

**Education Council Meeting**  
**Thursday, April 4, 2019, 4:00 p.m.**  
**S 103B – Student Services Boardroom**

**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
Amanda Krebs	Arts & Foundational - SA
Cathy Farrow	Health & Social Development
Kevin Douglas	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
Nathaniel Lee-Ran	Student – Central Okanagan
	Student – North Okanagan
Relan Johanson	Student - Shuswap Revelstoke

**Staff**

Name	Location
Monica Kananga	Kelowna Campus
Debbie Freeman	Kelowna Campus

**Non-Voting**

Name	Location
Jim Hamilton (e-copy)	President, OC
Shelley Cook (e-copy)	Board of Governors

**Secretariat**

Name	Location
Bob Burge	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 Comeau (e-copy)	Regional Dean –S Ok/Similk.	Yvonne Moritz	Dean – Science, Technology & Health
Campus Admin (e-copy)	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 (e-copy)	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	L Thurnheer (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	Curtis Morcom (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, April 4, 2019 4:00 pm  
S 103B – Student Services Boardroom**

**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 – Bob Burge
- 6.4 Board of Governors Report – Shelley Cook

**7. Date, Time of Next Regular Meeting** – Thursday, May 2, 2019 at 4:00 pm

**8. Deadline for Agenda Items** – Wednesday, April 17, 2019 at 12:00 pm

**9. Adjournment**



# **Appendix 3.1**

## **Approval of the Minutes for the March 7, 2019 Education Council meeting**

Motion: “That Education Council approves the minutes from  
March 7, 2019 Education Council meeting as presented.”

**Okanagan College Education Council  
Minutes of Thursday, March 7, 2019 4:00 pm  
Room S 103B Student Services Boardroom – Kelowna Campus**

**Draft**

**Present:** A Hay, R Johanson, D Marques, C Newitt, R Tyner, K Douglas, A Krebs, N Lee-Ran, C Farrow, A Lang, A Pope, R Sawatzky, B Burge, R Alejandre, D Freeman, D Silvestrone (at 4:16), N Davis, N Bowman, T Walters

**Regrets:** W Gillett, J Hamilton, S Cook

**Absent:**

**Guests:** C Bransfield, M Rode, R Huxtable, L Thurnheer, K Langedyk, R Stutz, D Williams, J Hobart

**Recorder:** M Welsh

**1. Determination of Quorum and Call to Order**  
C Newitt called the meeting to order at 4:04 pm

**2. Adoption of the Agenda**

**Motion:** R Johanson/ R Alejandre

That Education Council approves the agenda as presented.

- Item 5.4, the Emerita/Emeritus Status policy has been withdrawn from the agenda and will be back at a later date.

**Carried**

**3. Approval of the Minutes**

**Motion:** A Krebs/ C Farrow

That Education Council approves the minutes of the February 7, 2019 Education Council meeting as presented.

**Carried**

**4. Business Arising**

**5. New Business**

**5.1 CPRC – T/A Curriculum**

**a. New program: Recreational Vehicle Service Technician Foundation**

**Motion:** D Marques/ A Lang

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

- C Bransfield explained the reason for the new program was because the Industry Training Authority had updated its programming outlines. A similar change has happened with certificate programs. The RVST program will also have a two week industry work placement and a review component for the ITA exam.
- A member questioned the reasoning behind which math requirements were listed for the program. C Bransfield noted that he had taken the existing entrance requirements from the calendar, using the updated language from the new high school curriculum. He added that the department had no concerns or any previous issues regarding which math requirements were listed and which were not.

- The member wondered about having an expiry date for certain math requirements. C Bransfield reiterated that he had matched the existing language and was unaware of any issues the registrar's office experienced regarding this issue.
- A Hay advised that the current calendar language might not have been updated yet to reflect the new K-12 entrance requirements. This issue will be resolved once the calendar language is updated through the omnibus motion from November's Education Council meeting.

**Carried**

**b. New program: Carpenter Foundation**

**Motion:** A Lang/ K Douglas

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

- M Rode noted that this program was to address an error from two years ago, when the new calendar descriptions were missed.
- A member questioned why the cost was not noted in the agenda. M Rode explained that the cost is the same as what the current program is incurring right now. C Newitt added that moving forward with the new software, members will be able to see complete proposals.

**Carried**

**c. New program: Carpenter and Joiner Foundation**

**Motion:** D Silvestrone/ A Krebs

That Education Council approves the new program: Carpenter and Joiner Foundation as recommended by the CPRC – T/A:

- Rationale as above.
- Members noted two typos on page 11.

**Carried**

**5.2 CPRC – AFP Curriculum**

**a. Course revision: CMNS 120**

**Introduction to Journalism Studies**

**Motion:** M Kananga/ T Walters

That Education Council approves the course revision: CMNS 120 Introduction to Journalism Studies as recommended by the CPRC – AFP.

- R Huxtable noted that the contact hours have change as the course will now have a lab component. He added there have been discussions as to what constitutes a seminar and what constitutes a lab, but the department felt the activities in the course were more lab-oriented. The title, calendar description, and some content has also changed.
- A member questioned if there was any language around what defined a lecture, lab, or seminar. R Huxtable noted that this had been discussed at Education Council years ago but was never implemented.

**Carried**

**b. Program revision: Communications, Culture and Journalism Studies**

**Motion:** A Hay/ A Lang

That Education Council approves the program revision: Communications, Culture and Journalism Studies as recommended by the CPRC – AFP.

- R Huxtable explained that the graduation requirements and the program outline are changing. There is also a resequencing of courses and course revisions.
- A member questioned if the total credits had changed. R Huxtable noted that it had not.
- After a question, R Huxtable clarified that CMNS 120 does not fit the definition of a lab-science course. Lab-science courses are listed in the calendar under the Associate of Arts degree.

**Carried**

**c. New course: CMNS 215 Public Speaking**

**Motion:** R Tyner/ D Silvestrone

That Education Council approves the new course: CMNS 215 Public Speaking as recommended by the CPRC – AFP.

- R Huxtable explained that this course will be taught as a lecture and seminar. The subject matter in the course fills a gap in the department programming, as public speaking is very important for communications. The course is also a good arts elective for a variety of other programs. The course readings will be reviewed annually to remain current.
- After a question from a member, R Huxtable noted that this course has run before as a special topics course to test student interest.

**Carried**

**d. New course: CMNS 370 Games in Everyday Life**

**Motion:** R Johanson/ D Marques

That Education Council approves the new course: CMNS 370 Games in Everyday Life as recommended by the CPRC – AFP.

- R Huxtable explained that the course is a reflection of the interests of a number of faculty members and it fills a niche in the department.
- A member questioned why the implementation date was not until 2020. R Huxtable noted that this was due to the course's link to the applied degree as well as not having room in the budget to offer the course until next year.

**Carried**

**5.3 CPRC – STH Curriculum**

**a. New course – ENGR 101 Engineering Design I**

**Motion:** D Silvestrone/ A Krebs

That Education Council approves the new course: ENGR 101 Engineering Design I as recommended by the CPRC – STH.

- K Langedyk gave an overview of both ENGR 101 and ENGR 111. In 2014, the Engineering Articulation Committee indicated a gap in the first year curriculum. ENGR 101 and 111 fill this gap.
- A member questioned the break down of the contact hours. K Langedyk confirmed that both courses will have a two hour lecture and a two hour lab.

**Carried**

**b. New course – ENGR 111 Engineering Design II**

**Motion:** R Johanson/ K Douglas

That Education Council approves the new course: ENGR 111 Engineering Design II as recommended by the CPRC – STH.

- As above

**Carried**

**c. Course revision – PHYS 215 Thermodynamics**

**Motion:** R Alejandro/ M Kananga

That Education Council approves the course revision: PHYS 215 Thermodynamics as recommended by the CPRC – STH.

- R Stutz explained that this is a housekeeping revision to update the prerequisites to that civil engineering students can also take the course. Currently these students have been filling out waivers for the course.

**Carried**

**d. New course – PHYS 126                      Physics for Electronics Engineering Technology**

**Motion:** A Lang/ D Silvestrone

That Education Council approves the new course: PHYS 126 Physics for Electronics Engineering Technology as recommended by the CPRC – STH.

- R Stutz noted that there are many ELEN revisions presented today and PHYS 126 is an effect of that. PHYS 125 will be removed from the program and PHYS 126 will replace it. The curriculum has been updated, the content has been refocused, and the contact hours have changed to give students more lab time.
- After a question from a member, R Stutz confirmed that the credits for PHYS 126 will remain the same as PHYS 125.

**Carried**

D Williams gave an overview of the ELEN revisions. He directed members to page 57 of the agenda, which explained the general program revision. Currently the program is a block-registered, two year degree. The motivation for the change is two-fold: one, to make sure the program is up to date with current trends and technology to meet regional and national needs; and two, to eliminate the extended winter semester. The goals of the revision are to maintain accreditation with TAC, keep the educational standards high, address the needs of industry and the PAC, maintaining student workload, and maintaining the bridging program with UBCO, UVIT, and Camosun College.

The department looked to identify broad topic areas to aid students in employability. There are four technical program streams: analog design, microcontroller and programming, communications systems, and industrial data communications and networking. There are also important non-tech areas within the program, like math and physics. For each program stream, the department developed appropriate learning outcomes and determined how those would be distributed. The department was mindful of not overloading students, particularly with prerequisites as well as wanting to use the lab space currently available.

- A member questioned if ELEN 115 and 136 were being deleted. D Williams noted that they will not be deleted yet, but they will not be offered. This coming year will be a transition period where current first year students will continue on with the existing program, while incoming first year students will be taught the revised program. After this transition phase, any unnecessary courses will be deleted.

**e. New course – ELEN 110                      Computer Fluency**

**Motion:** D Silvestrone/ C Farrow

That Education Council approves the new course: ELEN 110 Computer Fluency as recommended by the CPRC – STH.

- D Williams noted that this course will bring all students to the same level of computer competency. This will also provide an introduction to the industrial data communications and networking stream.

**Carried**

**f. New course – ELEN 152                      Fabrication II**

**Motion:** A Krebs/ A Lang

That Education Council approves the new course: ELEN 152 Fabrication II as recommended by the CPRC – STH.

- This is currently a two-week course at the end of the semester. Students will take the design they make in Fabrication I and put it together here.
- D Williams clarified that ELEN 152 is the one course that extends beyond the regular semester. At the end of the exam period, students will begin this course. Several tech programs at other institutions have post semester short courses like this. This gives students some intensive hands on skills and it is more efficient for students to spend the whole day in the lab, rather than a couple hours during the regular semester.

**Carried**



- l. New course – ELEN 273 Applications of the Industrial Internet of Things**  
**Motion:** M Kananga/ C Farrow  
 That Education Council approves the new course: ELEN 273 Applications of the Industrial Internet of Things as recommended by the CPRC – STH.
- ELEN 153, 263, and 273 are part of the industrial data communications and networking stream. This course takes what students learn in ELEN 153 and 253 and puts them together for students to work on some sort of application.
- Carried**
- m. Course revision: ELEN 116 Programming and Interfacing**  
**Motion:** R Tyner/ A Lang  
 That Education Council approves the course revision: ELEN 116 Program and Interfacing as recommended by the CPRC – STH.
- An hour is being added to the lecture component of this course, which will balance the content amongst the four courses in the microcontroller and programming stream.
- Carried**
- n. Course revision: ELEN 126 Digital Electronics**  
**Motion:** N Bowman/ R Sawatzky  
 That Education Council approves the course revision: ELEN 126 Digital Electronics as recommended by the CPRC – STH.
- This course is being moved to first semester and will be simplified. Digital electronics is no longer a program strength, so advanced topics have been removed from the course, the hours have been reduced, and only the fundamentals will be taught for students to move on to the microcontroller course.
- Carried**
- o. Course revision: ELEN 130 Electrical Circuits**  
**Motion:** A Krebs/ N Lee-Ran  
 That Education Council approves the course revision: ELEN 130 Electrical Circuits as recommended by the CPRC – STH.
- Redundant topics have been removed and other topics redistributed to change the contact hours. The increased lab hours will accommodate the removal of the extended semester.
- Carried**
- p. Course revision: ELEN 140 Electrical Circuits II**  
**Motion:** A Lang/ D Silvestrone  
 That Education Council approves the course revision: ELEN 140 Electrical Circuits II as recommended by the CPRC – STH.
- This is the second half of ELEN 130 and was originally in the extended semester. MATH 137 will now be a prerequisite for this course.
- Carried**
- q. Course revision: ELEN 142 Fabrication II**  
**Motion:** D Silvestrone/ A Krebs  
 That Education Council approves the course revision: ELEN 142 Fabrication II as recommended by the CPRC – STH.
- This course will now be Fabrication I. This is the theoretical, design portion of the fabrication stream.
- Carried**
- r. Course revision: ELEN 146 Electronic Circuits**  
**Motion:** R Johanson/ C Farrow

That Education Council approves the course revision: ELEN 146 Electronic Circuits as recommended by the CPRC – STH.

- This course is currently in the extended semester. Some content has been removed and others refocused to move the course into the regular semester.

**Carried**

**s. Course revision: ELEN 216                      Microcontroller Technology**

**Motion:** A Lang/ D Marques

That Education Council approves the course revision: ELEN 216 Microcontroller Technology as recommended by the CPRC – STH.

- The revision is due to the rebalancing of content in the microcontroller and programming stream.

**Carried**

**t. Course revision: ELEN 226                      Embedded Systems**

**Motion:** R Johanson/ M Kananga

That Education Council approves the course revision: ELEN 226 Embedded Systems as recommended by the CPRC – STH.

- This course is currently in the extended semester. Some content has been rebalanced to previous courses. The project has also been removed in order to reduce workload for students.
- A member questioned how students were evaluated, if the project was being removed from the course. D Williams clarified that students are evaluated through the lab as well as mini projects. It is just the extended project that is being removed.

**Carried**

**u. Course revision: ELEN 227                      Report and Project**

**Motion:** D Silvestrone/ A Krebs

That Education Council approves the course revision: ELEN 227 Report and Project as recommended by the CPRC – STH.

- This is the capstone project for the program and the continuation of Engineering Project Management, where students define their project. Project documentation has also been added to this course. For this reason, this course is six credits.
- A member questioned if all four streams take this course. D Williams clarified that all students take this course. The four streams are more so in regards to curriculum content, but all students take all four streams of this course.

**Carried**

**v. Course revision: ELEN 256                      Analog and Digital Signal Processing**

**Motion:** A Lang/ R Tyner

That Education Council approves the course revision: ELEN 256 Analog and Digital Signal Processing as recommended by the CPRC – STH.

- The new title reflects the fact that this course is a continuation of ELEN 146. Content from ELEN 146 has been cut down and moved here. To accommodate the extra content being added, content in ELEN 256 not identified as a core competency has been eliminated.

**Carried**

**w. Course revision: ELEN 263                      Control Systems**

**Motion:** D Silvestrone/ Davis

That Education Council approves the course revision: ELEN 263 Control Systems as recommended by the CPRC – STH.

- The updated title reflects the addition of programmable logic controllers to the course. This course is less theoretical and more applicable now.

**Carried**

**x. Program revision: Electronic Engineering Technology**

**Motion:** A Hay/ T Walters

That Education Council approves the program revision: Electronic Engineering Technology as recommended by the CPRC – STH.

- As above.

**Carried**

**y. Course revision: MATH 147 Mathematics for Electronic Engineering Technology II**

**Motion:** C Farrow/ D Silvestrone

That Education Council approves the course revision: MATH 147 Mathematics for Electronic Engineering Technology II as recommended by the CPRC – STH.

- This course is currently in the extended semester of the ELEN program. Contact hours have been increased in order to not reduce critical content.

**Carried**

Break at 5:34 pm

Resume at 5:48

J Hobart gave an overview of the new Marketing and Data Analytics program. This has been in the works for ten years. The main issue behind data science is how to define it. The department has identified key characteristics to what data scientists do. It is an intersection of math and statistics, some hacking skills, and applications. The program will involve data science courses, math and statistics courses, business courses, and electives. Data science is always changing, but this program will give students a good foundation to adapt to any change.

- A member noted that the program description seems to emphasize marketing, while the learning outcomes are broader. He wondered if the extremely focused calendar description might limit the potential audience. J Hobart explained that the business department has had such success with their post-baccalaureate diploma in marketing and they felt that this was a good place to start. The program is meant to be modular. For example, the BUAD courses can be taken out and replaced with COSC, MATH, and so on.
- A member questioned if the modular component of the program will be available right away. J Hobart explained that they will stick with this first iteration of the program at the start. DSCI courses will be available to students outside of the program. The member questioned if students could create their own post-baccalaureate diploma with these courses. J Hobart noted that this was not the case. The transfer agreements for the DSCI courses have not been done yet and will have to go through Education Council.
- A member questioned if the department anticipated a lot of students having already completed some of the courses listed in the program. J Hobart agreed that some students will have the equivalent of some of these courses, particularly OC business graduates.
- A member wondered what motivated students to take a post-baccalaureate diploma instead of a masters degree. L Thurnheer explained that the post-baccalaureate diplomas are for students with a previous degree and are meant to be specific and more directive and applied. The intent is for students to receive the diploma and be eligible for a job right away, whereas masters degrees take longer. This is also for the benefit of OC, as the diplomas use a bundle of existing courses. Students cannot take their master's degree at OC so this is another option. The current post-baccalaureate diplomas at OC have been very successful. J Hobart added that a master's in data science would require a theoretical thesis.
- A member questioned if students who already had certain courses would be given credit. L Thurnheer explained that the department would exempt and replace. A

student's qualifying degree is their entrance into the program. The program is 20 courses and the students would work with the chair to determine what courses could be replaced given the student's educational goals.

- z. New course: DSCI 100 Introduction to Data Science 1**  
**Motion:** R Johanson/ D Silvestrone  
That Education Council approves new course: DSCI 100 Introduction to Data Science 1 as recommended by the CPRC – STH.
- J Hobart explained that this was a basic introductory course. The course would discuss what data scientists can do, their typical jobs, how to formulate a good question, clean data, code books, and so on.
  - A member noted that there was no expiry date on the math prerequisites. She wondered if someone with a ten year old math prerequisite would be successful. L Thurnheer noted that anything over ten years old would be determined at an individual basis.
  - A member noted typos in the calendar description.
- Carried**
- aa. New course: DSCI 101 Introduction to Data Science 2**  
**Motion:** C Farrow/ A Lang  
That Education Council approves new course: DSCI 101 Introduction to Data Science 2 as recommended by the CPRC – STH.
- A member questioned why the course used R instead of Python. J Hobart explained that as a main statistical tool, the department uses R. It is free and has open sources.
  - A member noted that the acronyms used in the course description should be written in full, as they are not familiar acronyms.
- Carried**
- bb. New course: DSCI 110 Mathematical Computation**  
**Motion:** R Johanson/ R Tyner  
That Education Council approves new course: DSCI 110 Mathematical Computation as recommended by the CPRC – STH.
- This course is a corequisite for DSCI 100 and students will learn much of their computer based content. The course uses Microsoft products as they are free and easily available.
- Carried**
- cc. New course: DSCI 200 Introduction to Data Science 3**  
**Motion:** D Silvestrone/ A Krebs  
That Education Council approves new course: DSCI 200 Introduction to Data Science 3 as recommended by the CPRC – STH.
- J Hobart noted that the courses in the program become more technical as they advance.
  - A member noted that the large number of textbooks needed could be an issue for students. J Hobart explained that they are all free.
  - A member noted a typo in the calendar description.
- Carried**
- dd. New course: DSCI 390 Data Science Project**  
**Motion:** R Johanson/ N Davis  
That Education Council approves new course: DSCI 390 Data Science Project as recommended by the CPRC – STH.
- In this course, students will complete a substantial project and present their findings as well as complete a written report. The project can be used for students to present to future employers.
  - A member noted that the last sentence of the calendar description was not necessary. This will be struck out.
- Carried**

**ee. Course revision: MATH 251 (COSC 221) Introduction to Discrete Structures**

**Motion:** D Silvestrone/ N Davis

That Education Council approves course revision: MATH 251 (COSC 221) Introduction to Discrete Structures as recommended by the CPRC – STH.

- MATH 314 is being added as a prerequisite. J Hobart noted that the courses listed as prerequisites show mathematical maturity.

**Carried**

**ff. Course revision: MATH 314                      Calculus and Linear Algebra with Business Applications**

**Motion:** R Tyner/ N Davis

That Education Council approves course revision: MATH 314 Calculus and Linear Algebra with Business Applications as recommended by the CPRC – STH.

- Admission into the Post-Baccalaureate Diploma in Marketing and Data Analytics is being added as a prerequisite.

**Carried**

**gg. Course revision: STAT 230 (BIOL 202) Elementary Applied Statistics**

**Motion:** D Silvestrone/ A Lang

That Education Council approves course revision: STAT 230 (BIOL 202) Elementary Applied Statistics as recommended by the CPRC – STH.

- As above.
- A Hay noted that the prerequisite did not need to mention “Okanagan College”. The same change will be made for MATH 314 and STAT 310.

**Carried**

**hh. Course revision: STAT 310                      Regression Analysis**

**Motion:** A Lang/ D Silvestrone

That Education Council approves course revision: STAT 310 Regression Analysis as recommended by the CPRC – STH.

- J Hobart explained that this revision was to correct a typo in the prerequisites from years ago.

**Carried**

**ii. New program: Post – Baccalaureate Diploma in Marketing and Data Analytics**

**Motion:** A Lang/ N Davis

That Education Council approves new program: Post-Baccalaureate Diploma in Marketing and Data Analytics as recommended by the CPRC – STH.

- As above.

**Carried**

**5.4 ARP Committee**

**Withdrawn**

That Education Council approves the Emerita/Emeritus Status Policy as recommended by the ARP Committee.

**5.5 Standing Committee Reports**

a. Operations Committee

- C Newitt noted that the committee is still needing a new member. C Farrow put her name forward.

b. ARP Committee

- Did not meet.

- c. CCC Committee
  - C Newitt explained that with the changings going through with the new software, the CCC committee will have to be reformed. This is the committee that makes decisions on the rules for workflow for curriculum to make sure that any decisions Education Council makes are fully informed.
  - B Burge read the terms of reference.
  - R Tyner put his name forward for the committee.
- d. Tributes Committee
  - See below.

## 5.6 In Camera Session

**Motion:** A Lang/ C Farrow  
That Education Council moves in camera.  
**Carried**

### a. Tributes Committee presentation Honorary Fellows

**Motion:** D Silvestrone/ N Davis  
That the Education Council approves and recommends to the Board of Governors, the nominees and alternates for the 2019 Honorary Fellow designation as presented.

- J Lister presented the list of nominees.
- A member questioned if there was always regional distribution for honorary fellows. J Lister noted that this was not always the case but it is desirable. However, if one of the nominees were to not accept the nomination, the first alternate would be contacted, regardless of region.

**Carried**

### Distinguished Service Award

**Motion:** D Silvestrone/ R Tyner  
That the Education Council approves and recommends to the Board of Governors, the nominee for the 2019 Distinguished Service Award designation as presented.

- J Lister presented the nominee.

**Carried**

### b. Approval of the minutes: February 12, 2019 Operations Committee meeting

**Motion:** K Douglas/ B Burge  
That Education Council accepts the minutes of the February 12, 2019 Operations Committee meeting.

- A member questioned which ceremony these students were attending. B Burge noted that the students listed have already completed their program and needed their credential. They are able to come to the next commencement ceremony.

**Carried**

**Motion:** D Silvestrone/ N Lee-Ran  
That Education Camera moves ex camera.  
**Carried**

## 6. Reports

### 6.1 Council Chair's Report – C Newitt

- C Newitt noted that the College has reviewed on curriculum management software system already and are waiting to schedule a meeting to review the second. The software will make the Education Council experience so much richer as members will be able to see everything involved with a proposal.

- D Silvestrone questioned the use of consent agendas. C Newitt explained that these would cut back on the time spent reviewing course revisions.

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

- A Hay noted that the AST diploma has finished the peer review step at PSIPS. There were no comments.
- The Tourism Management Diploma has also finished their posting at PSIPS. The program will begin in Revelstoke this fall.
- A Hay added that the quality assessment board is currently organizing a site visit to review the Applied Arts Degree.
- The institutional budget will be presented to Education Council next Wednesday, March 13. The annual programming plan and ITA plan will also be on the agenda. It is important for members to see the connection between programming and the budget.
- A member is not able to attend next Wednesday and wondered if she could see the presentation. A Hay advised that the budget is in camera but the annual programming plan and ITA plan are public. M Welsh will send out an agenda with the information before the meeting.

**6.3 Registrar's Report – B Burge**

- No report.

**6.4 Board of Governor's Report – S Cook**

- No report.

5 **Date, Time of Next Regular Meeting** – Thursday, April 4, 2019 at 4:00

6 **Deadline for Agenda Items** – Wednesday, March 20, 2019

9. **Adjournment** at 6:51 pm.

# **Appendix 5.1**

## **Curriculum recommended by the CPRC – T/A**

# Curriculum recommended by the Curriculum Proposal Review Committees

## Trade and Apprenticeship Programs

**Motion: That Education Council approves the program revision: Aircraft Maintenance Engineer (AME) M-licence as recommended by the CPRC – T/A:**

**Program revision**

- **Program name** – new name – **Aircraft Maintenance Technician**
- **Program description**
- **Admission requirements**
- **Program outline**

**Rationale:**

This change is the result of the partnership with Northern Lights College. They are the diploma granting institution and have initiated these changes.

**Program description:**

This a 4 semester 2 year diploma program (76 weeks) offered in partnership with Northern Lights College (NLC) in Dawson Creek, B.C. The first 3 semesters (55 weeks) of training take place at Okanagan College Aerospace Campus in Vernon BC. The final semester (18 weeks) takes place at Northern Lights College in Dawson Creek. The diploma is conferred by Northern Lights College. All curriculum and entrance requirements at Okanagan College align with the AMT program at Northern Lights College.

The program is designed to take a student with little or no previous experience in the aircraft maintenance trade and supply him/her with the necessary skills to seek employment in that industry as an apprentice Aircraft Maintenance Engineer. The curriculum follows Transport Canada's guidelines and upon successful completion of the program, Transport Canada will grant graduates 18 months of experience credits toward the 48-month experience requirement for an Aircraft Maintenance Engineer license. Graduates also receive a diploma for Aircraft Maintenance Technician from Northern Lights College.

Apprenticeship technical training credit for Levels One through Four will be granted upon successful completion of this program. Apprenticeship practical training credit may also be granted by the employer as a result of prior practical experience.

Training provided is applicable to both rotary wing aircraft (helicopters) and fixed wing aircraft, covering a wide range of subjects with emphasis on practical training. Some of the major subjects taught include aviation law, theory of flight, power plants (turbine and piston), airframe structures and systems, hydraulics, electrical and avionics systems.

Canadian Armed Forces Accreditation Certification Equivalency is approved, fast track your Career in the armed forces with this program

**Admission requirements:**

Existing	Proposed
<p>The following admission requirements align with the AME admission requirements established by Northern Lights College.</p> <p>B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.                      English 11 with minimum 67% or alternatives or English 12 with minimum 60% or alternatives or an ABLE reading comprehension score of at least 83%.</p>	<p>The following admission requirements align with the AME admission requirements established by Northern Lights College.</p> <p>Provide British Columbia secondary school transcripts or equivalent (Alberta/NWT equivalent course numbers in brackets) indicating successful completion of:                      English 11 or equivalent (one of):</p> <ul style="list-style-type: none"> <li>• BC Communications 11, English 11, Composition 11, Creative Writing 11, Literary</li> </ul>

<p>Math requirement:</p> <p>A minimum of 60% in:</p> <p>Pre-calculus Grade 11 Or a minimum of 67% in any of:</p> <p>Principles of Mathematics 11 Applications of Mathematics 11 Foundations of Mathematics Grade 11 Apprenticeship and Workplace Mathematics Grade 11 Adult Basic Education MATH 011 Adult Basic Education MATH 084 and MATH 085 Adult Basic Education IALG 011 Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.</p> <p>Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.</p>	<p>Studies 11, New Media 11, or Spoken Languages 11 with a C or better;</p> <ul style="list-style-type: none"> <li>• BC Communications 12, English 12 with a C or better;</li> <li>• Alberta English Language Arts ELA 20-2, or ELA 20-1 with a C or better;</li> <li>• Alberta English Language Arts ELA 30-2, or ELA 30-1 with a C or better;</li> <li>• NLC ENGL-040 with a C (60%) or better</li> <li>• NLC ENGL-050 with a C or better</li> <li>• NLC EASL-050</li> <li>• IELTS score of 6.0 overall with no band less than 5.5</li> </ul> <p>Math 11 or equivalent (one of):</p> <ul style="list-style-type: none"> <li>• BC Applications of Mathematics 11, Apprenticeship and Workplace Math 11, Workplace Mathematics 11, Foundations of Mathematics 11, Principles of Mathematics 11, or Pre-Calculus Mathematics 11 with a C or better;</li> <li>• Alberta Applied Math 20, Math 20-3, Math 20-2, Pure Math 20, or Math 30-1 with a C or better;</li> <li>• NLC MATH 040 with a C (60%) or better</li> </ul> <p>Applicants may also complete the Canadian Adult Achievement Test (CAAT) to demonstrate program readiness. Minimum requirements are:</p> <ul style="list-style-type: none"> <li>• Reading Comprehension: 12.0 grade equivalent or higher</li> <li>• Number Operations: 11.0 grade equivalent or higher</li> <li>• Problem Solving: 11.0 grade equivalent or higher</li> <li>• Mechanical Reasoning: 51/70 (6th Stanine) or higher.</li> </ul> <p>Dual Credit (BC's ACE IT program)</p> <ul style="list-style-type: none"> <li>• Dual credit students must complete Grade 11 prior to the start of the program. Completion includes Grade 11 English or Grade 11 Communications, Grade 11 Math, and a Grade 11 core science (preferably physics) equivalent, all with (C) or higher. One Grade 10 level shop class is also recommended.</li> <li>• For International Education Requirements (English as a Second Language) please contact the International Education Department at Northern Lights College ( <a href="mailto:Inted@nlc.bc.ca">Inted@nlc.bc.ca</a>) for details.</li> </ul> <p>Work experience and transcripts of grades from subjects other than those listed above will also be considered for admission support upon review and approval by the Associate Dean AMT</p>
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**Program outline:**

**AMT 101 General Introduction**

Orientation to Northern Lights College/Okanagan College and their policies. A general introduction to aviation, safety protocols, and procedures.

**AMT 102 Aerodynamics Fixed Wing Aircraft**

A fundamental understanding of the principles, forces, and physics involved in fixed wing theory of flight.

**AMT 103 Materials Aircraft Structures**

An overview of the materials used in aviation and their applications pertaining to assembly and replacement.

**AMT 104 Aircraft Hardware Approved Parts**

Provides an understanding of aviation hardware such as rivets and screws, and nuts and bolts. Also describes their purpose and the numbering systems used.

**AMT 105 Aircraft Hydraulic Pneumatic Systems**

The principles involved with high and low pressure hydraulic and pneumatic systems.

**AMT 106 Aircraft Equipment Introduction**

Orientation to the safe operation of support equipment and ground handling of aircraft.

**AMT 107 Basic Aircraft Electricity DC**

A fundamental understanding of how to test for and work with direct current electricity safely.

**AMT 108 Blueprint Design**

Provides the ability to read and design blueprints and explain the Air Transport Association numbering system.

**AMT 109 Hand Tools**

Covers the safe, effective use of aviation hand tools and shop tooling.

**AMT 110 Aviation Math**

The math required in the field of aviation for the varied calculations a technician will be required to make.

**AMT 111 Canadian Aviation Regulations**

Will provide an understanding of the regulations and standards pertaining to the aeronautics act as a fundamental regulatory requirement.

**AMT 112 Human Factors in Aviation**

Focuses on the human factors of how accidents occur in aviation.

**AMT 113 Flight Controls Fixed Wing and Rigging**

Will provide students with an understanding of aerodynamic principles and how the flight controls of the aircraft affect and manage the flight.

**AMT 114 Practical Projects**

Will allow students to demonstrate their theoretical knowledge in a practical fashion. Becoming progressively more complex throughout semester 1.

**AMT 121 Canadian Aviation Regulations 2**

Building on the knowledge acquired in Canadian Aviation Regulations, this course will complete the regulatory awareness required for an Aircraft Maintenance Technician.

**AMT 122 Non Destructive Testing Corrosion**

Provides the knowledge required to inspect and test various materials without causing damage.

**AMT 123 Aircraft Aerodynamics Rotary**

The course will provide the principles of rotary wing controlled flight and it differs from fixed wing flight.

**AMT 124 Rotary Flight Controls and Rigging**

The controls and adjustments that are necessary to make sure that a helicopter flies according to manufacturer's standards.

**AMT 125 Aircraft Maintenance Inspections**

Provides an understanding of why and how inspections are done on aircraft, the equipment used, and the interval requirements.

**AMT 126 Basic Electricity AC**

Explains the alternating current electrical principles and provides examples of types of systems and schematics used in aviation.

**AMT 127 Turbine Engine Theory**

Introduces the jet engine and provides an understanding of operation and the fuel systems that power it. Covers a historical overview from inception to current day.

**AMT 128 Turbine Engine Systems**

Explores turbine engine theory and the associated systems that allow for successful operation of the turbine engine.

**AMT 129 Weight and Balance**

Explains why weight and balance affect aircraft and how to safely work when leveling or jacking aircraft.

**AMT 130 Electrical Systems**

Describes aircraft electrical systems and provides an understanding of how they are integrated into the aircraft.

**AMT 131 Aircraft Protection Systems**

Provides a complete understanding of protective systems on an aircraft used for environmental conditions such as fire, ice, and rain.

**AMT 132 Practical Projects 2**

Will allow students to demonstrate their theoretical knowledge in a practical fashion. Becoming progressively more complex throughout semester 2.

**AMT 210 Instrumentation and Avionics**

Explains flight deck instruments and avionics and how they operate. Differentiating between analog and new computerized displays and how to test their functions and troubleshooting.

**AMT 211 Dynamic Systems**

Provides an understanding of moving systems and maintenance requirements.

**AMT 212 Piston Engines 1**

The operation of the piston engine will be covered to provide an understanding of the combustion process to extract power.

**AMT 213 Reciprocating Components**

The course will expand on the reciprocating components of a piston engine and its operation in an aircraft.

**AMT 214 Piston Engines 2**

Provides a more in depth understanding of the various flight deck instruments and tools used when maintaining and operating piston engines.

**AMT 215 Propellers**

Explains the function and operation of a propeller and how it transforms power from the engine into usable energy for flight.

**AMT 216 Turbine Engine Systems**

A further explanation of turbine engine fuel and ignition systems focused on creating an understanding of turbine engine theory and operation, and how the systems are integrated.

**AMT 217 Landing Gear**

Provides an explanation of various landing gear systems and their uses.

**AMT 218 Practical Projects 3**

Will allow students to demonstrate their theoretical knowledge in a practical fashion. Becoming progressively more complex throughout semester 3.

**Implementation date:** September 2019

**Cost:** N/A

# **Appendix 5.2**

## **Curriculum recommended by the CPRC – STH**

## Science, Technology, and Health

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

**Program revision:**

- **Program description**
- **Graduation requirements**
- **Program outline**

**Rationale:**

This program revision connects to our TIER III review from 2013, which recommended HSW clearly establish its identity. Deleting the 2 courses we are proposing allows us to take tangible steps toward formalizing our established Program identity.

**Program description:**

The curriculum for the Diploma in Human Service Work reflects the expanding responsibilities and evolving practice standards for graduates from non-degree social service programs. It has been developed with extensive community consultation and learning objectives are guided by provincially identified practice competencies.

The Human Service Work Diploma is a full-time and demanding endeavour. Students are in class approximately 18 hours/week and are expected to read and complete assignments outside of class on a daily basis. Students take responsibility for their own learning as well as being active participants in the classroom. Students graduating from this program will be working with people who are vulnerable and disadvantaged in some way. This generally requires graduates from this program to be client-centered, able to explore and challenge themselves (thoughts, feelings, behaviours) and to be open to change. Students entering into this program must be emotionally, physically, cognitively, and psychologically healthy.

As students progress through the Human Service Work program, they will develop the knowledge, skills and attitudes to be able to:

Develop respectful, positive and ultimately helpful relationships with others. Encourage and assist others to expand their network of supportive relationships; Communicate effectively, both verbally and in writing with individuals and groups. Interact successfully and strategically by applying communication skills best suited to specific contexts; Increase inclusion and acceptance of all people in their community while embracing a commitment to principles of social justice. Support access and development of appropriate resources and social support networks; Effectively advocate in a collaborative, empowering way while demonstrating knowledge of relevant systemic contexts. Empower others by promoting self advocacy and the acquisition of self advocacy skills; Contribute to positive team development and functioning by using knowledge of group process and engaging in self assessment, collaborative decision making, problem solving, and conflict resolution; Use critical thinking skills in relevant situations; Self-reflect and solicit feedback to increase awareness of the impact that one's attitude, beliefs, and behaviour have on self and others; Promote client's quality of life, health and well-being through the application of such skills as assessment, planning, teaching, facilitating, providing emotional support, and action planning; Continually strive to develop personally and professionally through a variety of learning experiences.

As students develop the above program outcomes, it is expected that they will demonstrate the following in the classroom:

Professional behaviour; Ability to engage in self-reflection; Ability to work as a member of a team; Ability to accept and integrate feedback as they evolve into a HSW professional; Ability to embrace change; Tolerance for diversity;

The Diploma program is connected to a number of universities and university colleges throughout B.C. Details about transfer credit are available upon request.

Past graduates of the Human Service Worker Certificate program and graduates with certificates from other colleges will have opportunity to upgrade to a diploma credential. Seats will be awarded based on time and date of application. A limited number of seats will be available for students who wish to enrol on a part-time basis.

**Graduation requirements:**

Existing	Proposed
Students must obtain a minimum graduating grade average of 60% in academic courses. Minimum passing grade for all HSW courses is 70%. The practicum is graded as either a pass or fail.	Students must obtain a minimum graduating grade average of 60% in academic courses. Minimum passing grade for all HSW courses is 70%. The practicum is graded as either a pass or fail.

\* The graduation requirements in the calendar do not outline the number of credits required to graduate so the description doesn't look like there is a change. The change we are proposing is the reduction of credits from 75 down to 69. In 2013 the Tier III review recommended the program define its identity as either a work-ready diploma or a program focused on transfer to a social work degree. The department believed the work-ready diploma was the best option and as such, are seeking to reduce the grad-required credit requirements to 60 (down from 75).

**Program outline:**

Existing			Proposed		
Semester I					
Course	Credits	Pre-requisites	Course	Credits	Pre-requisites
HSW 100	3	Admission to program	HSW 100	3	Admission to program
HSW 107	3	Admission to program	HSW 107	3	Admission to program
HSW 111	3	Admission to program	HSW 111	3	Admission to program
HSW 114	3	Admission to program	HSW 114	3	Admission to program
PSYC 111	3	Admission to program	PSYC 111	3	Admission to program
SOCW 200A	3	Admission to program	SOCW 200A	3	Admission to program
Plus one of ENGL 100; ENGL 150; ENGL 151; ENGL 153	3	Admission to program	Plus one of ENGL 100; ENGL 150; ENGL 151; ENGL 153	3	Admission to program

Semester II					
Course	Credits	Pre-requisites	Course	Credits	Pre-requisites
HSW 102	3	Admission to program	HSW 102	3	Admission to program
HSW 106	1.5	HSW 111, HSW 114, SOCW 200A or Permission	HSW 106	1.5	HSW 111, HSW 114, SOCW 200A or Permission
HSW 108	3	Admission to program	HSW 108	3	Admission to program
HSW 122	3	HSW 111	HSW 122	3	HSW 111
HSW 124	3	Admission to program	HSW 124	3	Admission to program
PSYC 121	3	Admission to program	PSYC 121	3	Admission to program

Intersession					
Course	Credits	Pre-requisites	Course	Credits	Pre-requisites
HSW 130	6	Successful completion of all first year HSW courses: HSW 100; HSW 102; HSW 106; HSW 107; HSW 108; HSW 111; HSW 114; HSW 122.	HSW 130	6	Successful completion of all first year HSW courses: HSW 100; HSW 102; HSW 106; HSW 107; HSW 108; HSW 111; HSW 114; HSW 122.

Semester III					
Course	Credits	Pre-requisites	Course	Credits	Pre-requisites
HSW 205	3	HSW 130	HSW 205	3	HSW 130

HSW 211	3	Admission to program	HSW 211	3	Admission to program
PSYC 220 or SOCW 355	3	PSYC 111, PSYC 121	PSYCH 220 or SOCW 355	3	PSYC 111, PSYC 121
3 ARTS/ SCIENCE Credits	3	Admission to program	<b>Omit</b>		

<b>Semester IV</b>					
<b>Course</b>	<b>Credits</b>	<b>Pre-requisites</b>	<b>Course</b>	<b>Credits</b>	<b>Pre-requisites</b>
HSW 206	1.5	HSW 130, HSW 205, HSW 210	HSW 206	1.5	HSW 130, HSW 205, HSW 210
HSW 210	3	Admission to program	HSW 210	3	Admission to program
HSW 220	3	HSW 130, HSW 205	HSW 220	3	HSW 130, HSW 205
SW 200B	3	None	SW 200B	3	None
3 ARTS/ SCIENCE Credits	3	Admission to program	<b>Omit</b>		

<b>Interession</b>					
<b>Course</b>	<b>Credits</b>	<b>Pre-requisites</b>	<b>Course</b>	<b>Credits</b>	<b>Pre-requisites</b>
HSW 230	6	Successful completion of all first and second year HSW courses: HSW 205;HSW HSW 206;HSW 210; HSW 211;HSW 220	HSW 230	6	Successful completion of all first and second year HSW courses: HSW 205;HSW HSW 206;HSW 210; HSW 211;HSW 220

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approves the new course: HKIN 292 Applied Methods: Triathlon as recommended by the CPRC – STH:**

#### **HKIN 292 – 3 – 4 Applied Methods: Triathlon**

##### **New course**

##### **Rationale:**

Applied Methods course topics are due for renewal. Student surveys demonstrated interest in this unique topic. This topic is relevant to the physical activity culture of the Penticton Campus Community. We are hoping that it will be a popular course for students as an elective within the HKIN program and for other students at the Penticton Campus. It will be offered in the fall semester in rotation with HKIN 291 and HKIN 295.

##### **Calendar description:**

Students in this course will study the endurance sport of triathlon. Students will participate in all three elements of the sport: swimming, cycling and running. The knowledge and experiences gained in this course will develop future leaders of this lifelong sport for recreational athletes in school and community settings.

This course will require students to arrange their own transportation to off-site facilities for swim sessions. All students will lead and participate in physical activity.

##### **Prerequisites:**

Ability to swim 500m continuously

**Course outline:**

<b>COURSE INFORMATION:</b>	
Subject and course number:	HKIN 292
Course title:	Applied Methods: Triathlon
Semester credits:	3
Contact hours per week:	4 hours –1 lecture, 3 lab
Number of weeks per semester:	13
Transferability:	Check <a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a>
Semester:	Fall 2019
Meeting times and location: (see schedule for more)	TBD
<b>INSTRUCTOR INFORMATION:</b>	
Name	Colin Wallace
Office:	PC236
Telephone:	
Email:	cwallace@okanagan.bc.ca
<b>DEPARTMENT INFORMATION:</b>	
Portfolio:	Science, Technology , and Health
Department:	Human Kinetics
Program:	Human Kinetics

**Calendar Description:**

Students in this course will study the endurance sport of triathlon. Students will participate in all three elements of the sport: swimming, cycling and running. The knowledge and experiences gained in this course will develop future leaders of this lifelong sport for recreational athletes in school and community settings.

*This course will require students to arrange their own transportation to off-site facilities for swim sessions. All students will lead and participate in physical activity.*

**Prerequisite:** Ability to swim 500 meters continuously.

**Required Text & Materials to be purchased by students:**

- 1) TBD

### Learning Outcomes:

At the conclusion of this course, successful students will be able to:

1. Demonstrate an understanding of relevant historical and developmental considerations for each discipline.
2. Demonstrate an understanding of technical, tactical, physical, and psycho-motor elements leading to performance success in each discipline.
3. Demonstrate correct performance in selected skills, tactics and strategies for each discipline.
4. Demonstrate the ability to analyze and improve movement technique by applying the following general movement principles: stability; force production; force absorption; generating and controlling linear motion; and, generating and controlling angular motion.
5. Apply observation and analysis methods to detect and correct errors that will improve the overall performance for selected techniques and tactics.
6. Demonstrate professionalism in an instructional setting via the appropriate use of communication and the effective organization of a learning environment.

### Means of Assessment:

Students will be awarded a final percent grade consistent with Okanagan College's Standardized Grading System. This grade will be based on the following components:

(1) Professionalism		10%
(2) Personal Movement Competence		15%
a) Swimming Skill Test	5%	
b) Cycling Skill Test	5%	
c) Running Skill Test	5%	
(2) Knowledge Examinations		30%
a) Exam 1	10%	
d) Exam 2	20%	
(3) Training Plan Development Project		15%
(4) Leadership Presentations		30%
a) Swimming Leadership Presentation	10%	
b) Cycling Leadership Presentation	10%	
c) Running Leadership Presentation	10%	

**Note (1):** Due to the experiential learning component of the course, attendance is required. **Students may miss no more than five (5) classes to receive course credit.** If so, a failure grade (F) will be recorded on your transcript.

**Note (2):** Examination details will be provided in class prior to each examination. The examination

dates are noted on the class schedule. Students are advised not to make travel / holiday plans on exam dates. Attendance on the examination dates is mandatory.

Note (3): Students will be required to develop a training plan for a competitive season. Students will prepare a periodization plan that builds to a goal race for one specific triathlon distance. More details about this project will be provided in class.

Note (4): Students will be provided with the opportunity to develop instructional skills by completing three sport leadership presentations. These presentations will require that student's lead practice activities for a small group of fellow classmates. Specific guidelines will be provided in class and class time for group work will be provided.

General Note: **All evaluation components must be submitted** to receive course credit.

### Methods of Instruction:

Students will be expected to learn from presentations, textbook readings, study questions, self-assessments, group discussion, computer-assisted activities, and problem based examples. Moodle will provide an on-line learning platform for students to receive materials and information. Some assessments may take place on-line, students are required to become proficient at navigating the Moodle environment.

Students will also engage in active learning via observation exercises, practical demonstrations, conditioning activities, and student-led presentations. Students are expected to "learn-by-doing" and will engage in vigorous physical activity as part of the laboratory portion of this course. The performance skill assessment conducted as part of this course will evaluate their ability to demonstrate proper techniques for the purpose of teaching others.

### Course Content:

1. Historical and Theoretical Factors in Triathlon
  - 1.1. Origin and historical development.
  - 1.2. Race categories, events, rules and common terminology.
2. Fundamental Factors for Successful Performance
  - 2.1. Affective, cognitive, and psychomotor elements in the educational setting
  - 2.2. Technical, tactical, physical and psychomotor elements in the coaching setting
3. Technical Skill Foundations
  - 3.1. Describe and demonstrate tactical elements necessary for performance success in each discipline.
    - 3.1.1. Equipment
    - 3.1.2. Safety skills
    - 3.1.3. Core positioning
    - 3.1.4. Coordination
    - 3.1.5. Components
    - 3.1.6. Skills specific to triathlon
    - 3.1.7. Drills and instructional tips

### 3.1.8. Transition strategies and techniques

#### 4. Teaching Techniques in Triathlon

4.1. Describe and demonstrate the technical elements necessary for performance success in triathlon for the following skills:

- 4.1.1. Learning
- 4.1.2. Instructional strategies
- 4.1.3. Feedback

4.2. Planning:

- 4.2.1. Principles of planning
  - 4.2.1.1. Phases of a season
    - 4.2.1.1.1. General preparation phase
    - 4.2.1.1.2. Specific preparation phase
    - 4.2.1.1.3. Competitive season phase
  - 4.2.2. Developing a training plan
  - 4.2.3. Executing a training plan
  - 4.2.4. Dynamic planning
  - 4.2.5. Periodization
  - 4.2.6. Practice planning
    - 4.2.6.1. Components
    - 4.2.6.2. Warm up
    - 4.2.6.3. Main activity
    - 4.2.6.4. Cool down
  - 4.2.7. Specificity and variability

4.3. Develop appropriate sequencing for skill acquisition by designing developmentally appropriate progressions.

#### 5. Observation and Analysis Methods and Procedures

- 5.1. Components of observation and analysis
- 5.2. Types and methods of observation and analysis
- 5.3. Qualitative and quantitative analysis
- 5.4. Error detection, prioritizing and correction
- 5.5. Analysing individual and team performance

#### 6. Instructional Strategies and Professional Development

- 6.1. Alternative teaching and coaching approaches
- 6.2. Class management strategies
- 6.3. Developmentally appropriate technical and tactical progressions and drills
- 6.4. Principles of effective instruction

**Implementation date:** September 2019

**Cost:** N/A

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

**Program revision**

- **Addition of courses**
- **Program outline**

**Rationale:**

We are adding one course that will be offered in rotation with HKIN 291 and HKIN 295. We need to add it to the list of applied methods courses that are included in the Physical and Health Education Program Outline.

**Addition of courses:**

HKIN 292 Applied Methods: Triathlon

**Program outline:**

As a means of satisfying all the prescribed graduation requirements for a Human Kinetics Diploma, students may choose course selections in one of the 3 streams outlined below.

- The **Health and Fitness Stream** is designed for students who are interested in employment in the health and fitness industry. Students choosing this stream may become eligible to make application for industry credentials as a Personal Trainer with the British Columbia Recreation and Parks Association (BCRPA) and/or the Canadian Society for Exercise Physiology (CSEP).
- The **Health and Physical Education Stream** is designed for students who are interested in university transfer to complete a degree with an emphasis in health and physical education, and, for those who are considering a career in an instructional setting for sport and physical activity, such as a school teacher.
- The **Kinesiology and Health Science Stream** is designed for students who are interested in university transfer to complete a degree with an emphasis in kinesiology and health science, and, for those who are interested in a career as a kinesiologist, physiotherapist, occupational therapist, physician or chiropractor.

Students interested in university transfer may also choose to design their own program of study and select courses to meet their own needs. All students will register for courses individually and should consider consulting with an educational advisor or program faculty if they have any questions. Students will find that not all receiving institutions require the recommended courses as outlined below. Students designing their own program of study are advised that not all Human Kinetics courses will be offered in all semesters.

**Health and Fitness Stream**

Year One - Fall

ENGL 100 University Writing

BIOL 131 Human Anatomy and Physiology I

HKIN 103 Active Health

HKIN 161 Physical Activity in Canadian Society

3 credits of electives

Year One - Winter

BIOL 133 Human Anatomy and Physiology II

HKIN 230 Motor Learning and Control

HKIN 173 Biodynamics of Strength and Conditioning

HKIN 152 Personal Wellness and Community Health

3 credits of electives

Year Two - Fall

HKIN 231 Sport and Exercise Psychology

HKIN 275 Exercise Physiology

HKIN 273 Fitness Testing and Exercise Prescription

6 credits of electives

Year Two - Winter

HKIN 284 Growth and Motor Development

HKIN 241 Introduction to Athletic Injuries  
HKIN 111 Health and Human Nutrition  
6 credits of electives  
Health and Physical Education Stream  
Year One - Fall  
ENGL 100 University Writing  
BIOL 131 Human Anatomy and Physiology I  
HKIN 103 Active Health  
HKIN 161 Physical Activity in Canadian Society  
3 credits of electives

Year One - Winter  
BIOL 133 Human Anatomy and Physiology II  
HKIN 230 Motor Learning and Control

One of:

HKIN 121 Biomechanics

or:

HKIN 261 Health, Policy and Canadian Society

6 credits of electives

Year Two - Fall

HKIN 231 Sport and Exercise Psychology

HKIN 275 Exercise Physiology

9 credits of electives

Year Two - Winter

HKIN 284 Growth and Motor Development

One of:

HKIN 121 Biomechanics

or:

HKIN 261 Health, Policy and Canadian Society

9 credits of electives

Students must take at least six (6) credits of Human Kinetics applied methods courses from the following list:

HKIN 291 Applied Methods: Gymnastics and Dance

HKIN 295 Applied Methods: Basketball and Soccer

HKIN 292 Applied Methods: Triathlon

Note: Applied methods courses may be offered in alternating years. Please see Classfinder for details of this year's course offerings.

Kinesiology and Health Science Stream

Year One - Fall

ENGL 100 University Writing

BIOL 131 Human Anatomy and Physiology I

HKIN 103 Active Health

HKIN 161 Physical Activity in Canadian Society

3 credits of electives

Year One - Winter

BIOL 133 Human Anatomy and Physiology II

HKIN 230 Motor Learning and Control

One of:

HKIN 121 Biomechanics

or:

HKIN 261 Health, Policy and Canadian Society

6 credits of electives

Year Two - Fall

HKIN 231 Sport and Exercise Psychology

HKIN 275 Exercise Physiology

9 credits of electives

Year Two - Winter

HKIN 284 Growth and Motor Development  
 One of:  
 HKIN 121 Biomechanics  
 or:  
 HKIN 261 Health, Policy and Canadian Society  
 9 credits of electives  
 Students must take at least twelve (12) credits of transferable courses in at least two (2) of the following four (4) areas: 100-level Biology (not 131 or 133) 100-level Chemistry, 100-level Physics, 100-level Mathematics or Statistics

**Implementation date:** September 2019  
**Cost:** N/A

**Motion:** That Education Council approves the course revision: **PHYS 111 Calculus-Based Physics I** as recommended by the CPRC – STH:

**PHYS 111 – 3 – 6                      Calculus-Based Physics I**

**Course revision:**

- **Calendar description**
- **Course content**
- **Contact hours**

**Rationale:**

These revisions are required for PHYS111 to meet the curriculum and contact hour requirements of the Common First-Year Engineering Curriculum Agreement. Okanagan College intends to sign onto this agreement as a "Sending Institution".

**Calendar description:**

Existing:

A calculus-based introduction to mechanics for students who intend to pursue careers in the physical sciences (e.g. physics, chemistry, astronomy, mathematics) or engineering. Topics covered include: Newtonian mechanics; translational and rotational kinematics and dynamics, momentum and energy conservation principles; transformations between reference frames; and a brief introduction to special relativity. In any centre where PHYS 112 is not offered, PHYS 111 shall have, in addition to the three lecture hours and the three lab hours, a one-hour seminar.

Proposed:

A calculus-based introduction to Physics for students who intend to pursue careers in the physical sciences (e.g. physics, chemistry, astronomy, mathematics) or engineering. Topics covered include: Newtonian mechanics; translational and rotational kinematics and dynamics; momentum and energy conservation; gravitation; simple harmonic motion; and thermodynamics. Experimental laboratory investigations, with emphasis on data collection, analysis and experimental techniques, reinforce the concepts covered in the lecture part of the course.

**Course content:**

Special relativity is being removed. Simple harmonic motion and thermodynamics are being added.

**Contact hours:**

	<b>Existing</b>	<b>Proposed</b>
<b>Lecture</b>	3	4
<b>Lab</b>	3	3
<b>Average weekly contact hours</b>	6	7

**Implementation date:** September 2019  
**Cost:** N/A

**Motion: That Education Council approves the course revision: PHYS 121 Calculus-Based Physics II as recommended by the CPRC – STH:**

**PHYS 121 – 3 – 6                      Calculus-Based Physics II**

**Course revision:**

- **Calendar description**
- **Course content**
- **Contact hours**

**Rationale:**

These revisions are required for PHYS121 to meet the curriculum and contact hour requirements of the Common First-Year Engineering Curriculum Agreement. Okanagan College intends to sign onto this agreement as a "Sending Institution".

**Calendar description:**

Existing:

An introductory survey of electricity, magnetism and light: electrostatics, electric fields, capacitance, potential, currents, resistance, electric circuits, magnetic forces, magnetic fields, electromagnetic induction, alternating currents; waves and light, interference and diffraction. Experimental laboratory investigations in electricity, magnetism and light, and consideration of numerical problems and special topics are included. In any centre where PHYS 122 is not offered, PHYS 121 shall have, in addition to the three lecture hours and the three lab hours, a one-hour seminar.

Proposed:

A calculus-based introduction to Physics for students who intend to pursue careers in the physical sciences or engineering. Topics covered include: electrostatics; DC and AC circuits; magnetic forces and fields; electromagnetic induction; waves and sound; wave and geometric optics; and modern physics. Experimental laboratory investigations, with emphasis on data collection, analysis and experimental techniques, reinforce the concepts covered in the lecture part of the course.

**Course content:**

Sound, geometric optics, and modern physics are being added. The time spent on wave optics will be increased, and the time spent on electricity, circuits, and electromagnetism will be decreased.

**Contact hours:**

	Existing	Proposed
<b>Lecture</b>	3	4
<b>Lab</b>	3	3
<b>Average weekly contact hours</b>	6	7

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approves the new course: NTEN 129 Project Management for Network and System Administrators as recommended by the CPRC – STH:**

**NTEN 129 – 3 – 4                      Project Management for Network and System Administrators**

**New course**

**Rationale:**

When originally conceived, BUAD 231 - Project Management in an Information Technology Environment was delivered in the fourth semester of the NTEN program and acted as a first course in project management within a generic Information Technology context.

In 2015 and 2016, the NTEN program undertook a significant program revision that, in part, involved the resequencing of key learning outcomes. As part of that resequencing, some of the foundational theoretical and functional aspects of project management were transferred to earlier points in the program flow, particularly as new inclusions in NTEN 199 - Topics in Internetworking. As well, the department committed to using these same foundations as structural elements in network and systems lab work for other courses. As a result, through ongoing review of the diploma program and in consultation with the BUAD Department and NTEN Program Advisory Committee, the department has identified the need to replace BUAD 231 with a new, more specific project management course (NTEN 129 - Project Management for Network and

Systems Administrators) to better align with program outcomes (i.e. prepare students prior to NTEN 199 and subsequent second year courses with the requisite project management knowledge).

NTEN 129 demonstrates to students how project management can be used to successfully initiate, monitor and complete a network or systems project. It focuses on project management methodologies, project documentation, definitions, status reports, and final delivery.

**Calendar description:**

In this course, students learn to manage time, plan tasks and evaluate progress within an Information Technology project lifecycle. Various methodologies and software will be compared and contrasted. Documentation will be defined and produced, including: proposals, definitions, status reports and final deliverables. Blended theory and practice will enable students to manage all aspects of a system design and development project.

**Prerequisites:**

NTEN 117, CMNS 113

**Course outline:**

**Course Outline**

*Professor:*  
*Office Location*  
*Office Phone*  
*Email*

*Credit Hours*                    3  
*Presentation format*    Lecture 2 hrs/wk, Lab 2 hrs/wk,

*Prerequisite:*                    NTEN 117, CMNS 113  
*Co-requisite*                    None

**Description:**

In this course, students learn to manage time, plan tasks and evaluate progress within an Information Technology project lifecycle. Various methodologies and software will be compared and contrasted. Documentation will be defined and produced, including: proposals, definitions, status reports and final deliverables. Blended theory and practice will enable students to manage all aspects of a system design and development project.

**Major Topics:**

1. Foundational Concepts of Project Management, Task Planning and Progress Evaluation
2. Agile Project Management Model
3. Hybrid and Waterfall Project Management Model
4. Developing Scope and Requirements
5. Planning and Scheduling
6. Estimating Cost and Schedule
7. Team Dynamics and Human Resources Management
8. Project Assessment

**Course Evaluation:**

The Course Evaluation will be based on the following break-down:

Labs	10%
Assignments and Quizzes	15%

Midterm Exam (Written)	25%
Final Exam (Written)	25%
Course Project (Practical)	25%

**Course Materials:**

*Project Management the Agile Way: Making it Work in the Enterprise.* John C. Goodpasture. — 2nd edition. Copyright 2016. J. Ross Publishing

**Learning Outcomes:**

After completion of this course the student will be able to:

- Identify project goals of an IT project, as well as constraints, deliverables, performance criteria, control needs, and resource requirements in consultation with stakeholders.
- Manage the scope, cost, timing, and quality of an IT project, at all times focused on project success as defined by project stakeholders.
- Align an IT project to the organization's strategic plans and business justification throughout its lifecycle.
- Implement project management knowledge, processes, lifecycle and the embodied concepts, tools and techniques in order to achieve project success.
- Adapt and adjust projects in response to issues that arise internally and externally.
- Interact with team and stakeholders in a professional manner, respecting differences, to ensure a collaborative project environment.
- Utilize technology tools for communication, collaboration, information management, and decision support.
- Implement general business concepts, practices, and tools to facilitate project success.
- Apply legal and ethical standards where appropriate.
- Adapt project management practices to meet the needs of stakeholders from multiple sectors of the economy (i.e. consulting, government, arts, media, and charity organizations).
- Apply project management practices to the launch of new programs, initiatives, products, services, and events relative to the needs of stakeholders.
- Appraise the role of project management in organization change.

**Course Outcomes/Objectives**

Topic	Objectives
<b>Foundational Concepts of Project Management, Task Planning and Progress Evaluation</b>	Discuss and understand project management history, background and methods
	Understand a traditional project management lifecycle
	Compare and contrast different project management methodologies
<b>Agile Project Management</b>	Understand and apply an Agile project management methodology
	Create business value models and case analyses

	Create a project balance sheet	
<b>Hybrid and Waterfall Project Management Models</b>	Identify and apply quality values, principles and practices	
	Compare and contrast Agile to different forms of project management	
	Identify and apply process limits and benchmarks	
<b>Developing Scope and Requirements</b>	Establish project principles and requisite conditions	
	Establish key elements of milestone planning, monitoring and controlling	
	Discuss change management and risk management as it pertains to project management	
<b>Planning and Scheduling</b>	Identify and understand drivers as they pertain to Agile project management, along with the creation and application of different planning and scheduling models	
	Understand planning architecture and nonfunctional deliverables	
	Identify and account for uncertainty	
<b>Estimating Cost and Schedule</b>	Understand, forecast, and create Agile estimates of cost and time	
	Manage backlog, productivity, scope, and complexity	
	Foresee and account for cost and schedule derivations	
<b>Team Dynamics and Human Resources Management</b>	Understand teams as a social unit	
	Understand and manage groups as teams	
	Develop principles, values, and core operating model of an Agile team	
	Develop successful communication plans and networks	
<b>Project Assessment and Documentation</b>	Identify and manage value, environment density, risk management, pilots and project bias	

Understand, create and analyze WIP, burndown charts and value scorecards

## NTEN129 COURSE POLICIES

### *Exam Writing Policy*

The Midterm and Final Exams are to be completed on the date set. Please notify the professor in advance if you are unable to write at a set time. No notification will result in a mark of zero.

## NTEN DEPARTMENT POLICIES

### *NTEN Department Passing Grade Requirements Policy*

Students must obtain a passing grade (at least 50%) in both the lecture/written component and the laboratory/practical component of the course. **If the student receives a failing grade (less than 50%) in either the lab or lecture component, the final mark for the whole course will be no more than 49%.**

### *NTEN Department Laboratory Attendance Policy*

Attendance of each lab period is mandatory. If a student misses a lab period due to illness, a doctor's note must be provided. In that case, that lab will not count for or against the student. Any student **missing three or more labs**, regardless of the reason(s) will be awarded a maximum final mark of **49%**. **Laboratory attendance will be recorded.**

## OKANAGAN COLLEGE POLICIES

### *Okanagan College Academic Integrity Policy:*

Okanagan College requires that all students are informed of the Academic Integrity Policy included in the College Calendar which can be found at the following link:

<http://webapps-5.okanagan.bc.ca/ok/Calendar/AcademicIntegrity>

### *Okanagan College Student Conduct Policies:*

Okanagan College requires that students are informed of acceptable Student Conduct Policies included in the College Calendar which can be found at the following link:

<http://webapps-5.okanagan.bc.ca/ok/Calendar/StudentConduct>

**Implementation date:** January 2020

**Cost:** N/A

**Motion: That Education Council approves the course revision: NTEN 199 Topics in Internetworking as recommended by the CPRC – STH:**

**NTEN 199 – 3 – 60 Topics in Internetworking**

**Course revision:**

- **Corequisites**

**Rationale:**

Presently the work in NTEN 199 requires competency with material from two prerequisite courses (NTEN 127 & NTEN 137). Based on observation we realized the management aspect was missing from this course and in-order to improve NTEN199 learning outcomes, the project management component will be required.

**Corequisites:**

Existing	Proposed
NTEN127, NTEN137	NTEN127, NTEN137, NTEN129

**Implementation date:** January 2020

**Cost:** N/A

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

**Program revision:**

- **Addition of courses**
- **Revision of courses**
- **Deletion of courses from the program**
- **Resequencing of courses/ program outline**

**Rationale:**

Through ongoing review of the diploma program and in consultation with the BUAD Department and NTEN Program Advisory Committee, the department has identified the need to replace BUAD 231 with a new, more specific project management course (NTEN 129 - Project Management for Network and Systems Administrators) to better align with program outcomes (i.e. prepare students prior to NTEN 199 and subsequent second year courses with the requisite project management knowledge).

When originally conceived, BUAD 231 - Project Management in an Information Technology Environment was delivered in the fourth semester of the NTEN program and acted as a first course in project management within a generic Information Technology context.

In 2015 and 2016, the NTEN program undertook a significant program revision that, in part, involved the resequencing of key learning outcomes. As part of that resequencing, some of the foundational theoretical and functional aspects of project management were transferred to earlier points in the program flow, particularly as new inclusions in NTEN 199 - Topics in Internetworking. As well, the department committed to using these same foundations as structural elements in network and systems lab work for other courses. As a result, NTEN 129 - Project Management for Network and System Administrators has been created and added to semester two of the NTEN program and BUAD 231 has been deleted dropped from semester four of the NTEN program.

To enable this change, one elective (3 credits) will be moved from semester two to semester four of the program.

**Addition of courses:**

NTEN 129

**Revision of courses:**

NTEN 199

**Deletion of courses from the program:**

BUAD 231

**Resequencing of courses/ program outline:**

First Year			
Semester One			

NTEN 111 Computer Components and Peripherals	NTEN 111 Computer Components and Peripherals	
NTEN 112 Computer Programming I	NTEN 112 Computer Programming I	
NTEN 113 Voice and Data Communications Infrastructure	NTEN 113 Voice and Data Communications Infrastructure	
NTEN 117 Networks and Telecommunications I	NTEN 117 Networks and Telecommunications I	
CMNS 113 Technical Communication for Information Technology	CMNS 113 Technical Communication for Information Technology	
MATH 127 Math for Network & Telecom Engineering Tech I	MATH 127 Math for Network & Telecom Engineering Tech I	
Semester Two		
NTEN 123 Network Applications of Analog and Digital Systems	NTEN 123 Network Applications of Analog and Digital Systems	
NTEN 127 Local Area Network Management	NTEN 127 Local Area Network Management	
NTEN 137 Routing and Switching I	NTEN 137 Routing and Switching I	
CMNS 123 Analysis and Reporting for Information Technology	CMNS 123 Analysis and Reporting for Information Technology	
NTEN 128 Scripting for Network and System Administrators	NTEN 128 Scripting for Network and System Administrators	
One elective (3 credits)	NTEN 129 – Project Management for Network and System Administrators	
Extended Semester (3 weeks)		
NTEN 199 Topics in Internetworking	NTEN 199 Topics in Internetworking	
<b>Second Year</b>		
Semester Three		
NTEN 207 Enterprise Telecommunications	NTEN 207 Enterprise Telecommunications	
NTEN 211 Virtualization for Enterprise System Administrators	NTEN 211 Virtualization for Enterprise System Administrators	
NTEN 217 Routing and Switching II	NTEN 217 Routing and Switching II	
NTEN 219 Linux Server Management	NTEN 219 Linux Server Management	
Two electives (6 credits)	Two electives (6 credits)	
Semester Four		
NTEN 225 Internetwork Security I	NTEN 225 Internetwork Security I	
NTEN 227 Carrier Telecommunications	NTEN 227 Carrier Telecommunications	
NTEN 223 Internet of Things	NTEN 223 Internet of Things	
NTEN 299 Network Project	NTEN 299 Network Project	
BUAD 231 Project Management in an Information Technology Environment	One elective (3 credits)	

**Implementation date:** January 2020

**Cost:** N/A

**Motion: That Education Council approves the course revision: ANIM 112 Animation Principles I as recommended by the CPRC – STH:**

**ANIM 112 – 6 – 12                      Animation Principles I**

**Course revision:**

- **Calendar description**
- **Course content**

**Rationale:**

The content of the course has been greatly expanded. It now includes much more theory as well as in-depth instruction in the use of industry standard software - Harmony for 2D and Maya for 3D. As a result, the calendar description, learning outcomes and schedule all need to be updated.

**Calendar description:**

Existing:

Students are introduced to the basic principles of animation and timing through a series of exercises designed to bring attention to the details of frame by frame movement. Industry standard digital tools and methodologies used to produce 2D and 3D animation are introduced.

Proposed:

Students are introduced to the basic principles common to all styles of animation. The most important foundational concepts of acting, physics, composition, body mechanics and texture will be examined through a series of character animation exercises. Industry standard digital tools and methodologies are used to produce both 2D and 3D animation in a variety of styles.

**Course content:**

Previously, the course was based on exercises only with very little theory, software instruction or exploration of various styles. The new content includes very in-depth theory that will allow students to perform at a feature film level. It also includes a complete course of instruction in both 2D and 3D software to create competency at a professional level.

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: ANIM 122 Animation Principles II as recommended by the CPRC – STH:**

**ANIM 122 – 6 – 12                      Animation Principles II**

**Course revision:**

- **Calendar description**
- **Course content**

**Rationale:**

The content of the course has been greatly expanded. It now includes much more theory as well as in-depth instruction in the use of industry standard software - Harmony for 2D and Maya for 3D. As a result, the calendar description, learning outcomes and schedule all need to be updated.

**Calendar description:**

Existing:

Students integrate the fundamental principles of animation presented in Animation Principles I with a series of exercises designed to place an emphasis on action analysis and performance. Exercises include animating characters engaging in tasks affected by anatomy, momentum and gravity. Introductory animation is covered. Digital methodologies used in the production of 2D and 3D animation are further explored.

Proposed:

Students expand on the skills learned in Animation Principles I with exercises emphasizing the analysis and adaptation of reference footage for details and performance. Exercises include animating complex body mechanics, physics and acting. The basic fundamentals of effects animation are also covered. All assignments are completed in both 2d and 3d software for a more balanced skillset.

**Course content:**

Previously, the course was based on exercises only with very little theory, software instruction or exploration of various styles. The new content includes very in-depth theory that will allow students to perform at a

feature film level. It also includes a complete course of instruction in both 2D and 3D software to create competency at a professional level.

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: ANIM 212 Animation Principles III as recommended by the CPRC – STH:**

**ANIM 212 – 6 – 12                      Animation Principles III**

**Course revision:**

- **Calendar description**
- **Course content**

**Rationale:**

The content of the course has been greatly expanded. It now includes much more theory as well as in-depth instruction in the use of industry standard software - Harmony for 2D and Maya for 3D. As a result, the calendar description, learning outcomes and schedule all need to be updated.

**Calendar description:**

Existing:

The principles of acting for animation are introduced. Topics include acting for animation, lip synch and interpreting the emotion and performance reflected in the sound track. Exercises incorporate acting principles with the mechanics of speech incorporated into animated sequences. Pre-recorded dialogue tracks are introduced and emphasis is placed on ensuring mouth action is synchronized and body action is consistent with the dialogue. An analysis of human movement is the framework for rendering physical movement in animation, which may include broad physical humor (slapstick) or subtle drama.

Proposed:

Advanced acting utilizing both body language and facial expressions will be explored. Students will create animated sequences using full character dialogue and facial animation. Multi-character scenes will be introduced, employing complex composition, texture, cinematography and body mechanics. A variety of styles will continue to be practiced with a focus on the specific techniques used for cartoony styles. With the introduction of polishing, students will bring their animated assignments to a professional, industry standard level of completion.

**Course content:**

Previously, the course was based on exercises only with very little theory, software instruction or exploration of various styles. The new content includes very in-depth theory that will allow students to perform at a feature film level. It also includes a complete course of instruction in both 2D and 3D software to create competency at a professional level.

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: ANIM 222 Animation Principles IV as recommended by the CPRC – STH:**

**ANIM 222 – 6 – 12                      Animation Principles IV**

**Course revision:**

- **Calendar description**
- **Course content**

**Rationale:**

The content of the course has been greatly expanded. It now includes much more theory as well as in-depth instruction in the use of industry standard software - Harmony for 2D and Maya for 3D. As a result, the calendar description, learning outcomes and schedule all need to be updated.

**Calendar description:**

Existing:

Students are introduced to complex animation studies which replicates the studio experience. While animating a sequence of scenes involving multiple characters, learners study the coordination of team

members, managing assets, problem solving, achieving production milestones and assessing visual continuity and technical challenges. Professional practices used in the production of 2D and 3D animation are introduced.

Proposed:

Students are introduced to complex animation studies which replicate the studio experience. There is a strong focus on animating animals commonly used in animated entertainment. Multi-character scenes will continue to be explored. The development of both 2D and 3D skills will continue. Professional studio procedures, practices and etiquette will be explored.

**Course content:**

Previously, the course was based on exercises only with very little theory, software instruction or exploration of various styles. The new content includes very in-depth theory that will allow students to perform at a feature film level. It also includes a complete course of instruction in both 2D and 3D software to create competency at a professional level.

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: ANIM 211 Life Drawing III as recommended by the CPRC – STH:**

**ANIM 211 – 3 – 6 Life Drawing III**

**Course revision:**

- Contact hours
- Credits

**Rationale:**

The Animation Program assignment of courses and course hours was an estimate based on theoretical planning. However, as it turns out, in practice, the estimated course hours assigned for some classes have been overestimated and the estimated course hours assigned for other classes have been underestimated. The estimated course hours for Life Drawing III have been overestimated, and the estimated course hours for Layout and Design III have been underestimated.

By the third semester, it has been determined that students have advanced to such a level in Life Drawing that two three hour classes per week are not required to achieve the objectives as set out in the course outline for Life Drawing III. One three hour class per week is sufficient to achieve the objectives as set out in the course outline for Life Drawing III.

As well, by third semester, it has been determined, based on the achievements of the students in Layout and Design III, that another 3 hour class per week is necessary for them to achieve the objectives as set out in the course outline for Layout and Design III.

**Contact hours:**

	Existing	Proposed
Lecture	3	1.5
Lab	3	1.5
Average weekly contact hours	6	3

**Credits:**

Existing	Proposed
3	1.5

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: ANIM 214 Layout and Design III as recommended by the CPRC – STH:**

**ANIM 214 – 1.5 – 3                      Layout and Design III**

**Course revision:**

- **Contact hours**
- **Credits**

**Rationale:**

The Animation Program assignment of courses and course hours was an estimate based on theoretical planning. However, as it turns out, in practice, the estimated course hours assigned for some classes have been overestimated and the estimated course hours assigned for other classes have been underestimated. The estimated course hours for Layout and Design III have been underestimated, and the estimated course hours for Life Drawing III have been overestimated.

By third semester, it has been determined, based on the achievements of the students in Layout and Design III, that another 3 hour class per week is necessary for them to achieve the objectives as set out in the course outline for Layout and Design III.

As well, the third semester, it has been determined that students have advanced to such a level in Life Drawing that two three hour classes per week are not required to achieve the objectives as set out in the course outline for Life Drawing III. One three hour class per week is sufficient to achieve the objectives as set out in the course outline for Life Drawing III.

**Contact hours:**

	<b>Existing</b>	<b>Proposed</b>
<b>Lecture</b>	1.5	3
<b>Lab</b>	1.5	3
<b>Average weekly contact hours</b>	3	6

**Credits:**

<b>Existing</b>	<b>Proposed</b>
1.5	3

**Implementation date:** September 2019

**Cost:** N/A

# **Appendix 5.3**

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

**Business**

**Motion: That Education council approves the new course: OADM 132 Organizational Software as recommended by the CPRC – BUS:**

**OADM 132 – 15 hours                      Organizational Software**

**New course**

**Rationale:**

Employers have been telling us through practicum placements that students need more knowledge in the power of using all of the capabilities of Outlook. We are removing some content from OADM 136 Office Procedures where we utilize this software and are moving into this course.

**Calendar description:**

In this course the student will learn how to utilize all of the functions of the MS Outlook program. The student will learn to effectively use functions and special features of MS Outlook and to apply problem solving techniques while working through practical assignments.

**Prerequisites:**

OADM 167

**Course outline:**

 <p>WHAT'S NEXT IS WHAT'S HERE</p>		<p><i>Office Administration Department Okanagan School of Business</i></p>						
OADM 132	<p><b>Organizational Software</b> Course Outline</p>	15 hours						
Instructor:								
<b>Course Description:</b>	In this course the student will learn how to utilize all of the functions of the MS Outlook program. The student will learn to effectively use functions and special features of MS Outlook and to apply problem solving techniques while working through practical assignments.							
<b>Text and Resources:</b>	<i>Microsoft Outlook 2019, Seguin</i>							
<b>Prerequisites:</b>	OADM 167 Computer Essentials & Internet							
<b>Course Content:</b>	<ol style="list-style-type: none"> <li>1. Understanding the elements of MS Outlook</li> <li>2. Communicating with E-Mail</li> <li>3. Managing and Archiving E-mail Messages</li> <li>4. Using Calendar for Scheduling</li> <li>5. Using the Date Navigator</li> <li>6. Entering appointments</li> <li>7. Moving and editing one-time and recurring appointments</li> <li>8. Creating events</li> <li>9. Displaying the calendar in various views</li> <li>10. Printing daily, weekly, and monthly calendars</li> <li>11. Managing Contacts</li> <li>12. Creating Tasks and Notes</li> <li>13. Customizing and Integrating Outlook Components.</li> </ol>							
<b>Evaluation:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">In-class projects/assignments .....</td> <td style="text-align: right;">45%</td> </tr> <tr> <td>Tests .....</td> <td style="text-align: right;">45%</td> </tr> <tr> <td>Professionalism .....</td> <td style="text-align: right;">10%</td> </tr> </table>		In-class projects/assignments .....	45%	Tests .....	45%	Professionalism .....	10%
In-class projects/assignments .....	45%							
Tests .....	45%							
Professionalism .....	10%							

<b>Learning Outcomes:</b>	See the Office Administration Department Employability Skills Outline document for course outcomes.
<b>Expectations:</b>	Students must attend and participate in at least 70% percent of classes in order to write the final exam, which must be taken when scheduled. All assignments must be submitted before the final exam may be written. Passing grade is 70 percent. See program policy manual for more information.

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: OADM 136 Office Procedures as recommended by the CPRC – BUS:**

**OADM 136 – 75 hours                      Office Procedures**

**Course revision:**

- **Calendar description**
- **Contact hours**
- **Content**

**Rationale:**

Employers in the valley have informed us our students need more training on Microsoft Outlook. We are moving some of the content from Office Procedures into the new course – OADM 132 Organizational Software to meet the needs of employers.

**Calendar description:**

Existing:

This course will introduce common business procedures. Students will operate telephone, postal, and shipping systems; create forms, perform reception duties, prepare for and document business meetings, and make travel arrangements.

Proposed:

Upon completion of the Office Procedures course, the students will be able to effectively handle business telephone, postal, and shipping systems; complete basic business forms; manage work, time, and resources efficiently; perform reception duties; prepare for and document business meetings; and make travel arrangements.

**Contact hours:**

	<b>Existing</b>	<b>Proposed</b>
<b>Lecture</b>	75	60
<b>Average weekly contact hours</b>	75	60

**Content:**

Microsoft Outlook content has been removed and replaced with a new course – OADM 132.

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approve the new course: OADM 169ASpreadsheets I as recommended by the CPRC – BUS:**

**OADM 169A – 30 hours                      Spreadsheets I**

**New course**

**Rationale:**

OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program.

**Calendar description:**

This course includes spreadsheet terminology, concepts, commands, functions and capabilities of Microsoft Excel, The student will be able to create professional, attractive, multi-tabbed workbooks that include formulas, and graphics.

Students with credit for OADM 169 cannot take OADM 169A for additional credit.

**Prerequisites:**

OADM 130, OADM 167

**Course outline:**



WHAT'S NEXT IS WHAT'S HERE

OADM 169A

**Spreadsheets I**  
Course Outline

30 hours

*Office Administration Department  
Okanagan School of Business*

Instructor:

**Course Description:** This course includes spreadsheet terminology, concepts, commands, functions and capabilities of Microsoft Excel. The student will be able to create professional, attractive, multi-tabbed workbooks that include formulas, and graphics.

**Text and Resources:** *Microsoft Excel 2016, E-Lab Access - Labyrinth Learning*

**Prerequisites:** OADM 130 – Business Math and Calculators

- Course Content:**
1. Spreadsheet basics
  2. Creating and modifying worksheets
  3. Formatting and printing worksheets
  4. Basic formulas and functions
  5. Data Visualization and Images
  6. Working with large worksheets
  7. Advanced Workbook Formatting
  8. Data Functions and Conditional Formatting

**Evaluation:**

Assignments .....	30%
Projects .....	25%
Quizzes .....	10%
Final Exam.....	35%

**Learning Outcomes:** See the Office Administration Department Employability Skills Outline document for course outcomes.

**Expectations:** Students must attend and participate in at least 70 percent of classes in order to write the final exam, which must be taken when scheduled. All assignments must be submitted before the final exam may be written. Passing grade is 70%

See program policy manual for more information.

**Implementation date:** September 2019

**Cost:** N/A



**Learning Outcomes:** See the Office Administration Department Employability Skills Outline document for course outcomes.

**Expectations:** Students must attend and participate in at least 70 percent of classes in order to write the final exam, which must be taken when scheduled. All assignments must be submitted before the final exam may be written. Passing grade is 70%

See program policy manual for more information.

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approve the program revision: Accounting/Bookkeeping Certificate as recommended by the CPRC – BUS:**

**Program revision:**

- Program outline

**Rationale:**

OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program.

This program revision is to implement this change.

**Program outline:**

Current Program Outline	Hours	Proposed Program Outline	Hours
<u>OADM 130</u> Business Math and Calculators	60	<u>OADM 130</u> Business Math and Calculators	60
<u>OADM 142</u> Payroll Accounting	45	<u>OADM 142</u> Payroll Accounting	45
<u>OADM 143</u> Accounting I	90	<u>OADM 143</u> Accounting I	90
<u>OADM 144</u> Accounting II	60	<u>OADM 144</u> Accounting II	60
<u>OADM 145</u> Essential Office Skills	45	<u>OADM 145</u> Essential Office Skills	45
<u>OADM 152</u> Accounting Software I	60	<u>OADM 152</u> Accounting Software I	60
<u>OADM 155</u> Accounting Software II	60	<u>OADM 155</u> Accounting Software II	60
<u>OADM 156</u> Accounting Assistant Simulation	30	<u>OADM 156</u> Accounting Assistant Simulation	30
<u>OADM 169</u> Spreadsheets	60	<u>OADM 169A</u> Spreadsheets I	30
		<u>OADM 169B</u> Spreadsheets II	30
<u>OADM 181</u> Job Search Techniques	30	<u>OADM 181</u> Job Search Techniques	30
<u>OADM 183</u> Practicum - Accounting	90	<u>OADM 183</u> Practicum - Accounting	90
	630		630

**Implementation date:** September 2019

**Cost:** N/A

**Motion: That Education Council approve the program revision: Administrative Assistant Certificate as recommended by the CPRC – BUS:**

**Program revision:**

- **Program outline**

**Rationale:**

OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program. Upon reviewing our programs in the College Calendar we decided it is time to remove reference to OADO courses and clean up our program outlines. This program revision is to implement these changes.

**Program outline:**

Current Program Outline	hours	Proposed Program Outline	hours
One of: <u>OADM 110</u> Communications I <u>OADO 110</u> Business English	90	<u>OADM 110</u> Communications I <u>OADM 111</u> Letter Writing <u>OADM 127</u> Administrative Assistant Simulation	90 60 60
One of: <u>OADM 111</u> Letter Writing <u>OADO 111</u> Business Communications	60	<u>OADM 130</u> Business Math and Calculators <u>OADM 132</u> Organizational Software	60 15
One of: <u>OADM 127</u> Administrative Assistant Simulation <u>OADO 127</u> Integrated Projects - Administrative	60	<u>OADM 135</u> Records Management <u>OADM 136</u> Office Procedures <u>OADM 143</u> Accounting I	30 30 60
One of: <u>OADM 130</u> Business Math and Calculators <u>OADO 130</u> Business Math and Calculators	60	<u>OADM 142</u> Payroll Accounting <u>OADM 152</u> Accounting Software I <u>OADM 165</u> Presentation Graphics <u>OADM 167</u> Computer Essentials and the Internet	90 45 60 30
One of: <u>OADM 135</u> Records Management <u>OADO 135</u> Records Management	30	<u>OADM 168</u> Database <u>OADM 169A</u> Spreadsheets I <u>OADM 169B</u> Spreadsheets II	30 30 30
One of: <u>OADM 136</u> Office Procedures <u>OADO 136</u> Administrative Procedures	75	<u>OADM 171</u> Desktop Publishing <u>OADM 174</u> Keyboarding <u>OADM 128</u> Word Processing I <u>OADM 129</u> Word Processing II <u>OADM 180</u> Self-Management Skills	45 30 30 30 30 75
One of: <u>OADM 143</u> Accounting I Or both of: <u>OADO 140</u> Accounting I <u>OADO 141</u> Accounting II	90	<u>OADM 181</u> Job Search Techniques <u>OADM 182</u> Office Practicum	30 30
One of: <u>OADM 142</u> Payroll Accounting <u>BACC 243</u> Payroll Administration	45		
One of: <u>OADM 152</u> Accounting Software I <u>OADO 152</u> Computerized Accounting <u>BACC 241</u> Computerized Accounting I	60		30
One of: <u>OADM 165</u> Presentation Graphics <u>OADO 165</u> Presentation Software	30		90
One of: <u>OADM 167</u> Computer Essentials and the Internet <u>OADO 167</u> Introduction to Computers and the Internet	30		
One of: <u>OADM 168</u> Database <u>OADO 168</u> Database	45		
		Total hours	1095

One of: <u>OADM 169</u> Spreadsheets <u>OADO 169</u> Spreadsheets I	60		
One of: <u>OADM 171</u> Desktop Publishing <u>OADO 171</u> Desktop Publishing	30		
One of: <u>OADM 174</u> Keyboarding Or both: <u>OADO 173</u> Keyboarding I <u>OADO 174</u> Keyboarding II	30		
One of: <u>OADM 128</u> Word Processing I <u>OADO 175</u> Word Processing I	75		
One of: <u>OADM 129</u> Word Processing II <u>OADO 176</u> Word Processing II	75		
One of: <u>OADM 180</u> Self-Management Skills <u>OADO 180</u> Human Relations	30		
One of: <u>OADM 181</u> Job Search Techniques <u>OADO 181</u> Job Search	30		
One of: <u>OADM 182</u> Office Practicum	90		
Total hours	1095		

**Implementation date:** September 2019

**Cost:** N/A

**Motion:** That Education Council approve the program revision: Office Assistant Certificate as recommended by the CPRC – BUS:

**Program revision:**

- Program outline

**Rationale:**

OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program. Time freed up from reducing Software by 30 hours is used to add OADM 165 Presentation Graphics to this program.

Upon reviewing our programs in the College Calendar we decided it is time to remove reference to old OADO courses and clean up our Program outlines. This program revision is to implement these changes.

**Program outline:**

Current Program Outline	Hours	Proposed Program Outline	Hours
One of: <u>OADM 110</u> Communications I <u>OADO 110</u> Business English	<u>90</u>	<u>OADM 110</u> Communications I	<u>90</u>
		<u>OADM 130</u> Business Math and Calculators	<u>60</u>
One of: <u>OADM 130</u> Business Math and Calculators <u>OADO 130</u> Business Math and Calculators	<u>60</u>	OADM 132 Organizational Software	<u>15</u>
		<u>OADM 135</u> Records Management	<u>30</u>
One of:		<u>OADM 136</u> Office Procedures	<u>60</u>
			<u>30</u>

<u>OADM 135</u> Records Management	<u>30</u>	<u>OADM 167</u> Computer Essentials and the Internet	<u>30</u>
<u>OADO 135</u> Records Management		<u>OADM 169A</u> Spreadsheets I	<u>30</u>
One of:		<u>OADM 174</u> Keyboarding	<u>75</u>
<u>OADM 136</u> Office Procedures	<u>75</u>	<u>OADM 128</u> Word Processing I	<u>30</u>
<u>OADO 136</u> Administrative Procedures		<u>OADM 180</u> Self-Management Skills	<u>30</u>
One of:		<u>OADM 181</u> Job Search Techniques	<u>30</u>
<u>OADM 167</u> Computer Essentials and the Internet	<u>30</u>	<u>OADM 165</u> Presentations Graphics	<u>30</u>
<u>OADO 167</u> Introduction to Computers and the Internet			<u>510</u>
One of:		Total hours	
<u>OADM 169</u> Spreadsheets	<u>60</u>		
<u>OADO 169</u> Spreadsheets I			
One of:			
<u>OADM 174</u> Keyboarding	<u>30</u>		
Or both:			
<u>OADO 173</u> Keyboarding I			
<u>OADO 174</u> Keyboarding II			
One of:			
<u>OADM 128</u> Word Processing I	<u>75</u>		
<u>OADO 175</u> Word Processing I			
One of:			
<u>OADM 180</u> Self-Management Skills	<u>30</u>		
<u>OADO 180</u> Human Relations			
One of:			
<u>OADM 181</u> Job Search Techniques	<u>30</u>		
<u>OADO 181</u> Job Search			
Total	<u>510</u>		

**Implementation date:** September 2019

**Cost:** N/A

# **Appendix 5.4**

## **First call for nominations of the Education Council Chair and Vice Chair**

# **Appendix 5.5**

## **Standing Committee Reports**

## **Appendix 5.6 In Camera Session**

Motion: “That Education Council moves in camera.”

## Appendix 6.0 Reports

6.1 Council Chair's report – C Newitt

6.2 President's and Vice President Education's report – A Hay

6.3 Registrar's report – B Burge

Registrar's motion: "That Education Council approves the deletion of the inactive courses and programs as presented."

6.4 Board of Governors report – S Cook