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 (e-copy)	President, OC
	Board of Governors

Secretariat

Name	Location
Jane Muskens	Registrar OC
Maddy Welsh	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

Okanagan College Education Council Agenda
Meeting of Thursday, June 7, 2018 4:00 pm
S 103B Students Services Boardroom - Kelowna Campus

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   6.2 President's and Vice President Education Report – Andrew Hay
   6.3 Registrar's Report – Jane Muskens
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7. **Date, Time of Next Regular Meeting** – September 13, 2018 at 4:00 pm

8. **Deadline for Agenda Items** – Wednesday, August 22, 2018

9. **Adjournment**

Appendix 3.1
Approval of the Minutes for the May 3, 2018 Education Council meeting

Motion: "That Education Council approves the minutes from May 3, 2018 Education Council meeting as presented."

Okanagan College Education Council
Minutes of Thursday, May 3, 2018 4:00 pm
Room S 103B Student Services Boardroom – Kelowna Campus

Draft

Present: W Gillett, A Hay, R Johanson, F Kelly, A Lang, D Marques, J Muskens, N Nesbitt, C Newitt (by phone), A Pope, R Tyner, D Warren, N Nesbit, D Silvestrone, R Alejandre (at 4:11)

Regrets: N Davis, N Noble-Hearle, J Hamilton

Absent: N Bowman, T Walters, P Wetterstrand, R Sawatzky

Guests: L Thurnheer, L Kraft, N Deagnon

Recorder: M Welsh

1. **Determination of Quorum and Call to Order**
   D Marques called the meeting to order at 4:01 pm.

2. **Adoption of the Agenda**
   Motion: R Tyner/ R Johanson
   That Education Council approves the agenda as presented.
   Carried

3. **Approval of the Minutes**
   Motion: A Lang/ D Warren
   That Education Council approves the minutes of the April 5, 2018 Education Council meeting as presented.
   Carried

4. **Business Arising**

5. **New Business**
   5.1 **Curriculum recommended by the CPRC – STH**
   a. Course revision- HSW 211 Politics and Perspectives on Disability
      Motion: R Johanson/ N Nesbitt
      That Education Council approves the course revision: HSW 211 Politics and Perspectives on Disability as recommended by the CPRC- STH:
      - N Deagnon explained the reason for the revision as being reflective of new language in the community. The word "disability" is self limiting, while "inclusion" is more inclusive, which is the message the department wants to get across.
      - Some other language in the course description is changing as well. It is just semantic adjustments to rectify any "disability-like" language.

      Carried

   b. Program revision- Human Service Work Diploma
      Motion: A Pope/ A Lang
      That Education Council approves the program revision: Human Service Work Diploma as recommended by the CPRC – STH:
      - The minor revisions to the above motion's title and description in the calendar required a program revision as well. This follow up supports the course change.

      Carried

2

c. Course revision- COSC 320 Analysis of Algorithms
Motion: D Warren/ R Johanson
That Education Council approves the course revision: COSC 320 Analysis of Algorithms as recommended by the CPRC – STH:
- L Kraft advised that the revision is in two parts, the first being the inclusion of lab hours. This is a course that has not been offered for a number of years and the department has decided to add applied components. The second is the removal of the MATH 221 prerequisite. This is not needed because the same concepts are incorporated in the COSC 221 and COSC 222 prerequisites.
- A member questioned why there was no indicated cost to the revision. L Kraft advised that the cost is covered in the work load that already exists.

Carried

d. Program revision- Bachelor of Computer Information Systems
Motion: R Tyner/ D Silvestrone
That Education Council approves the program revision: Bachelor of Computer Information Systems as recommended by the CPRC – STH:
- L Kraft advised that the revision reflects the inclusion of lab hours for COSC 230 and removes the combination of MATH 111, STAT 121, and COSC 221, because MATH 111 and STAT 121 do not meet the prerequisites of COSC 221.
- MATH 120 is being removed as an elective option as it is not applicable for the BCIS program. Y Moritz will be meeting with other areas of the science faculty to determine if a similar change is appropriate else where.
- Members discussed the difference in available Math courses at different campuses. Members were concerned that the change in prerequisites was limiting students' choices for Math course options, particularly at other campuses.

Carried

5.2 Curriculum recommended by the CPRC – BUS

a. Transfer Credit- BUAD 116 Marketing
Motion: R Johanson/ A Lang
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:
- L Thurnheer explained that OC currently has a similar arrangement with Accounting 11 and Accounting 12. This has rejuvenated OC's connection with the Penticton high schools, with an additional 150 students for OC to recruit.
- The department met with teachers from the Penticton school district to examine the curriculum, learning outcomes, and textbooks for Marketing 11 and Entrepreneurship 11. They determined that together the courses are equivalent to BUAD 116 and the College would like to give students the credit.
- L Thurnheer clarified that this is not dual credit, but a transfer credit.
- The department is hopeful that a number of students from Penticton will come for fall recruitment.
- A member questioned whether students needed a minimum of 80% in both courses in order to transfer. L Thurnheer advised that the students simply need to pass the courses. The courses together match 80% of the curriculum for BUAD 116, which is more than the minimum threshold for transfer credit.
- A member asked for clarification behind the process to review the high school curriculum to ensure it is relevant and comparable. L Thurnheer answered that there is no formal process, but that the department has a strong relationship with high school teachers and counsellors; when their curriculum changes, OC is advised.

- The member questioned whether a mandatory review process is something the College should consider. L Thurnheer noted that in her experience, the students succeed and there is no concern for them meeting standards.
- A member asked for clarification as to whether the high school courses reflect the current change in marketing. L Thurnheer explained that these are new courses in the high school system and that they recognize changes in marketing. Marketing changes daily and the entire program has been redone in the past three years. The department is proud of its professors and the courses are reflective of the current marketing climate.

Carried

b. **New course – BUAD 114 HR Metrics & Analytics**
Motion: N Nesbitt/ A Lang
That Education Council approves the new course: BUAD 411 HR Metrics & Analysis as recommended by the CPRC- BUS:
- This is an exciting new courses in the human resource management area.
- L Thurnheer described how the department went through a rigorous accreditation process three years ago. In the process, a missing element was found to be a metrics and analytics course.
- L Thurnheer compared the course to statistics. Students would look at the number of sick days employees take, computerize the data, and use that data to benefit the workforce.
- The course was originally a selected topics course for two years as a test. During this period, the course was tweaked and fine tuned and now has potential to be a permanent course.
- L Thurnheer noted that the department has been begged and pleaded by other colleges for a copy of the BUAD 411 outline, as they have a similar gap in their courses.
- The course offers exciting curriculum, actively using data to manage the human resources workplace, as opposed to simply generating data.
- There will be a number of guest speakers, particularly individuals who actually use such data in their work.
- The department also wishes to add this course to the HR Management degree.

Carried

c. **Course revision – BUAD 264 Management Accounting**
Motion: R Johanson/ R Tyner
That Education Council approve the course revision: BUAD 264 Management Accounting as recommended by the CPRC-BUS:
- This is a housekeeping change, as the prerequisites changed for the course a year ago but were not quite right. This revision is to adjust the prerequisites.
- The previous prerequisites were BUAD 111 and admissions to the Business Administration Post-Baccalaureate Diploma in Accounting. This has now been changed to BUAD 111 and admissions to *any* Business Administration Post-Baccalaureate Program.
- L Thurnheer noted that last year, 40 students were forced out of the course as they were not in the appropriate Post-Baccalaureate program. This revision will prevent this issue in the future.

Carried

d. **Course revision – BUAD 340 Strategic Management I**
Motion: R Johanson/ D Warren
That Education Council approves the course revision: BUAD 340 Strategic Management I as recommended by the CPRC- BUS:

- L Thurnheer noted that this is a similar housekeeping change. BUAD 340 is a core course in the program and with the addition of new Post-Baccalaureate programs, students did not have the appropriate prerequisites to enroll in BUAD 340.
- The department has been using a blanket waiver, but this revision will clean this up.
- The students have proven to professors that they do succeed in the course without the prerequisites. They perform very well and there is no concern about lack of understanding or participation in group work.

Carried

e. **Course revision- BUAD 336 Services Marketing**

Motion: D Silvestrone/ A Lang

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

- L Thurnheer described how the marketing department and specialty areas have done review over the past three years and there has been much change.
- BUAD 336 is an established course, the revision is to upgrade and update the learning outcomes and description.
- These changes were proposed by professors, looked at in the marketing program, discussed at programs committed, and recommended by CPRC-BUS.
- A member asked for clarification, as the proposed course description refers to the old course. L Thurnheer advised that the course has not changed enough for students to get credit for both the original and the new course. J Muskens clarified that the title of the old course is not necessary in the description, just the course code.

Carried

f. **Course revision- BUAD 346 Environmentally Sustainable Enterprise**

Motion: R Johanson/ A Lang

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

- This course is being renamed, the course description updated, and the learning outcomes reviewed.
- It was originally introduced as a selected topics course in the management area for three years and has moved to a permanent course.
- The course has been through many iterations. The major difference now is that it is a focus on social, economic, and environmental, sustainability. This is the true United Nations definition of sustainability. It is sustainability from a business perspective, as opposed to just a green course.
- The department is very excited about the change. This is the tweaked model of quite a few iterations.
- L Thurnheer noted how there is strong student demand for BUAD 346 to be a required courses, as it is so popular.

Carried

g. **Course revision- BUAD 351 Tourism Planning and Development**

Motion: D Warren/ R Johanson

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

- L Thurnheer explained that this is a change to prerequisites. It was introduced within the last five years when upper level courses in the area were revamped.
- BUAD 206 is currently the only prerequisite and is considered a good, basic course. Professors determined that BUAD 230 also gives students enough of a base to succeed in BUAD 351.
- The prerequisites are being expanded to read: "BUAD 206 *or* BUAD 230.

Carried

h. **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**

Motion: R Tyner/ A Lang

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:

- There are 32 programs in the business area. These are certificate programs, with six courses in each area. This a lower level credential.
- Advisors in the region noted that these areas were out of date, with some courses listed not being offered. Rather than changing just one certificate program, the department decided to clean them all up.
- The Operations Management Certificate is listed separately due to the change in program name.
- The department agreed upon a standard preamble for all six certificate programs.
- Students can pick a bundle of courses for each program. The courses listed are the best courses for students to succeed in the area. While the layout has changed, the six courses offer a good fundamental for the students' first exposure to business courses.
- L Thurnheer noted that often those working in a business field are looking for some credential to advance in their field of work. These people generally want something quick and easy and these certificate programs give them that option.
- In the Accounting Certificate, accountants advised that any prerequisites to courses must be made clear. Students were upset to find out that some courses required prerequisites and they needed to take more than the required six courses for their certificate.
- The Financial Services Certificate is expanding its options. Previously, some courses listed were no longer offered and students were having challenges completing the certificate.
- The HR Management Certificate has expanded to include more required courses. Students will appreciate the benefit of having a required course in management, as this is considered a positive asset in the HR field.
- Some newer courses have been added to the Marketing Certificate. A member questioned as to whether these courses would be offered by distance education. L Thurnheer explained that while some of these course have just begun and do not yet offer distance education, most of the courses do.
- The Tourism Hospitality Certificate updated their courses, eliminating courses that have not run for a while. Students will recognize marketing as an important course to succeed in their field.

Carried

i. **Program revision- Business Studies Certificate- Operations Management**

Motion: A Lang/ D Warren

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

- This was removed out of the above motion due to the program's change in name.
- The new courses are more descriptive and offer students a better basis in the management field.
- Some of the courses listed originally were no longer offered.
- A member noted the mention of Microsoft Office in the course description and suggested whether or not Microsoft Office should be better listed as a prerequisite. L

Thurnheer advised that while students generally think they have adequate computer skills, they are not always as proficient as they think. The mention of Microsoft Office in the description is more of a heads-up to students that they need this level of computer knowledge to succeed in the program. Most students learn Microsoft Office in the high school system.

Carried

j. **Program revision- BBA- Human Resources Management**

Motion: R Johanson/ D Silvestrone

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

- This revision reflects the approval of BUAD 411 and it is now being incorporated into the specialty area of the degree program. The change in degree was required due to the change in course title.
- Students are required to take one 4XX level course in this program. The addition of BUAD 411 gives them another option.

Carried

k. **Program revision- BBA- Management Specialty**

Motion: D Warren/ A Pope

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

- As the name of BUAD 346 is changing, this revision is to use the new name in the program.
- There are many course options for students in this program.

Carried

l. **Program revision- BBA- Marketing Specialty**

Motion: N Nesbitt/ D Warren

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

- As the course name for BUAD 336 is changing, the requirements of the Marketing Specialty must also change. The name change is reflected in the program outline. This is a similar change to the previous two motions.

Carried

m. **Program revision- Post- Baccalaureate Diploma in Marketing**

Motion: D Warren/ A Lang

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

- The course name is changing for BUAD 336. This revision is to reflect that change in the program.

Carried

n. **New baccalaureate diploma- Post-Baccalaureate Diploma in Human Resources Management**

Motion: R Johanson/ N Nesbitt

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

- L Thurnheer supplied members with a cleaned up rationale in a separate document, as the rationale originally submitted to CPRC-BUS was confusing.
- This is the third Post-Baccalaureate diploma in business, with two currently running: Accounting and Marketing. Accounting has been very successful and is surprisingly of interest to international students. Marketing as well has had a positive uptake.

- Students are required to have a previous degree for admission into the program.
- Within the last few years, the institution has created more uniform guidelines for post-baccalaureate diplomas.
- The program has an agreement with the CPHRBC that if students earn 70% in the degree, they are exempt from the first exam. This is an expensive exam to take. The department is very excited about this agreement.
- The department expects to end up with six post-baccalaureate diplomas in business, and are currently working on a Post-Baccalaureate Diploma in Finance.
- The department has taken a bundle of every HR course offered and added some additional courses in order for students to succeed in the field. These are basic business courses and students may take four electives in any field.
- The target market is business students with a previous degree. Students must have a degree for designation in HR, although it can be any degree. Students potentially could apply to the program with an arts degree, however they do not necessarily have the applicable courses or knowledge to succeed. Students with an HR degree can not apply for this program.
- Students are required to pass an exam and complete a three year practicum.
- A member questioned as to why the other post-baccalaureate diplomas in business require students to take business courses as electives, while this new diploma allows for any electives. L Thurnheer advised that HR students benefit from having experience in sociology or psychology, for example, whereas students in marketing require very particular courses.
- A member inquired as to why the course outline is not organized into semesters, as seen in other diploma outlines. L Thurnheer explained that due to the availability of certain prerequisites across semesters, this type of organization was costing the department a lot of grief. Students do not tend to follow the semester guidelines as it does not work for the prerequisites. Students figure out their own plan within the diploma based on what courses are being offered. The department wishes to change the other Post-Baccalaureate diplomas to a similar format.
- A member questioned if the students were required to take HR specialty electives or if there were exemptions. L Thurnheer responded that the exemptions should be BUAD courses.

Carried

5.3 2018- 2019 Schedules

a. Pharmacy Technician 2018- 2019 Schedule

Motion: R Tyner/ A Pope

That Education Council approves the Pharmacy Technician 2018-2019 Schedule as presented for recommendation to the Board.

- J Muskens explained the change in schedule as being due to the change in Family Day.
- There will be more schedules presented at the June Education Council meeting with similar updates.

Carried

5.4 Second and third call for nominations of Education Council Chair and Vice Chair

- C Newitt accepted his first nomination as chair of Education Council in April and has now accepted his second and third nomination as chair.
- D Marques accepted his first nomination as vice chair of Education Council in April and has now accepted his second and third nomination as vice chair.

5.5 Standing Committee reports

a. Operations Committee

- No report.

b. ARP Committee

- No report.

e. CCC Committee

- No report.

f. Tributes Committee

- No report.

5.6 In camera session – information distributed at the table

Motion: R Johanson/ D Silvestrone
That Education Council move In camera.
Carried

- C Newitt has reviewed the list of candidates for graduation and has added "with distinction" to certain candidates.
- As per the previous Education Council meeting, an omnibus motion will be used to adopt all motions for graduation at once.

Motion: A Pope/ R Johanson
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.

Programs

- Automotive Service Technician (September 5, 2017 to April 6, 2018- Kelowna)
- Bachelor of Business Administration Degree (Out of sequence – End Date April 10, 2018)
- British Columbia Adult Graduation Diploma (Out of sequence)
- Carpenter and Joiner Foundation (September 5, 2017 to April 6, 2018 – Kelowna)
- Health Care Assistant Certificate (October 23, 2017 to April 25, 2018 – Vernon)
- Health Care Assistant Certificate (October 23, 2017 to April 25, 2018 – Penticton)
- Heavy Mechanical Foundation (June 12, 2017 to March 9, 2018 – Kelowna)
- Legal Administrative Assistant – Corporate/Conveyancing Certificate (End Date – April 6, 2018 –Distance Education)
- Office Assistant Certificate (End Date – March 30, 2018 – Distance Education)
- Practical Nursing Diploma (January 3, 2017 to April 26, 2018 – Kelowna)
- Practical Nursing Diploma (January 3, 2017 to April 26, 2018 – Penticton)

- A member questioned as to why the majority of programs listed indicate GGAs of one to two decimal points, whereas the Carpentry and Joiner Foundation program does not. J Muskens advised that this is due to how the grades were submitted to the registrar's office.
- Members added "with distinction" to two Health Care Assistant Certificate- Penticton students.
- A member questioned as to the difference between distinctions in the Health Care Assistant Certificates in Penticton and Vernon; several students without distinction at the Vernon campus have higher GGAs than students with distinction at the Penticton campus. A Hay responded that this is common with programs in different locations.

This may be due to different instructors with different grading styles. This is done on a cohort basis.

Carried

Motion: D Silvestrone/ N Nesbitt
That Education Council move out of camera.
Carried

6 **Reports**

6.1 Council Chair's Report – C Newitt

- No report.

6.2 President & Vice-President Education Report – A Hay

- A Hay advised that the response to the quality assurance report presented at the April Education Council meeting would be reviewed at the end of June.

6.3 Registrar's Report – J Muskens

- J Muskens noted that the College is working ahead of schedule this year. There has been great success with finding space for courses. Significantly fewer courses are without space compared to last year.
- The College has purchased new final exam software which will hopefully allow exam schedules to be produced earlier. This new software is significantly better than the current software.
- A member asked whether there was a policy for students who have two exams in a row, due to taking courses from multiple years. The member noted her experience with having to delay the deadline for book review as students were overly stressed from exams. J Muskens explained that the new software has more business intelligence and there are options for exams to be organized in a certain way if the faculty let the office know in advance. The old exam software did not meet the needs of exams given the short exam period.

6.4 Board of Governor's Report –

- No report.

7 **Date, Time of Next Regular Meeting** – Thursday, June 7, 2018 at 4:00

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

9. **Adjournment** at 5:27 pm.

Appendix 5.1
Curriculum recommended by the ARP Committee

Motion: "That the Education Council approves the Age Requirement: Adult Basic Education programs as recommended by the ARP Committee."

Title	Age Requirement: Adult Basic Education Programs
Policy Area	
Policy Number	
See also	

The following are responsible for the accuracy of the information contained in this document,

Responsible Officer: Dean, Arts & Foundational Programs
Responsible Office: Dean's Office, Arts & Foundational Programs
Approval By:
Approval Date:
Effective Date of Policy: September, 2018
Supercedes/New:

The following are responsible for the administration of this policy,

Primary Office	**Contact**
AFP Dean's Office	Dean AFP

Additional Contacts
Chairperson, Adult Academic and Career Preparation

a) Policy Statement *(concise statement of the policy)*

Adult Basic Education applicants must be at least 19 years of age, or **18 years of age and have been out of the public school system for at least 12 months**, or **have a high school graduation diploma.**

Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counselor and be referred to the **Adult Academic and Career Preparation Underage Committee** at the campus where the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if **recommended** by the Committee and **space is available**.

b) Policy Details

Unless determined otherwise by the Dean, a student granted such permission shall not be allowed to register in or waitlist for the course until after conclusion of the advanced and regular registration periods, which may vary depending on the program and its intake dates. Enrollment shall be subject to the availability of remaining space in the course at the time of the student's registration.

c) Reason for Policy

Adult Basic Education programs provide courses for adult learners in an adult environment. Applicants who are secondary school graduates are exempt from the age requirement.

d) Procedures

Applicants who do not meet the age requirements must provide the following documentation to the Registrar's Office 30 days prior to admission.

- A letter of recommendation from their Secondary school principal or counsellor,
- A letter of support from their parent(s)/guardian(s)
- A letter from the applicant detailing why they should be admitted and the course(s) they wish to enroll in.

The Registrar's Office forwards the supporting documentation to the Adult Academic and Career Preparation Coordinator at the campus the applicant wishes to attend.

The AACP Campus Coordinator will strike an Underage Committee. The Committee will review the documentation provided, interview the applicant and make a recommendation to the Registrar in regards to admission.

A committee shall normally be composed of 1) the Program Dean, the Regional Dean or a designate (if available), 2) the campus AACP Coordinator, 3) at least one other AACP instructor, and 4) an OC counsellor and/or education advisor (if available).

e) History

The 2017/18 OC calendar language is as follows:

> Applicants must be at least 19 years of age, or have been out of the public school system for at least 12 months and be at least 18 years of age, or have completed grade 12.
>
> Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counselor and be referred to the Adult Basic Education Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if approved by the Committee and space is available.

The language has been revised for clarity and to provide fuller information to the Underage Committee.

In addition, the current "have completed grade 12" language is problematic as the intent is to include those students who are underage but who have graduated and wish to either upgrade their marks or complete post-secondary program prerequisites.

Completing grade 12 can mean many things: a letter of assessment, a school leaving certificate, a modified grade 12 certificate, and most recently with the implementation of the 2004 British Columbia graduation program, a School Board Completion Certificate.

These alternate grade 12 completion certificates do not meet the requirements for graduation as stipulated in the BC Graduation Requirements Order.

f) Appendices & Additional Information

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

Curriculum recommended by the Curriculum Proposal Review Committees

Arts and Foundational Programs

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

Program revision:

- Admission requirements

Rationale:

The Advanced Certificate in Communication does not have English language defined as part of the admission requirements, whereas other programs at the college that anticipate international students intakes do. At the same time international students are currently registered the program. It is thus imperative that these requirements become effective as soon as possible as we need to be able to assess whether students entering the program have the composition and English language skills to engage successfully in upper level courses.

Admission requirements:

Existing	Proposed
Successful completion of 60 credits of post-secondary study from Arts, Science, or Business or an Engineering Technology diploma.	Successful completion of 60 credits of post-secondary study from Arts, Science, or Business or an Engineering Technology diploma. In addition, students will need to demonstrate one of the two following options: 1. For students whose 60 credits of post-secondary study are in English as principal language of instruction, a minimum GPA of 67% in the Communications or English courses. 2. For students whose credits of post-secondary study are not in English as principal language of instruction, an IELTS score of 7.0 with a band no less than 6.5 in each of the four categories (Reading, Writing, Listening and Speaking) or alternatives as follows: -TOEFL 101 with no score less than 94 -Cambridge 192 with no score less than 180 -Applicants with tests other than these should connect with Admissions and the Communications department to determine an appropriate score.

Implementation date: November 2018

Costs: n/a

Motion: That Education Council approves the program revision: Environmental Studies Diploma as recommended by the CPRC – AFP:

Program revision

- Graduation requirements
- Resequencing of courses

Rationale:

We are changing the courses in the Interdisciplinary Environmental Arts (IEA), Environmental Management (EM), and the Environmental Science (ES) options of the Environmental Studies (ES) diploma to reflect new GEOG/EESC course offerings, changes in the offerings of other departments, new department titles and to increase the flexibility of the ES diploma to reflect student interests.

Program description:

The Diploma in Environmental Studies offers an interdisciplinary opportunity to understand the physical principles governing the environment and the social and cultural aspects that influence human behaviour towards the environment. Students will gain a holistic knowledge of the environment through courses from the sciences, social sciences and humanities. The interdisciplinary model will equip students with the critical and analytical skills to think through the many complex factors that influence our understanding of the environment.

The diploma has four options: interdisciplinary environmental arts, environmental management, environmental science and geographic information science. Courses have university transfer credit providing students with the option of further study in either environmental studies or other disciplines. Students can also move directly into the workplace for there is a growing demand for labour in the environmental sector.

Prospective students should ensure that they have the prerequisites for the courses in the option that they wish to pursue.

Block Transfers: please see http://www.bctransferguide.ca/search/block and the GEOG/EESC department for details of the block transfer programs.

Graduation requirements:

Current ES diploma requirements	Changes	New ES diploma requirements
IEA- 1st year		**IEA 1st year- no changes**
INDG 100		INDG 100
ANTH 121		ANTH 121
GEOG 128		GEOG 128
GEOG 129		GEOG 129
SOCI 111		SOCI 111
SOCI 121		SOCI 121
EESC 101		EESC 101
ENGL 100		ENGL 100
One of: ENGL 150, ENGL 151, ENGL 153		One of: ENGL 150, ENGL 151, ENGL 153
One of: EESC 111, GEOG 111, GEOG 121		One of: EESC 111, GEOG 111, GEOG 121
IEA- 2nd year		**IEA 2nd year- changes**
ANTH 245	Move to electives list	
GEOG 210	Change to any GEOG or EESC course	Two 200 level or higher GEOG or EESC course
PHIL 251		PHIL 251
POLI 204		POLI 204
WMST 222		GSWS 222
ENGL 235	Change to reflect cross listing	CMNS/ENGL 235

GEOG 272		GEOG 272
GEOG 270		GEOG 270
One of: INDG 202, INDG 204		One of: INDG 202, INDG 204
Plus one of: All 200 level or higher GEOG or EESC courses ANTH 260 ECON 271 ENGL 237 POLI 219 SOCI 217 SOCI 295		Plus one of: All 200 level or higher GEOG or EESC courses ANTH 260 ECON 271 ENGL 237 POLI 219 SOCI 217 SOCI 295 ANTH 245
EM – 1st year		**EM- 1st year- no changes**
ECON 115		ECON 115
INDG 100		INDG 100
GEOG 129		GEOG 129
EESC 101		EESC 101
ENGL 100		ENGL 100
One of: ENGL 150, ENGL 151, ENGL 153		One of: ENGL 150, ENGL 151, ENGL 153
One of: EESC 111, GEOG 111, GEOG 121		One of: EESC 111, GEOG 111, GEOG 121
One of: MATH 111, MATH 112, STAT 121		One of: MATH 111, MATH 112, STAT 121
One of: BIOL 111, BIOL 121		One of: BIOL 111, BIOL 121
One of: BIOL 121, BIOL 122		One of: BIOL 121, BIOL 122
EM – 2nd year		**EM – 2nd year- changes**
ECON 271		ECON 271
EESC/ GEOG 205	Change to any GEOG or EESC lab science course	One 200 level or higher GEOG or EESC lab science
EESC 213	Change to any GEOG or EESC course	One 200 level or higher GEOG or EESC course
GEOG 311		GEOG 311
GEOG 270		GEOG 270
POLI 204		POLI 204
ENGL 235		CMNS/ENGL 235
GEOG 272		GEOG 272
One of: INDG 202, INDG 204		One of: INDG 202, INDG 204
Plus one of: All 200 level or higher GEOG or EESC courses ANTH 245 ANTH 260 BIOL 203 BIOL 275 POLI 219 PHIL 251		One of: All 200 level or higher GEOG or EESC courses ANTH 245 ANTH 260 BIOL 203 BIOL 275 POLI 219 PHIL 251

ES- 1st year		ES- 1st year- changes
MATH 112		MATH 112
BIOL 111		BIOL 111
BIOL 121		BIOL 121
EESC 101		EESC 101
ENGL 100		ENGL 100
One of: ENGL 150, ENGL 151, ENGL 153		One of: ENGL 150, ENGL 151, ENGL 153
One of: EESC 111, GEOG 111, GEOG 121		One of: EESC 111, GEOG 111, GEOG 121
One of: CHEM 111, CHEM 112		One of: CHEM 111, CHEM 112
One of: CHEM 121, CHEM 122		One of: CHEM 121, CHEM 122
One of: PHYS 111, PHYS 112	Move to electives	One open elective
ES-2nd year		**ES-2nd year- changes**
BIOL 203		BIOL 203
EESC/GEOG 222	Change to any GEOG or EESC lab science	One 200 level or higher GEOG or EESC lab science course
GEOG 272		GEOG 272
One of: CMNS 235, ENGL 235		CMNS/ENGL 235
One of: INDG 202, INDG 204		One of: INDG 202, INDG 204
One of: GEOG 270, STAT 230		One of: GEOG 270, STAT 230
One of: GEOG 210 POLI 204 PHIL 251 ECON 271		One of: GEOG 210 POLI 204 PHIL 251 ECON 271
Three of: all 200 level or higher GEOG or EESC courses		Three of: all 200 level or higher GEOG or EESC courses

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the new course: ELLS 010 English Language Listening and Speaking Level 1 as recommended by the CPRC – AFP:

ELLS 010 – 3 – 3 English Language Listening and Speaking Level 1
New Course
Rationale:
We have students who assess below our lowest level listening and speaking course, ESLE 010. When this happens, we have two routes. One is to admit them into ESLE 010 which they then fail often at least once. The second route is to offer an ESP course as we did in Summer 2016. This last-minute course is not part of our budget plan. Since this is a regular and on-going global/local community need, we would like to offer students at this level a curriculum that is aimed at their language ability.
Calendar description:
This course focuses on basic skills for listening and speaking in English. Through a variety of listening and speaking activities, students will develop basic pronunciation, vocabulary, and grammar to reach the listening and speaking outcomes for Canadian Language Benchmark 3.
Prerequisites: OCELA 1 (Placement at Level 1 Listening and speaking on OCELA)
Implementation date: September 2018
Costs: n/a

Motion: That Education Council approves the course revisions: EAPD 010 Academic Discussion Skills 1; EAPD 020 Academic Discussion Skills 2; EAPD 030 Academic Discussion Skills 3; and EAPD 040 Academic Discussion Skills 4 as recommended by the CPRC – AFP:

Course revision

- Prerequisites

Rationale:

EADP 010:
Prerequisite course has a different name and a lower level course has been added.
EAPD 020, EAPD 030, EAPD 040:
A lower level course has been added which changes the prerequisite level.

Prerequisites:

	Existing	**Proposed**
EAPD 010	Placement at level 3 Discussion on OCELA; or ESLE 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 4.5 required *** minimum score of 052 required	Placement at **level 4** Discussion on OCELA; or **ELLS 030*** or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 4.5 required *** minimum score of 052 required
EAPD 020	Placement at level 4 Discussion on OCELA; or EAPD 010*or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.0 required *** minimum score of 060 required	Placement at **level 5** Discussion on OCELA; or EAPD 010* or IELTS ** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.0 required *** minimum score of 060 required
EAPD 030	Placement at level 5 Discussion on OCELA; or EAPD 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.5 required *** minimum score of 071 required	Placement at **level 6** Discussion on OCELA; or EAPD 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.5 required *** minimum score of 071 required
EAPD 040	Placement at level 6 Discussion on OCELA; or EAPD 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 6.0 required *** minimum score of 079 required	Placement at **level 7** Discussion on OCELA; or EAPD 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 6.0 required *** minimum score of 079 required

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revisions: EAPR 010 Academic Reading Skills 1; EAPR 020 Academic Reading Skills 2; EAPR 030 Academic Reading Skills 3; and EAPR 040 Academic Reading Skills 4 as recommended by the CPRC – AFP:

Course revision

- Prerequisites

Rationale:

EAPR 010:
Prerequisite course has a different name and a lower level course has been added.
EAPR 020, EAPR 030, EAPR 040:
A lower level has been added which changes the prerequisite level.

Prerequisites:

	Existing	**Proposed**
EAPR 010	Placement at level 3 Reading on OCELA; or ESLR 022* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 4.5 required *** minimum score of 052 required	Placement at **level 4** Reading on OCELA; or **ELR 022*** or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 4.5 required *** minimum score of 052 required
EAPR 020	Placement at level 4 Reading on OCELA; or EAPR 010* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.0 required *** minimum score of 060 required	Placement at **level 5** Reading on OCELA; or EAPR 010* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.0 required *** minimum score of 060 required
EAPR 030	Placement at level 5 Reading on OCELA; or EAPR 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.5 required *** minimum score of 071 required	Placement at **level 6** Reading on OCELA; or EAPR 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.5 required *** minimum score of 071 required
EAPR 040	Placement at level 6 Reading on OCELA; or EAPR 030* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 6.0 required *** minimum score of 079 required	Placement at **level 7** Reading on OCELA; or EAPR 030* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 6.0 required *** minimum score of 079 required

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revisions: EAPW 010 Academic Writing Skills 1; EAPW 020 Academic Writing Skills 2; EAPW 030 Academic Writing Skills 3; and EAPW 040 Academic Writing Skills 4 as recommended by the CPRC – AFP:

Course revision

- Prerequisites

Rationale:

EAPW 010:
Prerequisite course has a different name and a lower level course has been added.
EAPW 020, EAPW 030, EAPW 040:
A lower level course has been added which changes the prerequisite level.

Prerequisites:

	Existing	**Proposed**
EAPW 010	Placement at level 3 Writing on OCELA; or ESLW 021* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 4.5 required *** minimum score of 052 required	Placement at **level 4** Writing on OCELA; or **ELW 021*** or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 4.5 required *** minimum score of 052 required
EAPW 020	Placement at level 4 Writing on OCELA; or EAPW 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.0 required *** minimum score of 060 required	Placement at **level 5** Writing on OCELA; or EAPW 010* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.0 required *** minimum score of 060 required
EAPW 030	Placement at level 5 Writing on OCELA; or EAPW 010* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.5 required *** minimum score of 071 required	Placement at **level 6** Writing on OCELA; or EAPW 020* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 5.5 required *** minimum score of 071 required
EAPW 040	Placement at level 6 Writing on OCELA; or EAPW 030* or IELTS** or TOEFL Internet Based Scores*** * minimum grade of 65 required ** minimum score of 6.0 required *** minimum score of 079 required	Placement at **level 7** Writing on OCELA; or EAPW 030 or IELTS or TOEFL Internet Based Scores * minimum grade of 65 required ** minimum score of 6.0 required *** minimum score of 079 required

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revision: ESLE 010 ESL Listening and Speaking Level 1 as recommended by the CPRC – AFP:

ESLE 010 – 3 – 3 ESL Listening and Speaking Level 1
Course revision:

- Title – New title – **English Language Listening and Speaking Level 2**
- Course code – New code – **ELLS 020**
- Description
- Prerequisites

Rationale:
The code, title, and level revisions reflect the language skill content and level of the course, and the addition the prerequisite revision reflects the addition of a lower level course.
Course description:
Existing:
This course focuses on basic skills for communicating in English in a Canadian environment. Through a variety of listening and speaking activities, students will learn vocabulary, grammar and pronunciation skills to reach the speaking and listening outcomes for Canadian Language Benchmarks Level 4 (also equivalent to Common European Framework of Reference for Languages Level A2).
Proposed:
This course is a continuation of ELLS 010 and focuses on basic skills for communicating in English in a Canadian environment. Through a variety of listening and speaking activities, students will continue to learn vocabulary, grammar and pronunciation skills to reach the speaking and listening outcomes for Canadian Language Benchmark 4.
Prerequisites:

Existing	Proposed
N/A	Placement at Level 2 OCELA Listening and Speaking; or ELLS 010 with a minimum grade of 65 required.

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revision: ESLE 020 ESL Listening and Speaking Level 2 as recommended by the CPRC – AFP:

ESLE 020 – 3 – 3 ESL Listening and Speaking Level 3
Course revision:

- Title – New title – **English Language Listening and Speaking Level 3**
- Course code – new code – **ELLS 030**
- Description
- Prerequisites

Rationale:
The code and title revisions reflect the language skill content and level of the course, and the addition the prerequisite revision reflects the addition of a lower level course.
Course description:
Existing:
This course focuses on basic skills for communicating in English in a Canadian environment. Through a variety of listening and speaking activities, students will learn vocabulary, grammar and pronunciation skills to reach the speaking and listening outcomes for Canadian Language Benchmarks Level 5 (also equivalent to Common European Framework of Reference for Languages Level B1).
Proposed:
This course is a continuation of ELLS 020 and focuses on basic skills for communicating in English in a Canadian environment. Through a variety of listening and speaking activities, students will continue to learn vocabulary, grammar and pronunciation skills to reach the speaking and listening outcomes for Canadian Language Benchmark 5.

Prerequisites:

Existing	Proposed
Placement at Level 1 OCELA* Listening and Speaking; or ESLE 010 with a minimum grade of 65 required * minimum score of 142 required	Placement at Level 3 OCELA Listening and Speaking; or ELLS 020 with a minimum grade of 65 required

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revision: ESLR 012 Introduction to Reading – Academic as recommended by the CPRC – AFP:

ESLR 012 – 3 – 3 Introduction to Reading – Academic
Course revision:

- Title – New title – **English Language Reading Level 2**
- Course code – New code – **ELR 020**
- Description
- Prerequisites

Rationale:
The code and title revisions reflect the language skill content of the course, and the addition the prerequisite revision reflects the addition of a lower level course.
Course description:
Existing:
Vocabulary and comprehension are developed through a variety of popular readings. Classroom activities will include reading and discussions. Out-of-class reading assignments are included.
Proposed:
This course focuses on basic skills for reading in English. Vocabulary and comprehension are developed through a variety of popular readings to reach the reading outcomes for Canadian Language Benchmark Level 4. Out-of-class reading assignments are included.
Prerequisites:

Existing	Proposed
N/A	Placement at Level 2 OCELA Reading; or ELRW 010 with a minimum grade of 65 required.

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revision: ESLR 022 Reading Improvement as recommended by the CPRC – AFP:

ESLR 022 – 3 – 3 Reading Improvement
Course revision:

- Title – New title – **English Language Reading Level 3**
- Course code – New code – **ELR 030**
- Description
- Prerequisites

Rationale:
The code and title revisions reflect the language skill content of the course, and the addition the prerequisite revision reflects the addition of a lower level course.

Course description:
Existing:
A continuation of ESLR 012. Students will develop vocabulary and comprehension by understanding simplified academic texts, short stories and poems. Out-of-class reading assignments are included.
Proposed:
This course is a continuation of ELR 020. Students will continue to develop vocabulary and comprehension by understanding simplified academic texts to reach the reading outcomes for Canadian Language Benchmark Level 5. Out-of-class reading assignments are included.
Prerequisites:

Existing	Proposed
OCELA – Reading* or ESLR 012** * minimum score of 31 required ** minimum grade of 65 required	Placement at Level 3 OCELA Reading; or ELR 020 with a minimum grade of 65 required

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revision: ELRW 014 ESL Reading and Writing Level 1 as recommended by the CPRC – AFP:

ELRW 014 – 3 – 3 ESL Reading and Writing Level 1
Course revision:

- Title – New title – **English Language Reading and Writing Level 1**
- Course code – New code – **ELRW 010**
- Description
- Prerequisites
- Contact hours

Rationale:
-The change in hours for ESL and EAP was passed at January's EdCo, but this course was not included because it was not a course that we had been offering.
-The new course code will more clearly reflect the level of the course.
-The current description is exactly the same as the course one level higher, ELRW 024. A correction needs to be made.
-The correction in the course description will help us offer a course to students at their level.
-There are no prerequisites in the current course, so a prerequisite is needed.
Course description:
Existing:
This course focuses on basic skills for reading and writing in English. Through a variety of reading and writing activities, students will learn vocabulary, grammar, and organizational skills to reach the reading and writing outcomes for Canadian Language Benchmarks Level 4 (CEFR level A2).
Proposed:
This course focuses on basic skills for reading and writing in English. Through a variety of everyday and familiar reading and writing activities, students will learn vocabulary, grammar, and organizational skills to reach the reading and writing outcomes for Canadian Language Benchmark Level 3. Individual tutorial sessions with the instructor will encourage the students to be critical readers of their own writing.
Contact hours

	Current hours	Proposed hours
Lecture	160	140
Lab	0	0
Seminar	0	0
Average weekly contact hours	160	140

Prerequisites:

Existing	Proposed
N/A	Placement at Level 1 Reading and Writing on OCELA

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revision: ESLW 011 Introduction to Writing as recommended by the CPRC – AFP:

ESLW 011 – 3 – 3 Introduction to Writing
Course revision:

- Title – New title – **English Language Writing Level 2**
- Course code – New code – **ELW 020**
- Description
- Prerequisites

Rationale:
The code and title revisions reflect the language skill content of the course, and the addition the prerequisite revision reflects the addition of a lower level course.
Course description:
Existing:
The first level of a six-level writing program which develops writing ability for academic purposes. Students will develop their understanding of the written language by writing on familiar topics. Individual sessions with the instructor will encourage the students to become critical readers of their own writing.
Proposed:
This course focuses on basic skills for writing in English. Students will develop their understanding of the written language by writing on familiar topics. They will continue to develop their vocabulary, grammar, and organizational skills to reach the writing outcomes for Canadian Language Benchmark Level 4. Individual sessions with the instructor will encourage students to become critical readers of their own writing.
Prerequisites:

Existing	Proposed
N/A	Placement at Level 2 Writing on OCELA; or ELRW 010 with a minimum grade of 65 required.

Implementation date: September 2018
Cost: n/a

Motion: That Education Council approves the course revision: ESLW 021 Writing Improvement as recommended by the CPRC – AFP:

ESLW 021 – 3 – 3 Writing Improvement
Course revision:

- Title – New title – **English Language Writing Level 3**
- Course code – New code – **ELW 030**
- Description
- Prerequisites

Rationale:
The code and title revisions reflect the language skill content of the course, and the addition the prerequisite revision reflects the addition of a lower level course.

Course description:
Existing:
This course is a continuation of ESLW 011, in which students will develop their understanding of the written language by writing on popular topics and writing about them from their cultural background. Students will contribute their work to the ESL newsletter. Individual tutorial sessions with the instructor will encourage the students to be critical readers of their own writing.
Proposed:
This course is a continuation of ELW 020. Students will develop their understanding of the written language by writing on popular topics and their cultural background. Students continue to develop Vocabulary, grammar and organizational skills to reach the writing outcomes for Canadian Language Benchmark Level 5. Individual sessions with the instructor will encourage students to become critical readers of their own writing.

Prerequisites:

Existing	Proposed
OCELA- Writing or ESLW 011* , or equivalent * minimum grade of 65 required	Placement at Level 3 Writing on OCELA; or ELW 020 with a minimum grade of 65 required.

Implementation date: September 2018
Cost: n/a

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

Program revision:

- Admission requirements

Rationale:
Changes in the EL Certificate and course prerequisites necessitate changes to the language of the EAP Certificate.

Admission requirements:

Existing	Proposed
A minimum OCELA score of 199, or completion of the ESL program with a minimum grade of 65% in both ELRW 024 and ESLE 020, or a minimum grade of 65% in ESLW 021, ESLR 022, and ESLE 020.	Placement at Level 4 OCELA, or completion of the EL Certificate with a minimum grade of 65% in ELLS 030, ELR 030, and ELW 030.

Implementation date: September 2018
Cost: n/a

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

Program revision:

- Addition of courses
- Admission requirements
- Deletion of courses
- Graduation requirements
- Program description
- Program name – New name – **English Language Certificate**
- Program outline
- Resequencing of courses
- Revision of courses

Rationale:
We have students who assess below our lowest level of courses. When this happens, we have two routes. One is to admit them into the lowest level courses which they often fail at least once. The second route is to offer a last-minute ESP course. This last-minute course is not part of our budget plan. Since this is a regular and on-going need, we propose adding lower levels of listening/speaking and reading/writing.

Program description:
Okanagan College offers English language students an opportunity to improve their general English skills. The English Language Certificate [ELC] is a three-level program. The goal of this program is to develop basic language skills in listening, speaking, reading and writing.
Students take 20 hours of classes per week. There are classes for listening and speaking which are 10 hours per week (ELLS), reading and writing for 10 hours per week (ELRW), writing for five hours per week (ELW) and reading for five hours per week (ELR).

Program outline:
Existent:
Semester 1 - 280 hrs. (ESLE 010, ESLR 012, ESLW 011or ELRW 014)
Semester 2 - 280 hrs. (ESLE 020, ESLR 022, ESLW 021 or ELRW 024)
Proposed:
Semester 1 - 280 hrs. (ELLS 010, ELRW 010)
Semester 2 - 280 hrs. (ELLS 020, ELR 020, ELW 020)
Semester 3 - 280 hrs. (ELLS 030, ELR 030, ELW 030)

Admission requirements:

Existing	Proposed
The department will place students depending on their OCELA score.	The department will place students depending on their OCELA score. Students who score lower than OCELA Level 1 will begin the English Language Certificate at Semester One.

Graduation requirements:

Existing	Proposed
N/A	Minimum grade of 65% in each of ELLS 030, ELW 030, and ELR 030 or higher.

Course additions:
ELLS 010 is a new course; ELRW 010 revised from existent ELRW courses.

Course revisions:
ESLE 010 renamed/renumbered to ELLS 020; ESLE 020 renamed/renumbered to ELLS 030, ELRW 014 renamed/renumbered to ELRW 010, ELRW 024 deleted, ESLR 012 renamed/renumbered to ELR 020, and ESLW 011 renamed/renumbered to ELW 020. EAP Certificate prerequisite course changes: EAPD 010, EAPD 020, EAPD 030, EAPD 040, EAPR 010, EAPR 020, EAPR 030, EAPR 040, EAPW 010, EAPW 020, EAPW 030, EAPW 040

Course deletions:
ELRW 024

Implementation date: September 2018

Cost: n/a

Motion: That Education Council approves the course deletion: ELRW 024 ESL Reading and Writing Level 1 as recommended by the CPRC – AFP:

ELWR 024 – 3 – 3 Reading and Writing Level 1
Course deletion
Rationale:
This course has the same description as ELRW 014 and so we do not need it.
Implementation date: September 2018

Appendix 5.3
Standing Committee Reports

Appendix 6.0
Reports