

Education Council Meeting
Thursday, May 3, 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
Norah Bowman	Central Okanagan Rep
Rocio Alejandre	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
Amanda Lang	Student – South Okanagan Similkameen
	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
	Board of Governors

Secretariat

Name	Location
Jane Muskens	Registrar OC
<i>Maddy Welsh</i>	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 (e-copy)	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	Bob Eby (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

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Okanagan College Education Council Agenda
Meeting of Thursday, May 3, 2018 4:00 pm
S 103B Students Services Boardroom - Kelowna Campus

6. Reports

- 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 -

7. Date, Time of Next Regular Meeting – June 7, 2018 at 4:00 pm

8. Deadline for Agenda Items – Wednesday, May 23, 2018

9. Adjournment

Appendix 3.1

Approval of the Minutes for the April 5, 2018 Education Council meeting

Motion: “That Education Council approves the minutes from
April 5, 2018 Education Council meeting as presented.”

**Okanagan College Education Council
Minutes of Thursday, April 5, 2018 4:00 pm
Room S 103B Student Services Boardroom – Kelowna Campus**

Draft

Present: N Davis, N deMelo, W Gillett, A Hay, R Johanson, F Kelly, A Lang, D Marques, J Muskens, N Nesbitt, C Newitt, A Pope, R Tyner, T Walters D Warren, P Wetterstrand

Regrets: N Bowman, J Hamilton, N Nesbit, R Sawatzky, D Silvestrone

Absent:

Guests: M Barillaro, D Capadouca, R Huxtable, B Dietz

Recorder: D Crommer and M Welsh

1. Determination of Quorum and Call to Order

C Newitt called the meeting to order at 4:05 pm

2. Adoption of the Agenda

Motion: R Johanson/N deMelo

“Council approves the agenda as presented.”

- The motion on top of page 31 is correct but be shown on page 24.

3. Approval of the Minutes

Motion: T Walters/N deMelo

“That Education Council approves the minutes of the March 1, 2018 Education Council meeting as presented.”

- Two typing errors were identified.
- On handwritten page three, under 5.2 a., second bullet, the third sentence should read as: ‘One of the courses was...’
- The last bullet on handwritten page four should read as: ‘...the proposal goes forward to the Ministry.’

Carried

4. Business Arising

5. New Business

5.1 Curriculum recommended by the CPRC – BUS

a. Program revision – Pastry Arts Certificate

Motion: D Marques/N deMelo

That Education Council approves the program revision: Pastry Arts Certificate as recommended by the CPRC – BUS:

- D Capadouca advised there are two parts to the program revision. The main focus is that the ITA has updated their requirements for the certificate and the second part is the addition of the co-op component. The placement of the co-op will work well for students. The reason for the renumbering was to reduce confusion for students. Previously courses started with 1XX, 2XX or 3XX and some students thought this included courses for three level of the apprenticeship. Having all course numbers start with 1XX, should eliminate the confusion.

Carried

- b. Course deletions - BAKP 102 - Basic Techniques, BAKP 108 – Hot Desserts, BAKP 201 – Pastries, BAKP 202 – Cakes and Tortes, BAKP 203 – Frozen Desserts, BAKP 204 – Plated Desserts, BAKP 205 – Viennoiserie, BAKP 206 – Regional Breads, BAKP 207 – Center pieces, BAKP 208 – Buffet Design, BAKP 209 – Practical Exam, BAKP 210 – Theoretical Exam, BAKP 301 – Organic/Healthy Food, BAKP 302 – Farm to Table, BAKP 303 – Beverage Pairing, BAKP 304 – Friandise, BAKP 305 – Celebration Cakes, BAKP 306 – Center Pieces, BAKP 307 – Artisan Breads, BAKP 308 – Buffet Design, BAKP 309 – Practical Design and BAKP 310 – Theoretical Exam.

Motion: N deMelo/W Gillett

That Education Council approves the following course deletions as recommended by the CPRC – BUS:

- BAKP 102 - Basic Techniques, BAKP 108 – Hot Desserts, BAKP 201 – Pastries, BAKP 202 – Cakes and Tortes, BAKP 203 – Frozen Desserts, BAKP 204 – Plated Desserts, BAKP 205 – Viennoiserie, BAKP 206 – Regional Breads, BAKP 207 – Center pieces, BAKP 208 – Buffet Design, BAKP 209 – Practical Exam, BAKP 210 – Theoretical Exam, BAKP 301 – Organic/Healthy Food, BAKP 302 – Farm to Table, BAKP 303 – Beverage Pairing, BAKP 304 – Friandise, BAKP 305 – Celebration Cakes, BAKP 306 – Center Pieces, BAKP 307 – Artisan Breads, BAKP 308 – Buffet Design, BAKP 309 – Practical Design and BAKP 310 – Theoretical Exam.

Carried

5.2 Curriculum recommended by the CPRC – AFP

- a. New course – PSYC 320 Applied Developmental Psychology

Motion: N deMelo/D Warren

That Education Council approves the new course: PSYC 320 Applied Developmental Psychology as recommended by the CPRC – AFP:

- R Huxtable advised the course speaks for itself. He added this is a new course in the department and the course is compatible with the Applied degree. The department expects a strong student demand for the course which will have third year credit.
- C Newitt advised there is no articulation asked for at this time. The plan is that this course will be included in the degree.
- R Huxtable added that 300 and 400 level Arts courses are one on one transfer credit. There is no provincial mandate for articulation.

Carried

- b. New course – GSWS 201 Gender, Justice, Resistance

Motion: R Johanson/N deMelo

That Education Council approves the new course: GSWS 201 Gender, Justice, Resistance as recommended by the CPRC – AFP:

- R Huxtable advised he is not aware of any conflict with the program offered in Salmon Arm. This course reflects faculty interest and student demand.

Carried

- c. **Course revision – EESE 121 Natural History of the Earth**

Motion: D Warren/P Wetterstrand

That Education Council approves the course revision: EESE 121 Natural History of the Earth as recommended by the CPRC – AFP:

- This is a change the prerequisites as the department determined the existing prerequisites are not necessary.

Carried

d. **Program revision – Associate of Arts**

Motion: R Tyner/A Lang

That Education Council approves the program revision: Associate of Arts as recommended by the CPRC – AFP:

- R Huxtable advised he would need to refer to the program revision as he would like to make a change to what is presented. The proposal is to add GEOG 270 as the STAT equivalent for all emphases in the Associate of Arts. He added that central to this is that the Geography department sees GEOG 270 as equivalent to the Statistics course currently included in the program.
- The department of Mathematics and Statistics see this quite differently. Other areas within the Arts portfolio have expressed uncertainty as to equivalency of the GEOG 270 course. R Huxtable advised he would like to amend the motion to indicate that GEOG 270 would be accepted to meet the Statistics course equivalency for the Geography and Environmental Studies Emphasis and not for the general Associate of Arts Degree.

Motion: T Walters/R Johanson

That Education Council amend the program revision to have GEOG 270 meet the equivalency for the Statistics requirement for the Geography and Environment Studies Emphasis only.

- R Huxtable advised that this course is deemed by the Math department as not being equivalent to STAT 121. He added he would argue that the department is not asking that GEOG 270 be equivalent of STAT 121. The Math department advised that GEOG 270 will not transfer as the equivalent of STAT 121. He added the lurking issues is who makes the determination and he believes it should be Education Council and not the department chairs or deans.
- C Newitt advised that the Math department does not believe the content included in GEOG 270 covers the full range of content included in STAT 121 and this will effect transferability. The amended proposal will meet the needs of the Geography department and will block transfer to UNBC.
- A member asked if GEOG 270 will be accepted for transfer credit for Arts students. R Huxtable advised this needs to be determined.
- A member noted that most students will need a math course. She advised she had a student take a computer science course to avoid taking a math course. She added she finds that some Arts students will look for options to avoid a Lab Science course but most students will still need a math course.
- Concern was expressed that students would mistakenly take this course and later learn that it does not meet the requirements for transfer credit. R Huxtable advised the amendment to the motion narrows the possibility and is the purpose of the amendment.
- R Huxtable clarified that the original intent was for GEOG 270 to apply to the Environmental Studies emphasis and the Geography emphasis but the paperwork submitted indicated the Associate of Arts in general.

Amendment to motion Carried

- R Huxtable advised that some students see parts of STATS 121 as being relevant to their discipline and others don't. The Geography department has a closed approach and they identified a statistics course that serves their needs. This course will allow students to hone in on the techniques and information that are relevant to Geography
- C Newitt advised he believes the math department doesn't see it the same way.
- A member expressed concern about putting a higher level of required math knowledge on students adding this will create more problems.
- Two additional members provided examples of concerns with this. One used the term math phobia.
- R Huxtable noted he doesn't like that generalizations are being made about Arts students and is concerned about this.

- C Newitt explained that many Science students take PSYC 270 looking for easy credits and this is not the case.
- A member added that math literacy is a bigger issue generally. R Huxtable advised people can take the math literacy test online.

Carried

Note: Subsequent to the meeting the rationale was changed to reflect that the program revision applied only to the AA Environmental Studies Emphasis and the AA Geography Emphasis.

5.3 Dual Credit Agreement

Motion: D Marques/A Pope

That Education Council approves the Dual Credit Agreement between Okanagan College and School District No 74 for Practical Nursing 113 as presented.

- A Hay advised this is a standard dual credit agreement. This is an online course that students can take in preparation for the LPN program. With this agreement, students can take the course in grade 12. The course is required by many institutions for specific programs.
- Dual credit agreements come through Ed Council as a matter of process.

Carried

5.4 Quality Assurance Review Presentation

- A Hay advised this process audit is in the second year of the pilot process in the province. OC volunteered to be part of the test process. It will take about 11 years to process all colleges through. Being so early in the process there are some bugs to be worked out. The process is set up to identify exemplarily areas and areas for improvement.
- B Dietz advised she will be talking about the program review and renewal process used at OC. The purpose of the review is to ensure continuous improvements. Process is three phases, Tier 1, Tier II and Tier III.
- Tier I includes students success and interest, program quality and program success.
- Tier II includes looking at enrolment number, graduation rates, costings and faculty/student ratio. Considerations include why there are changes in some numbers from year to year.
- Tier III includes an overall analysis, environmental scan, and internal and external stakeholder's performance measures. Tier III also involves a self study including an external panel. The process is transparent and robust and is a collaborative process from a provincial perspective. It adds value to continuous improvement.
- The committee chose the programs they would review. OC had the opportunity to respond to the report particularly where there were inaccuracies. This is now the final report and will become a public document. Response include that we will continue to have PACs, new employees will have an orientation which will include some information on the program review and renewal process and the importance of the process. The program review and renewal process is to be guided by Education Council. Tier I and II reviews can include some significant changes and identify what worked well or what didn't.
- A Hay added he is quite happy with the process, noting some things are quite positive and others areas need some work.
- Departments may ask for a Tier II review – not because they are in trouble but rather because they want know what works and what areas need improvement and how to get there.

- A member advised this is unusual as it seems it is a 360 review involving different perspectives. He added we have never received any perspective in the past and is not sure how the working version is any different that previous process.
- A Hay added one of the elements that hasn't yet been concluded is the social science or social arts. The process is more defined if used in a program area other than Arts or Sciences
- B Dietz noted that the one thing they are bringing back to Education Council is to separate policy from procedures at OC.
- A Hay clarified the date on the form is not date review was done and is the date the Ministry created the form. The Ministry is aware of this but did not change the form.
- A Hay advised members that OC's response starts on page 46. He reiterated that the institution was allowed to correct or change factual errors.
- B Dietz advised the OC submission is due on May 2nd. Comments can be submitted to B Dietz until April 20th.

Carried

5.5 First call for nominations for Education Council Chair and vice chair

J Muskens did the first call for nominations for the position of chair of Education Council for the term July 1, 2018 - June 30, 2019.

- R Tyner nominated C Newitt. C Newitt accepted.

J Muskens did the first call for nominations for the position of vice chair of Education Council for the term July 1, 2018 to June 30, 2019.

- C Newitt nominated D Marques. D Marques accepted

J Muskens advised that the second and third call for nominations will take place at the May 3, 2018 Education Council meeting.

5.6 Nominations for standing committees – information to be distributed at the table

- No nominations at this time.

5.7 Standing Committee reports

a. Operations Committee

- No report

b. ARP Committee

- J Muskens advised ABE has revised the underage policy and it will be coming to Ed Council in the near future.

c. CCC Committee – not met

- No report

d. Tributes Committee

- No report

5.8 In camera session – information distributed at the table

Motion: R Johanson/R Tyner

That Education Council move In camera.

Carried

- C Newitt asked members if this process should be done at the meeting or by Operations Committee.
- A member advised she would be happy to have this done by Operations Committee adding that elections have just occurred and perhaps this discussion should happen in the fall with the new Council.

- A member added this Council is more informed and believes it would be better for this group to make the decision. The member asked if this could be done as an omnibus motion.
- A Hay advised that if an omnibus motion were to be done, it should include the name of each program.
- The issue of changing the number of 'with distinctions' might be a concern for an omnibus motion. Following a brief discussion, D Crommer suggested that the Education Council chair review the list prior to the meeting and make any changes to students receiving 'with distinction'. The list presented to Education Council would not likely need any additional changes and approvals could be done as an omnibus motion. C Newitt agreed to review the lists of grandaunts prior to the documentation being distributed.

Motion: R Tyner/P Wetterstrand

That Education Council approves the graduates from the following programs; with the understanding the Registrar has verified that the candidates listed herein have satisfied all requirements for the program for which they are eligible and, therefore, recommends these candidates to Education Council for approval in the degree, diploma or certificate in which they are eligible.

- There was an explanation provided of how some programs can have more than one cohort completing the same program at the same time and why the grades may vary.

Programs

- Accounting/Bookkeeping Certificate (September 6, 2017 to February 8, 2018 - Kelowna)
- Administrative Assistant Certificate (BC Campus)
- Associate of Arts Degree (Out of Sequence – End Date December 5, 2017)
- Automotive Service Technician Certificate (May 29, 2017 to March 1, 2018 - Kelowna)
- Bachelor of Business Administration (Out of Sequence – End Date December 5, 2017)
- BC Adult Graduation Diploma (Out of Sequence – End Date December 23, 2015 - Kelowna)
- Business Administration Certificate (Out of Sequence – End Date December 5, 2017)
- Business Administration Diploma (Out of Sequence – End Date December 5, 2017)
- Culinary Arts Certificate (Out of Sequence – January 3, 2017 to December 22, 2017 – Kelowna)
- Early Childhood Education Certificate (Out of Sequence – End Date December 14, 2017 - Kelowna)
- English for Academic Purposes Certificate (Out of Sequence - End Date December 18, 2014 - Kelowna)
- English for Academic Purposes Certificate (Out of Sequence - End Date December 20, 2017 - Kelowna)
- Health Care Assistant Certificate (September 11, 2017 to March 16, 2018 – Revelstoke)
- Human Kinetics Diploma (Out of Sequence – End Date December 5, 2017 - Penticton)
- Heavy Mechanical Foundation Certificate (June 12, 2017 to March 9, 2018 – Kelowna)
- Office Assistant Certificate (Out of Sequence – End Date January 18, 2018 – Penticton)
- Recreation Vehicle Service Technician Certificate (September 5, 2017 to March 23, 2018 – Kelowna)

- Welder Foundation Certificate (Out of Sequence - September 6, 2016 to August 25, 2017 – Kelowna)
- Welder Foundation Certificate (September 6, 2017 to March 23, 2018 – Kelowna)

Carried

Motion: T Walters/R Tyner

That Education Council move out of camera.

Carried

6 Reports

6.1 Council Chair's Report –

- C Newitt advised the election results are in. Two vacancies – faculty in Health & Social Development. Have a candidate interested. Support staff by-election will be held in the fall with the student elections.
- Thanks to Nancy d as this is her last meeting. She will be graduating and has accepted a position with an accounting firm in Kamloops.

6.2 President & Vice-President Education Report – A Hay

- A Hay advised referred to report and clarified some of the acronyms.
 - o AIVB – formerly Art Institute of Vancouver
 - o CQC – Coquitlam college
 - o DGC – Douglas College
- He advised that the Board has approved the Applied Bachelors degree and the information will now go on to PSIPS and DQAB. The degree was also approved by the UBCO senate.

6.3 Registrar's Report –

- J Muskens advised that scheduling is two weeks ahead of where we are last year. She added the biggest challenge is computer lab space which is very tight. The hope is that in future the timetable will be published earlier.

6.4 Board of Governor's Report – no report

7 Date, Time of Next Regular Meeting – Thursday, May 3, 2018.

8 Deadline for Agenda Items – Wednesday, April 19, 2018

9. Adjournment at 5:50 pm

Appendix 5.1

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

Curriculum recommended by the Curriculum Proposal Review Committees

Science, Technology, & Health

Motion: That Education Council approves the course revision: HSW 211 Politics and Perspectives on Disability as recommended by the CPRC – STH:

HSW 211 – 3 – 3 Politics and Perspectives on Disability

Course revision:

- Title- New title- **Politics and Perspectives on Inclusion**
- Description

Rationale:

This proposed change reflects a sentiment in the CLBC field that the word disability is inherently limiting. Therefore, we want to propose changing the word “Disability” to “Inclusion”.

Course description:

Current:

In this course, students examine historical and contemporary perceptions, attitudes and treatment of people with disabilities. Several approaches are discussed, including a ‘social justice’ framework that emphasized the citizenship and human rights of people labeled disabled. Students explore their attitudes and values and define ‘exemplary professional caring’ for Human Service practice. (3,0,0)

Proposed:

In this course students examine and critique historical and contemporary perceptions, attitudes, and treatment of persons who experience barriers to social inclusion due to their experience of having unique abilities and limitations in relation to the able-bodied world in which they live. Several approaches are proposed for fostering inclusion with emphasis given to a ‘social justice’ framework that emphasizes the citizenship and human rights of persons who are labeled ‘dis’-abled. Students will reflect on their own attitudes and values creating a personalized vision of how they will incorporate inclusion into their everyday practice. (3,0,0)

Implementation date: September 2018

Costs: n/a

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

Program revision

- Program outline
- Revision of courses

Rationale:

Update the course title in the program table reflecting a semantic change that uses the term inclusion rather than disability, both in title and course description.

Program outline:

No change to year one. Change to year two as below.

Fall Year Two	
Current	Proposed
HSW 205- Groups	HSW 205- Groups
HSW 211- Politics and Perspectives on Disability	HSW 211- Politics and Perspectives on Inclusion
PSYC 220- Lifespan Development	PSYC 220- Lifespan Development
OR	OR

SOCW 355- Human Development	SOCW 355- Human Development
PLUS	PLUS
Six (6) credits of Arts or Science electives or a combination of the two.	Six (6) credits of Arts or Science electives or a combination of the two.

Implementation date: September 2018

Cost: n/a

Motion: That Education Council approves the course revision: COSC 320 Analysis of Algorithms as recommended by the CPRC – STH:

COSC 320 – 3 – 3 Analysis of Algorithms

Course revision:

- Contact hours
- Prerequisites

Rationale:

In addition to the lecture, students need the use of lab hours to run programs that solve algorithmic problems. The math prerequisite is no longer relevant because the students will have the necessary preparation with the COSC 221 prerequisite.

Course description:

To end of course description, add (3,2,0).

Contact hours:

	Current	Proposed
Lecture	3	3
Lab	0	2
Average weekly contact hours	3	5

Prerequisites:

Current	Proposed
COSC 221, COSC 222, MATH 221	COSC 221, COSC 222

Implementation date: September 2018

Costs: n/a

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

Program revision

- Graduation requirements

Rationale:

The department would like to update and change the graduation requirements for the BCIS program and to change the delivery format for the COSC 320 course to reflect teaching delivery methods.

Graduation requirements:

Students must complete a minimum of 120 credits of required and elective courses as listed with a minimum graduating average of 60%. (Change to electives).

Program Outline

Current	Proposed
Courses required by all students- 78 credits	Courses required by all students- 78 credits
One of these combinations (two or three courses)	One of these combinations (two or three courses)
MATH 139 and one of COSC 221 or MATH 251 or MATH 231	MATH 139 and one of COSC 221 or MATH 251 or MATH 231
Or	Or
MATH 112 and one of MATH 122 or MATH 221	MATH 112 and one of MATH 122 or MATH 221
Or	
MATH 111 and STAT 121 and COSC 221	N/A

Electives for all students- 24 credits Electives must be chosen to ensure the following credit requirements are met.	Electives for all students- 24 credits Electives must be chosen to ensure the following credit requirements are met.
Total credits: at least 120...	Total credits: at least 120...
<i>Group 1</i> : at least 78 credits	<i>Group 1</i> : at least 78 credits
<i>Group 2</i> : at least 15 credits	<i>Group 2</i> : at least 15 credits
<i>Group 3</i> : at least 6 credits	<i>Group 3</i> : at least 6 credits
Upper-level (courses numbered 300 or higher): at least 42 credits	Upper-level (courses numbered 300 or higher): at least 42 credits
Upper-level group 1: at least 36 credits	Upper-level group 1: at least 36 credits
<i>Group 1</i> : courses in Computer Science and other subjects which lead to an Associate of Science Degree, plus Network and Telecommunications Engineering Technology, and Electronic Engineering Technology.	<i>Group 1</i> : courses in Computer Science and other subjects which lead to an Associate of Science Degree- except MATH 120 , plus Network and Telecommunications Engineering Technology, and Electronic Engineering Technology.
<i>Group 2</i> : refers to all courses in Communications and courses in other subjects which lead to an Associate of Arts Degree. This group does not include science courses.	<i>Group 2</i> : refers to all courses in Communications and courses in other subjects which lead to an Associate of Arts Degree. This group does not include science courses.
<i>Group 3</i> : Business Administration courses.	<i>Group 3</i> : Business Administration courses.

Appendix 5.2

Curriculum recommended by the CPRC – BUS (Business, Culinary, and Commercial Aviation programs)

Appendix 5.2a

Proposal for a transfer credit equivalency: BUAD 116 Marketing

“That Education Council approves the transfer credit
equivalency for Entrepreneurship 11 and Marketing
11 in the BC high school system as equivalent to
BUAD 116 Marketing as recommended by the
CPRC-BUS.”



Laura A. Thurnheer
Chair, Business Administration
Okanagan School of Business
Okanagan College

March 27th, 2018

Education Council
Attn: Mr. Chris Newitt
Okanagan College

Dear Chair Newitt,

The Business Administration department would like to authorize a transfer credit from the BC High School system of their Entrepreneurship 11 plus Marketing 11 as equivalent to our BUAD 116 Marketing course. This is the same situation as BC High School courses Accounting 11 plus Accounting 12 are equivalent to BUAD 111 which has existed for many years now.

A number of our Business Administration professors have reviewed these courses and have mapped the learning outcomes of these two courses to our BUAD 116 Marketing course. As normal process in the Business Administration Dept., this articulation has been reviewed by our Marketing Specialty Area Committee, our Programs Committee and approved at our May 26th, 2017 Business Administration Dept. Meeting. Attached is the curriculum worksheet mapping the learning outcomes of the two high school courses against our BUAD 116. After thorough review, including review of course content, textbooks and meeting with high school teachers, it was determined that these two courses combined reach the necessary threshold of 80% to provide transfer credit.

When a student requests credit for these courses a normal transfer credit form is used and signed by the Department Chair and routed through the normal systems already in place in the Registrars' Office. No new procedures are required. As there is currently approx. 150 students in Penticton enrolled in these two classes there is some urgency to this request. We expect a number of these students with be applying to OC Business for Fall 2018.

We do not see how this is any different than other transfer credits we have approved and registered in the Registrars' Office in the past but since we have been requested to bring this to Education Council for review. Please let me know if you would like a copy of our May 26th, 2017 Dept. minutes noting the approved motion.

Thank you for your review and support in moving this small but important matter forward.

Kind regards,

A handwritten signature in cursive script, appearing to read "Laura A. Thurnheer", written in dark ink.

Laura A. Thurnheer
Chair, Business Administration Dept.

Learning Outcome Comparison

BUAD 116 Learning Outcomes	Marketing 11 & Entrepreneurship 11 Learning Outcomes
<ul style="list-style-type: none"> define the term marketing in the context of the process for creating exchanges of value. 	<p>Marketing 11 - Ways of marketing and promotion used to persuade the public to buy a product or service Entrepreneurship 11 - Opportunities for initiating an entrepreneurial endeavour</p>
<ul style="list-style-type: none"> explain the application of ethics and Corporate Social Responsibility in the marketing context. 	<p>Marketing 11 - Risks associated with marketing a product, such as environmental impacts, financial hardship, and emotional effects Marketing 11 - Visibility and awareness of First Peoples culture</p>
<ul style="list-style-type: none"> conduct a SWOT analysis of a major company. 	<p>Entrepreneurship 11 - market analysis</p>
<ul style="list-style-type: none"> explain the role of marketing research and decision support systems in the strategic planning process for marketing. 	<p>Marketing 11 - Marketability of a product Entrepreneurship 11 - characteristics of the global market</p>
<ul style="list-style-type: none"> compare the key concepts and theories relating to consumer and business to business decision making processes. 	<p>Marketing 11 - Forms of advertising that can influence a potential customer</p>
<ul style="list-style-type: none"> describe the process of market segmentation when choosing an appropriate target market for a product or service. 	<p>Marketing 11 - Target market Marketing 11 - Segmentation, targeting, and positioning of the market, and the promotion of a product's benefits</p>
<ul style="list-style-type: none"> describe the key concepts and theories relating to the four P's of marketing: Product, Place, Price and Promotion. 	<p>Marketing 11 - AIDA model Marketing 11 - Segmentation, targeting, and positioning of the market, and the promotion of a product's benefits</p>

Business, Culinary, and Commercial Aviation programs

Motion: That Education Council approves the new course: BUAD 411 HR Metrics & Analysis as recommended by the CPRC- BUS:

BUAD 411- 3- 3 HR Metrics & Analysis

New course

Rationale:

In April 2016 Okanagan College signed a MOA with CPHR BC regarding an exemption to the National Knowledge Examination (NKE) – a requirement for becoming a Certified HR Professional in BC – for HRM Specialty BBA students in good standing. We were one of the first 4 schools in BC, and one of the first 10 schools across Canada, to achieve this standing. It greatly increases the value of the HRM Specialty of the BBA degree.

CPHR's accreditation process (a precursor to this agreement) included a comparison of the learning outcomes of all required courses for our HRM Specialty with the Required Professional Competencies (RPCs) of the CPHR. Although there was excellent alignment overall, one notable gap in the HRM Specialty learning outcomes was identified when reviewing the "Human Resources Metrics, Reporting & Financial Management" RPC. Accordingly, we made a verbal commitment to create a new course, BUAD 379 SELECTED TOPICS: HR METRICS & ANALYTICS to fill this gap. The course was designed to dovetail with the existing courses BUAD 375 Strategic Human Resources Planning and BUAD 412 Strategic Performance Management, and has been successfully offered twice (11 students enrolled in F2016; 18 students enrolled in F2017), and has received very positive student feedback (formative evaluation results).

Item 5a of the HRMA agreement specifies that, "OC will ensure that all the functional capabilities of the CPHR are sufficiently addressed within the [BBA HRM Specialty] Program subject to approval of the OC Education Council and Board of Governors". The two-year agreement expires in April 2018, and it is anticipated that a renewal of this agreement will require that we are able to demonstrate a continued commitment to the learning outcomes of BUAD 4XX HR Metrics & Analytics in the HRM Specialty program.

Calendar description:

This course provides learners with an opportunity to apply a human capital approach to the development of human resources and workforce measures that are aligned with an organization's strategy. Strategy maps are used to clarify how workforce success can be achieved via the development and measurement of strategically-aligned human resources deliverables.

Students with credit for BUAD 379 ST HR Metrics cannot take BUAD 411 for additional credit.

Prerequisites: BUAD 269 and BUAD 340 and third year standing

Implementation date: September 2018

Cost: n/a

Motion: That Education Council approve the course revision: BUAD 264 Management Accounting as recommended by the CPRC-BUS:

BUAD 264- 3- 3 Management Accounting

Course revision:

- Prerequisites

Rationale:

With addition of more Post-Baccalaureate Diplomas to the Business Administration offerings the pre-requisites for BUAD 264 need to be revised to facilitate enrollment of Post-Bacc students in this course. The department has been using waivers for this in the past and has found no problems with student success. We now wish to formalize this change in the calendar.

Course description:

No change.

Prerequisites:

Current	Proposed
BUAD 111 and BUAD 128 and MATH 114 Or	BUAD 111 and BUAD 128 and MATH 114 Or
BUAD 111 and admissions to the Business Administration Post-Baccalaureate Diploma in Accounting	BUAD 111 and admissions to any Business Administration Post-Baccalaureate Program

Implementation date: September 2018

Costs: n/a

Motion: That Education Council approves the course revision: BUAD 340 Strategic Management I as recommended by the CPRC- BUS:

BUAD 340- 3- 3 Strategic Management I

Course revision:

- Prerequisites

Rationale:

With addition of more Post-Baccalaureate Diplomas to Business Administration offerings the pre-requisites for BUAD 340 need to be revised to facilitate enrollment of Post-Bacc students in this course. The department has been using waivers for this in the past and has found no problems with student success. We now wish to formalize this change in the calendar.

Course description:

No change to course description.

Prerequisites:

Current	Proposed
BUAD 116, 128, 195, 262, 264, and minimum third year standing	BUAD 116, 128, 195, 262, 264, and minimum third year standing Or
	Admission to any Business Administration Post-Baccalaureate Diploma Program

Implementation date: September 2018

Costs: n/a

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

BUAD 336- 3- 3 Services Marketing

Course revision:

- Description
- Title- New title- **Services Design**

Rationale:

This course was developed several years ago. The industry has evolved over time and this course has evolved with it. The course now covers the 8P's of services design and has an applied learning aspect. The current title and course description are out of date and need to be changed to better represent the scope of this course. This course has been accepted at our sister school JAMK in Finland with the name Services Design. The content changes have filtered in as minor changes over time and have reached a point that a calendar revision is needed.

Course description:

Current

Formerly BUAD 294

This course includes the marketing of intangible offerings by both profit and non-profit organizations (including financial institutions), the hospitality industry, professionals, government agencies, and charities. Included is the application of marketing principles when the marketer's offerings are services,

not goods. Emphasis will be placed on current marketing practices employed by regional, national and international firms.

Students with credit for BUAD 294 can not take BUAD 336 for further credit. (3,0,0)

Proposed

Formerly BUAD 294

This course includes the design of a service model based on the components of intangibility, heterogeneity, simultaneous production and consumption and perishability of a service offering. It is applicable to profit and non-profit organizations alike. Included is the application of the gaps model of service quality to an actual client that is engaged in the provision of an experience. Emphasis will be placed on a blend of theory and project work with the client.

Students with credit for BUAD 294 cannot take BUAD 336 Services Marketing for further credit. (3,0,0)

Implementation date: September 2018

Costs: n/a

Motion: That Education Council approves the course revision: BUAD 346 Environmentally Sustainable Enterprise as recommended by the CPRC-BUS:

BUAD 346- 3- 3 Environmentally Sustainable Enterprise

Course revision:

- Description
- Title- New title- **Sustainable Management**
- Content

Rationale:

Environmental impact of a business is only one of what is now the three commonly accepted pillars/perspectives of sustainability. The "social" and "economic" perspectives were not included when this course was developed. In order to properly prepare students to consider sustainable business practices across the entire value chain of an organization it is necessary to integrate the three perspectives and apply existing national and international sustainability standards for sustainability. Sustainable management practices span the spectrum from strategic planning to operations and marketing to human resources practices and stakeholder engagement. Accordingly, revision has been proposed to update the course content, calendar description and course name ("Sustainable Management). The scope of these changes fits better into a course revision than into the introduction a new course and deletion of the original course. Current students with credit for BUAD 346 do not need to retake this course and are not affected by this change.

Course description:

Current

Formerly BUAD 339

Operating a business in an environmentally sustainable manner is a consumer demand, an employee retention strategy and a financial imperative. This course will explore ways to minimize emissions, energy use, and waste and environmental impacts, using marketing, accounting, human resource and management strategies. Students with credit for BUAD 339 Topic - Environmentally Sustainable Enterprise cannot take BUAD 346 for additional credit. (3,0,0)

Proposed

Formerly BUAD 339 ST Environmentally Sustainable Enterprise

Learners explore sustainability theory and sustainable management practices for private-sector business. Environmental, social and economic concepts are integrated and applied across business disciplines. Sustainability models and evaluation frameworks are used to understand how sustainability can impact strategic thinking, operational decision-making, and performance reporting. Students with credit for BUAD 339 Topic - Environmentally Sustainable Enterprise cannot take BUAD 346 for additional credit.

Course content:

Course content has been updated to reflect the evolution of this subject area in industry. See rationale above.

Implementation date: September 2018

Costs: n/a

Motion: That Education Council approves the course revision: BUAD 351 Tourism Planning and Development as recommended by the CPRC-BUS:

BUAD 351- 3- 3 Tourism Planning and Development

Revision:

- Prerequisites

Rationale:

The Tourism and Hospitality Specialty Area Subcommittee of the Business Administration Department recently reviewed BUAD 351 Tourism Planning and Development. The committee determined that either BUAD 206 The Business of Tourism or BUAD 230 Wine and Culinary Tourism provide the necessary foundation of knowledge of the tourism sector for students to be successful in completing BUAD 351. Therefore, we are proposing to add BUAD 230 as an alternative pre-requisite to BUAD 351. This change will provide additional flexibility to students when selecting electives and will maintain student success in BUAD 351.

Course description:

No change to the course description.

Prerequisites:

Current	Proposed
BUAD 206	BUAD 206 or BUAD 230

Implementation date: September 2018

Costs: n/a

Motion: That Education Council approves the program revision: Business Studies Certificate-Accounting; Business Studies Certificate- Financial Services; Business Studies Certificate-Human Resources Management; Business Studies Certificate- Marketing; Business Studies Certificate- Tourism and Hospitality Management as recommended by the CPRC- BUS:

Program revision:

- Program description
- Program outline

Rationale:

The Business Studies Certificates in Accounting, Financial Services, Human Resources Management, Marketing, and Tourism and Hospitality Management have recently been reviewed by the Business Administration department for the first time in several years. The department subject area subcommittees recommended revisions to the program descriptions and to the program outlines for all of these certificates. These changes bring these certificates up to date and in line with other programs offered by the department.

Program description:

Proposed

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Program outline:

<u>Existing</u>	<u>Proposed</u>
<p>Business Studies Certificate - Accounting The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by <u>distance education</u>. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.</p> <p>Admission Requirements</p> <p>[no changes]</p> <p>Graduation Requirements</p> <p>[no changes]</p> <p>Program Outline <u>BUAD 111</u> Financial Accounting I <u>BUAD 121</u> Financial Accounting II Plus 4 of: <u>BUAD 195</u> Financial Management <u>BUAD 208</u> Canadian Income Tax I <u>BUAD 236</u> Accounting Computer Applications <u>BUAD 263</u> Intermediate Accounting I <u>BUAD 264</u> Management Accounting <u>BUAD 273</u> Intermediate Accounting II <u>BUAD 283</u> Management Information Systems <u>BUAD 296</u> Long-term Capital Management <u>BUAD 365</u> Cost Accounting <u>BUAD 369</u> Canadian Income Tax II <u>MATH 114</u> Business Mathematics</p>	<p>Business Studies Certificate - Accounting The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by <u>distance education</u>. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.</p> <p>Admission Requirements</p> <p>[no changes]</p> <p>Graduation Requirements</p> <p>[no changes]</p> <p>Program Outline <u>BUAD 111</u> Financial Accounting I <u>BUAD 121</u> Financial Accounting II</p> <p>Plus 4 of: <u>BUAD 208</u> Canadian Income Tax I <u>BUAD 236</u> Accounting Computer Applications <u>BUAD 263</u> Intermediate Accounting I <u>BUAD 264*</u> Management Accounting <u>BUAD 273</u> Intermediate Accounting II</p> <p>*Math 114 Business Mathematics and BUAD 128 Computer Applications 1 are required prerequisites for BUAD 264</p>

Business Studies Certificate - Financial Services

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

[no changes]

Graduation Requirements

[no changes]

Program Outline

Six courses selected from:

- BUAD 208 Canadian Income Tax I
- BUAD 233 Financial Planning Fundamentals
- BUAD 234 Risk and Retirement Planning: Comprehensive Practices
- BUAD 235 Wealth Management and Estate Planning
- BUAD 236 Accounting Computer Applications
- BUAD 250 Canadian Securities
- BUAD 251 Personal Financial Planning

Business Studies Certificate – Financial Services

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

[no changes]

Graduation Requirements

[no changes]

Program Outline

- MATH 114 Business Mathematics
- BUAD 111 Financial Accounting I
- BUAD 251 Personal Financial Planning

Plus 3 of:

- BUAD 195 Financial Management
- BUAD 208 Canadian Income Tax I
- BUAD 234 Retirement Income Planning
- BUAD 235 Insurance and Estate Planning
- BUAD 250 Canadian Securities
- BUAD 296 Long-term Capital Management

Business Studies Certificate - Human Resources Management

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

[no changes]

Graduation Requirements

[no changes]

Program Outline

BUAD 269 Human Resources Management

Plus five of:

BUAD 201 Conflict Resolution and Negotiation

BUAD 246 Recruitment and Selection

BUAD 247 Training and Development

BUAD 248 Occupational Health and Safety

BUAD 262 Organizational Behaviour

BUAD 279 Industrial Relations

Business Studies Certificate – Human Resources Management

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

[no changes]

Graduation Requirements

[no changes]

Program Outline

BUAD 123 Management Principles

BUAD 269 Human Resources Management

Plus 4 of:

BUAD 201 Conflict Resolution and Negotiation

BUAD 246 Recruitment and Selection

BUAD 247 Training and Development

BUAD 248 Occupational Health and Safety

BUAD 262 Organizational Behaviour

BUAD 279 Industrial Relations

Business Studies Certificate - Marketing

The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by distance education. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.

Admission Requirements

[no changes]

Graduation Requirements

[no changes]

Program Outline

BUAD 116 Marketing

BUAD 176 Professional Sales

Plus 4 of:

BUAD 210 Introduction to Marketing Research

BUAD 266 Advertising and Marketing

Communications

BUAD 278 Marketing Management

BUAD 289 Purchasing and Materials

Management

BUAD 290 Introduction to Merchandising

BUAD 291 Designing the Retail Environment

BUAD 292 Merchandise Display Strategy

BUAD 297 Retailing

BUAD 336 Services Marketing

Business Studies Certificate – Marketing

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

[no changes]

Graduation Requirements

[no changes]

Program Outline

BUAD 116 Marketing

BUAD 176 Professional Sales

Plus 4 of:

BUAD 200 Digital Marketing

BUAD 210 Introduction to Marketing Research

BUAD 266 Advertising and Marketing

Communications

BUAD 289 Purchasing and Materials

Management

BUAD 297 Retailing

Business Studies Certificate - Tourism and Hospitality Management

This one-year certificate program provides a solid foundation in general business and the business of tourism. Graduates are prepared for entry-level positions within the tourism and hospitality sector.

Admission Requirements

[no changes]

Graduation Requirements

[no changes]

Program Outline

- BUAD 111 Financial Accounting I
- BUAD 206 The Business of Tourism
- BUAD 215 Restaurant Management
- BUAD 220 Hotel Management
- BUAD 230 Wine and Culinary Tourism and one of:
- BUAD 116 Marketing
- BUAD 123 Management Principles
- BUAD 209 Business Law
- BUAD 269 Human Resources Management
- BUAD 299 Conventions Management

Business Studies Certificate – Tourism and Hospitality Management

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Admission Requirements

[no changes]

Graduation Requirements

[no changes]

Program Outline

- BUAD 111 Financial Accounting I
- BUAD 206 The Business of Tourism
- BUAD 215 Restaurant Management
- BUAD 220 Hotel Management
- BUAD 230 Wine and Culinary Tourism

Plus one of:

- BUAD 116 Marketing
- BUAD 123 Management Principles
- BUAD 209 Business Law
- BUAD 269 Human Resources Management
- BUAD 200 Digital Marketing

Implementation date: September 2018

Cost: n/a

Motion: That Education Council approves the program revision: Business Studies Certificate- Operations Management as recommended by the CPRC- BUS:

Program revision:

- Program description
- Program name- New name- **Business Studies Certificate- Management**
- Program outline

Rationale:

The Business Studies Certificates - Operations Management has recently been reviewed by the Business Administration department for the first time in several years. The department subject area subcommittee - Management recommended revisions to the program description, title and program outlines to bring this certificate up to date and in line with other programs offered by the department.

Program description:

The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by distance education. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.

Program outline:

Existing	Proposed
<p>Business Studies Certificate - Operations Management</p> <p>The Business Studies Certificate allows students to focus on specific disciplines. These programs will be of interest to mature students who are already employed. The series will be available in the evening on a two- or three-year rotation depending on the discipline. Some courses are also available by <u>distance education</u>. All programs in the Business Studies Certificate require the use of computers. It is recommended that students without computer experience complete a beginners level computer course before beginning their program or at the beginning of their program.</p> <p>Admission Requirements</p> <p>[no changes]</p> <p>Graduation Requirements</p> <p>[no changes]</p> <p>Program Outline <u>BUAD 116</u> Marketing <u>BUAD 123</u> Management Principles <u>BUAD 128</u> Computer Applications I <u>BUAD 282</u> - Operations Management, or <u>BUAD 382</u> Operations Management <u>BUAD 289</u> Purchasing and Materials Management <u>STAT 124</u> Business Statistics</p>	<p>Business Studies Certificate – Management</p> <p>The Business Studies Certificate allows students to focus on a specific discipline. This program may be of interest to those who are already employed. Some courses are also available by <u>distance education</u>. All Business Studies Certificates require the use of Microsoft Office software. Computer experience is recommended.</p> <p>Admission Requirements</p> <p>[no changes]</p> <p>Graduation Requirements</p> <p>[no changes]</p> <p>Program Outline <u>BUAD 111</u> Financial Accounting I <u>BUAD 116</u> Marketing <u>BUAD 123</u> Management Principles <u>BUAD 195</u> Financial Management <u>BUAD 293</u> Entrepreneurship <u>BUAD 298</u> Small Business Management</p>

Implementation date: September 2018

Cost: n/a

Motion: That Education Council approves the program revision: BBA- Human Resources Management Specialty as recommended by the CPRC- BUS:

Program revision:

- Addition of courses
- Program outline

Rationale:

BUAD 411 HR Metric and Analytics is being added to this program as an elective. See course rationale for more detail.

Program description:

No change to the program description.

Addition of courses:

- BUAD 411 HR Metrics & Analytics

Program outline:

Current	Proposed
<p>Human Resources Management Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management:</p> <p><u>BUAD 246</u> Recruitment and Selection <u>BUAD 247</u> Training and Development <u>BUAD 248</u> Occupational Health and Safety <u>BUAD 375</u> Strategic Human Resource Planning <u>BUAD 376</u> Compensation and Benefits</p> <p>Plus three courses from the following list, with at least one at the 400 level.</p> <p><u>BUAD 201</u> Conflict Resolution and Negotiation <u>BUAD 279</u> Industrial Relations <u>BUAD 374</u> Employment Law <u>BUAD 379</u> Selected Topics: Human Resources <u>BUAD 479</u> Selected Topics: Human Resources <u>BUAD 410</u> Organization Change and Development <u>BUAD 412</u> Strategic Performance Management</p>	<p>Human Resources Management Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management:</p> <p><u>BUAD 246</u> Recruitment and Selection <u>BUAD 247</u> Training and Development <u>BUAD 248</u> Occupational Health and Safety <u>BUAD 375</u> Strategic Human Resource Planning <u>BUAD 376</u> Compensation and Benefits</p> <p>Plus three courses from the following list, with at least one at the 400 level.</p> <p><u>BUAD 201</u> Conflict Resolution and Negotiation <u>BUAD 279</u> Industrial Relations <u>BUAD 374</u> Employment Law <u>BUAD 379</u> Selected Topics: Human Resources <u>BUAD 479</u> Selected Topics: Human Resources <u>BUAD 410</u> Organization Change and Development BUAD 411 HR Metrics and Analytics <u>BUAD 412</u> Strategic Performance Management</p>

Implementation date: September 2018

Cost: n/a

Motion: That Education Council approves the program revision: BBA- Management Specialty as recommended by the CPRC- BUS:

Program revision:

- Program outline

Rationale:

The course name is changing for BUAD 346. This proposal is to use the new name in this program.

Program description:

No change to the program description.

Program outline:

Current	Proposed
<p>Management Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Management:</p> <p><u>BUAD 176</u> Professional Sales <u>BUAD 298</u> Small Business Management</p>	<p>Management Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Management:</p> <p><u>BUAD 176</u> Professional Sales <u>BUAD 298</u> Small Business Management</p>

<p><u>BUAD 370</u> Leadership <u>BUAD 382</u> Operations Management Plus 4 of: <u>BUAD 201</u> Conflict Resolution and Negotiation <u>BUAD 283</u> Management Information Systems <u>BUAD 289</u> Purchasing and Materials Management <u>BUAD 305</u> Logistics and Supply Chain Management <u>BUAD 306</u> Managing Professional Service Firms <u>BUAD 307</u> Managing for Innovation <u>BUAD 308</u> Multicultural Management <u>BUAD 309</u> Social Entrepreneurship <u>BUAD 331</u> Project Management <u>BUAD 334</u> Events Management and Marketing <u>BUAD 339</u> Selected Topics: Management <u>BUAD 439</u> Selected Topics: Management <u>BUAD 341</u> Introduction to Non-Profit Management <u>BUAD 346</u> Environmentally Sustainable Enterprise <u>BUAD 410</u> Organization Change and Development <u>BUAD 412</u> Strategic Performance Management <u>BUAD 415</u> New Product Development <u>BUAD 440</u> Advanced Business Strategy <u>BUAD 480</u> Strategic Management II</p>	<p><u>BUAD 370</u> Leadership <u>BUAD 382</u> Operations Management Plus 4 of: <u>BUAD 201</u> Conflict Resolution and Negotiation <u>BUAD 283</u> Management Information Systems <u>BUAD 289</u> Purchasing and Materials Management <u>BUAD 305</u> Logistics and Supply Chain Management <u>BUAD 306</u> Managing Professional Service Firms <u>BUAD 307</u> Managing for Innovation <u>BUAD 308</u> Multicultural Management <u>BUAD 309</u> Social Entrepreneurship <u>BUAD 331</u> Project Management <u>BUAD 334</u> Events Management and Marketing <u>BUAD 339</u> Selected Topics: Management <u>BUAD 439</u> Selected Topics: Management <u>BUAD 341</u> Introduction to Non-Profit Management <u>BUAD 346</u> Sustainable Management <u>BUAD 410</u> Organization Change and Development <u>BUAD 412</u> Strategic Performance Management <u>BUAD 415</u> New Product Development <u>BUAD 440</u> Advanced Business Strategy <u>BUAD 480</u> Strategic Management II</p>
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Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the program revision: BBA- Marketing Specialty as recommended by the CPRC- BUS:

Program Revision:
• Program outline

Rationale:
The course name is changing for BUAD 336. This proposal is to use the new name in this program.

Program description:
No change to the program description.

Program outline:

Current Program Outline	Proposed change
<p>Marketing Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:</p> <p><u>BUAD 176</u> Professional Sales</p>	<p>Marketing Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:</p> <p><u>BUAD 176</u> Professional Sales</p>

<p><u>BUAD 210</u> Introduction to Marketing Research <u>BUAD 266</u> Advertising and Marketing Communications <u>BUAD 200</u> Digital Marketing Plus four of:</p> <p><u>BUAD 278</u> Marketing Management <u>BUAD 297</u> Retailing <u>BUAD 305</u> Logistics and Supply Chain Management <u>BUAD 333</u> Search Marketing <u>BUAD 334</u> Events Management and Marketing <u>BUAD 335</u> Electronic Commerce <u>BUAD 336</u> Services Marketing <u>BUAD 338</u> Selected Topics: Marketing <u>BUAD 438</u> Selected Topics: Marketing <u>BUAD 344</u> Marketing Analytics and Data Analysis <u>BUAD 345</u> Consumer Behaviour <u>BUAD 415</u> New Product Development <u>BUAD 470</u> Customer Relationship Management Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.</p>	<p><u>BUAD 210</u> Introduction to Marketing Research <u>BUAD 266</u> Advertising and Marketing Communications <u>BUAD 200</u> Digital Marketing Plus four of:</p> <p><u>BUAD 278</u> Marketing Management <u>BUAD 297</u> Retailing <u>BUAD 305</u> Logistics and Supply Chain Management <u>BUAD 333</u> Search Marketing <u>BUAD 334</u> Events Management and Marketing <u>BUAD 335</u> Electronic Commerce <u>BUAD 336</u> Services Design <u>BUAD 338</u> Selected Topics: Marketing <u>BUAD 438</u> Selected Topics: Marketing <u>BUAD 344</u> Marketing Analytics and Data Analysis <u>BUAD 345</u> Consumer Behaviour <u>BUAD 415</u> New Product Development <u>BUAD 470</u> Customer Relationship Management Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.</p>
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Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the program revision: Post-Baccalaureate Diploma in Marketing as recommended by the CPRC- BUS:

Program revision:

- Program outline

Rationale:

The course name is changing for BUAD 336. This proposal is to use the new name in this program.

Program description:

No change to program description.

Program outline:

Current	Proposed
<p>Program Outline</p> <p>Semester 1 <u>BUAD 111</u> Financial Accounting I <u>BUAD 113</u> Canadian Business <u>BUAD 116</u> Marketing <u>BUAD 123</u> Management Principles <u>BUAD 128</u> Computer Applications I Semester 2</p>	<p>Program Outline</p> <p>Semester 1 <u>BUAD 111</u> Financial Accounting I <u>BUAD 113</u> Canadian Business <u>BUAD 116</u> Marketing <u>BUAD 123</u> Management Principles <u>BUAD 128</u> Computer Applications I Semester 2</p>

<p><u>BUAD 176</u> Professional Sales <u>BUAD 195</u> Financial Management <u>BUAD 210</u> Introduction to Marketing Research <u>BUAD 262</u> Organizational Behaviour <u>BUAD 264</u> Management Accounting Semester 3 <u>BUAD 266</u> Advertising and Marketing Communications <u>BUAD 272</u> Business Simulation OR</p> <p><u>BUAD 293</u> Entrepreneurship <u>BUAD 345</u> Consumer Behaviour and two BUAD electives* Semester 4 <u>BUAD 340</u> Strategic Management I and four BUAD electives* *The six BUAD electives must be chosen from the following: <u>STAT 124</u> Business Statistics <u>BUAD 209</u> Business Law <u>BUAD 297</u> Retailing <u>BUAD 333</u> Search Marketing <u>BUAD 334</u> Events Management and Marketing <u>BUAD 335</u> Electronic Commerce <u>BUAD 336</u> Services Marketing <u>BUAD 344</u> Marketing Analytics and Data Analysis <u>BUAD 470</u> Customer Relationship Management</p>	<p><u>BUAD 176</u> Professional Sales <u>BUAD 195</u> Financial Management <u>BUAD 210</u> Introduction to Marketing Research <u>BUAD 262</u> Organizational Behaviour <u>BUAD 264</u> Management Accounting Semester 3 <u>BUAD 266</u> Advertising and Marketing Communications <u>BUAD 272</u> Business Simulation OR</p> <p><u>BUAD 293</u> Entrepreneurship <u>BUAD 345</u> Consumer Behaviour and two BUAD electives* Semester 4 <u>BUAD 340</u> Strategic Management I and four BUAD electives* *The six BUAD electives must be chosen from the following: <u>STAT 124</u> Business Statistics <u>BUAD 209</u> Business Law <u>BUAD 297</u> Retailing <u>BUAD 333</u> Search Marketing <u>BUAD 334</u> Events Management and Marketing <u>BUAD 335</u> Electronic Commerce <u>BUAD 336</u> Services Design <u>BUAD 344</u> Marketing Analytics and Data Analysis <u>BUAD 470</u> Customer Relationship Management</p>
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Implementation date: September 2018

Cost: n/a

Motion: That Education Council approves the new baccalaureate diploma: Post-Baccalaureate Diploma in Human Resources Management as recommended by the CPRC- BUS:

Rationale:

Two BC PBD-HRM Programs

There are 30 Public Post-Secondary Human Resource Programs in BC, of which 3 are Post-Baccalaureate Diploma's in Human Resources Management (Camosun- Post-Baccalaureate Diploma's in Human Resources Management and Leadership). The program at Thompson Rivers (<https://www.studyattru.ca/programs/post-baccalaureate-diplomas/post-baccalaureate-diploma-human-resource-management/>) does not include HR specialty courses, but rather 9 3-credit management courses so the designation title is deceiving, leaving only 2 PBD-HRM's in BC.

At Camosun College (CC) <http://camosun.ca/learn/programs/business-administration/post-degree-diploma/human-resource-management-leadership/what-youll-learn/courses.html> student graduates are granted the credential with 12 courses, 36 credits and at Kwantlen Polytechnic University (KPU) [http://www.kpu.ca/calendar/2017-](http://www.kpu.ca/calendar/2017-18/business/humanresourcesmanagement/humanresourcesmanagement-pbc.html)

18/business/humanresourcesmanagement/humanresourcesmanagement-pbc.html student graduates are granted the credential with 10 courses, 33 credits. These two programs would be half the number of courses/credits than our proposed OC PBD-HRM (20 courses-60 credits).

OC's proposed PBD-HRM would be the only one of its kind in BC

Our proposed PBD-HRM offers more in-depth learning than the other two BC PBD-HRM. We would be the only PBD-HRM 20-course program in BC. Our additional courses are business courses such as accounting etc. We would be offering both business courses and HR specialty courses, different from KPU and CC that only offer HR specialty courses.

For example/Idea; OC's PBD-HRM would provide students with the opportunity to gain an in-depth understanding of business, leadership and human resources management topics.

For example/Idea: OC's PBD-HRM program builds on the base established by the Bachelor of Business Administration (BBA), Human Resources Management Specialty to give people with many years of education and work experience an opportunity to develop competencies required for advancement in the growing human resources field.

For example/Idea: OC's PBD-HRM program is a specialized post degree diploma designed to create in its students high level business, leadership and HR knowledge about one area: the human side of business. In a world where organizational success depends on people, HR is fast becoming a function of business strategic importance. Our program is unique as it recognizes the importance of linking/integrating business, HRM and leadership in managing people (ie not increasingly isolated/specialized/ working at cross purposes).

Professional Designation

CPHR

CC, KPU, and proposed OC program offer the majority of the key competencies required to pursue a Chartered Professional in Human Resources (CPHR) designation. All prepare students to write the National Knowledge Exam (NKE) for the nationally recognized Chartered Professional in Human Resources (CPHR) designation.

Target Student

This 20-course (60 credit) post-baccalaureate diploma is aimed at students with a bachelor degree in any business or non-business program other than those with a Human Resources Management major or specialty, who wish to pursue a career in the Human Resources Management field.

- who are unemployed and aspire towards a future career/position in HRM, leadership or management
- who are employed as HR practitioners who require a credential from an academic institution or professional association in business/HRM/leadership (post graduate diploma, CPHR)
- who are employed and preparing for transition into leadership/management/HR roles
- business owners seeking advanced practical and theoretical (we may want to expand here if we provide more in-depth learning, to include theory) business/leadership/knowledge to enhance their business.

Labour Market and Industry

The information below is from this website (<https://www.workbc.ca/Labour-Market-Industry/High-Demand-Occupations/High-Demand-Occupations.aspx>). The report is also available in pdf. at this site.

The 2017 edition of British Columbia's Labour Market Outlook report provides the most up-to-date information on the types of jobs and skills that will be in demand in B.C. between now and 2027.

- B.C.'s demographics are changing --about 8% of people are now at retirement age.
- Over the coming decade, 70% of all job openings will result from people leaving the workforce, mostly due to retirement.
- In all, B.C. is forecast to have 917,000 job openings between 2017 and 2027.
- 78% of future jobs will require some form of post-secondary education or training.

HRM- High Demand Occupation

- Employment turnover in HRM is expected to increase as members of the baby boom generation retire over the next few years.
- BC HRM occupations are expected to have above-average opportunities over the coming decade.
- HRM (with a bachelors or graduate degree) is a high demand BC occupation, which is one that offers more opportunities relative to other occupations (<https://www.workbc.ca/Labour-Market-Industry/High-Demand-Occupations/High-Demand-Occupations.aspx>)

Program description:

This 20-course (60 credit) post-baccalaureate diploma is aimed at students with a bachelor's degree in any business or non-business program other than those with a Human Resources Management major or specialty, who wish to pursue a career in the Human Resources Management field. Students graduating with an average of 70% or higher may be eligible for an exemption from the National Knowledge Exam (NKE), as administered by the Chartered Professionals in Human Resources of British Columbia &

Yukon. The NKE is one of the requirements to become a designated professional in Human Resources Management, known as a Chartered Professional in Human Resources (CPHR).

Course additions:

BUAD 411 HR Metrics & Analytics

Program outline:

Post-Baccalaureate Diploma in Human Resources Management

Program Outline

BUAD 123 Principles of Management

BUAD 128 Computer Applications I

BUAD 201 Conflict Resolution and Negotiation

BUAD 246 Recruitment and Selection

BUAD 247 Training and Development

BUAD 248 Occupational Health and Safety

BUAD 262 Organizational Behavior

BUAD 269 Human Resources Management

BUAD 279 Industrial Relations

BUAD 340 Strategic Management

BUAD 374 Employment Law

BUAD 375 Strategic Human Resource Planning

BUAD 376 Compensation and Benefits

BUAD 410 Organization Change and Development

BUAD 411 HR Metrics & Analytics

BUAD 412 Strategic Performance Management

Plus 12 credits of Business or Non-Business courses.

Recommended Electives

BUAD 224 Selected Topics: Human Resources Management

BUAD 379 Selected Topics: Human Resources Management

BUAD 370 Leadership

BUAD 479 Selected Topics: Human Resources Management

Implementation date: September 2018

Cost: n/a

Appendix 5.3 2018-2019 Schedules

Motion: “That Education Council approves the Pharmacy Technician 2018-2019 Schedule as presented for recommendation for the board.”

Pharmacy Technician Certificate 2018-19

Kelowna

2019

February 25	Classes start
April 19 - 22	Easter (no classes)
May 20	Victoria Day (no classes)
July 1	Canada Day (no classes)
August 5	BC Day (no classes)
August 27	Classes end
September 2	Labour Day
September 3	Earliest start date for Hospital and Community practica
October 14	Thanksgiving Day
November 11	Remembrance Day
December 23 – January 1	Christmas closure - Okanagan College closed to the public

2020

January 1	New Year's Day
February 17	Family Day
February 28	Last day to complete Hospital and Community practica



Appendix 5.4

Second and Third Call for Nominations of Education Council Chair and Vice Chair

Appendix 5.5 Standing Committee Reports

Appendix 5.6

In Camera Session

(Information Distributed at the table)

Appendix 6.0 Reports