"That Education Council approves the following course revisions as recommended by the CPRC – AFP":
- CMNS 200 — Communications in the Everyday
- CMNS 230 — Communication and Culture
- CMNS 240 — The Culture of Television
- CMNS 250 — Cultural Industries in Canada
- CMNS 260 — Topics in Communication
- CMNS 270 — New Media
- CMNS 280 — Applied Communication
- CMNS 290 — Introduction to Video Games Studies
- R Huxtable advised the rationale is clear. He added there are a number of first year courses that all serve the purpose of meeting the prerequisites for the second year courses.
- A member asked if the list of acceptable first year courses includes the more practical Communications courses such as CMNS 112. R Huxtable advised it is his understanding that these courses meet the criteria for acceptable prerequisites. He added he is deferring to the experience of the department and they assured him these are appropriate prerequisites.
Carried

5.2 **Curriculum recommended by the CPRC – STH**
a. Course revisions – SCMT 114, SCMT 120, SCMT 124
Motion: A Hay/D Warren
"That Education Council approves the following course revisions as recommended by the CPRC – STH:
- SCMT 114 — Sustainability and Ethics in Construction
- SCMT 120 — Procurement Process
- SCMT 124 — Sustainability and the Built Environment
- Y Moritz advised that for these groups of courses there were errors in the calendar description. The errors varied and included spelling, punctuation or grammar errors in addition to removing the 'also offered by DE'
- A member noted that he believed the 'also offered by Distance Education is not usually part of description. Y Moritz advised they had a discussion about this and left this in as while it is normally not part of the description, this is a blended learning model and a bit different.
- A member asked if the course would never be offered in a face-to face setting. Y Moritz advised the courses are offered face-to-face using a blended learning model.
- A member noted that if consider mode of delivery, are we establishing a precedent for future courses.
- C Newitt clarified the discussion should be more about inclusion in calendar rather than about the mode of delivery.
- A member asked if it is cleaner if we leave delivery format out.
- A member noted if it's an issue of issue of face-to-face, blended or online delivery; some students would have a reaction positive or negative. He added this needs to be clear to students.
- A member advised this is new and different and he's not sure what it means for any other courses.
- C Newitt confirmed this is new and that the mode of delivery is more of a Board issue.

- Y Moritz advised she is fine with removing the statement from the description if that solves the problem as the information is included in the graduation requirements.
- A member noted the online calendar shows delivery methods for many other programs or courses, adding he had looked up the OADM programs.
- A member asked about going forward if faculty teaching the same course taught it using different delivery modes. One would tach face-to-face and the other would teach using a blended mode of delivery. J Muskens advised that information should show in 'classfinder' adding the blended model is a new category.
- A member noted that blended includes a lot of degrees of blending.
- A member asked what it would mean if we get to a point when the face-to-face is one hour per week and the other hour is blended. J Muskens advised that type of information needs to be expanded in classfinder.
- Y Moritz advised that in this case, students will all come together for a few days and will know in advance how the program is offered.
- C Newitt asked for a decision as to leave the method of delivery in or out of the course description.
- A Hay advised he is hearing a preference to remove method of delivery from course description.
- Remove last sentence regarding the method of delivery from course description for all SCMT courses.

Carried

b. Course revisions – SCMT 132, SCMT 134, SCMT 144
   Motion: D Warren/D Marques
   That Education Council approves the following course revisions as recommended by the CPRC – STH:
   - SCMT 132   Introduction to Sustainability Assessment
   - SCMT 134   Green Building Principles
   - SCMT 144   Sustainable Methods and Technologies
   - Same as the previous motion.

   Carried

c. Course revisions – SCMT 223, SCMT 224, SCMT 226
   Motion: D Silvestrone/P Wetterstrand
   That Education Council approves the following course revisions as recommended by the CPRC – STH:
   - SCMT 223   Introduction to Sustainability Assessment
   - SCMT 224   Greening existing Infrastructure
   - SCMT 226   Renewable Energy Technologies
   - Remove last sentence referring to method of delivery from proposed course description.

   Carried

d. Course revisions – SCMT 234, SCMT 238, SCMT 244
   Motion: T Walters/D Warren
   "That Education Council approves the following course revisions as recommended by the CPRC – STH:
   - SCMT 234   Sustainable Design and Development
   - SCMT 238   Sustainable Business Case
   - SCMT 244   Regenerative Design
   - Same as the previous motion.

   Carried

e. New Certificate Program – Sustainability Studies Post-Diploma Certificate
   Motion: D Warren/R Tyner

"That Education Council approves the new certificate program: Sustainability Studies Post-Diploma Certificate as recommended by the CPRC – STH."
- Y Moritz advised the Sustainability Studies is a two year diploma program and feedback is that many people have the experience and would be interested in the sustainability courses in a certificate. Students would be taking a subset of courses from the diploma program.
  Using a carpenter as the example, a member asked if tradesperson could take this program. The member noted tradespeople are not included on the list provided.
- Y Moritz advised there had been a lot of discussion about this and this is a post diploma certificate and the focus is on students that would have stronger background. A Vaillancourt added the way it is being proposed is best for now. She added that people with a TQ would benefit by taking the diploma but not the post diploma certificate.

Carried

5.3 Curriculum recommended by the CPRC – BUS
a. New course – VITT 200 – Viticulture Technician Co-op
    Motion: D Silvestrone/D Warren
    That Education Council approves the new course: Viticulture 200 as recommended by the CPRC – BUS:
    - J Rouse advised that the intent was always to include the co-op component in the program and thought it was included. It was determined this was missing when students went to register.
    - Amend the wording in course description to read as ' as well as provide **current and relevant** indicators of industry...'
    - A member asked if the co-op component is expected by students. J Rouse confirmed it is expected and included in the calendar.

    Carried

b. Program revision – Viticulture Technician Diploma
    Motion: R Tyner/P Wetterstrand
    That Education Council approves the program revision: Viticulture Technician Diploma as recommended by the CPRC – BUS:
    - J Rouse advised the program revision is to include the co-op course.

    Carried

5.4 Curriculum recommended by Continuing Studies
a. Program revision – Education Assistant Certificate
    Motion: D Silvestrone/D Warren
    That Education Council approves the program revision: Education Assistant Certificate as recommended by the CPRC – STH:
    - M Kline introduced Nora Kennett who is with School District 83 in Salmon Arm. N Kennett consulted with OC on the program revision.
    - The Education Assistant certificate has been a successful certificate for 10 years and one of only two that can be offered at any campus.
    - The certificate relies on relationships with the various school districts and it is important the program maintain currency. The EA program was last revised in 2012.
    - N Kennett advised the revision is a result of ad hoc advisory committee which looked at the current title, course descriptions and current practices throughout the school districts in the valley
    - A member referred to EA 114, noting that the change included the removal of actual disorders and now includes a focus on behaviours. N Kennett advised the discussion was that EA's are not part of the diagnostics process and they are there to support students and deal with specific behaviours.

- In EA 114 the first sentence was to have been removed as per CPRC meeting. Delete 'All behaviour is communication'.
- A member asked if the academic rigour change with these revisions. M Kline advised it does not change. N Kennett advised what has been added is a reflection and learning journal in the workshop course.
- A member noted the revision to the learning outcomes are much better written.

Carried

5.5 New Certificate program – PeriAnesthesia Nursing Certificate
Motion: D Silvestrone/P Wetterstrand
That Education Council approves the new certificate program: Perianesthesia Nursing Certificate as recommended by the CPRC –STH:
- V Simpson advised this new program is a result of collaboration between OC and IHA. There is both a local and provincial need for this type of program. There is a need to start educating RN's to write the specialty exam to be PeriAnesthesia nurses. The PeriAnesthesia program has specific competencies approved by the governing nursing body. The program is only for RN's and they must meet a minimum number of hours.
- The program has been presented to Ministry of Advanced Education & Training to move forward and OC did receive a letter of support. The theory portion of the program will be offered online and the practical portion can be done in a hospital setting anywhere in Canada.
- A member referred to the admission requirements, specifically the Criminal Records check and noted if the program is open to practicing nurses they should already had the CRC done. V Simpson confirmed that if the criminal records check has already been done and can be verified, it doesn't have to be done again.
- J Muskens advised she is not certain if the same conditions apply to the vaccinations
- Y Moritz advised if the student is a practicing nurse, they will have had a criminal records check completed. She added they will also have CPR if currently employed and this will have to be monitored as it is not done by the licencing body.
- A business process will need to be developed to help trach immunizations as each province has a different immunization schedule. There are some differences depending on the health Authority or the province of origin. Some difference depending on Health Authority or province they come from. She noted this should be a program requirement and will be a bit of a business process. Students not meeting this requirement will not be excluded from the program but they may be challenged to get a practicum placement.
- It was noted that most students from within BC will be sponsored by a health authority. A member asked if the students will be allowed to be paid while on the practicum. Y Moritz advised that will be up to the individual health authorities.
- A member asked if this program is designed to ladder into any other program. Y Moritz advised this is a terminal program and will not ladder into any other program

Carried

5.5 2018 – 2019 Academic Schedules
a. Health and Social Development schedule
Motion: B Gillett/D Warren
"That Education Council approves the following Health and Social Development 2018 – 2019 Schedules: Practical nursing, Human Service Work Diploma, Early Childhood Education Diploma as presented for recommendation to the Board."
Carried

b. Adult Academic and Career Preparation
Motion: R Sawatzky/D Marques

"That Education Council approves the Adult Academic and Career Preparation for 2018 – 2019 Schedule as presented for recommendation to the Board."
Carried

c.   English as a Second Language – Removed from agenda
"That Education Council approves the English as a Second Language 2018 – 2019 schedule as presented for recommendation to the Board."

5.6 Nominees to Standing Committees

Motion: A Hay/D Marques
"That Education Council approves the nominee for the Curriculum Proposal Review Committee – Business and Commercial Aviation (CPRC – BUS) as recommended by the Operations Standing Committee."
One (1) faculty member from inside the portfolio
Nominee: Mark Zeibarth for the period December 8, 2017 to July 31, 2020
Carried

Motion: R Tyner/A Hay
"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) AACP faculty member to serve on the committee
Nominee: Arthur Bakx for the period December 8, 2017 to July 31, 2020
Carried

5.7 Standing Committee Reports

a.   Operations Committee
-     C Newitt advised that committee has not met since the last Education Council meeting.

b.   ARP Committee
-     J Muskens advised that the ARP committee will meet next week to review the Academic Integrity Policy

c.   CCC Committee
-     C Newitt advised committee not met yet.

d.   Tributes Committee
-     C Newitt advised met once and will be meeting again in January and will have a response for Education Council at the January meeting

5.8 In camera session
Motion: A Hay/T Walters
"That Education Council move in camera."
Carried

Bachelor of Business Administration (Out of Sequence – End Date August 8, 2015 - Kelowna)
Motion: J Muskens/R Tyner
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Bachelor of Business Administration Degree and, therefore, recommends this candidate to Education Council for approval of the Bachelor of Business Administration Degree.
Carried

7

Business Administration Certificate (Out of Sequence – End Date April 12, 2016 – Distance)
Motion: J Muskens/R Sawatzky
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Administration Certificate.
Carried

Business Administration Certificate (Out of Sequence – End Date August 15, 2017 – Kelowna)
Motion: J Muskens/D Warren
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Administration Certificate.
Carried

Business Administration Diploma (Out of Sequence – End Date December 6, 2016 – Kelowna)
Motion: J Muskens/D Warren
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Diploma and, therefore, recommends this candidate to Education Council for approval of the Business Administration Diploma.
Carried

Business Administration Diploma (Out of Sequence – End Date August 15, 2017 – Distance)
Motion: J Muskens/Ro Sawatzky
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

Commercial Aviation Diploma (Out of Sequence – End Date April 12, 2016 – Kelowna)
Motion: J Muskens/P Wetterstrand
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Commercial Aviation Diploma and, therefore, recommends this candidate to Education Council for approval of the Commercial Aviation Diploma.
Carried

Diploma in Journalism Studies (Out of Sequence – End Date April 30, 2017 – Kelowna)
Motion: J Muskens/D marques
The Registrar has verified that the candidate listed herein has satisfied all requirements for the Diploma in Journalism Studies and, therefore, recommends this candidate to Education Council for approval of the Diploma in Journalism Studies.
Carried

English for Academic Purposes Certificate (Out of Sequence – End Date August 15, 2017)
Motion: J Muskens/T Walters
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

Office Assistant Certificate (BC Campus)
Motion: J Muskens/D Warren

8

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

Pharmacy Technician Certificate (Kelowna)
Motion: J Muskens/R Tyner
The Registrar has verified that the candidates listed herein have satisfied all requirements for the Pharmacy Technician Certificate and, therefore, recommends these candidates to Education Council for approval of the Pharmacy Technician Certificate.
Carried

Welder Foundation Certificate (May 15, 2017 to November 24, 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.
Carried

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

6 Reports

6.1 Council Chair's Report –
- C Newitt advised have people expressed interest in discussing CPRC structure. He will be sending an email to determine a meeting time that works for all those interested

6.2 President & Vice-President Education Report – A Hay
- The hard copy of the President's & Vice President Education's report was distributed at the table. A Hay added that the Collision Repair & Refinishing Diploma posting time on PSIPS is completed and there were no issues.
- A Hay advised a draft of the Quality Assurance report came back to OC and is being reviewed for factual errors. This is currently being dealt with and the institution has four weeks from time the report was received to do the review and return the report.

6.3 Registrar's Report –
- J Muskens attend a sector wide meeting regarding new K – 12 curriculum. Things are moving forward and more information is expected in the new year. English 12 and Math 12 will still be required. She advised the institution needs to make sure the calendar is correct for students and parents.
- C Newitt asked if there has been discussion about what modules of English 12 will be accepted and will each institution be making the decision on what is accepted or will it be a sector wide decision. J Muskens advised it appears as though it will be up to each institution to make that decision.
- C Newitt asked if the information have to go the English or Math departments for review. J Muskens advised that some standards will be set as guidelines.

6.4 Board of Governor's Report – No report

7 Date, Time of Next Regular Meeting – Thursday, January 11, 2018

8 Deadline for Agenda Items – Wednesday, December 13, 2017

9. Adjournment at 5:33 pm

Appendix 5.1
Curriculum recommended by the CPRC – T/A (Trades and Apprenticeship programs)

Curriculum recommended by the Curriculum Proposal Review Committees

Trades and Apprenticeship Programs

Motion: That Education Council approves the new program: Automotive Service Technician Foundation as recommended by the CPRC – T/A:

New program
Automotive Service Technician Foundation
- Short title: *AST Foundation*

Rationale:
ITA has completed a complete program update to reflect the Harmonized Automotive Service Technician Red Seal program. This program reflects the changes to the ITA AST Foundation outline.

Calendar description:
This 33-week (990 hour) program takes students with little or no previous experience in the automotive repair trade and supplies them with the necessary skills to seek employment in this industry as an apprentice technician. The courses introduce the students to many aspects of servicing and repair in the automotive repair trade with a focus on developing practical skills. Graduates of this program will receive 450 hours towards Automotive Service Technician Year 1 (AST 1) certification and the opportunity to write the AST 1 Certificate of Qualification exam. The AST 1 Certificate of Qualification and 1590 workplace hours are required to proceed into AST 2.

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 10 with minimum 50% or alternates.
- Math requirement:
- A minimum of 50% in any of:
  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Apprenticeship and Workplace Mathematics Grade 11
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Essentials of Mathematics 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011
- Or a minimum of 63% on the ABLE mathematics Test scores are only good for two (2) years. Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Graduation requirements:
ASTF 109 Industry Work Placement students must receive a "Pass" grade. Minimum passing grade is a GGA of seventy percent (70%)

Program outline:

ASTF 100 PERFORM SAFETY-RELATED FUNCTIONS 36 HOURS

This course introduces students to safety practices that are required in automotive shop environments. Students will use and demonstrate safety practices.

//

ASTF 101 USE TOOLS, EQUIPMENT AND DOCUMENTATION 126 HOURS

This course introduces students to tools and equipment that are found and used in an automotive shop environment. Students will operate tools and equipment that are found in an automotive shop environment.

ASTF 102 USE COMMUNICATION AND MENTORING TECHNIQUES 9 HOURS

This course introduces students to communication skills that are required in an automotive shop. Students will use and demonstrate communication skills.

ASTF 103 DIAGNOSE AND REPAIR DRIVELINE SYSTEMS 63 HOURS

This course introduces students to driveline systems. Students will diagnose and repair automotive driveline systems.

ASTF 104 DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS 180 HOURS

This course introduces students to automotive electrical systems and components. Students will diagnose and repair electrical systems and components.

ASTF 105 DIAGNOSE AND REPAIR STEERING AND SUSPENSION, TIRES, WHEELS, HUBS AND WHEEL BEARINGS 270 HOURS

This course introduces students to automotive steering and suspension, braking and control systems, tires, wheels and hubs and wheel bearings. Students will diagnose and repair steering and suspension, braking and control systems, tires, wheels and hubs and wheel bearings.

ASTF 106 DIAGNOSE AND REPAIR BRAKING AND CONTROL SYSTEMS 180 HOURS

This course introduces students to automotive braking and control systems. Students will diagnose and repair braking and control systems.

ASTF 107 DIAGNOSE AND REPAIR RESTRAINT SYSTEMS, BODY COMPONENTS, ACCESSORIES AND TRIM 27 HOURS

This course introduces students to automotive restraint systems, body components and accessories and trim. Students will diagnose and repair restraint systems, body components and accessories and trim.

ASTF 108 DIAGNOSE AND REPAIR HYBRID AND ELECTRIC VEHICLES (EV) 9 HOURS

This course introduces students to automotive hybrid and electric vehicles (EV). Students will perform safety related system disconnect and re-connect to perform automotive service and repair on a hybrid or electric vehicle.

ASTF 109 INDUSTRY WORK PLACEMENT 60 HOURS

Students will be assigned to an employer for a two-week period where they will have the opportunity to demonstrate their skills acquired throughout the program. Assessment will be provided by the employer and input will be given by the instructor as well.

ASTF 110 FINAL EXAM 30 HOURS

This course will provide the student with the curriculum review required to successfully complete the final exam. Students will conduct a review of the program curriculum and write the final exam. The review will prepare students to complete the AST 1 C of Q exam invigilated by the ITA.

Implementation date: February 2018

Costs: n/a

Motion: That Education Council approves the new program: Welding Foundation as recommended by the CPRC – T/A:

New program
Welding Foundation
Rationale:
I.T.A. has completed a program update to reflect the harmonized welding red seal program. This Program reflects the changes to the I.T.A. welder foundation outline.

Calendar description:
This 28-week (840 hour) program takes students with little or no previous experience in the welding trade and supplies them with the necessary skills to seek employment in this industry as an apprentice or foundation welder. The course exposes the students to many aspects of the welding trade with a focus on developing practical skills. Graduates of this program will have technical training for level 1 & 2 and 300 work based hours and have the opportunity to write the Standardized Level Exam at the end of the course.

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 10 with minimum 50% or alternates
- Math requirement:
- A minimum of 50% in any of:
  - Pre-calculus Grade 11
  - Foundations of Mathematics Grade 11
  - Apprenticeship and Workplace Mathematics Grade 11
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Essentials of Mathematics 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011
- Or a minimum of 63% on the ABLE mathematics Test scores are only good for two (2) years. Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.

Graduation requirements:
Minimum passing grade is a GGA of seventy percent (70%)

Program outline

WDFD 100 LINE A OCCUPATIONAL SKILLS 59 HOURS

This course introduces students to occupational skills in the welding industry.

/3

WDFD 101 LINE B CUTTING AND GOUGING PROCESSES 50 HOURS

This course introduces students to the operation and application of the oxy-fuel, plasma arc and carbon arc cutting and gouging processes.

WDFD 102 LINE C FUSION AND BRAZE WELDING (TB) USING THE OXY- FUEL PROCESS 25 HOURS

This course introduces students to oxy- fuel fusion and braze welding.

WDFD 103 LINE D SHIELDED METAL ARC WELDING (SMAW) 353 HOURS

This course introduces students to shielded metal arc welding (SMAW). Stick Welding.

WDFD 104 LINE E SEMI-AUTOMATIC AND AUTOMATIC WELDING 252 HOURS

This course introduces students to gas metal arc welding (GMAW), gas metal pulsed arc welding (GMAW-P), flux core arc welding (FCAW), metal core arc welding (MCAW), and submerged arc welding (SAW). Wire-feed welding.

WDFD 105 LINE F GAS TUNGSTEN ARC WELDING (GTAW) 34 HOURS

This course introduces students to gas tungsten arc welding (GTAW). TIG Welding.

WDFD 107 LINE H BASIC METALLURGY 8 HOURS

This course introduces students to the identification of the properties of ferrous and non-ferrous metals.

WDFD 108 LINE I WELD DRAWINGS, LAYOUT AND FABRICATION. 59 HOURS

This course introduces students to reading and sketching blueprints.

STANDARDIZED LEVEL EXAM FINAL (SLE)

The students will be provided opportunities to review the course material and prepare for the final exam. The SLE is administered by the ITA at the successful completion of the course.
Implementation date: January 2018
Costs: n/a

Appendix 5.2
Curriculum recommended by the
CPRC – AFP (Arts and Foundational
programs)

Arts and Foundational Programs

Motion: That Education Council approves the course revisions: HIST 122 Canada Since 1867 and HIST 206 Aboriginal-Settler Relations in Canada as recommended by the CPRC – AFP:

HIST 122 – 3 – 3   Canada Since 1867
Course revision:
   • Description
Rationale:
The present course description is too brief and that is all that will be changed.
Calendar description:
Current:
An analysis of the social, economic and political development of the Canadian nation since Confederation.
Proposed:
An introduction to the conflicts and controversies of Canadian history since Confederation, including regional and ethnic tensions, the experience of Indigenous Peoples, the clash of French-and English-Canadian nationalisms, the ordeal of fighting two world wars, and the often difficult transition to a modern nation state.
Implementation date: January 2018
Costs: n/a

HIST 206 – 3 – 3   Aboriginal-Settler Relations in Canada
Course revision:
   • Title – new course title: **Indigenous Peoples and Colonization in Canada**
        ○ Short course title: *Indigenous Peoples*
Rationale:
The revision of the course name is to make it in line with current usage.
Calendar description:
Implementation date: January 2018
Costs: n/a

Motion: That Education Council approves the new course: CMNS 103 Digital Media for Trades Educators as recommended by the CPRC – AFP:

CMNS 103 – 3 – 3   Digital Media for Trades Educator – Short title: *Digital Media for TTTE*
New Course
Rationale:
CMNS 103 provides outcomes and content adapted to the needs of Trades, Technology, Teacher Education diploma students. Also it takes into account the hybrid mode of delivery for this course within the TTTE Diploma.

Background: A restricted section of CMNS 130 - Introduction to Digital Media was included in Fall 2016 in the revision to the TTTE program, as a Communications course placeholder until the development for this section was going to be complete. The development for this section was completed in June 2017 and revealed major differences between the placeholder section and this proposal.
Calendar description:
This course is an introduction to the theory, analysis, and practice of digital media for Trades & Technologies Educators. The course explores the educational potential of creating and using digital content and investigates its impact on individuals and society. Students will develop the basic knowledge and skills required to create an online portfolio. The course is entirely virtual. Students will require a computer with video conferencing capability, a reliable internet connection and a Smartphone or separate device for capturing images, video and audio. (2,2,0)

Prerequisites: Admission to the TTTE program
Implementation date: September 2018
Costs:

Library one-time	$1520.00
Library ongoing	$1095.00
Staffing	$8255.00

Motion: That Education Council approves the new course: ENGL 299 Special Topics: (Identified topic) as recommended by the CPRC – AFP:

ENGL 299 – 3 – 3   Special Topics: (Identified topic)
New Course
Rationale:
The Department does not currently have a second-year special topics course. We require one to offer pilot versions of new course offerings.
Calendar description:
Special topics include a close examination of specific literary genres, periods, movements, figures, or theoretical approaches. Please refer to the timetable and consult the department for a description of current offerings.
Prerequisites: 6 credits from: ENGL 100, 150, 151, 153, 199 but not including both ENGL 100 and ENGL 199
Implementation date: September 2018
Costs:

Library one-time	$300.00
Staffing	$8255.00

English as a Second Language – course revisions for:
-   ESLE 010, ESLE 020,
-   ESLW 011, ESLW 021,
-   ESLR 012, ESLR 022,
-   EAPD 101, EAPD, 202, EAPD 030, EAPD 040,
-   EAPR 010, EAPR 020, EAPR 030, EAPR 040,
-   EAPW 010, EAPW 020, EAPW 030, EAPW 040

Rationale: (for all courses)
a. Revised hours: The semesters established by Education Council do not enable an 80 hour or 160 hour length of course. This limitation is established by (i) the traditional start and end dates for other programs at OC, (ii) the requirement to test the majority of incoming students (OCELA Placement Test) for determining level placement, and (iii) the need for a reasonable gap between semesters for new student OCELA and placement. As a result, on average the department has offered this course as a 70 hour or 140 hour course in terms of class scheduled hours. The OC course description should reflect the actual hours of the course as timetabled. The number of hours per week will not change.

b. Revised prerequisites: (i) The in-house placement test (OCELA) results in a generalized outcome (a range in performance) that is identified as levels 1 through 6 and is not accurately represented by an exact numerical score. The proposed prerequisite revision reflects best practices of the assessment. (ii) Historical references to courses that have not been offered for over 5 years can be removed from the OC Calendar description.

c. Appropriate language for tuition calculation needs to ensure no change in tuition (per course, not per hour).

Motion: That Education Council approves the following course revisions as recommended by the CPRC – AFP:
- ESLE 010 ESL Listening and Speaking Level I
- ESLE 020 ESL Listening and Speaking Level 2
- ESLW 011 Introduction to Writing
- ESLW 021 Writing Improvement
- ESLR 012 Introduction to Reading - Academic
- ESLR 022 Reading Improvement

Course revisions:
- Contact hours
- Prerequisites

ESLE 010 – ESL Listening and Speaking Level 1

Prerequisites:

Current	Proposed
None	Placement at Level 1 Listening and Speaking on OCELA

Hours:

Current	Proposed
10	10

ESLE 020 – ESL Listening and Speaking Level 2

Prerequisites:

Current	Proposed
None	Placement at Level 2 OCELA Listening and Speaking or ESLE 0101

Hours:

Current	Proposed
10	10

ESLW 011 – Introduction to Writing

Prerequisites:

Current	Proposed
None	Placement at Level 1 Writing on OCELA

Hours:

Current	Proposed
5	5

ESLW 021 – Writing Improvement

Prerequisites:

Current	Proposed
OCELA- Writing or ESLW 0111 , or equivalent	Placement at Level 2 Writing on OCELA; or ESLW 011 with a minimum grade of 65 required

Hours:

Current	Proposed
5	5

ESLR 012 – Introduction to Reading - Academic

Prerequisites:

Current	Proposed
None	Placement at Level 1 Reading on OCELA

Hours:

Current	Proposed
5	5

ESLR 022 – Reading Improvement
Prerequisites:

Current	Proposed
OCELA - Reading[1] or ESLR 012[2] [1] minimum score of 31 required [2] minimum grade of 65 required	Placement at Level 2 Reading on OCELA; or ESLR 012[1] [1] minimum grade of 65 required

Hours:

Current	Proposed
5	5

Motion: That Education Council approves the following course revisions as recommended by the CPRC – AFP:
- EAPD 010 - Academic Discussion Skills I
- EAPD 020 – Academic Discussion Skills II
- EAPD 030 – Academic Discussion Skills 3
- EAPD 040 – Academic Discussion Skills 4

Course revisions:
- Contact hours
- Prerequisites

EAPD 010 - Academic Discussion 1
Prerequisites:

Current	Proposed
ESLE 020[1] or OCELA[2] or IELTS[3] or TOEFL Internet Based Score[4] [1] minimum grade of 65 required [2] minimum score of 199 required [3] minimum score of 4.5 required [4] minimum score of 052 require	Placement at Level 3 Discussion on OCELA; or ESLE 020[1] or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 4.5 required [3] minimum score of 052 required

Hours:

Current	Proposed
10	10

EAPD 020 – Academic Discussion 2
Prerequisites:

Current	Proposed
EAPD 010[1] or OCELA[2] or IELTS[3] or TOEFL Internet Based Score[4] [1] minimum grade of 65 required [2] minimum score of 295 required [3] minimum score of 5.0 required [4] minimum score of 060 required	Placement at Level 4 Discussion on OCELA; or EAPD 010[1] or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 5.0 required [3] minimum score of 060 required

Hours:

Current	Proposed
10	10

EAPD 030 – Academic Discussion 3
Prerequisites:

Current	Proposed

EAPD 020[1] or OCELA[2] or IELTS[3] or TOEFL Internet Based Score[4] [1] minimum grade of 65 required [2] minimum score of 337 required [3] minimum score of 5.5 requ[5]ired [4] minimum score of 071 required	Placement at Level 5 Discussion on OCELA; or EAPD 020[1] or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 5.5 required [3] minimum score of 071 required

Hours:

Current	Proposed
10	10

EAPD 040 – Academic Discussion 4
Prerequisites:

Current	Proposed
EAPD 030[1] or OCELA[2] or IELTS[3] or TOEFL Internet Based Score[4] [1] minimum grade of 65 required [2] minimum score of 373 required [3] minimum score of 6.0 required [4] minimum score of 079 require	Placement at Level 6 Discussion on OCELA; or EAPD 030[1] or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 6.0 required [R] minimum score of 079 required

Hours:

Current	Proposed
5	5

Motion: That Education Council approves the following course revisions as recommended by the CPRC – AFP:
- EAPR 010 - Academic Discussion Skills I
- EAPR 020 – Academic Discussion Skills II
- EAPR 030 – Academic Discussion Skills 3
- EAPR 040 – Academic Discussion Skills 4

Course revisions:
- Contact hours
- Prerequisites

EAPR 010 - Academic Reading Skills 1
Prerequisites:

Current	Proposed
ESLR 022[1] or ESLW 024[2] or OCELA - Reading[3] or IELTS[4] or TOEFL Internet Based Score[5] [1] minimum grade of 65 required [2] minimum grade of 35 required [3] minimum score of 58 required [4] minimum score of 4.5 required [5] minimum score of 052 required	Placement at Level 3 Reading on OCELA; or ESLR 022[1] or IELTS[2] or TOEFL Internet Based Score[53] [1] minimum grade of 65 required [2] minimum score of 4.5 required [3] minimum score of 052 required

Hours:

Current	Proposed
5	5

EAPR 020 – Academic Reading Skills 2
Prerequisites:

Current	Proposed

Current	Proposed
EAPR 0121 or EAPR 0101 or OCELA - Reading2 or IELTS3 or TOEFL Internet Based Score4 1 minimum grade of 65 required 2 minimum score of 70 required 3 minimum score of 5.0 required 4 minimum score of 060 required	Placement at Level 4 Reading on OCELA; or EAPR 010[1] or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 5.0 required [3] minimum score of 060 required

Hours:

Current	Proposed
5	5

EAPR 030 – Academic Reading Skills 3
Prerequisites:

Current	Proposed
EAPR 0221 or EAPR 0201 or OCELA - Reading2 or IELTS3 or TOEFL Internet Based Score4 1 minimum grade of 65 required 2 minimum score of 82 required 3 minimum score of 5.5 required 4 minimum score of 071 required	Placement at Level 5 Reading on OCELA; or EAPR 020[1] or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 5.5 required [3] minimum score of 071 required

Hours:

Current	Proposed
5	5

EAPR 040 – Academic Reading Skills 4
Prerequisites:

Current	Proposed
EAPR 0321 or EAPR 0301 or OCELA - Reading2 or IELTS3 or TOEFL Internet Based Score4 1 minimum grade of 65 required 2 minimum score of 91 required 3 minimum score of 6.0 required 4 minimum score of 079 required	Placement at Level 6 Reading on OCELA; or EAPR 030[1] or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 6.0 required [3] minimum score of 079 required

Hours:

Current	Proposed
5	5

Motion: That Education Council approves the following course revisions as recommended by the CPRC – AFP:
- EAPW 010 - Academic Discussion Skills I
- EAPW 020 – Academic Discussion Skills II
- EAPW 030 – Academic Discussion Skills 3
- EAPW 040 – Academic Discussion Skills 4

Course revisions:
- Contact hours
- Prerequisites

EAPW 010 - Academic Writing Skills 1
Prerequisites:

Current	Proposed

| ESLW 0211 or ELRW 0241 or OCELA- Writing[2] or IELTS[3] or TOEFL Internet Based Score[4] [1] minimum grade of 65 required [2] minimum score of 61 required [3] minimum score of 4.5 required [4] minimum score of 052 required | Placement at Level 3 Writing on OCELA; or ESLW 0211 or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 4.5 required [3] minimum score of 052 required |

Hours:

Current	Proposed
5	5

EAPW 020 – Academic Writing Skills 2
Prerequisites:

Current	Proposed
EAPW 0111 or EAPW 0101 or OCELA- Writing[2] or IELTS[3] or TOEFL Internet Based Score[4] [1] minimum grade of 65 required [2] minimum score of 72 required [3] minimum score of 5.0 required [4] minimum score of 060 required	Placement at Level 4 Writing on OCELA; or EAPW 0101 or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 5.0 required [3] minimum score of 060 required

Hours:

Current	Proposed
5	5

EAPW 030 – Academic Writing Skills 3
Prerequisites:

Current	Proposed
EAPW 0211 or EAPW 0201 or OCELA- Writing[2] or IELTS[3] or TOEFL Internet Based Score[4] [1] minimum grade of 65 required [2] minimum score of 83 required [3] minimum score of 5.5 required [4] minimum score of 071 required	Placement at Level 5 Writing on OCELA; or EAPW 0201 or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 5.5 required [3] minimum score of 071 required

Hours:

Current	Proposed
5	5

EAPW 040 – Academic Writing Skills 4
Prerequisites:

Current	Proposed
EAPW 0311 or EAPW 0301 or OCELA- Writing[2] or IELTS[3] or TOEFL Internet Based Score[4] [1] minimum grade of 65 required [2] minimum score of 93 required [3] minimum score of 6.0 required [4] minimum score of 079 required	Placement at Level 6 Writing on OCELA; or EAPW 0301 or IELTS[2] or TOEFL Internet Based Score[3] [1] minimum grade of 65 required [2] minimum score of 6.0 required [3] minimum score of 079 required

Current	Proposed
5	5

Motion: That Education Council approves the program revision: ESL Certificate as recommended by the CPRC – AFP:

ESL Certificate
Program revision:
- Graduation requirements

Rationale:
Since there are no graduation requirements, students are unable to receive a certificate.
Graduation requirements:
Existing:
None
Proposed:
Successful completion of ESLE 020, ESLR 022, and ESLW 021 or their equivalent with a minimum grade of 65% in each course. At least two of these courses need to be completed at Okanagan College to receive the certificate.
Reason:
The specification of graduation requirements will provide the students with a certificate to recognize existing program completion.
Implementation date: February 2018
Costs: n/a

Appendix 5.3
Academic Schedules

Motion: "That Education Council approves the ESL
Schedule for 2017 - 2018 as presented. "

English as a Second Language

Schedule 2018/19

Fall 2018

August 29	New students must attend the Scheduled English Language Assessment [OCELA]*
September 3	Labour Day (no classes)
September 4	College-wide orientation
September 6	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 12	Classes end
December 13 – 19	Final exam period
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 11	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.

Winter 2019

January 1	New Year's Day
January 2	New students must attend the Scheduled English Language Assessment [OCELA]*
January 8	Classes begin
January 20	Last day to register for a Winter 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
February 11	Family Day (no classes)
February 12 - 15	Study Break (no classes)
March 9	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
April 18	Classes end
April 19 - 22	Easter (no classes)
April 23 – 29	Final exam period
May 2	Last day to submit final grades
May 24	Last day to submit a grade appeal to the Registrar's Office for the Winter semester. Submission and fee must be received by the Registrar – deadline 4 p.m.

Summer Session I 2019

April 30	New students must attend the Scheduled English Language Assessment [OCELA]*
May 6	Classes begin
May 10	Last day to receive a refund of tuition fees for course drop Last day to register for a Session I course 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
May 20	Victoria Day (no classes)
May 31	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
June 21	Classes end
June 24, 25	Final exam period
June 29	Last day for submission of final grades for Summer Session I
July 19	Last day to submit a grade appeal to the Registrar's Office for Summer Session I. Submission and fee must be received by the Registrar – deadline 4:00 p.m.

Summer Session II 2019

June 26	New students must attend the Scheduled English Language Assessment [OCELA]*
July 1	Canada Day (no classes)
July 3	Classes begin
July 7	Last day to receive a refund of tuition fees for course drop Last day to register for a Session II course 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
July 28	Last day to withdraw from a course without academic penalty

	Last day to change registration status from credit to audit
August 6	BC Day (no classes)
August 20	Classes end
August 21 – 22	Final exam period
August 26	Last day for submission of final grades for Summer Session II
September 13	Last day to submit a grade appeal to the Registrar's Office for Summer Session II. Submission and fee must be received by the Registrar – deadline 4:00 p.m.

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

Appendix 5.4
Academic Integrity Policy
(distributed under separate cover)

Appendix 5.5
Nominees to Standing Committees

Appendix 5.6
Standing Committee Reports

31

Appendix 5.7
In camera session
(information distributed under separate cover)

Appendix 6.0
Reports

33