Faculty

Name	Location
Tim Walters	Shuswap Revelstoke Rep
Nicole Davis	South Okanagan Similkameen Rep
Vladimir Neykov	Central Okanagan Rep
Glen Coulthard	North Okanagan Rep
Danny Marques	Trades & Apprenticeship - Kelowna
Amanda Krebs	Arts & Foundational - SA
Cathy Farrow (e-copy)	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
Choi Leong	Student – South Okanagan Similkameen
Rachel Wehrmann	Student – Central Okanagan
	Student – North Okanagan
Scott Stirling	Student - Shuswap Revelstoke

Staff

Name	Location
Nica Chibota	Kelowna Campus
Michelle Somerville	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	Allan Coyle (e-copy)	VP - Students
Eric Corneau (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	Tracy Riley (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

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

5.7 In camera session
a. September 20, 2019 Operations Committee minutes
b. September 27, 2019 Operations Committee minutes
c. November 1, 2019 Operations Committee minutes

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
   6.5   Curriculum and Calendar Project Update

7. **Date, Time of Next Regular Meeting** – Thursday, December 5, 2019 at 4:00 pm

8. **Deadline for Agenda Items** – Wednesday, November 20, 2019 at 12:00 pm

9. **Adjournment**

Appendix 3.1
Approval of the Minutes for the September 12, 2019 Education Council meeting

Motion: "That Education Council approves the minutes from September 12, 2019 Education Council meeting as presented."

Okanagan College Education Council
Minutes of Thursday, September 12, 2019   4:00 pm
Room S 103B Student Services Boardroom – Kelowna Campus

Present: A Hay, D Marques, N Lee-Ran, B Burge, C Farrow, W Gillett, C Newitt, R Sawatzky (by phone), T Walters, M Chibota, A Krebs, K Douglas, R Tyner, D Silvestrone, V Neykov, G Coulthard

Regrets: N Davis, S Cook, J Hamilton, R Johanson

Absent: D Freeman

Guests: R Huxtable, L Kraft, I Wheeler, B Smith, T Day

Recorder: M Welsh

1. **Determination of Quorum and Call to Order**
   C Newitt called the meeting to order at 4:02 pm

2. **Adoption of the Agenda**
   Motion: D Silvestrone/ D Marques
   That Education Council approves the agenda as presented.
   Carried

3. **Approval of the Minutes**
   Motion: N Chibota/ C Farrow
   That Education Council approves the minutes of the June 6, 2019 Education Council meeting as presented.
   Carried

4. **Business Arising**

5. **New Business**

   5.1 **CPRC – AFP Curriculum**
   a. **Course revision: GEOG 339   Physical Geography of Countries with Emerging Economies**
      Motion: T Walters/ D Marques
      That Education Council approves the course revision: GEOG 339 Physical Geography of Countries with Emerging Economies as recommended by the CPRC – AFP:
      - T Day explained that this course will be useful for students in environmental studies as well as an elective for business students.
      - The course is reflective of the changing nature of physical geography, which is moving towards a more human component.
      - C Newitt noted that the Student Conduct and Academic Honesty portion of the course outline included out of date language. Deans Forum suggested to replace that section with links to the current policies.
      - A member questioned whether the college has a similar course on industrialized economies. T Day noted that industrialized economies are the mainstream area of study for physical geography and the college currently has a few courses around this topic.

- A member questioned the use of the term "emerging economy". T Day explained that the term is loosely defined, with no single accepted definition. He is leaving this as an open ended question and does not see it as a problem. R Huxtable added that the title was discussed at Chairs, who decided that the term was the best way to capture the point of view of the course.
- A member asked if there was a possibility for the countries of focus to change over time. T Day agreed this was possible, depending on who taught the course and how the course evolves over time.
- A member questioned the transferability of the course. T Day noted that the course was greeted enthusiastically at geography articulation over the summer. It is a very innovative course with lots of interest and transferability should not be an issue.
- A member asked if the term "emerging economies" had to do with the fact that the course is a business elective. R Huxtable clarified that the course was not specifically designed for business students. The title made sense for the construct and relationship between society, economies, and land.

Carried

b. **Course revision: LSSM 020   Life Skills Supported Access**
Motion: D Silvestrone/ R Tyner
That Education Council approves the course revision: LSSM 020 Life Skills Supported Access as recommended by the CPRC – AFP:
- B Smith gave an overview of the SAME program. It was originally formed as an inclusion policy with a program imbedded into it, which has caused confusion. The department hopes pull apart the program and policy in an effort to make things simpler.
- The program allows ASE students to access any program within the College with the help of a support worker.
- This revision is to update the language in the title and description of the course as well as to clarify the prerequisites and corequisites. B Smith noted that the new title has already been updated in Banner.
- A member questioned the role of PACE in the SAME program. B Smith explained that most SAME students originate from the PACE program, which allows the department to assess their motivation and determine how successful they would be in the SAME program.
- A member noted a missing comma in the new description.

Carried

c. **Course revision: LSPM 027   Employment Connection**
Motion: A Krebs/ D Marques
That Education Council approves the course revision: LSPM 027 Employment Connection: as recommended by the CPRC – AFP:
- B Smith noted that 110 or 220 hours is already listed in Banner, although it does not appear correctly in the calendar. She wanted to make sure the correct hours was noted again in the current revision.
- A member questioned the huge difference in hours. B Smith explained that the PACE program is offered as a one or two year program. Support workers need the full 220 hours with students in the one year program, however 110 hours is sufficient for students in the two year program.
- R Huxtable added that this is a very strong program and is hugely beneficial to students.

Carried

d. **Program revision: SAME (Supported Access to Modified Education)**
Motion: D Silvestrone/ N Chibota

3

That Education Council approves the program revision: SAME (Supported Access to Modified Education) as recommended by the CPRC – AFP:
- B Smith reiterated that the department is trying separate the SAME program from the inclusion policy.
- The program description has been updated to include current language as well as adding "or courses" and "academic goals" to show the full scope of the program.
- The admission requirements are very detailed and have been revised for clarification.
- After a question from a member, B Smith clarified that SAME students do not have to meet the admission requirements of their original program; they just have to meet the requirements of the SAME program.
- R Huxtable noted typos in the admission requirements.

Carried

5.2 Program revision: Bachelor of Science in Nursing Program (BSN)

Motion: K Douglas/ R Tyner

That Education Council approves the program revision: Bachelor of Science in Nursing Program (BSN) as presented.
- L Kraft explained that the revision is linked to the MOU the College has with UBCO, which has expired. The new MOU indicated that OC students need to meet UBCO general admission requirements as well as program requirements.
- L Kraft explained that it is a ranked program and only the top 24 students are accepted.

Carried

5.3 Block Transfer and Admission Agreement between the University of British Columbia and Okanagan College

Motion: N Lee-Ran/ M Chibota

That Education Council approves the Block Transfer and Admission Agreement between the University of British Columbia and Okanagan College as presented.
- L Kraft reiterated that the existing MOU with UBCO has expired, prompting the need for a new one. The main change is an update in language as well as the admission requirements.
- A member questioned if there has ever been an issue with needing UBCO to accept more than the allotted 24 OC students. L Kraft explained that there is a soft agreement in that UBCO will take what we give them, which is usually about 26 students.
- A member questioned if OC nursing students could transfer somewhere else. L Kraft explained that nursing curriculum is often unique and not always transferable. Even UBCO and UBC have separate nursing curriculum.

Carried

5.4 Accessibility: Academic Accommodation for Students Policy

- C Newitt noted that this policy is not a voting item and is here for Education Council feedback only.
- A Hay explained that that this is a new policy to better articulate accessibility information to students.
- A member suggested that the language around the responsibilities of the College and students was clearer than the responsibilities of professors and instructors. He noted the example of students taping lectures. He felt the language in the policy was not directive enough.
- A Hay noted that section 8.4 tries to address this somewhat. Once appropriate accommodation has been determined, the lecturer has the opportunity to see what works best for them.

- The member continued that the policy does not articulate an obligation and leaves this open to problems.
- The member questioned whose responsibility it was for getting the noted documentation. C Newitt advised that it is the student's responsibility to bring in both a diagnosis and a detailed explanation of why this diagnosis leads to complications and the accommodations that they require. It must be a current diagnosis.
- After a question from a member, C Newitt explained that accessibility services provides a range of resources to students. It can be something as common as ADHD to more severe executive functioning issues. The College is required under legislation to supply that accommodation, but it is *how* accommodation happens that is the challenge.
- A member noted their own experience regarding item 8.4. He has had students given an accommodation listed as exam writing and assignments. These students are given more time to write exams, but it can also be interpreted as students being given time past the deadline to complete an assignments. This is difficult when teaching classes in modules. There are concerns and the obligation of the faculty member should be better spelled out. Assignment deadlines are a difficult issue. In a modular course, it is difficult moving on to the next module when some students have yet to complete the past assignment. It is not good pedagogy.

5.5 Nominees to Standing Committees
Motion: C Farrow/ V Neykov
That Education Council approves the nominee for the Academic Regulations and Policy Committee as recommended by the Operations Committee:
>   One (1) Education Council Member
>   Nominee: Tim Walters for the period of August 1, 2019 to July 31, 2021.
Carried

5.6 Standing Committee Reports
a. Operations Committee
- The committee met twice in June (minutes to come). The committee is looking for another member to join, anyone interested should let M Welsh know. This is an ideal committee for members on the Kelowna campus, as meetings are often last minute and very short.
- The committee will be meeting either September 26 or 27 to approve candidates for graduation.

b. ARP Committee
- Not yet met.

c. CCC Committee
- Not yet met.

d. Tributes Committee
- A call for nominations for honorary fellows will be out sometime this fall.

5.7 In Camera Session

Motion: K Douglas/ D Marques
That Education Council moves in camera.
Carried

a. **Minutes of the June 24, 2019 Operations Committee meeting**
   Motion: C Farrow/ K Douglas

5

That the Education Council accepts the minutes of the June 24, 2019 Operations Committee meeting as presented.
- A member questioned who C De Yaeger was (listed under guests). B Burge explained that she is the graduation coordinator and attends as a resource to the committee.

Carried

b. **Minutes of the June 26, 2019 Operations Committee meeting**
   Motion: D Marques/ K Douglas
   That the Education Council accepts the minutes of the June 26, 2019 Operations Committee meeting as presented.
   - A member noted typos in the preamble.

Carried

Motion: D Silvestrone/ A Krebs
That Education Camera moves ex camera.

Carried

6. Reports
   6.1 **Council Chair's Report** – C Newitt
   - The 2020 Education Council meeting schedule is up on the website.
   - There is a call for nominations for four student positions and one support staff position on Education Council on myOkanagan.
   - OC is hosting the Academic Governance Committee meeting this fall, most likely on October 7. There are eleven members attending from all over the province to talk about Education Council. AGC meets twice a year.

   6.2 **President & Vice-President Education Report** – A Hay
   - A Hay noted that the DQAB had a number of questions about the applied degree and are asking that we make changes. If there are any changes that require Education Council approval, they will be put on the agenda.
   - A member questioned the timeline for the applied degree. A Hay noted that it depends on when the minister approves it. He would expect the earliest would be January but it could be later. There is potential to launch the program for September 2020 but it is getting tight.

   6.3 **Registrar's Report** – B Burge
   - B Burge noted that Education Planner is up and running and applications will open October 1.

   Carried

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

   6.5 **Curriculum and Calendar Project Update**
   - C Newitt advised that the contract with Kuali has been signed and the kickoff meeting is tomorrow, September 13. There is more information on the curriculum and calendar management project up on the Education Council website. We are beginning to map out what the project will look like.
   - B Burge added that there are weekly meetings scheduled with Kuali and we have provided initial information on our process to them. We have looked at the last two years of Education Council activity in order to know where to focus our development and pilots. There might be instances where the new CCM process is done in tandem with the current paper format as we develop expertise in the new workflow.
   - A CCM update will be a standing item on all Education Council and CPRC agendas throughout the project. Any feedback or comments are welcome.

7. **Date, Time of Next Regular Meeting** – Thursday, October 3, 2019 at 4:00

8. **Deadline for Agenda Items** – Wednesday, September 18, 2019

9. **Adjournment** at 5:22pm.

Appendix 5.1
Curriculum recommended by the
CPRC – T/A

Trades and Apprenticeship Programs

Motion: That Education Council approve the program revision: Refrigeration Mechanic as recommended by the CPRC – T/A:

Program revision:
- **Program name** – new name – **Refrigeration and Air Conditioning Mechanic**
- **Program description**
- **Graduation requirements**

Rationale:
To align with the new Harmonized ITA outline.

Program description:
Existing:
This 25-week (750 hours) program is designed to take a student with little or no previous experience in the heating, air conditioning and refrigeration industry and supply the student with the necessary skills to seek employment in that industry as an apprentice. It also provides a solid foundation in the fundamentals of installing, servicing, and troubleshooting all aspects of heating, ventilating and air-conditioning/refrigeration equipment.

Graduates of this program may receive credit for Level 1 apprenticeship technical training and may also be granted practical credit from the Industry Training Authority. In order to complete the apprenticeship and become a journeyperson, graduates would return to school to complete Level 2 (six weeks), Level 3 (eight weeks) and Level 4 (eight weeks).

The Refrigeration and Air Conditioning Mechanic Apprenticeship program consists of five years of on-the-job experience combined with four levels of in-school technical training in order to be eligible to write the Interprovincial (Red Seal) Examination through the Industry Training Authority.

Good hand/eye coordination and problem solving skills with attention to detail are desirable qualities for individuals pursuing a career in this field.

Proposed:
This 25-week (750 hours) program is designed to take a student with little or no previous experience in the heating, air conditioning and refrigeration industry and supply the student with the necessary skills to seek employment in that industry as an apprentice. It also provides a solid foundation in the fundamentals of installing, servicing, and troubleshooting all aspects of heating, ventilating and air-conditioning/refrigeration equipment.

Graduates of this program may receive credit for Level 1 apprenticeship technical training and may also be granted practical credit from the Industry Training Authority. In order to complete the apprenticeship and become a journeyperson, graduates would return to school to complete Level 2 (**seven weeks**), Level 3 (**ten weeks**) and Level 4 (**ten weeks**).

The Refrigeration and Air Conditioning Mechanic Apprenticeship program consists of five years of on-the-job experience combined with four levels of in-school technical training in order to be eligible to write the Interprovincial (Red Seal) Examination through the Industry Training Authority.

Good hand/eye coordination and problem solving skills with attention to detail are desirable qualities for individuals pursuing a career in this field.

Graduation requirements:

Existing	Proposed
Completion of all courses in the program with a minimum grade of 70% in each	An overall average of 70% calculated on a weighted percentage, based on time allocation

Implementation date: December 2019
Cost: N/A

Appendix 5.2
Curriculum recommended by the
CPRC - AFP

Arts and Foundational Programs

Motion: That Education Council approves the course revision: EESC 311 Environmental Impact Assessment as recommended by the CPRC – AFP:

EESC 311 – 3 – 5   **Environmental Impact Assessment**

Course revision:
- **Prerequisites**
- **Hours**

Rationale:

We propose to eliminate the lab component and bring lecture hours to institutional norm (3 hours). The elimination of the lab brings this course in line with articulation to other institutions. We propose to change the course prerequisites to 200-level course prerequisites instead of the third year standing prerequisite as many of our students are not at the college for three years.

Prerequisites:

Existing	Proposed
A minimum third year standing and EESC 111, or GEOG 111, or GEOG 121, or permission of the department	Either (a) 6 credits of EESC 200-level, or (b) 6 credits of GEOG 200-level, or (c) department approval.

Hours:

	Existing	Proposed
Lecture	2	3
Lab	3	0

Implementation date: January 2020

Cost: N/A

Appendix 5.3
Curriculum recommended by the
CPRC - STH

Science, Technology, and Health Programs

Motion: That Education Council approves the new program: Common First Year Engineering Certificate as recommended by the CPRC – STH:

New program
Rationale:
Historically, there has been no consistent transfer agreements in place which allows for engineering students to transfer from colleges to universities in British Columbia. To address this deficiency, BCCAT provided a Transfer Innovation project grant for the First-Year Core Engineering Curriculum for the BC Post-Secondary Sector project which involved several phases. The project was spearheaded by the BCCAT Engineering Articulation Committee (the "Committee") which represented 6 accredited research institutions, 17 teaching institutions and colleges, and the province's engineering professional association (EGBC).
The primary goals of this project were:
- To determine the feasibility of building a common first-year engineering curriculum acceptable at all accredited receiving institutions in the province and, if feasible,
- To design and implement a common first-year engineering curriculum for members of the BC Transfer system.

This project found that, although there exists diversity within the first-year engineering programs offered at different institutions, there was sufficient overlap to suggest a sector-wide common first-year curriculum could be developed. As a result the Committee moved forward with the development of a common first-year engineering curriculum.
A first-year core curriculum, if clearly articulated and regulated, can:
- Improve access and opportunity for success in engineering education for BC's diverse post-secondary students;
- Create opportunities for regional community engagement and partnerships within the engineering sector, encouraging graduates to return to employment in smaller, non-urban communities;
- Enhance the student learning environment and improve retention and achievement in engineering across the province through maximizing use of student supports, class size, and regional diversity;
- Enhance quality reporting for accreditation processes; and
- Improve overall efficiencies within the post-secondary system.

One of the primary concerns with developing a common first year engineering curriculum was ensuring it prepared students sufficiently for second year engineering. Engineering programs are typically 6 to 7 courses per semester. The heavy workload associated with taking this many courses often takes students by surprise. So in order to prepare students the common first year program must satisfy the technical requirements and mimic the workload typically found in engineering programs.
To achieve this secondary outcome, the common first year engineering program is set up so that students must complete 13 courses within a 12 month time frame. A student who cannot meet this requirement is likely not going to be able to manage the expected workloads in a university engineering program.
With the 12 month completion requirement, it will necessitate that students complete all courses at Okanagan College. This is because coordination with other institutions such as UBCO will be too difficult to arrange in the compressed time frame. Also since the intent is to mimic university engineering programs, students will have to complete all courses with in the 12 month time frame and will not be able to transfer in credits from other institutions.
Program description:
The Common First Year Engineering Certificate program provides students with a comprehensive first-year university transfer program in engineering and is aimed at high school graduates with strong academic performance and highly motivated post-secondary students. This full-time program is ideal for students who want more one-on-one time with instructors, are hoping to save money in tuition fees, and/or may not be prepared yet for the university environment. The program offers the courses for first-year engineering, including engineering design, chemistry, physics and calculus.

The program must be completed within 12 months and can be completed in either a two or three semester format. The 12 month time limitation is to prepare students for the rigorous academic pace that will be expected of them in a university engineering program.

Successful completion of this program ensures that students who transfer to an engineering degree program at UBCO or other BC universities typically require only three additional years of study to complete their degree.

Admission requirements:

B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.

English Entrance Requirement:
- English 12 with minimum 67% or alternatives.

Math Entrance Requirement:

A minimum of 67% in any of:
- Pre-calculus Grade 12
- Principles of Mathematics 12
- Adult Basic Education MATH 012
- OC MATH 120 or alternatives

Science Entrance Requirements:

A minimum of 67% in:
- Chemistry 12
- Physics 12

All of the above courses must have been completed in the last two (2) years in order to ensure that the student has recent knowledge of the materials contained in these courses.

Graduation requirements:

Graduation from the Common First Year Engineering Certificate requires the completion of the 39 required credits within a 12 month period, with a minimum 60% GGA.

Program outline:

2 Semester Program (course code, course name, credits, contact hours)	3 Semester Program (course code, course name, credits, contact hours)
Fall Semester CHEM 111 Principles of Chemistry I 3-7 COSC 111 Computer Programming I 3-6 CMNS 133 Technical Writing and Communications I 3-3 ENGR 101 Engineering Design I 3-4 MATH 112 Calculus I 3-5 PHYS 111 Calculus-Based Physics I 3-7 ENGL 100 University Writing 3-3 Winter Semester CHEM 121 Principles of Chemistry II 3-7 ENGR 111 Engineering Design II 3-4 MATH 122 Calculus II 3-5 MATH 221 Introduction to Linear Algebra 3-4 PHYS 121 Calculus-Based Physics II 3-7 PHYS 202 Engineering Mechanics I 3-4	Summer Semester MATH 112 Calculus I 3-5 ENGL 100 University Writing 3-3 Fall Semester CHEM 111 Principles of Chemistry I 3-7 COSC 111 Computer Programming I 3-6 CMNS 133 Technical Writing and Communications I 3-3 ENGR 101 Engineering Design I 3-4 MATH 122 Calculus II 3-5 PHYS 111 Calculus-Based Physics I 3-7 Winter Semester CHEM 121 Principles of Chemistry II 3-7 ENGR 111 Engineering Design II 3-4 MATH 221 Introduction to Linear Algebra 3-4 PHYS 121 Calculus-Based Physics II 3-7 PHYS 202 Engineering Mechanics I 3-4

Implementation date: September 2020

Cost: N/A

Motion: That Education Council approves the course revision: PHRM 111 Hospital Practicum as recommended by the CPRC – STH:

PHRM 111 – 150 hours   **Hospital Practicum**
Course revision:
   • Hours
Rationale:
The accrediting body required an additional 70 hours be added to the clinical practicums (hospital and community). PHRM 111 is the hospital practicum and 30 of the 70 hours will be added to this course.
Hours:

Existing	Proposed
150	180

Implementation date: June 2020
Cost: N/A

Motion: That Education Council approves the course revision: PHRM 112 Community Practicum as recommended by the CPRC – STH:

PHRM 112 – 140 hours   **Community Practicum**
Course revision:
   • Hours
Rationale:
The accrediting body required an additional 70 hours be added to the clinical practicums (hospital and community). PHRM 112 is the community practicum and 40 of the 70 hours will be added to it.
Hours:

Existing	Proposed
140	180

Implementation date: June 2020
Cost: N/A

Motion: That Education Council approves the program revision: Pharmacy Technician as recommended by the CPRC – STH:

Program revision:
   • **Program description**
   • **Revision of courses**
Rationale:
This program revision is an accreditation requirement to add 70 hours of clinical practice to the program. The program is choosing to add hours to both clinical practicums.
Program description:
Existing:
The Pharmacy Technician Certificate program prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.
Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, record keeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communication skills and the law as it applies to pharmacies, and the legal relationship between a pharmacist and technician.
The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum. Students are required to have a lab coat or nurse's uniform for the labs and practicum. Please note that practicum placements may be anywhere in BC, so travel may be required.

Program graduates will have completed the first step to becoming a regulated pharmacy technician. For more information on the regulation process for pharmacy technicians please visit: http://www.bcpharmacists.org/new-practice.

The length of the theory and lab practice portion of the program is approximately 26 full-time weeks per year, depending on the Calendar year. The two practica, hospital and community, are 150 and 140 hours respectively. The two practica usually take two months to complete.

Proposed:

The Pharmacy Technician Certificate program prepares students for employment as technicians in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.

Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, record keeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communication skills, and the law as it applies to pharmacies and the legal relationship between a pharmacist and technician.

The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum. Students are required to have a lab coat or nurse's uniform for the labs and practicum. Please note that practicum placements may be anywhere in BC, so travel may be required.

Program graduates will have completed the first step to becoming a regulated pharmacy technician. For more information on the regulation process for pharmacy technicians please visit: http://www.bcpharmacists.org/new-practice.

The length of the theory and lab practice portion of the program is approximately 26 full-time weeks per year, depending on the Calendar year. The two practica, hospital and community, are 180 hours each.

Revision of courses:
PHRM 111 and PHRM 112
Implementation date: June 2020
Cost: N/A

Appendix 5.4
Curriculum recommended by the
CPRC - BUS

Business Programs

Motion: That Education Council approves the course revision: BUAD 334 Events Management and Marketing as recommended by the CPRC – BUS:

BUAD 334 – 3 – 3   **Events Management and Marketing**
Course revision:
- **Course title – new title – Events Planning**
- **Calendar description**
- **Prerequisites**

Rationale:
This course is currently titled Events Management and Marketing, which has misled students as to the main content of the course. Students enrolling in this course expect to manage operations where the course actually covers planning the event, not managing it.   The revised course name better reflects the learning outcomes and clarifies students' expectations.
The prerequisite of a minimum grade of 60% of either BUAD 200 Digital Marketing or BUAD 266 Advertising and Marketing Communications is being added to ensure students are fully prepared for the community based component of this course. Past experience has shown success in BUAD 334 is dependent on strong marketing skills learned in BUAD 200 or BUAD 266.

Calendar description:
Existing:
This course includes the creation of an event management plan for a client. A situation analysis will investigate consumer behavior, targeting and positioning as related to the planning and operation of events. Further development of the management plan will require an examination and the application of integrated marketing communications, sales, sponsorship, budgeting, risk management, staging, logistics and performance measures.
Proposed:
This course includes the creation of an event business plan for a client involving primary and secondary research. It requires students to work in teams and collaborate together working with a real client. A situation analysis investigates consumer behaviour, targeting and positioning as related to the planning and operation of events. Further development of the event business plan requires examination and application of integrated marketing communications, sales, sponsorship, budgeting, risk management, staging, logistics and performance measures.

Prerequisites:

Existing	Proposed
- BUAD 272 or BUAD 293 - third-year standing	- BUAD 272 or BUAD 293 - BUAD 200[1] or BUAD 266[1] - third-year standing 1 minimum grade of 60 required

Implementation date: December 2019
Cost: N/A

Motion: That Education Council approves the course revision: BUAD 359 Accounting Theory as recommended by the CPRC – BUS:

BUAD 359 – 3 – 3   **Accounting Theory**
Course revision:
- **Course title – new title – Contemporary Perspectives and Issues**
- **Calendar description**
- **Content**

Rationale:
BUAD 359 Accounting Theory, was originally created, and offered, as a part of our suite of courses which transferred to the three Canadian accounting designations post graduate programs. In 2014, when the three

accounting bodies merged into the single CPA designation (Chartered Professional Accountants), Accounting Theory was eliminated from their program of studies.

BUAD 359 Accounting Theory is now an elective course in the BBA and is no longer constrained by the transfer credit requirements. Since 2014, the focus has shifted to include new and emerging issues in accounting. This revision is to update the course title and description to reflect this shift in focus. The changes are not substantive enough to constitute a new course as much of the original content is intact.

Calendar description:

Existing:

This course emphasizes theory relevant to financial accounting and reporting. It examines research on the role of financial reporting in capital markets and develops a conceptual framework to evaluate accounting standards.

Proposed:

Students will gain a broader perspective on the role of accounting, beyond recording transactions. Students will examine who key users are, how standards have evolved in response to user needs, the critical role accounting information plays in the capital markets, and other current topics in accounting.

Content:

The class will continue to retain a focus on the investor as a user and capital market efficiency theory, but with less emphasis on the theoretical background and more emphasis on the results of research and its application in a modern day context. The rigor of the class will remain unchanged. The shift in the focus to more relevant topics will provide more relatable content and increase student engagement.

Implementation date: December 2019

Cost: N/A

Motion: That Education Council approves the program revision: Bachelor of Business Administration – Accounting Specialty as recommended by the CPRC – BUS:

Program revision:
- **Revision of courses**

Rationale:

The program change pertains to a name and description change for BUAD 359 Accounting Theory.

BUAD 359 Accounting Theory, was originally created, and offered, as a part of our suite of courses which transferred to the three Canadian accounting designations post graduate programs. In 2014, when the three accounting bodies merged into the single CPA designation (Chartered Professional Accountants), Accounting Theory was eliminated from their program of studies.

BUAD 359 Accounting Theory is now an elective course in the BBA and is no longer constrained by the transfer credit requirements. Since 2014, the focus has shifted to include new and emerging issues in accounting and would like to update the name and description to reflect this change.

Revision of courses:

BUAD 359

Implementation date: January 2019

Cost: N/A

Motion: That Education Council approves the program revision: Bachelor of Business Administration – Human Resources Management Specialty as recommended by the CPRC – BUS:

Program revision:
- **Program outline**

Rationale:

The BBA program has been designed with flexibility to allow students meet their specific educational goals, while, providing essential core knowledge. To achieve these goals, the program is 50% required and 50% elective courses. The BBA specialties make use of BBA electives, to allow students to focus on areas of interest. These specialties each require a total of 8 courses, comprised of a combination of required and elective courses. The specialties have evolved to focus on student flexibility by restricting the number of

required courses to a maximum of four. This change to the Human Resources Management Specialty reflects this department shift.

BUAD 374 Compensation and Benefits is being moved from a required core course to an elective to provide additional student flexibility to meet their individual education goals.

Program outline:

Existing		Proposed	
Human Resources Management Specialty While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management: BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 375 Strategic Human Resource Planning BUAD 376 Compensation and Benefits **Plus three courses from the following list, with at least one at the 400 level.** BUAD 201 Conflict Resolution and Negotiation BUAD 279 Industrial Relations BUAD 374 Employment Law BUAD 379 Selected Topics: Human Resources BUAD 479 Selected Topics: Human Resources BUAD 410 Organization Change and Development BUAD 411 HR Metrics & Analytics BUAD 412 Strategic Performance Management	3 3 3 3 3 3 3 3 3 3 3 3 3	**Human Resources Management Specialty** While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management: BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 375 Strategic Human Resource Planning **Plus four courses from the following list, with at least one at the 400 level.** BUAD 201 Conflict Resolution and Negotiation BUAD 279 Industrial Relations BUAD 374 Employment Law BUAD 376 Compensation and Benefits BUAD 379 Selected Topics: Human Resources BUAD 479 Selected Topics: Human Resources BUAD 410 Organization Change and Development BUAD 411 HR Metrics & Analytics BUAD 412 Strategic Performance Management	3 3 3 3 3 3 3 3 3 3 3 3 3

Implementation date: January 2019
Cost: N/A

Motion: That Education Council approves the program revision: Bachelor of Business Administration – Marketing Specialty as recommended by the CPRC – BUS:

Program revision:
  • **Revision of courses**
Rationale:
The program revision request is as a result of changes to the title, course description and prerequisites for BUAD 334.
TITLE
BUAD 334 is currently titled Events Management and Marketing, which has misled students as to the main content of the course. Students enrolling in this course expect to manage operations where the course actually covers planning the event, not managing it. The revised course name better reflects the learning outcomes and clarify students' expectations.
COURSE DESCRIPTION

The course description had minor revisions to provide more clarity around the integrated community component of the course.
PREREQUISITES
There are proposed changes to the prerequisite to ensure students are fully prepared for the community based component of these courses. Past experience has shown success in these courses are dependent on strong marketing skills learned in BUAD 200 or BUAD 266. This change will allow students to integrate the foundational knowledge acquired in their prerequisites and better prepares them to work with members of the community on projects.
Revision of courses:
BUAD 334
Implementation date: January 2019
Cost: N/A

Motion: That Education Council approves the course revision: OADM 129 Word Processing II as recommended by the CPRC – BUS:

OADM 129 – 75 hours   **Word Processing II**
Course revision
  • **Prerequisites**
Rationale:
OADM 129 Word Processing II is a continuation of OADM 128 Word Processing I; therefore, OADM 129 only requires OADM 128 as a prerequisite.
Prerequisites:

Existing	Proposed
OADM 128 or OADM 167 or OADO 175	OADM 128

Implementation date: January 2020
Cost: N/A

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

OADM 136 – 60 hours   **Office Procedures**
Course revision
  • **Prerequisites**
Rationale:
In this course students are required to create memos, letters, and other documents and this material is covered in OADM 128.
Prerequisites:

Existing	Proposed
-	OADM 128

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: OADM 143 Accounting I as recommended by the CPRC – BUS:

OADM 143 – 90 hours   **Accounting I**
Course revision
  • **Prerequisites**
Rationale:
Students don't need the concepts in OADM 130 Business Math before starting OADM 143 Accounting I. It is also causing scheduling issues for online students who need Math before Accounting.
Prerequisites:

Existing	Proposed
OADM 130 or OADO 130	-

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: OADM 144 Accounting II as recommended by the CPRC – BUS:

OADM 144 – 60 hours   **Accounting II**
Course revision
  • **Prerequisites**
Rationale:
OADM 144 is a continuation of OADM 143 so the prerequisite should be only OADM 143.
Prerequisites:

Existing	Proposed
OADM 143 or OADO 130	OADM 143

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: OADM 156 Accounting Assistant Simulation as recommended by the CPRC – BUS:

OADM 156 – 30 hours   **Accounting Assistant Simulation**
Course revision
  • **Course title** – new title – **Accounting/Bookkeeping Simulation**
  • **Prerequisites**
Rationale:
Students have to complete an accounting simulation as the last academic course before their practicum course. We need to ensure all courses are taken before attempting this simulation. We are including the change of OADM 169A & 169B as well as adding OADM 181 Job Search. The name change of the course also reflects the new name of the program to Accounting/Bookkeeping from Accounting Assistant.
Prerequisites:

Existing	Proposed
OADM 142	OADM 142
OADM 144	OADM 144
OADM 152	OADM 152
OADM 155	OADM 155
OADM 169	OADM 169 or OADM 169A and OADM 169B
	OADM 181

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: OADM 165 Presentation Graphics as recommended by the CPRC – BUS:

OADM 165 – 30 hours   **Presentation Graphics**
Course revision
  • **Prerequisites**
Rationale:
OADM 100 has not been in use for quite some time and should be removed. Also students do not need prior knowledge of MS Word to complete OADM 165 Presentation Graphics which is Microsoft PowerPoint.

Prerequisites:

Existing	Proposed
OADM 100 and OADM 167 or familiarity with MS Word	OADM 167

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: OADM 169A Spreadsheets I as recommended by the CPRC – BUS:

OADM 169A – 30 hours   Spreadsheets I
Course revision
  • **Prerequisites**
Rationale:
Students in the Accounting/Bookkeeping program don't take nor require OADM 167 Computer Essentials & the Internet in their program but do have OADM 145 Essential Office Skills so we are adding "or OADM 145" for the Accounting/Bookkeeping students.

Prerequisites:

Existing	Proposed
OADM 130	OADM 130
OADM 167	OADM 167 or OADM 145

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: OADM 171 Desktop Publishing as recommended by the CPRC – BUS:

OADM 171 – 30 hours   Desktop Publishing
Course revision
  • **Prerequisites**
Rationale:
OADM 175 is an old number for Word Processing I but now is OADM 128. Students also don't need the keyboarding speed to do desktop publishing but having Word Processing and Computer Essentials will be sufficient.

Prerequisites:

Existing	Proposed
OADM 167	OADM 128
OADM 174	OADM 167
OADM 175	
keyboarding speed of 40 net words per minute	

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: OADM 181 Job Search Techniques as recommended by the CPRC – BUS:

OADM 181 – 30 hours   Job Search Techniques
Course revision
  • **Prerequisites**
Rationale:
Students in the Accounting/Bookkeeping program are not required to take OADM 128 Word Processing I so we need to add or "OADM 145 Essential Office Skills" for the Accounting/Bookkeeping students.

Prerequisites:

Existing	Proposed
OADM 128	OADM 128 or OADM 145

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: OADM 183 Practicum - Accounting as recommended by the CPRC – BUS:

OADM 183 – 90 hours   Practicum – Accounting
Course revision
  • **Prerequisites**
Rationale:
Students must have successfully completed all academic courses in the Accounting/Bookkeeping Certificate before doing the practicum course. We can change the prerequisite to OADM 156 which is the simulation because all other prerequisites are included in this one.

Prerequisites:

Existing	Proposed
OADM 145 or OADM 156 OADM 181	OADM 156

Implementation date: January 2020
Cost: N/A

Appendix 5.5
Schedules

Motion: "That Education Council approves the following schedules as presented:"
- Certified Dental Assistant
- Early Childhood Education Diploma
- Health Care Assistant certificate
- Human Service Work Diploma
- Therapist Assistant Diploma

Certified Dental Assistant

Kelowna

2020

August 31	Classes start for Semester I
September 7	Labour Day (no classes)
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 18	Semester I ends
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2021

January 1	New Year's Day (no classes)
January 4	Semester II starts
February 15	Family Day (no classes)
April 1	Semester II ends
April 2 – 5	Easter (no classes)
April 6	Classes start for Semester III
May 24	Victoria Day (no classes)
June 17	Classes end for Semester III

Early Childhood Education Diploma

Kelowna

<u>2020</u>

August 30	Classes start for Semester I and Semester III
September 7	Labour Day (no classes)
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 18	Classes end for Semester I and Semester III
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

<u>2021</u>

January 1	New Year's Day (no classes)
January 4	Classes start for Semester II and Semester IV
February 15	Family Day (no classes)
April 2 – 5	Easter (no classes)
May 7	Classes end for Semester II
May 14	Classes end for Semester IV
May 17	Infant/Toddler Practicum begins
June 18	Infant/Toddler Practicum ends

Health Care Assistant Certificate

Fall 2020 Kelowna

August 17	Classes start
September 7	Labour Day (no classes)
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 18	Classes ends
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas closure (no classes) – Okanagan College closed to the public
2021	
January 1	New Year's Day (no classes)
January 4	Classes begin
February 15	Family Day (no classes)
February 24	Classes End

Fall 2020 Penticton, Vernon

October 19	Classes start
November 11	Remembrance Day (no classes)
December 18	Last day of classes before Christmas closure
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas closure (no classes) – Okanagan College closed to the public
2021	
January 1	New Year's Day (no classes)
January 4	Classes resume
February 15	Family Day (no classes)
April 2 – 5	Easter (no classes or exams)
April 28	Classes End

Winter 2021 Kelowna

January 1	New Year's Day (no classes)
January 4	Classes start
February 15	Family Day (no classes)
April 2 - 5	Easter (no classes or exams)
May 24	Victoria Day (no classes)
June 23	Classes End

Summer 2021 (Kelowna and Salmon Arm)

April 26	Classes start
May 24	Victoria Day (no classes)
July 1	Canada Day
August 2	BC Day (no classes)
September 6	Labour Day (no classes)
October 11	Thanksgiving Day (no classes)
October 20	Classes end

Human Service Work Diploma

Kelowna and Salmon Arm (Vernon Second Year)

2020

September 7	Labour Day (no classes)
September 8	Classes start (Program Orientation) for Semester I in the morning.
	Classes start (Program Orientation) for Semester III in the afternoon.
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 7	Classes end
December 9 - 19	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2021

January 1	New Year's Day (no classes)
January 4	Classes start for Semester II
January 4	Classes start for Semester IV
February 15	Family Day (no classes)
April 2 – 5	Easter (no classes or exams)
April 13	Classes end
April 16 – 24	Final exam period
April 19	Start of Practicum Period (Note: host agencies generally accommodate students' exam schedules)
June 18	End of Practicum Period

Therapist Assistant Diploma

Kelowna

2020

September 7	Labour Day (no classes)
September 8	Classes start
October 12	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 7	Classes end
December 9 - 19	Final exam period
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure (no classes) – Okanagan College closed to the public

2021

January 1	New Year's Day (no classes)
January 4	Classes start
February 15	Family Day (no classes)
April 2 – 5	Easter (no classes or exams)
April 9	Classes end Fall 2019 Intake
April 12	Start of Fall 2019 Intake Preceptorship
April 13	Classes end Fall 2020 Intake
April 16 – 24	Final exam period
April 26	Start of Fall 2020 Intake Practicum
June 18	End of Fall 2019 Intake Preceptorship
June 18	End of Fall 2020 Intake Practicum

Appendix 5.6
Standing Committee Reports

Appendix 5.7
In camera session

Motion: "That Education Council move in camera."

Appendix 6.0
Reports