Education Council Meeting
Thursday, January 16, 2020, 4:00 p.m.
S 103B – Student Services Boardroom

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

1. **Determination of quorum and call to order**

2. **Adoption of the agenda**

3. **Approval of the minutes**

4. **Business arising**

5. **New business**
   5.1 Curriculum recommended by the CPRC – STH

   5.2 Curriculum recommended by Continuing Studies

   5.3 Curriculum recommended by the CPRC – AFP

   5.5 Standing committee reports
   a. Operations Committee
   b. ARP Committee
   c. CCC Committee
   d. Tributes Committee

   5.6 In camera session
   a. Tributes committee presentation

6. **Reports**
   6.1 Council Chair's report – Chris Newitt
   6.2 President's and Vice President Education's report – Andrew Hay
   6.3 Registrar's report – Bob Burge
   6.4 Board of Governors report – Shelley Cook
   6.5 Curriculum and calendar management project update

7. **Date, time of next meeting** – Thursday, February 6, 2020 at 4:00 pm

8. **Deadline for agenda items** – Wednesday, January 22, 2020 at 12:00 pm

9. **Adjournment**

Appendix 3.1
Approval of the Minutes from the December 5, 2019 Education Council meeting

Motion: "That Education Council approves the minutes from the December 5, 2019 Education Council meeting as presented."

Present: A Hay, N Lee-Ran, B Burge, W Gillett, T Walters (at 4:09), K Douglas, R Tyner, D Silvestrone, V Neykov, R Whermann, S Stirling (at 4:11), M Somerville, C Newitt, C Farrow, R Sawatzky, N Davis

Regrets: D Marques, A Krebs, G Coulthard, J Hamilton, C Leong

Absent: S Cook, M Kananga

Guests: R Huxtable, V Simpson, B Ridgeley

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: R Tyner/ V Neykov
   That Education Council approves the agenda as presented.
   Carried

3. **Approval of the Minutes**
   Motion: D Silvestrone/ K Douglas
   That Education Council approves the minutes of the November 7, 2019 Education Council meeting as presented.
   -   A member noted a typo under item 6.2.
   Carried

4. **Business Arising**

5. **New Business**

   5.1 CPRC – AFP Curriculum
   a.   **Course revision: MATH 084   Mathematics 084**
        Motion: V Neykov/ R Tyner
        That Education Council approves the course revision: MATH 084 Mathematics 084 as recommended by the CPRC – AFP:
        -   In the absence of a presenter, C Newitt advised that the revision is due to a rebalancing of the curriculum. Instructors found that there was not enough time to cover the material in MATH 084 and there was too much time left in MATH 085. Therefore, material is being moved to MATH 085.
        -   A member questioned the September 2019 implementation date. M Welsh advised that the proposer had meant to have the proposals in earlier this year. C Newitt did not believe the change had actually be implemented yet.
        -   A member questioned the grammar in the proposed calendar description. C Newitt was uncomfortable making changes without the proposer present.
        -   Members agreed to approve the proposal. M Welsh will speak to the proposer.
        Carried

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b. **Course revision: MATH 085**   **Mathematics 085**
Motion: N Davis/ V Neykov
That Education Council approves the course revision: MATH 085 Mathematics 085 as recommended by the CPRC – AFP:
- As above.
Carried

5.2 Continuing Studies Curriculum
a. **Program revision: Bookkeeping Certificate**
Motion: V Neykov/ K Douglas
That Education Council approves the program revision: Bookkeeping Certificate as recommended by Continuing Studies and the CPRC - BUS:
- V Simpson advised that the revision is due to changes from the Office Administration department. OADM 140 has changed to OADM 143 and the OADO courses are no longer offered.
- A member noted a typo in the proposed requirements.
Carried

5.3 CPRC – BUS Curriculum
a. **Program revision: Accounting/Bookkeeping Certificate**
Motion: D Silvestrone/ M Somerville
That Education Council approves the program revision: Accounting/Bookkeeping Certificate as recommended by the CPRC – BUS:
- B Ridgeley noted that the three Office Administration program revisions are to capture the course revisions presented at November's Education Council meeting.
Carried

b. **Program revision: Administrative Assistant Certificate**
Motion: D Silvestrone/ N Davis
That Education Council approves the program revision: Administrative Assistant Certificate as recommended by the CPRC – BUS:
- As above.
Carried

c. **Program revision: Office Assistant Certificate**
Motion: K Douglas/ R Tyner
That Education Council approves the program revision: Office Assistant Certificate as recommended by the CPRC – BUS:
- As above.
Carried

d. **Course revision: BUAD 283**   **Management Information Systems**
Motion: M Somerville/ V Neykov
That Education Council approves the course revision: BUAD 283 Management Information Systems as recommended by the CPRC – BUS:
- B Gillett advised that the prerequisites and course hours are being revised. This is due to changes in the CPA program. The prerequisites are being revised to include admission into the Post – Baccalaureate Diploma in Marketing and Data Analytics.
- A member questioned why the lab was being removed. B Gillett explained that the lab component is not necessary given the requirements outlined by the CPA.
Carried

e. **Course revision: BUAD 315   Management Science**
   Motion: N Davis/ M Somerville
   That Education Council approves the course revision: BUAD 315 Management Science as recommended by the CPRC – BUS:
   - B Gillett noted that the Post – Baccalaureate in Data and Marketing Analytics has been added as a prerequisite.
   Carried

f. **Course revision: BUAD 336   Services Design**
   Motion: C Farrow/ R Sawatzky
   That Education Council approves the course revision: BUAD 336 Services Design as recommended by the CPRC – BUS:
   - B Gillett explained that the revision is a result of the sophistication of the marketing field. Students need more social media based marketing knowledge.
   Carried

g. **Course revision: BUAD 410   Organization Change and Development**
   Motion: M Somerville/ V Neykov
   That Education Council approves the course revision: BUAD 410 Organization Change and Development as recommended by the CPRC – BUS:
   - B Gillett advised that the ENGL/CMNS requirement is not necessary for a fourth year course.
   - C Newitt added that the graduation requirements have remained the same. This is just a change to the prerequisites.
   Carried

h. **Program revision: Post-Baccalaureate Diploma in Marketing**
   Motion: C Farrow/ N Davis
   That Education Council approves the program revision: Post-Baccalaureate Diploma in Marketing as recommended by the CPRC – BUS:
   - The department found that students taking the Post – Baccalaureate Diploma in Marketing with previous business degrees had too much overlap in content. There are not enough courses to substitute what the students have already taken. The admission requirements are being revised to allow only students with previous degrees in non-business programs.
   Carried

5.4 Standing Committee Reports
   a. Operations Committee
      - The committee met December 4, 2019 and the minutes will be presented in camera.
      - The committee will need to meet again in January to approve graduates for the winter convocation.

   b. ARP Committee
      - Not yet met.

   c. CCC Committee
      - The CCC committee met December 3, 2019 with the CCM policy team to review the Education Council proposal forms.

d. Tributes Committee
    -   Tributes met November 29, 2019 and again this morning. Tributes looks at
        nominees for honorary fellowships and distinguished service awards. These will
        be presented to Education Council at the January 2020 meeting. C Newitt
        reminded members that the Tributes presentation is highly confidential.

5.5 In Camera Session

Motion: D Silvestrone/ R Tyner
That Education Council moves in camera.
Carried

a. **Minutes of the December 4, 2019 Operations Committee meeting**
    Motion: C Farrow/ M Somerville
    That the Education Council accepts the minutes of the December 4, 2019 Operations
    Committee meeting as presented.
    Carried

    Motion: C Farrow/ N Davis
    That Education Camera moves ex camera.
    Carried

6. Reports
6.1 Council Chair's Report – C Newitt
    -   No report.

6.2 President & Vice-President Education Report – A Hay
    -   The Common First Year Engineering Certificate has been posted for provincial
        commentary. This will be finished in another week and will then be presented to the
        Board of Governors for approval.
    -   The Applied Arts Degree has finished the DQAB process and a recommendation has
        been made to the Minister.
    -   C Newitt noted that faculty saw a preview of the version of the degree presented to
        the Minister. The title has changed as well as the structure. All changes are in line
        with OC's agreement with UBCO. The changes allow for more student flexibility.
    -   A Hay noted that the Chair of the Board of Governors has resigned as he is now
        Chief of the WFN. Gloria Morgan is now chair and Juliette Cunningham is the new
        Vice Chair.

6.3 Registrar's Report – B Burge
    -   B Burge wished students good luck with their exams.

6.4 Board of Governor's Report – S Cook
    -   No report.

6.5 Curriculum and Calendar Project Update
    -   The implementation team has continued their weekly meetings with Kuali.
    -   The Policy Team met 3 December 2019. Reviewed a draft discussion document on
        Education Council academic policy development processes and the role/work of ARP
        (Academic Regulations and Policies Standing Committee) in the consultation and
        review process. Reviewed the current work of the Implementation Team in the initial
        setup of course forms and workflow in Kuali sandbox. Reviewed/discussed the current
        new course approval form questions, which questions need to be completed by a
        proposer, by a dean/director, etc.. Next meeting will look at the current program

proposal form questions. Policy Team will look to meet every 2-3 weeks beginning in January 2020.
- We are currently developing a short presentation on the CCM Project for delivery to academic administrators (deans, chairs) in the Winter 2020 term.
- The forms are highly customizable and can be reviewed and tweaked when needed.
- C Newitt noted that the team will most likely be updating the new forms annually, as needed. This is a developmental process.

7. **Date, Time of Next Regular Meeting** – Thursday, January 16, 2020 at 4:00

8. **Deadline for Agenda Items** – Tuesday, December 17, 2019

9. **Adjournment** at 4:40pm.

Appendix 5.1
Curriculum recommended by the
CPRC - STH

Science, Technology, and Health Programs

Motion: That Education Council approve the course revision: MATH 314 Calculus and Linear Algebra for Business as recommended by the CPRC - STH:

MATH 314 – 3 – 3   **Calculus and Linear Algebra for Business**

Course revision:
- **Calendar description**
- **Prerequisites**
- **Hours**

Rationale:
This course is necessary for the Post-Baccalaureate Diploma in Marketing and Data Analytics program. We have discovered, however, that there is insufficient time to cover the linear algebra required for the program. Since there is not enough additional material to necessitate a second math course in the program, our proposal is to increase the hours to reflect the increase in content.

While the increased number of contact hours is the primary goal of this proposal, we will also be doing some minor house keeping to:

Clean up the language in the calendar to reflect the increased materials; and

Change the prerequisites to indicate that students do not need 3rd year standing to take this course if they are using it as a credit in another program. We have often waived this requirement in the past.

Calendar description:

Existing:
This calculus and linear algebra course covers business applications. Topics include but are not limited to functions and linear equations, systems of equations, matrix algebra, linear programming, differentiation and integration. Applications to cost, revenue and profit functions, break-even models, the production mix problem, the portfolio problem, profit maximization and optimization in several variables and a calculus-based approach to the mathematics of finance.

Proposed:
This calculus and linear algebra course covers business applications. Topics include, but are not limited to, functions and linear equations, systems of equations, matrix algebra, including matrix multiplication, matrix inversion and solving matrix equations, linear programming, differentiation and integration. Applications to cost, revenue and profit functions, break-even models, the production mix problem, the portfolio problem, profit maximization and optimization in several variables and a calculus-based approach to the mathematics of finance will be discussed.

Prerequisites:

Existing	Proposed
– MATH 114 – third-year standing or admission to the Post-Baccalaureate Diploma in Marketing and Data Analytics program	– MATH 114 or admission to any Post-Baccalaureate Diploma program

Hours:

	Existing	Proposed
Lecture	3	4

Implementation date: May 2020
Cost: N/A

Appendix 5.2
Curriculum recommended by
Continuing Studies

Continuing Studies Programs

Motion: That Education Council approves the program revision: Medical Office Assistant Certificate as recommended by Continuing Studies and the CPRC – STH:

Program revision:
- **Calendar description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Revision of courses**
- **Deletion of courses**
- **Program outline**

Rationale:

The Medical Office Assistant (MOA) certificate program goes through an annual review. During the review process, consultation takes place with an AdHoc Review Committee (ARC) to ensure that the program continues to meet student needs and industry standards for successful employment of the program's graduates. The ARC included current instructors, Interior Health Authority (IHA) and the Divisions of Family Practice.

The Divisions of Family Practice is comprised of community-based groups of family physicians working together to achieve common health-care goals working collaboratively with community and health care partners to enhance local patient care. The Divisions of Family Practice has been expanding within the province of BC, which includes the Interior Health region, and there is a growing need for well-trained MOAs to support the doctors within these practices.

During the most recent review, it was evident that the role of an MOA has changed significantly and OC's MOA Certificate program requires changes in order to be in line with industry's requirements and to prepare graduates of this program to work in this field.

The key findings of the consultation resulted in the following revisions to the MOA Certificate program:

Overview of Revisions: Program Description, Admission Requirements, Graduation Requirements, Course Descriptions, Course Hours, Learning Outcomes, and Student Assessments.

Deletion of courses: MSCW 110 (Computers in the Workplace), MOA 06 (Medical and Surgical Transcription) and MOA 03 (Medical Office Observation).

Addition of new courses: MOA 101 (Medical Terminology), MOA 102 (Pharmacology), MOA 103 (Computers and Transcription), MOA 106 (Workplace Skills) and MOA 107 (Practicum)

Revised course: MOA 104 (Medical Office Practice management) and MOA 105 (Medical Office Procedures).

The program hours change from 254 to 336; a difference of 82 hours. The addition of a 90-hour practicum contributes to the additional program hours. The addition of a practicum is a requirement for students wanting to work within the Interior health Authority. For students wishing to work in a doctor's office, the practicum will provide valuable hands-on experience to integrate the theory into practice.

Calendar description:

Existing:

This 254-hour program prepares students for employment in reception, clerical or assisting positions in medically-oriented facilities such as hospitals and doctors' offices. Students will acquire skills to use effective oral and written communication techniques, demonstrate office procedures and time management, apply medical terminology in all courses, obtain a good understanding on the use of computers in the business environment, perform computerized medical billing, and apply medical office guidelines and standards. Students will also learn to understand and adhere to medical/legal aspects.

Proposed:

This 336-hour Medical Office Assistant (MOA) Certificate program prepares students for administrative and clinical duties of an office assistant in a medical office or clinical environment. Students will acquire skills to communicate accurately and professionally with medical professionals and patients, demonstrate knowledge of office procedures and time management, apply medical terminology throughout the program, obtain a good understanding on the use of computers in the office environment, perform computerized medical billing

tasks, apply medical office guidelines and standards, and gain real-world experience through a practicum. Students will also learn about medical/legal aspects of the healthcare industry.

Admission requirements:

Existing	Proposed
– BC 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. – A minimum grade of 60% in one of English 12, Technical and Professional Communications (TPC) 12 or an equivalent Provincial Level ABE English course or a minimum score of 24/40 (Level 4) on the Language Proficiency Index (LPI) test. Note: Communications 12 is not acceptable. – Standard First Aid and CPR Level C – Keyboarding speed of 40 net wpm	– BC 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. – A minimum grade of 60% in one of: English 12, English 12 First Peoples, or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable. – Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive). – - A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Graduation requirements:

Existing	Proposed
– Students must complete the five core courses with a minimum passing grade of 70% on each course and receive a pass on MOA 03 (Medical Office Observation).	– Students must pass the practicum and attain a minimum grade of 70% in each of the other courses in the program.

Addition of courses:
MOA 101 Medical Terminology, MOA 102 Pharmacology, MOA 103 Computers and Transcription, MOA 105 Medical Office Procedures, MOA 106 Workplace Skills, MOA 107 Practicum

Revision of courses:
MOA 104 Medical Office Practice Management Systems

Deletion of courses:
MOA 02 Medical Office Procedures, MOA 03 Medical Office Observation, MOA 06 Medical and Surgical Transcription

Program outline:

Existing	Proposed
MOA 01 Medical Terminology MOA 02 Medical Office Procedures MOA 03 Medical Office Observation MOA 104 Medical Office Practice Management Systems	**MOA 101 Medical Terminology:** This course is designed to provide entry-level proficiency, specific to MOAs, on topics including human anatomy and the ten major body systems. Students will learn basic word structure, prefixes, suffixes, terms pertaining to the body as a whole and those related to general body systems. Abbreviations, an overview of basic medical terminology with an emphasis on the roots of complex terms and symbols, will also be covered. **MOA 102 Pharmacology:** This course examines how medications work, medication classifications, methods of administration and the major medication groups affecting the various body systems. An understanding of

<u>MSCW 110</u> Computers in the Workplace <u>MOA 06</u> Medical and Surgical Transcription	the components of a physician's order and using commonly accepted medical abbreviations will also be discussed. **MOA 103 Computers and Transcription:** This course is designed to provide foundational knowledge of computers in the office environment, including word processing, spreadsheets, email and presentation skills. Students will also be introduced to basic transcription skills. **MOA 104 Medical Office Practice Management Systems:** In this course students will learn about managing the flow of information in the medical office and will be introduced to the role of computers. Students will explore the skill of entering patient information, scheduling, coding medical procedures, billing and claims management. Students will have hands-on training in a computer lab and in using practice management computer systems. **MOA 105 Medical Office Procedures:** In this course students will be introduced to the common routines and procedures of a medical office. Students will learn how to book appointments and manage patient records. Students will also learn universal precautions, basic patient care procedures and the components of instrument sterile processing. **MOA 106 Workplace Skills:** This course is designed to introduce students to the basic communication skills used in the workplace. Students will learn how to create a welcoming atmosphere, common factors affecting behaviour, communication strategies for difficult situations and diverse populations. These skills will include written and oral communication, and working with others. **MOA 107 Practicum:** This supervised experience provides the student with an opportunity to integrate the theory into practice at one of several accredited practicum sites. During this hands-on experience, students gain further insights, awareness, and knowledge of the workspace.

Implementation date: April 2020
Cost: N/A

Motion: That Education Council approves the program revision: Nursing Unit Assistant Certificate as recommended by Continuing Studies and the CPRC – STH:

Program revision:
- **Admission requirements**

Rationale:
This program revision is to update the admission requirements. A minimum typing speed is not a requirement for any of the courses within the NUA Certificate program; it is strictly an employer requirement. The Interior Health Authority is one of the main employers for the graduates of the NUA program and they have recently changed their typing speed requirement from 50 net wpm to 40 net wpm. The Continuing Studies Program Coordinators and instructors will ensure that participants of the NUA program are aware that different employers have different employment requirements and they need to be aware that a minimum typing speed is one of those requirements.

Admission requirements:

Existing	Proposed
– 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.	– 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 12 with minimum 60% or alternatives.	– English 12 with minimum 60% or alternatives.
– A minimum grade of 60% in Okanagan College's Continuing Studies' Computer Fundamentals or the Okanagan College's Continuing Studies' Computer Fundamentals challenge test	– A minimum grade of 60% in Okanagan College's Continuing Studies' Computer Fundamentals or the Okanagan College's Continuing Studies' Computer Fundamentals challenge test
– Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive.)	– Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive.)
– Keyboarding speed of 50 net wpm.	– A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.
– A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.	

Implementation date: April 2020
Cost: N/A

Appendix 5.3
Curriculum recommended by the
CPRC - AFP

Arts and Foundational Programs

Motion: That Education Council approves the course revision: IALG 011 Introductory Algebra 011 as recommended by the CPRC – AFP:

IALG 011 – 112 hours   Introductory Algebra 011
Course revision:
- **Prerequisites**

Rationale:
To make prerequisites match with the other equivalent courses, Mathematics 080 and Mathematics 084. Currently, IALG 011 has a minimum grade of 80% in Mathematics 072. We are adding Mathematics 070 as a prerequisite and then ringing both Mathematics 070 and Mathematics 072 prerequisites to a minimum of 60%.

Prerequisites:

Existing	Proposed
ABE MATH 072[1] or ABE MATH 084[2] [1] minimum grade of 80 required [2] minimum grade of 60 required Also offered by Distance Education	ABE MATH 070[1] or ABE MATH 072[1] or level 5 on the MSI (MATH Skills Indicator) [1] minimum grade of 60 required

Implementation date: January 2020
Cost: N/A

Motion: That Education Council approves the course revision: MATH 080 Mathematics 080 as recommended by the CPRC – AFP:

MATH 080 – 160 hours   Mathematics 080
Course revision:
- **Prerequisites**

Rationale:
To make prerequisites match with the other equivalent courses, Mathematics 084 and Introductory Algebra 011. Currently, Math 080 has a minimum grade of 70% in Mathematics 070 and Mathematics 072. We are bringing all prerequisites to the minimum of 60%

Prerequisites:

Existing	Proposed
ABE MATH 070[1] or MATH 072[1] or level 5 on the MSI (Math Skills Indicator) [1] minimum grade of 70 required	ABE MATH 070[1] or MATH 072[1] or level 5 on the MSI (MATH Skills Indicator) [1] minimum grade of 60 required

Implementation date: January 2020
Cost: N/A

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

Program revision:
- **Program outline**

Rationale:
The current ACC program outline attempts to be a comprehensive list of courses but to be so it would have to be updated to reflect the calendar yearly. It also lists several courses that are restricted to particular programs as options (e.g. CMNS 133 restricted sections for CIEN, MECH, SCMT, WET, etc.) These courses are often designed by Communications faculty in conjunction with the programs they are servicing. Consequently ACC students would not be best served by taking them due to their specificity. We propose a more general program outline description that would remove the need for constant updates that sends students to the calendar for available courses and asks them to get advice on yearly course offers from the Communications Chair.

Program outline:

Existing:	Proposed:
The program allows for flexible completion and for student choice. Students can choose to register in whichever of the available Communications and English course are most of interest to them and satisfy the graduation requirements.	The program allows for flexible completion and for student choice. Students can choose to register in whichever of the available Communications or English courses that are of most interest to them as long as they are not restricted to particular programs, in order to satisfy the graduation requirements. Please consult the calendar for a complete list and contact the Chair of Communications for advice on yearly available offers.

Currently available first-year Communications or English courses:

CMNS 100 Introduction to Communications
CMNS 101 Communication Fundamentals
CMNS 110 Introduction to Mass Communication
CMNS 112 Professional Writing I
CMNS 113 Technical Communication for Information Technology
CMNS 120 Journalism Fundamentals
CMNS 122 Professional Writing II
CMNS 123 Analysis and Reporting for Information Technology
CMNS 130 Introduction to Digital Media
CMNS 132 Technical Communication I for Engineering Technology
CMNS 133 Technical Writing and Communications I
CMNS 142 Technical Communication II for Engineering Technology
CMNS 143 Technical Writing and Communications II
CMNS 144 Technical Writing and Communications for Mechanical Engineering
CMNS 152 Writing in Health and Human Services
CMNS 160 Introduction to Film Studies
ENGL 100 University Writing
ENGL 116 Introduction to Creative Writing I
ENGL 126 Introduction to Creative Writing II
ENGL 150 Critical Writing and Reading: Poetry and Drama
ENGL 151 Critical Writing and Reading: Short Fiction and the Novel
ENGL 153 Critical Writing and Reading: Narrative

Currently available second-year Communications courses:

CMNS 200 Communications in the Everyday
CMNS 201 Career Communication & Strategy
CMNS 230 Communication and Culture
CMNS 240 The Culture of Television
CMNS 250 Cultural Industries in Canada
CMNS 260 Topics in Communications
CMNS 270 New Media
CMNS 280 Applied Communication
CMNS 290 Introduction to Video Game Studies

CMNS 295 Directed Studies in Communications **Currently available third-year Communications courses:** CMNS 300 Rhetoric and Persuasion CMNS 310 Visual Communication & Culture CMNS 320 Creative Communication CMNS 330 Public Relations CMNS 340 Media in Action CMNS 390 Advanced Communication Issues **Currently available fourth-year Communications courses:** CMNS 495 Directed Studies in Communications	

Implementation date: January 2020
Cost: N/A

Appendix 5.4
Library Collections Policy

Motion: "That Education Council approves the Library Collections Policy as presented."

Title	Library Collections Policy
Policy Area	College Systems and Resources
Policy Number (to be assigned by Policy Development Office)	E.5.3
See also (related policies)	Copyright – Fair Dealing Policy Use of Information Technology Resources

Effective Date of Policy:	
Approval Date:	
Applies to:	Employees, Students, and Members of the College community
Approving Body:	Education Council
Supersedes/New:	Library Collections Policy (E.5.3), January 9, 2009
Authority:	College and Institute Act

The following is responsible for the administration of this policy:

Primary Office	Contact
Library Services	Director, Library Services

Policy Statement

The purpose of the collections policy is:

- to provide guidelines for the selection and retention of library materials to support the mission of Okanagan College and align with Okanagan College values

- to facilitate the balanced and planned development of the library collection and the efficient and effective use of allocated funds

- to inform the Okanagan College community of the standards and principles used to develop the Okanagan College Library collection

Policy Details

Overview
The Library is responsible for selecting and acquiring materials to support the established curricular needs of students, faculty and instructors at Okanagan College. The resources collected and made available by the Library support the Okanagan College community's educational goals, employee professional development, and scholarly and applied research activity. Materials relating to the people and communities of the Okanagan region are collected to preserve and make available the local historical record.

The Library collects materials in the format(s) that will be of practical use to the Okanagan College community and at the level that is suited to the courses and programs supported.

The Library acquires materials in a manner that makes efficient and effective use of available funds and provides equitable access to the Okanagan College community.

The Director of Library Services is ultimately responsible for the Library and its collection.

Integrity of the College Library Collection
The Library supports the principles of intellectual freedom as set out in the *Canadian Federation of Library Associations'* and the *British Columbia Library Association's Statement on Intellectual Freedom*. Requests to remove materials considered to be inappropriate for the library collection will be referred to the Director of Library Services for a response.

Responsibility for Collections Development
All continuing Librarians have liaison responsibilities, which include identifying and selecting materials for the Library in their respective liaison areas. Librarians make recommendations for new subscriptions or licensed content.

Librarians provide library resource assessments for new courses and programs as part of the Okanagan College Education Council course and program approval process. Faculty and instructors have responsibility for recommending resources to support both new and existing courses and programs through their department chair or other departmental representative.

Suggestions for purchase from students and other library users will be considered by Liaison Librarians. Final approval for acquisitions rests with the Library.

Responsibility for Collections Management
Building a balanced, current, and diverse library collection is a dynamic process that includes assessment and removal of materials that are in poor condition, obsolete, or no longer relevant to curricula. Librarians have primary responsibility for decisions regarding replacement, preservation, transfers to storage, cancellations and withdrawals. Departmental library representatives, faculty members, and instructors with appropriate subject expertise may be asked to review potential cancellations and withdrawals. Collections management activities are coordinated by the Collections and Cataloguing Librarian.

Collections Allocations
The Director of Library Services allocates the annual collections budget, with advice from the Collections and Cataloguing Librarian and other librarians as appropriate. The Library monitors allocated funds on an ongoing basis to ensure responsible expenditure of the budget. Collections assessment activities inform the strategic allocation of funds. These

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activities include evaluations of current holdings, data analysis, and identification of opportunities to address emerging strategic priorities.

Procedures

Collections Development Guidelines
The development of library collections will consider the following criteria:

General Selection Criteria
The following criteria are not exhaustive or necessarily in order of priority:

1. Relevance: Supports courses and programs approved by Okanagan College Education Council and subsequently listed in the official calendar, program accreditation, Okanagan College educational goals, employee professional development or scholarly activity; local history and issues.

2. Quality: Authorial credentials; publisher reputation; accuracy; currency; scope; projected lifespan for relevance.

3. Level: Suitable to the curricula and goals supported and inclusive of materials at pre-college, vocational, technical, and lower to upper undergraduate levels. More specialized and complex materials may be acquired for faculty and instructors to be used in preparation of courses or for scholarly activity.

4. Language: English language and other languages that directly support curricula.

5. Format: Appropriate for use; content integrity; added value; durability and stability; convenience of use; consideration of user demand or preference. If usage and access warrant, resources may be acquired in more than one format.

6. Cost: Price relative to average costs for materials in the subject area, as well as costs for acquiring, processing and housing or providing access.

7. Existing Holdings: Augments or updates the existing collection. The availability of material through interlibrary loan or document delivery may be a consideration.

8. Multiple Copies: To make available core resources required for courses in the campus library where the courses are offered, multiple copies of an item may be purchased. Supplementary resources are made available through intercampus delivery rather than duplicated. Multiple copies may also be purchased where warranted by high demand at one location.

Selection Criteria: Material Type

1. Books & E-books: Monographs are collected in both physical and digital forms. Electronic formats provide convenient access for users, and are the preferred format for some disciplines. Licenses that allow multiple users to simultaneously access content and which do not include digital locks that restrict copying, printing, or require third party software for access are strongly preferred to more restrictive models. Materials are collected in physical formats for titles that are expected to be read cover to cover, where the content is best conveyed in print (e.g. art books), when no electronic version is available, and/or where departmental preference is for print. When both hardcover and paperback editions of a book are available,

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paperback is preferred for cost savings over anticipated lifespan. Significant discrepancies in price can exist between print and digital formats, so relative costs are considered in all decisions.

2. Digital Resources: Digital resources are selected that support pedagogy and learning, the scholarly and applied research pursuits of students and faculty, and the College's curricula. Digital resource platforms are vetted for ease of use, compatibility with College systems, and quality / relevance of content.

3. Books Authored by Okanagan College Employees: Published books authored in whole or in part, or edited by, Okanagan College employees, may be purchased if relevance criteria are met. Format, number of copies, and collection location will be determined on a case-by-case basis.

4. Kalamalka Press Books: A minimum of two (2) copies of books published by Kalamalka Press will be purchased.

5. Textbooks: Okanagan College course textbooks in print are not purchased; however, textbooks that are recognized as important in their field or which are the only source of information on a subject may be purchased. Faculty and instructor copies of required course textbooks may be placed on reserve in the Library.

6. Periodicals: Specific selection criteria for new journal, magazine or newspaper subscriptions include but are not limited to: indexing availability, overlap with existing resources, and cost-effectiveness of interlibrary loan.

7. Media: Streaming format is preferred unless otherwise specified by the requestor or where that option proves cost-prohibitive. In instances where a title is only available physically, attempts will be made to procure streaming rights. Spoken word sound recordings and other media may also be purchased.

8. Alternative Formats: Alternative formats are not purchased directly. Users who require alternative formats are referred to Accessibility Services who in turn liaise with CAPER-BC (the Centre for Accessible Post-secondary Education Resources).

9. Literacy Resources: Materials intended for adult new readers at a grade 6 or lower reading level are purchased for literacy collections.

10. Gifts: Gift materials will be assessed by the same criteria as purchased materials and are accepted with the understanding there are no restrictions regarding use and disposition. See also Okanagan College Library Gift-in-Kind Donation Policy.

11. Local Interest: Books, periodicals, and other materials of particular interest to the Okanagan region are collected and stored separately from general collections. Access and use of local interest collection is subject to guidelines established by the library designed to minimize loss via damage or theft.

12. AACP/English Language Learning Textbooks: The library receives an annual allocation from Okanagan College that is dedicated to the maintenance of textbook collections for these programs. This allocation exists separately from the remainder of the library's collection budget and is managed jointly by the Library and the instructional departments.

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Collections Management Guidelines

Librarians have primary responsibility for decisions regarding replacement, preservation, transfers to storage, cancellations and withdrawals. The management of library collections will consider the following criteria:

1. Replacement: Criteria for replacing lost, missing or damaged items include but are not limited to: relevance to current curriculum, past use, existing holdings and cost.

2. Preservation: If replacement is not a viable option, damaged or excessively worn books may be rebound and media materials may be reformatted, in compliance with copyright legislation, to preserve deteriorating content or improve use.

3. Transfers to Storage: Low-use materials may be placed in storage due to campus library space limitations.

4. Cancellations: Criteria for renewal or cancellation of standing orders, subscriptions or licenses include but are not limited to: relevance to current curriculum, usage, duplication of content, existing holdings and cost.

5. Withdrawals: Criteria for withdrawal from the library collection include but are not limited to: licensing expiry, no longer relevant to Okanagan College curriculum, outdated content, superseded edition, duplicated content, stable digital equivalent availability, no or minimal usage, physical deterioration.

Additional Information

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Appendix 5.5
Standing Committee Reports

Appendix 5.6
In camera session

Motion: "That Education Council move in camera."

Appendix 6.0
Reports