Education Council Meeting
Thursday, October 1, 2020, 4:00 p.m.
Via Collaborate

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	Health & Social Development
Youry Khmelevsky	Science and Technology Programs
Chris Newitt	Arts & Foundational – Kelowna
Svan Lembke	School of Business - Kelowna

Educational Administrators

Name	Location
Bill Gillett	Dean – Business & Commercial Aviation Programs
Andrew Hay	Vice President Education
	Director – CS
Ross Tyner	Director – Library Services

Students

Name	Location
Choi Leong	Student – South Okanagan Similkameen
Rachel Wehrmann	Student – Central Okanagan
Andrew Schmidt	Student – North Okanagan
Scott Stirling	Student - Shuswap Revelstoke

Staff

Name	Location
Bobbie Wyatt	Kelowna Campus
Michelle Somerville	Kelowna Campus

Non-Voting

Name	Location
Jim Hamilton	President, OC
Shelley Cook	Board of Governors

Secretariat

Name	Location
Bob Burge	Registrar OC
Maddy Cabral	Education Council Office

Other Recipients

Name	Area	Name	Area
Joanna Campbell	Assistant to the President	Meri Kim Oliver	VP - Students
Eric Corneau	Regional Dean –S Ok/Similk.	Yvonne Moritz	Dean – Science, Technology & Health
Campus Admin	Campus Admin-Penticton	Steve Moores	Dean – Trades & Apprenticeship
Rob Huxtable	Dean – Arts & Foundational Programs	Jonathan Rouse	Assoc Dean – Business & Aviation Programs
Margaret Scharf	Campus Admin-Salmon Arm	President	OC Student Union
Joan Smeyers	Campus Admin - Vernon	President	OC Kalamalka (Vernon) Student Assoc
Laura Berntzen	Asst to the Dean– STH	L Thurnheer	Associate Dean – STH
Anita Harden	Registrar's Office - Kelowna	Eve Avis	Asst to Dean - AFP
Michelle Walker	Asst to Dean-Trades/Appren	Leanne Foster	Asst to Director- International
Jasmine McGee	Asst to Director - Student Serv	T Kisilevich	Assoc Dean – Trades & Apprenticeship
Lynn Kohout	Asst to Dean-Bus & Aviation	Barry McGillivray	Assoc Dean – Business & Aviation
Karen Hojnocki	Asst to Director–Con Studies	Allan Coyle	Assoc VP, External & Strategic Initiatives
Joan Ragsdale	Regional Dean Shuswap/Rev	Tanya Harding	Exec Asst-VP Finance & Admin
Liz Plamondon	Exec Asst-VP Students	Angie March	Asst to Regional Dean – Central Ok
Lara Jennings	Exec Asst – VP Education	Curtis Morcom	VP - Finance and Administration
Beverlie Dietze	Director, Learning/Teaching	Inga Wheeler	Assoc Registrar – Enrolment Services
Jane Lister	Regional Dean N Okanagan	Sharon Josephson	Associate Dean – AFP
Phil Ashman	Regional Dean C Okanagan	Tracy Riley	Associate Dean - AFP
Carlyn Young	Registrar's Office - Kelowna	James Coble	Director, Student Services

Okanagan College Education Council Agenda
Okanagan College Education Council Agenda **Meeting of Thursday, October 1, 2020   4:00 pm** **Via Collaborate**

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 – BUS

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

   5.3 In camera session
   a.   Minutes of the September 24, 2020 Operations Committee meeting

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, November 5, 2020 at 4:00 pm

8. **Deadline for agenda items –** Wednesday, October 21, 2020 at 12:00 pm

9. **Adjournment**

Appendix 3.1
Approval of the Minutes from the September 17, 2020 Education Council meeting

Motion: "That Education Council approves the minutes from the September 17, 2020 meeting as presented."

Present: A Hay, B Burge, W Gillett, R Tyner, M Somerville, C Farrow, D Marques, G Coulthard, N Davis, A Schmidt, C Newitt, T Walters, V Neykov, J Hamilton, C Leong, R Whermann, A Krebs, B Wyatt, S Lembke, Y Khmelevsky

Regrets:

Absent: S Cook, S Stirling

Guests: R Huxtable, B Smith, S Johnson, M K Oliver

Recorder: M Cabral

1. **Determination of quorum and call to order**
    C Newitt called the meeting to order at 4:00 pm

2. **Adoption of the agenda**
    Motion: V Neykov/ C Farrow
    That Education Council approves the agenda as presented.
    -     There are two additions to the agenda. They will be presented in camera.
    Carried

3. **Approval of the minutes**
    Motion: V Neykov/ M Somerville
    That Education Council approves the minutes of the June 4, 2020 Education Council meeting as presented.
    Carried

4. **Business arising**

5. **New business**

    5.1 CPRC – AFP curriculum
    a. **Course revision: LSIN 012B   Basic Computer Skills B**
        Motion: M Somerville/ C Farrow
        That Education Council approves the course revision: LSIN 012B Basic Computer Skills B as recommended by the CPRC – AFP:
        -     B Smith explained that the ASE department is doing a deep dive into all their courses and programs to make them more streamlined and up to date.
        -     B Burge noted the implementation dates must all be in the future. M Cabral will change the dates to May 2021.
        -     Regarding LSIN 012 B, B Smith noted that students have become very computer literate and the department no longer needs to levels of the same Basic Computer Skills course. Basic Computer Skills A will be deleted.
        Carried

    b. **Course revision: LSIN 016   Writing Your Life**
        Motion: A Krebs/ R Tyner
        That Education Council approves the course revision: LSIN 016 Writing Your Life as recommended by the CPRC – AFP:
        -     B Smith advised that this is a housekeeping revision to address incorrect prerequisites.
        Carried

c. Course revision: LSIN 017   **Workplace Awareness I**
Motion: A Krebs/ C Farrow
That Education Council approves the course revision: LSIN 017 Workplace Awareness I as recommended by the CPRC – AFP:
-   B Smith noted the revision is to align the course with the other literacy courses.
Carried

d. Course revisions:
           LSIN 018   **Workplace Awareness II**
           LSIN 019   **Workplace Awareness III**
Motion: C Farrow/ V Neykov
That Education Council approves the course revisions: LSIN 018 Workplace Awareness II and LSIN 019 Workplace Awareness III as recommended by the CPRC – AFP:
-   As above.
Carried

e. Course revision: LSIN 022   **Rights and Responsibilities of an Adult**
Motion: M Somerville/ G Coulthard
That Education Council approves the course revision: LSIN 022 Rights and Responsibilities of an Adult as recommended by the CPRC – AFP:
-   B Smith advised that as OC is an adult institution, having "adult" in the course title is unnecessary. The prerequisite change is to reflect program practice.
Carried

f. Course revision: LSIN 034   **Banking, Budgeting and Bill Paying**
Motion: G Coulthard/ R Tyner
That Education Council approves the course revision: LSIN 034 Banking, Budgeting and Bill Paying as recommended by the CPRC – AFP:
-   B Smith noted that as bill pay is a component of budgeting, it was not needed in the title. The prerequisite change is to match similar courses.
Carried

g. Course revision: LSIN 099   **ASE Special Topics**
Motion: C Farrow/ M Somerville
That Education Council approves the course revision: LSIN 099 ASE Special Topics as recommended by the CPRC – AFP:
-   B Smith noted that the revision is to address a typo in the prerequisites. The reduction in hours was done in consultation with other members of the department who felt 160 hours would fit better within the program.
Carried

h. Course deletions:
           LSPM 031   **PACE Applied Skills 1**
           LSPM 032   **PACE Applied Skills 2**
           LSPM 033   **PACE Applied Skills 3**
           LSPM 034   **PACE Applied Skills 4**
Motion: A Krebs/ M Somerville
That Education Council approves the course deletion: LSPM 031 PACE Applied Skills 1; LSPM 032 PACE Applied Skills 2; LSPM 033 PACE Applied Skills 3; and LSPM 034 PACE Applied Skills 4 as recommended by the CPRC – AFP:
-   B Smith explained that the PACE program is designed to give students skills and practice for employment. These four courses are not needed as the applied skills are incorporated throughout the program.
Carried

i. Course deletions:
           LSIN 009   **Visual and Verbal Literacy for the Real World**

LSIN 024	**Safety and Driver Training**
LSIN 026	**Community Awareness**
LSIN 012A	**Basic Computer Skills A**

Motion: C Farrow/ G Coulthard

That Education Council approves the course deletions: LSIN 009 Visual and Verbal Literacy for the Real World; LSIN 024 Safety and Driver Training; LSIN 026 Community Awareness; and LSIN 012A Basic Computer Skills A as recommended by the CPRC – AFP:

- B Smith advised that these courses were no longer needed with current technology.

Carried

j. **Course revision: ENGL 116   Introduction to Creative Writing I**
   Motion: T Walters/ R Tyner

   That Education Council approves the course revision: ENGL 116 Introduction to Creative Writing I as recommended by the CPRC - AFP:

   - S Johnson noted that the change in prefix was to separate the literature courses (ENGL) from the creative writing courses (CRWR). The new CRWR prefix will make it simpler for students who want to take an emphasis in creative writing.
   - A member noted a typo in the course description.
   - B Burge noted that the implementation dates must be in the future. M Cabral will change all implementation dates to read May 2021.

   Carried

k. **Course revision: ENGL 126   Introduction to Creative Writing II**
   Motion: V Neykov/ C Farrow

   That Education Council approves the course revision: ENGL 126 Introduction to Creative Writing II as recommended by the CPRC - AFP:

   - As above.

   Carried

l. **Course revision: ENGL 216   Intermediate Workshop in Creative Writing- Poetry**
   Motion: M Somerville/ T Walters

   That Education Council approves the course revision: ENGL 216 Intermediate Workshop in Creative Writing – Poetry as recommended by the CPRC - AFP:

   - As above.
   - A member questioned the prerequisites. He noted that if students are required to have ENGL 126 they should already have ENGL 116 and to list both is redundant. S Johnson explained that this is not always the case, some students get into ENGL 126 with a waiver. Also, both prerequisites are required for the course to transfer. Listing both will make it more clear for students.

   Carried

m. **Course revisions:**

ENGL 217	**Intermediate Workshop in Creative Writing – Fiction**
ENGL 218	**Intermediate Workshop in Creative Writing – Drama**
ENGL 219	**Intermediate Workshop in Creative Writing – Creative Non-Fiction**
ENGL 281	**Intermediate Workshop in Creative Writing - Screenwriting**

   Motion: A Krebs/ C Farrow

   That Education Council approves the course revisions: ENGL 217 Intermediate Workshop in Creative Writing – Fiction; ENGL 218 Intermediate Workshop in Creative Writing – Drama; ENGL 219 Intermediate Workshop in Creative Writing – Creative Non-Fiction; and ENGL 281 Intermediate Workshop in Creative Writing – Screenwriting as recommended by the CPRC - AFP:

   - As above.

   Carried

n. **Course revision: ENGL 307   Creative Non-fiction Writing for Canadian Markets**
   Motion: R Whermann/ G Coulthard

That Education Council approves the course revision: ENGL 307 Creative Non-fiction Writing for Canadian Markets as recommended by the CPRC - AFP:
-   As above.
-   ENGL 220 has been removed as a prerequisite as it is not a creative writing course.
Carried

o. **Course revision: ENGL 311   Writing Drama**
    Motion: V Neykov/ G Coulthard
    That Education Council approves the course revision: ENGL 311 Writing Drama as recommended by the CPRC - AFP:
    -   As above.
    -   A member noted a typo in the course description.
    Carried

p. **Course revision: ENGL 383   Creative Writing Fiction**
    Motion: A Krebs/ M Somerville
    That Education Council approves the course revision: ENGL 383 Creative Writing Fiction as recommended by the CPRC - AFP:
    -   As above.
    Carried

q. **Course revision: ENGL 408   Topics in Creative Writing**
    Motion: V Neykov/ T Walters
    That Education Council approves the course revision: ENGL 408 Topics in Creative Writing as recommended by the CPRC - AFP:
    -   As above.
    Carried

r. **Course revision: ENGL 409   Writing the Novel**
    Motion: T Walters/ G Coulthard
    That Education Council approves the course revision: ENGL 409 Writing the Novel as recommended by the CPRC - AFP:
    -   S Johnson noted that as CRWR 409 already existed, ENGL 409 will become CRWR 410.
    Carried

s. **Program revision: Associate of Arts Degree**
    Motion: T Walters/ V Neykov
    That Education Council approves the program revision: Associate of Arts Degree as recommended by the CPRC - AFP:
    -   R Huxtable noted that the revision is to add an emphasis to the existing degree. The department is also working on an MOU with UBCO for OC students with a creative writing emphasis to enter directly into UBCO's creative writing degree in the third year. The goal is to give students a clear path.
    Carried

5.2 Standing committee reports
    a. Operations Committee
        -   The committee is meeting next week to approve graduates.
        -   The committee is one member short. Anyone interested in joining should contact M Cabral.
        -   Operations committee minutes will be presented in camera.

    b. ARP Committee
        -   Not met.

    c. CCC Committee
        -   Not met.

       d.   Tributes Committee
-    Not met.

5.3 In camera session

Motion: D Marques/ M Somerville
That Education Council moves in camera.
Carried

    a. Operations Committee meeting minutes
    Motion: A Hay/ C Farrow
    That Education Council accepts the following Operations Committees meeting minutes as
    presented:
- March 25, 2020 operations committee minutes
- April 7, 2020 operations committee minutes
- May 12, 2020 operations committee minutes
- June 11, 2020 operations committee minutes
- July 8, 2020 operations committee minutes

    Carried

    b. Posthumous award
    Motion: A Hay/ C Newitt
    That Education Council approve that [the student] receive the diploma in Network and
    Telecommunications Engineering Technology, posthumously.
- A Hay explained that the student passed away before completing their program. The student was just missing one math course and had completed every other course in their program successfully. The College would like to award the credential posthumously.
    Carried

    c. Rescinding of an Associate of Science degree
    Motion: T Walters/ A Hay
    That Education Council approve the rescinding of the Associate of Science degree conferred
    upon [the student] on 11 June 2020.
- B Burge advised that upon investigation, a group of students cheated on an exam. STH conducted investigations. A recent graduate acknowledged the academic integrity violation. It was not their first offence. The College has decided to rescind their Associate of Science degree as the student no longer meets the graduation requirements.
    Carried

    Motion: A Hay/ G Coulthard
    That Education Council move out of camera.
    Carried

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

6.2 President & Vice-President Education report – A Hay
- A Hay noted that the Applied Bachelor of Arts degree has been approved by the ministry.
- A member questioned when admissions would open. A Hay advised that it still needs to go through program planning and budgeting.
- A Hay added that the program name noted in his report is the old name. The new Education Council approved name is Community Research and Evaluation.

6.3 Registrar's report – B Burge
- No report.

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

6.5   Curriculum and calendar management project update
  – B Burge noted that the team continues to meet regularly with Kuali and is making great progress in the transfer of data from banner into the systems sandbox. Some proposals will be pirated by using the new Kuali system and the current PDF system simultaneously to work out any issues.
  – C Newitt added that his department had some course and program proposals that he hopes to test in the new system.

7.   Date, time of next regular meeting – Thursday, October 1, 2020 at 4:00 pm

8.   Deadline for agenda items – Wednesday, September 16, 2020 at 12:00 pm

9.   **Adjournment** at 5:10pm.

Appendix 5.1
Curriculum recommended by the CPRC – BUS

Motion: That Education Council approves the program revision: Bookkeeping Certificate as recommended by the CPRC – BUS and Continuing Studies:

Program revision:
- **Admission requirements**

Rationale:
Due to advances in basic digital literacy of the students applying to this certificate, the computer fundamental admission requirement is no longer necessary to predict success in the certificate and is administratively cumbersome for students and admissions employees. For students who want to refresh their computer skills OC will recommend they take the online computer fundamentals course available.

Admission requirements:

Existing	Proposed
BUAD 111 or OADM 143 or BAC 11 and 12 or a minimum grade of 73% in Accounting 12 or equivalent. A minimum grade of 60% in Okanagan College's Continuing Studies Computer Fundamentals or the Okanagan College's Continuing Studies Computer Fundamentals challenge test.	BUAD 111 or OADM 143 or BAC 11 and 12 or a minimum grade of 73% in Accounting 12 or equivalent.

Implementation date: January 2021
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:
- **Addition of courses**
- **Program outline**

Rationale:
Adding a new marketing elective, BUAD 433 Applied Search Marketing to the Bachelor of Business Administration - Marketing Specialty.

Addition of courses:
BUAD 433

Program outline:

Bachelor of Business Administration - Marketing Speciality

Current:	Proposed:
While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:	While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:
BUAD 176 Professional Sales	BUAD 176 Professional Sales
BUAD 210 Introduction to Marketing Research	BUAD 210 Introduction to Marketing Research
*	*
BUAD 266 Advertising and Marketing Communications	BUAD 266 Advertising and Marketing Communications
*	*
BUAD 200 Digital Marketing	BUAD 200 Digital Marketing
Plus four of:	Plus four of:
BUAD 278 Marketing Management	BUAD 278 Marketing Management
BUAD 297 Retailing	BUAD 297 Retailing
BUAD 305 Logistics and Supply Chain Management	BUAD 305 Logistics and Supply Chain Management
BUAD 333 Search Marketing	BUAD 333 Search Marketing
BUAD 334 Events Planning	BUAD 334 Events Planning
BUAD 335 Electronic Commerce	BUAD 335 Electronic Commerce
BUAD 336 Services Design	BUAD 336 Services Design
BUAD 338 Selected Topics: Marketing	BUAD 338 Selected Topics: Marketing
BUAD 438 Selected Topics: Marketing	BUAD 438 Selected Topics: Marketing
BUAD 344 Marketing Analytics and Data Analysis	BUAD 344 Marketing Analytics and Data Analysis
BUAD 345 Consumer Behaviour	BUAD 345 Consumer Behaviour
BUAD 415 New Product Development	BUAD 415 New Product Development
BUAD 470 Customer Relationship Management	BUAD 433 Applied Search Marketing
	BUAD 470 Customer Relationship Management
Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.	Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.

Implementation date: September 2020
Cost: N/A

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

Program revision:
- **Addition of courses**
- **Program outline**

Rationale:
Adding a new marketing elective, BUAD 433 Applied Search Marketing to the Post Baccalaureate Diploma in Marketing.
Addition of courses:
BUAD 433
Program outline:

Post-Baccalaureate Diploma in Marketing

Current:	Proposed:
Semester 1	Semester 1
BUAD 111 Financial Accounting I	BUAD 111 Financial Accounting I
BUAD 113 Canadian Business	BUAD 113 Canadian Business
BUAD 116 Marketing	BUAD 116 Marketing
BUAD 123 Management Principles	BUAD 123 Management Principles
BUAD 128 Computer Applications I	BUAD 128 Computer Applications I
Semester 2	Semester 2
BUAD 176 Professional Sales	BUAD 176 Professional Sales
BUAD 195 Financial Management	BUAD 195 Financial Management
BUAD 210 Introduction to Marketing Research	BUAD 210 Introduction to Marketing Research
BUAD 262 Organizational Behaviour	BUAD 262 Organizational Behaviour
BUAD 264 Management Accounting	BUAD 264 Management Accounting
Semester 3	Semester 3
BUAD 200 Digital Marketing	BUAD 200 Digital Marketing
BUAD 345 Consumer Behaviour	BUAD 345 Consumer Behaviour
One of:	One of:
BUAD 272 Business Simulation	BUAD 272 Business Simulation
BUAD 293 Entrepreneurship	BUAD 293 Entrepreneurship
and two BUAD electives*	and two BUAD electives*
Semester 4	Semester 4
BUAD 340 Strategic Management I	BUAD 340 Strategic Management I
and four BUAD electives*	and four BUAD electives*
*The six BUAD electives must be chosen from the following:	*The six BUAD electives must be chosen from the following:
STAT 124 Business Statistics	STAT 124 Business Statistics
BUAD 209 Business Law	BUAD 209 Business Law
BUAD 266 Advertising and Marketing Communications	BUAD 266 Advertising and Marketing Communications
BUAD 297 Retailing	BUAD 297 Retailing
BUAD 333 Search Marketing	BUAD 333 Search Marketing
BUAD 334 Events Planning	BUAD 334 Events Planning
BUAD 335 Electronic Commerce	BUAD 335 Electronic Commerce
BUAD 336 Services Design	BUAD 336 Services Design
BUAD 344 Marketing Analytics and Data Analysis	BUAD 344 Marketing Analytics and Data Analysis
BUAD 470 Customer Relationship Management	BUAD 433 Applied Search Marketing
	BUAD 470 Customer Relationship Management

Implementation date: September 2020
Cost: N/A

Motion: That Education Council approves the course revision: AVIA 104 Introduction to Aviation Theory as recommended by the CPRC – BUS:

AVIA 104 – 4 – 4   **Introduction to Aviation Theory**
Course revision:
  • **Content**
Rationale:
As AVIA 104 is material-heavy, radio and communications theory is being moved to AVIA 105 Aviation Language Proficiency to alleviate the course workload and to keep all radio and communications course content together.
Content:
Moving radio and communications theory from AVIA 104 to AVIA 105 alleviates the material-heavy course workload and keeps all radio communications course content together.
Implementation date: January 2021
Cost: N/A

Motion: That Education Council approves the course revision: AVIA 105 Aviation Language Proficiency as recommended by the CPRC – BUS:

AVIA 105 – 3 – 3   **Aviation Language Proficiency**
Course revision:
- **Title –** new title **– Professional Aviation Radio Communications and Theory**
- **Calendar description**
- **Content**

Rationale:
1. The formal Transport Canada Aviation Language Proficiency Test rules have changed. Students must demonstrate Aviation Language Proficiency either formally of informally, depending on whether they have previously attended high-school or post secondary programs at an English speaking school located in Canada, prior to flying solo. The proof of ability to meet the Aviation Language Proficiency Test (ALPT) requirements has been moved to a prerequisite for acceptance into the program to avoid enrolling students who may not make it through the ALPT.
2. NavCanada has created new, fundamental radio communications guidance material that requires review and training to avoid enrolling student who may not make it through the ALPT.
3. As the co-requisite of AVIA 104 is material-heavy, radio and communications theory is being moved to AVIA 105 to alleviate the course workload and to keep all radio communications content together.

Calendar description:
Existing:
Students will study the material to prepare for the Transport Canada Aviation Language Proficiency exam and Restricted Operator Certificate with Aeronautical Qualification (ROC-A) exam. Successful completion of both of these exams is required to pass the course.
Proposed:
Students will study the material to prepare for the Restricted Operator Certificate with Aeronautical Qualification (ROC-A) examination and prepare for professional levels of practical radio operations and communications in the aircraft. Successful completion of the ROC-A examination is required to pass the course.

Content:
Adding fundamental radio communications guidance material produced by NavCanada that requires review and training to alleviate industry issues with radio communications. As the co-requisite of AVIA 104 is material-heavy, radio and communications theory is being moved to AVIA 105 from AVIA 104 to alleviate the course workload and to keep all radio and communications items together.
Implementation date: January 2021
Cost: N/A

Motion: That Education Council approves the course revision: AVIA 112 Navigation and Air Regulations I as recommended by the CPRC – BUS:

AVIA 112 – 3 – 3   **Navigation and Air Regulations I**
Course revision:
- **Calendar description**
- **Content**

Rationale:
As AVIA 104 is material-heavy, radio and communications theory is being moved to AVIA 105 Aviation Language Proficiency to alleviate the course workload and to keep all radio and communications course content together.

Calendar description:
Existing:
Topics include the principles and techniques of air navigation and map reading, the use of a flight computer, aircraft performance and the Canadian Aviation Regulations.
Proposed:
Topics include the principles and techniques of air navigation and map reading, the use of a flight computer, aircraft performance and the Canadian Aviation Regulations. Electronic Flight Bags (EFBs) and their use in the pre-flight and in-flight stages of a flight will be introduced.

Content:
The use of electronic media and devices in pre-flight and in-flight operations is being introduced.
Implementation date: January 2021
Cost: N/A

Motion: That Education Council approves the course revision: AVIA 115 Flight Lab I as recommended by the CPRC – BUS:

AVIA 115 – 3 – 9   **Flight Lab I**
Course revision:
- **Calendar description**

Rationale:
The current description references Grass Strip operations, which are no longer conducted. The current description specifies "Dual flights are with two students and one instructor, solo flights are with two students" which is no longer applicable on every lesson, so it needs to be removed. The basic statement of "This lab consists of both dual and solo flying" Is adequate.

Calendar description:
Existing:
This lab consists of both dual- and solo-flying and an evening seminar once a week. The flight instruction includes mountain, cross-country, night, GPS and radio navigation, and basic instrument flying techniques. This course includes an introduction to grass strip operations. Dual flights are with two students and one instructor, solo flights are with two students.
Proposed:
This lab consists of both dual and solo flying, and an evening seminar once a week. The flight instruction includes cross-country, radio and GPS navigation and basic instrument flying techniques. Upon completion of this course, students will have developed some of the related practical skills and knowledge required for the Transport Canada Commercial Pilot License flight test.
Implementation date: January 2021
Cost: N/A

Motion: That Education Council approves the course revision: AVIA 214 Advanced Avionics as recommended by the CPRC – BUS:

AVIA 214 – 1.5 – 1.5   **Advanced Avionics**
Course revision:
- **Calendar description**
- **Content**

Rationale:
Microwave landing systems no longer exist. GPS technologies are advancing at a rapid pace, changing format along the way, while NavCanada, Transport Canada and other aviation regulatory bodies around the world are removing many older systems. This requires a more generic description of some of the content to prevent it from becoming invalid on short notice.

Calendar description:
Existing:
A study of the avionics systems including gyros, inertial navigation systems, low and medium frequency navigation systems, satellite navigation systems, instrument landing systems, transponders, electronic cockpits, displays and flight management systems.
Proposed:
This course is a study of past, current and future avionics systems including gyros, inertial navigation systems, low and medium frequency navigation systems, satellite navigation systems, various instrument approach types, electronic cockpits and flight management systems.

Content:
Some approach systems (microwave landing systems) and navigation equipment (non-directional beacons, very high frequency omni-directional radio stations) are no longer available around the world, and the new GPS based systems require more focus and in-depth training.
Implementation date: January 2021
Cost: N/A

Motion: That Education Council approves the program revision: Commercial Aviation Diploma as recommended by the CPRC – BUS:

Program revision:
- **Calendar description**
- **Admission requirements**
- **Revision of courses**

Rationale:
The admission requirements need to be modified to include the Transport Canada Aviation Language Proficiency Test (ALPT) as mandated by Transport Canada. The applicant assessment and test administration will be completed by Southern Interior Flight Centre staff, as per the Transport Canada regulations. An additional program description revision includes the removal of the fee amount in the 'fees' section because the information is outdated and the preference is to list the fees in one place only, as per the right side of the web page. An additional update includes the removal of the last sentence regarding fuel costs located in the same fees section because it is no longer relevant to the program.

Calendar description:
Existing:
Please note, students entering the September intake must have their Private Pilot's License. Those entering the program in January do not require their Private Pilot's License until September. This admission requirement can be satisfied by taking the required private pilot's training courses and labs (AVIA 104, 105, 106, 107).

The Commercial Aviation Diploma (CAD) program is for individuals who are interested in pursuing a career in commercial aviation. The program provides students with university--level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.

The Commercial Aviation diploma program consists of two distinct and separate areas of study - aviation and flight training courses, and university-level academic courses. The flight training is taught at the Southern Interior Flight Centre facility located at the Kelowna International Airport and consists of Transport Canada-prescribed flight training, simulator training, aviation theory and exams. The academic portion of the program is completed at Okanagan College and consists of eight 3-credit courses taken as part of this program.

The Commercial Aviation program is made available through a co-operative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition fees for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student's flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.

Fees (subject to change): Students with an approved Canadian Private Pilot's Licence can expect to pay approximately $59,000 for tuition and flight training fees. Students without an approved Canadian Private Pilot's Licence can expect to pay an additional fee. Tuition fees for the flying portion are dependent upon the number of hours required to complete the flying and training requirements. These hours will vary according to the skill level of individual students. Please note that students who book an aircraft, simulator or instructor are responsible for related charges and cancellation penalties will apply. Fuel costs will be reimbursed to students at the Kelowna fuel rate set by Southern Interior Flight Centre. Costs above this rate are the student's responsibility.

Student Dress and Survival Equipment: Students will be required to wear the prescribed clothing for commercial pilots and should anticipate the costs of purchasing and maintaining their clothing. Prescribed clothing consists of: black pants, socks, dress shoes, and tie plus a white "pilot" shirt. Students should anticipate preparing and maintaining their own personal survival pack to be carried on cross-country flights.

Course Registration Requirements: Aviation courses must be taken in the prescribed order and must be taken in concurrent blocks each semester as shown in the program outline below. All semesters must be taken contiguously (with allowance for summer break). Students unable to meet this requirement must withdraw from the program.

Career Opportunities: include pilots with charter companies, regional carriers and private corporations as well as additional job opportunities with major airline companies.

Proposed:

Please note, students entering the September intake must have their Private Pilot's License. Those entering the program in January do not require their Private Pilot's License until September. This admission requirement can be satisfied by taking the required private pilot's training courses and labs (AVIA 104, 105, 106, 107).

The Commercial Aviation Diploma (CAD) program is for individuals who are interested in pursuing a career in commercial aviation. The program provides students with university-level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.

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Course Registration Requirements: Aviation courses must be taken in the prescribed order and must be taken in concurrent blocks each semester as shown in the program outline below. All semesters must be taken contiguously (with allowance for summer break). Students unable to meet this requirement must withdraw from the program.

Career Opportunities: include pilots with charter companies, regional carriers and private corporations as well as additional job opportunities with major airline companies.

Admission requirements:

Existing	Proposed
- BC secondary school graduation (or its equivalent) or mature student status. - English 12 with minimum 60% or alternatives. *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced	- BC secondary school graduation (or its equivalent) or mature student status. - English 12 with minimum 60% or alternatives. *Students graduating from secondary school in or prior to 2012:* Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11. *Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum:* A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanced

Level Adult Basic Education mathematics course. • Category 1 Aviation Medical. • Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.	Level Adult Basic Education mathematics course. • Category 1 Aviation Medical. • Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability. • Proof of ability to meet Transport Canada Aviation Language Proficiency Requirements

Revision of courses:
AVIA 104, AVIA 105, AVIA 112, AVIA 115, AVIA 214
Implementation date: January 2021
Cost: N/A

Appendix 5.2
Standing Committee Reports

Appendix 5.3
In camera session

Motion: "That Education Council moves in camera.

Appendix 6.0
Reports