

Education Council Meeting
Thursday, January 14, 2021, 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	VP Academic and Provost
Joan Ragsdale	Regional Dean – Shuswap
Ross Tyner	Director – Library Services

Students

Name	Location
Choi Leong	Student – South Okanagan Similkameen
Matthew Rice	Student – Central Okanagan
Simran Bajwa	Student – North Okanagan
	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	Laura 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	Karen Sansom	Associate Dean - AFP
Carlyn Young	Registrar's Office - Kelowna	James Coble	Director, Student Services

Okanagan College Education Council Agenda Meeting of Thursday, January 14, 2021, 4:00 pm Via Collaborate

1. **Determination of quorum and call to order**
2. **Adoption of the agenda**
3. **Approval of the minutes**
 - 3.1 December 3, 2020 Education Council minutes..... 3
4. **Business arising**
5. **New business**
 - 5.1 Curriculum recommended by the CPRC – AFP
 - a. Proposal for a course revision: ENGL 205.....10
 - b. Proposal for a program revision: Basic Skills Certificate A10
 - c. Proposal for a program revision: Basic Skills Certificate B.....15
 - d. Proposal for a program revision: Advanced Skills Certificate21
 - 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 January 12, 2021 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, February 4, 2021 at 4:00 pm**
8. **Deadline for agenda items – Wednesday, January 20, 2021 at 12:00 pm**
9. **Adjournment**

Appendix 3.1

Approval of the Minutes from the December 3, 2020 Education Council meeting

Motion: “That Education Council approves the minutes from the December 3, 2020 meeting as presented.”

**Okanagan College Education Council
Minutes of Thursday, December 3, 2020 4:00 pm
Via Collaborate**

Present: A Hay, B Burge, W Gillett, R Tyner, M Somerville, C Farrow, D Marques, G Coulthard, C Newitt, V Neykov, J Hamilton, S Lembke, Y Khmelevsky, J Ragsdale, A Krebs, , B Wyatt, M Rice, S Bajwa, C Leong

Regrets: N Davis, S Cook

Absent: T Walters

Guests: R Foerderer, T Kisilevich, N Fretz, R Light, K Langedyk, D Williams, Q DeWitt, J Hobart, L Thurnheer

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/ M Somerville

That Education Council approves the agenda as presented.

Carried

3. Approval of the minutes

Motion: C Farrow/ V Neykov

That Education Council approves the minutes of the November 5, 2020 Education Council meeting as presented.

Carried

4. Business arising

5. New business

5.1 CPRC – T/A curriculum

a. Program revision: Culinary Arts Certificate

Motion: R Tyner/ V Neykov

That Education Council approves the program revision: Culinary Arts Certificate as recommended by the CPRC – T/A:

- R Foerderer noted that the graduation requirements have been aligned with the ITA requirements. Previously, students were required to achieve 70% in each course, which was hard for students who struggled in certain areas. The requirement is now for students to achieve 70% overall.

Carried

b. Program revision: Culinary Management Diploma

Motion: V Neykov/ A Krebs

That Education Council approves the program revision: Culinary Management Diploma as recommended by the CPRC – T/A:

- As above.

Carried

c. Program revision: ABLE to TEA admission requirements

Motion: Vlad/ Glen

That Education Council approves that the following programs' admission requirements be revised as recommended by the CPRC – T/A:

- Automotive Service Technician

-
- Carpentry/ Joinery
 - Carpenter Foundation
 - Collision Repair Technician
 - Culinary Arts Certificate
 - Electrical Pre-Apprenticeship
 - Heavy Mechanical Foundation
 - Pastry Arts
 - Refrigeration and A/C Mechanic
 - RV Technician
 - Plumbing and Piping Trades
 - Sheet Metal Worker
 - Studio Woodworking
 - Welder Foundation
 - Aircraft Maintenance Technician (Maintenance)
 - Aircraft Maintenance Engineer (Structures)
 - Automotive Service Technology
 - Collision Repair Technician
- T Kisilevich explained that the ABLE test was used to assess students who did not meet the English or Math requirements for students, but it has become outdated. The department received a grant to develop an in-house trades assessment exam (TEA). It is available online and as a hard copy for those students who are not able to write the exam online. It includes inclusive language. Each department decided on how many math questions were required to assess a student's ability, based on the math requirement for the programs.

Carried

5.2 Curriculum recommended by the CPRC – STH:

a. New course: ICT 212 Cyber Security Analysis

Motion: A Krebs/ B Wyatt

That Education Council approves the new course: ICT 212 Cyber Security Analysis as recommended by the CPRC - STH:

- N Fretz explained that businesses are looking for employees to have cyber security skills.
- A member noted that this looked like an excellent course.

Carried

b. Program revision: Infrastructure and Computer Technology Diploma

Motion: M Somerville/ V Neykov

That Education Council approves the program revision: Infrastructure and Computer Technology Diploma as recommended by the CPRC – STH:

- N Fretz noted the revision is to include ICT 212 into the program. The program outline was revised to best fit the course into the program.

Carried

c. Program revisions: Okanagan College to UBC Okanagan Civil Engineering Bridge, Okanagan College to UBC Okanagan Electrical Engineering Bridge, Okanagan College to UBC Okanagan Mechanical Engineering Bridge

Motion: A Hay/ V Neykov

That Education Council approves the program revision: Okanagan College to UBC Okanagan Civil Engineering Bridge as recommended by the CPRC – STH:

- K Langedyk advised that UBCO initiated the revision to replace MATH 212 to MATH 221. Students will be able to transfer to UBCO easier and will get UBCO credit for the course. The revision will be implemented August 2021 and will apply to students entering the programs the following September.

Carried

d. New course: DSCI 315 Dashboards and Analytic Reporting

Motion: V Neykov/ A Hay

That Education Council approves the new course: DSCI 315 Dashboards and Analytic Reporting as recommended by the CPRC – STH:

- J Hobart advised that the department has taken the existing Post Baccalaureate Diploma in Marketing and Data Analytics and adapted in for health applications.
- This has been done in consultation with Interior Health. IH was insistent that students have knowledge in dashboards. DSCI 314 will use Power BI as its platform and students will learn how to build dashboards.
- A member questioned in the Computer Science department was consulted, as they have a similar course. J Hobart noted that they were consulted and he will send this to the member.

Carried with one objection

e. New course: DSCI 321 Health Care Analytics

Motion: B Wyatt/ A Krebs

That Education Council approves the new course: DSCI 321 Health Care Analytics as recommended by the CPRC – STH:

- J Hobart advised that IH will provide fictitious health care data to help students in this course. They noted that one skill missing from their employees is the ability to deal with health data, in terms of volume and its oddities.

Carried

f. New course: DSCI 322 Comparative Health Systems

Motion: C Farrow/ M Somerville

That Education Council approves the new course: DSCI 322 Comparative Health Systems as recommended by the CPRC – STH:

- J Hobart explained that the vast majority of students in the Post Baccalaureate Diploma in Marketing and Data Analytics are international students. To make this new program more applicable for these students, this course will compare the health care systems of Canada, the US, and Europe.
- A member questioned if this course would be taught by the math or health department. J Hobart noted that he has consulted with the health department and they were not particularly interested in teaching any courses. There are faculty in the math department who also work for IH and there is one faculty member who used to work for WHO. J Hobart would happily have a partnership with the health department, but as that is not the case, the math department does have the staff to teach the courses.
- A member noted that human geography faculty could also teach the course.

Carried with one objection

g. New course: DSCI 323 Epidemiology and Health Analytics

Motion: V Neykov/ R Tyner

That Education Council approves the new course: DSCI 323 Epidemiology and Health Analytics as recommended by the CPRC – STH:

- J Hobart explained that this course teaches students to apply health analytics to epidemiology.
- A member noted that the question above is pertinent here as well. J Hobart noted that all of the courses could be taught by either math faculty or IH staff.

Carried

h. New course: DSCI 324 Health Care Information Systems

Motion: V Neykov/ A Krebs

That Education Council approves the new course: DSCI 324 Health Care Information Systems as recommended by the CPRC – STH:

- J Hobart noted this course will look at how data is managed in the health care system.

Carried

i. New course: DSCI 420 Mathematics for Machine Learning

Motion: V Neykov/ G Coulthard

That Education Council approves the new course: DSCI 420 Mathematics for Machine Learning recommended by the CPRC – STH:

-
- J Hobart noted that this course looks at the math behind regression and density estimation and classification. Data science is such a rapidly changing field that knowing this math will allow students to adapt to new algorithms, rather than having to go back to school.

Carried

j. New program: Post Baccalaureate Diploma in Health Analytics

Motion: V Neykov/ B Wyatt

That Education Council approves the new program: Post Baccalaureate Diploma in Health Analytics recommended by the CPRC – STH:

- J Hobart directed members to look at the program outline on page 40 of the agenda. It is the same structure as the Post Baccalaureate Diploma in Marketing and Data Analytics and that program is working very well.
- A member was concerned about the use of “unique” in the calendar description. J Hobart agreed to remove it.

Carried

5.3 Standing committee reports

- Operations Committee
 - Met on November 20, minutes to come in camera.
- ARP Committee
 - Not met.
- CCC Committee
 - The committee met December 2 to discuss the program form.
- Tributes Committee
 - Scheduled to meet December 15 to discuss honorary fellows.

5.4 In camera session

Motion: M Somerville/ V Neykov

That Education Council moves in camera.

Carried

5.5 Operations Committee meeting minutes

Motion: A Hay/ M Somerville

That Education Council accepts the November 20, 2020 Operations Committees meeting minutes as presented.

Carried

Motion: C Farrow/ R Tyner

That Education Council move out of camera.

Carried

6 Reports

6.1 Council Chair’s report – C Newitt

- The AGC meeting was held recently. OC is not the only institution getting a new president right now. Other institutions are also implementing similar CCM software systems. The feedback from institutions who already use similar software is that things are working significantly better, meetings are shorter and more efficient, and the quality and volume of consultation has increased significantly. Consultation is central to why the CCM project began.
- C Newitt added that there were also questions as to how micro credentials are handled at Education Councils and within BCCAT. C Newitt will send this information to members.

6.2 President & Vice-President Education report – A Hay

-
- A Hay explained that his office is looking at changing how the written Education Council report is produced. Hopefully the new format will be used at January's meeting.

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

- The CCC committee met to discuss the program form and look at the structure and organization of questions. They will meet again in January to discuss managing workflow.
- Things are moving along very smoothly. There has been lots of work behind the scenes cleaning up the data download in Kualu.

7. Date, time of next regular meeting – Thursday, January 14, 2021 at 4:00 pm

8. Deadline for agenda items – Tuesday, December 15, 2020 at 12:00 pm

9. Adjournment at 4:45 pm.

Appendix 5.1

Curriculum recommended by the CPRC – AFP

Motion: That Education Council approves the course revision: ENGL 205 Applied English Studies II as recommended by the CPRC – AFP:

ENGL 205 – 3 – 4

Applied English Studies II

Course revision:

- **Title – new title – Applied Publishing Studies: Introduction to Book Arts**
- **Calendar description**
- **Prerequisites**

Rationale:

The new course description more specifically describes the course as it has come to be taught over the last number of years. It highlights one of the main strengths of our Writing and Publishing Diploma -- faculty expertise in the specialized field of letterpress printing. The new course name does the same for the same reason.

The new prerequisites are courses developed after ENGL 205 in response to needs identified during the diploma's early years of existence.

Calendar description:

Existing:

This course is a continuation of ENGL 204. It advances the students' abilities in four areas: bibliographic studies, textual editing and review, digital publishing, and print publishing. Lectures will cover the theory and the praxis of literary work (creative and critical) and the material processes from authorship to publications, including an examination of the literary lives of eminent editors and publishers. Students are required to register in a one-hour faculty-led computer laboratory. (2,2,0)

Proposed:

This course introduces students to an assortment of practices involved in the book arts. Techniques explored may include hand-typesetting and letterpress printing, paper arts and bookbinding, digital design and production as well as the creation of unique book objects. Students are required to register in a two-hour faculty-led laboratory. (2,2,0)

Prerequisites:

Existing	Proposed
ENGL 204 3 additional credits of 200-level ENGL	ENGL 170 or FINA 170; FINA 171

Implementation date: May 2021

Cost: N/A

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

Program revision:

- **Program name – new name – Basic Skills Certificate - A (BSCA) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

Rationale:

The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.

An ASE Admissions Committee has been created and revisions to Admission Requirements are required to provide clarified criteria used by the committee for admissions.

Reference to Prior Learning Assessment 2005-2008 was no longer applicable.

Reference to Students who attend between 2005-2008 being given priority was no longer applicable.

Updates to Course outlines are required due to deletions and revisions of courses that were passed through CPRC in the June 10 2020 meeting and now have passed through EDCO's first fall meeting (Sept 17, 2020) and been given final approval. Addition of LSIN 029 Consumer Awareness into electives column and addition of LSIN 012 Basic Computer Skills, and LSIN 034 Banking and Budgeting as Level 2 Electives.

Program description:

Existing:

The Basic Skills Certificate - A (BSCA) Program supports Level One students in an individualized course of study to achieve their educational and personal development goals. This program is for students who wish to develop academic

and independent living skills. Program content includes courses which focus on basic literacy and math skills, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. The program will be offered full-time or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Students will be supported by ASE instructors to develop an Individual Learning Plan that will take two to four years to complete. Students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

Proposed:

The Basic Skills Certificate- A (BSCA) Program supports students in an individualized course of study to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on basic literacy and math skills, interpersonal and self management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of four years to complete the program (under special circumstances and with permission of the Dean this maximum may be increased).

Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

Admission requirements:

Existing	Proposed
<p>Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p> <p>General Requirements: Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. All students must:</p> <p>Complete a level one reading assessment demonstrating recognition of the alphabet, a sight vocabulary of at least 25 words, and the ability to read pre-primer material at the level of instruction according to the Silvaroli Classroom Reading Inventory or demonstrate mature listening capacity and ability to communicate ideas by listening to a level 2 story from the Silvaroli Classroom Reading Inventory and responding to comprehension questions at the level of instruction.</p> <p>Have the ability to learn and participate in a group setting</p> <p>Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others.</p> <p>Have a commitment to learning</p>	<p>Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school-leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counselor and be interviewed by the ASE Admissions Committee. The recommendation and interview information of the underage applicant will be referred to the Dean. The applicant will be admitted only if approved by the Dean and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p> <p>General Requirements: All students must participate in an intake interview with the ASE Admissions Committee.</p> <p>All students must:</p> <ul style="list-style-type: none"> • Complete a Level One reading assessment demonstrating recognition of the alphabet, a sight vocabulary of at least 25 words, and the ability to read pre-primer material at the level of instruction according to the Silvaroli Classroom Reading Inventory or demonstrate mature listening capacity and ability to communicate ideas by listening to a Level One story from the Silvaroli Classroom Reading Inventory and responding to comprehension questions at the level of instruction. • Demonstrate the ability to learn and participate in a group setting • Demonstrate emotional stability- have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others

<p>Have an identified cognitive disability</p> <p>Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):</p> <p>Psycho-educational assessment</p> <p>Records of previous participation in special or supported programs in a public institution or school</p> <p>Documentation of disability from a physician or medical specialist</p> <p>Referral from Community Living B.C.</p> <p>Recommendation from an instructor in AACP, another college, or high school</p> <p>Referral from a community agency</p> <p>Prior Learning Assessment: Students who are accepted into the BSCA Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program.</p> <p>Special Circumstances: Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will be given admission priority in order to complete their program.</p>	<ul style="list-style-type: none"> · Demonstrate a commitment to learning · Demonstrate an identified cognitive disability <p>Eligibility for admission is based on evidence of the above requirements being demonstrated in the assessment interview and must include at least two of the following (students must provide documentation at their own effort and expense):</p> <ul style="list-style-type: none"> · Psycho-educational assessment · Records of previous participation in special or supported programs in a public institution or school (ex: IEP or school transcript) · Documentation of disability from a physician or medical specialist · Referral from Community Living BC (CLBC) · Recommendation from an instructor in the Okanagan College Adult Upgrading Department, another college, or high school · Referral from a community agency <p>Special Circumstances:</p> <p>Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the Department Chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p> <p>A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.</p>
--	---

Graduation requirements:

Existing	Proposed
<p>Completion of six core courses and six courses selected in consultation with the student to form an Individualized Learning Plan. Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%</p>	<p>Completion of 6 core courses and 6 elective courses (12 courses in total). Courses must be completed within a maximum of four years unless there are special circumstances, upon recommendation of the department, and approval of the Dean. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%.</p>

Addition of courses:

LSIN 012 Basic Computer Skills, LSIN 029 Consumer Awareness, LSIN 034 Banking and Budgeting

Program outline:

Existing

Program Outline

Students will be supported by ASE instructors and their parents/caregivers to develop an Individual Learning Plan containing six core courses and six courses selected to meet individual interests and needs. Courses within the BSCA Program are not in a required sequence.

Courses will be offered in a variety of combinations at each centre. Students will be able to enter at any point and will graduate when they have completed the required combination of courses. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCA program, students are required to take core courses more than once. Each course of study will take two to four years to complete unless there are special circumstances and approval of the department to extend the program time. Students may attend full-time (three courses per semester) or part-time. On approval from the department, students may add one additional course per semester. Individual, stand-alone courses will still be available.

Special Circumstances: Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include:

- Lengthy illness - supported by medical documentation
- Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace
- Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance.
- Lack of available courses at the centre

Proposed

Basic Skills Certificate – A (BSCA) Program Outline

Students will be supported to achieve their educational and personal development goals. Courses within the BSCA Program are not in a required sequence. Courses will be offered in a variety of combinations at each centre. Students will be able to enter at any point and will graduate when they have completed the required combination of courses. ASE courses are skills-based and are adjusted to meet individual student need.

Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCA program, students are required to take core courses more than once.

Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Individual, stand-alone courses will still be available.

Special Circumstances:

Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include:

- Lengthy illness - supported by medical documentation
- Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace
- Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance.
- Lack of available courses at the centre.

BSCA students must complete:

- Two courses of any combination of LSIN 009 Visual and Verbal Literacy for the Real World and LSIN 010 Basic Academic I: Literacy
- Two courses of LSIN 010A Basic Academic I: Math
- One course of LSIN 020 Human Relations
- One course of LSIN 017 Workplace Awareness I: Literacy

The remaining six courses will be an individualized combination of:

LSIN 010 Literacy - English I
LSIN 009 Visual and Verbal Literacy for the Real World
LSIN 010A Numeracy - Mathematics I
LSIN 020 Human Relations
LSIN 017 Literacy - Workplace Awareness
1 LSIN 012A Basic Computer Skills A
LSIN 015 Express Yourself
LSIN 022 Rights and Responsibilities
LSIN 023 Health and Safety
LSIN 026 Community Awareness
LSIN 027 Social Communication
LSIN 030 Cooking
LSIN 036 General Science
LSIN 037 History of People with Intellectual Disabilities in BC

BSCA students must complete:

(courses are taken more than once)

- ☐ Two semesters of LSIN 010 Literacy - English 1
- ☐ Two semesters of LSIN 010A Numeracy – Mathematics 1
- ☐ One semester of LSIN 020 Human Relations
- ☐ One semester of LSIN 017 Literacy- Workplace Awareness 1

The remaining six courses will be an individualized combination of:

- ☐ LSIN 010 Literacy - English 1
- ☐ LSIN 010A Numeracy - Mathematics 1
- ☐ LSIN 020 Human Relations
- ☐ LSIN 017 Literacy- Workplace Awareness 1
- ☐ LSIN 015 Express Yourself
- ☐ LSIN 022 Rights and Responsibilities
- ☐ LSIN 023 Health and Safety
- ☐ LSIN 027 Social Communication
- ☐ LSIN 029 Consumer Awareness
- ☐ LSIN 030 Cooking

The following four Level 2 courses listed below may be offered as electives with permission of the ASE Department:

- ☐ LSIN 012 Basic Computer Skills
- ☐ LSIN 034 Banking and Budgeting
- ☐ LSIN 036 General Science
- ☐ LSIN 037 History of People with Intellectual Disabilities in BC

Optional Electives:

Students may choose to take up to four additional electives with permission of the department if:

- ☐ There is space. Priority will be given to students who require the course to complete their program.
- ☐ The course content is appropriate for the student at this stage of their learning.
- ☐ The course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload /burnout.
- ☐ Addition of this course does not make

Implementation date: January 2021

Cost: N/A

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

Program revision:

- **Program name – new name – Basic Skills Certificate-B (BSCB) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

Rationale:

The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.

An ASE Admissions Committee has been created and revisions to Admission Requirements are required to provide clarified criteria used by the committee for admissions.

Reference to Prior Learning Assessment 2005-2008 was no longer applicable.

Reference to Students who attend between 2005-2008 being given priority was not longer applicable.

Updates to program outlines are required due to deletions and revisions of courses that were passed through CPRC in the June 10 2020 meeting and have now passed through EDCO's first fall meeting (Sept 17, 2020) and been given final approval. The ASE BSCB Program Outline needed revision as did the Graduation Requirements.

Program description:

Existing:

The Basic Skills Certificate - B (BSCB) program supports level two and three students to achieve their educational and personal development goals. This program is for students who wish to work on academic skills and independent living skills. Program content includes courses which focus on literacy and math, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

The program will be offered full-time or part-time to accommodate the needs of students for whom part-time participation is most appropriate. Part-time students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

Proposed:

The Basic Skills Certificate-B (BSCB) Program supports students to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on literacy and math skills, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of four years to complete the program (under special circumstances and with permission of the Dean this maximum may increase).

Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

Admission requirements:

Existing	Proposed
<p>Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p>	<p>Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school-leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counselor and be interviewed by the ASE Admissions Committee. The recommendation and interview information of the underage applicant will be referred to the Dean. The applicant will be admitted only if approved by the Dean and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p>
<p>General Requirements: Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. All students must:</p>	<p>General Requirements: All students must participate in an intake interview with the ASE Admissions Committee. All students must:</p>

<ul style="list-style-type: none"> Complete the level two reading assessment (Beginner One Reading Tasks) with a 90% or better in accuracy and 75% or better in comprehension. Have the ability to learn and participate in a group setting. Be emotionally stable -have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others Have a commitment to learning. Have an identified cognitive disability. <p>To enter directly into level three courses, students must complete the level three reading assessment (Intermediate One Reading Tasks) with 90% or better in accuracy and 75% or better in comprehension Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):</p> <ul style="list-style-type: none"> Psycho-educational assessment Records of previous participation in special or supported programs in a public institution or school Documentation of disability from a physician or medical specialist Referral from Community Living B.C. Recommendation from an instructor in AACP, another college, or high school Referral from a community agency <p>Prior Learning Assessment: Students who are accepted into the BSCB Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program.</p> <p>Special Circumstances: Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE</p>	<ul style="list-style-type: none"> Complete a Level Two reading assessment with 90% or better in accuracy and 75% or better in comprehension. To enter directly into Level Three courses students must complete the Level Three reading assessment (Intermediate One Reading Tasks) with 90% or better in accuracy and 75% or better in comprehension. Demonstrate the ability to learn and participate in a group setting Demonstrate emotional stability - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others Demonstrate a commitment to learning Demonstrate an identified cognitive disability <p>Eligibility for admission will be based on evidence of the above requirements being demonstrated in the assessment interview and must include at least two of the following (students must provide documentation at their own effort and expense):</p> <ul style="list-style-type: none"> Psycho-educational assessment Records of previous participation in special or supported programs in a public institution or school (ex: IEP or school transcript) Documentation of disability from a physician or medical specialist Referral from Community Living BC (CLBC) Recommendation from an instructor in the Okanagan College Adult Upgrading Department, another college, or high school Referral from a community agency <p>Special Circumstances:</p> <p>Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the Department Chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p> <p>A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.</p>
---	--

courses between September 2005 and June 2008 will be given admission priority in order to complete their program.	
---	--

Graduation requirements:

Existing	Proposed																								
Completion of 10 core courses and two electives (12 courses). Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of a minimum of 70%.	<p>Completion of 10 core courses and 2 elective courses (12 courses in total). Courses must be completed within a maximum of four years unless there are special circumstances, upon recommendation of the department and approval of the Dean. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%.</p> <p>Graduating or past PACE students may use the following 6 LSPM courses as replacements for the following 6 BSCB courses where up to 2 BSCB courses are still required to graduate from the BSCB Program.</p> <table border="0"> <thead> <tr> <th>BSCB Course</th> <th></th> <th>PACE Course</th> </tr> </thead> <tbody> <tr> <td>1 of Literacy Workplace Awareness 2 or 3</td> <td>or</td> <td>LSPM 005 Career Exploration</td> </tr> <tr> <td>2 Human Relations</td> <td>or</td> <td>LSPM 003 Workplace Int. Skills A</td> </tr> <tr> <td></td> <td>or</td> <td>LSPM 004 Workplace Int. Skills B</td> </tr> <tr> <td>1 of Literacy - English 2 or 3</td> <td>or</td> <td>LSPM 001 Strategies for Success A</td> </tr> <tr> <td>2 Electives</td> <td>or</td> <td>LSPM 002 Strategies for Success B</td> </tr> <tr> <td></td> <td>And</td> <td>LSPM 007 Working World A</td> </tr> <tr> <td></td> <td>or</td> <td>LSPM 008 Working World B</td> </tr> </tbody> </table>	BSCB Course		PACE Course	1 of Literacy Workplace Awareness 2 or 3	or	LSPM 005 Career Exploration	2 Human Relations	or	LSPM 003 Workplace Int. Skills A		or	LSPM 004 Workplace Int. Skills B	1 of Literacy - English 2 or 3	or	LSPM 001 Strategies for Success A	2 Electives	or	LSPM 002 Strategies for Success B		And	LSPM 007 Working World A		or	LSPM 008 Working World B
BSCB Course		PACE Course																							
1 of Literacy Workplace Awareness 2 or 3	or	LSPM 005 Career Exploration																							
2 Human Relations	or	LSPM 003 Workplace Int. Skills A																							
	or	LSPM 004 Workplace Int. Skills B																							
1 of Literacy - English 2 or 3	or	LSPM 001 Strategies for Success A																							
2 Electives	or	LSPM 002 Strategies for Success B																							
	And	LSPM 007 Working World A																							
	or	LSPM 008 Working World B																							

Program outline:

Existing	Proposed
<p>Program Outline</p> <p>Students must apply for admission to the Advanced Skills Certificate program before the beginning to their final semester of this program. Students have a maximum of two years to complete the Advanced Skills Certificate program.</p> <p>Core Courses LSIN 011B Literacy - English 2 LSIN 013 Literacy - English 3 LSIN 018 Literacy - Workplace Awareness 2 LSIN 019 Literacy - Workplace Awareness 3 LSIN 010A Numeracy - Mathematics I LSIN 011A Numeracy - Mathematics 2 LSIN 020 Human Relations</p> <p>Core or Elective LSIN 012A Basic Computer Skills A LSIN 034 Banking and Budgeting</p> <p>Electives LSIN 012A Basic Computer Skills A LSIN 012B Basic Computer Skills B LSIN 015 Express Yourself LSIN 016 Writing Your Life LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety LSIN 024 Safety and Driver Training LSIN 026 Community Awareness LSIN 027 Social Communication LSIN 029 Consumer Awareness LSIN 030 Cooking LSIN 034 Banking and Budgeting LSIN 036 General Science LSIN 037 History of People with Intellectual Disabilities in BC</p>	<p>Basic Skills Certificate – B (BSCB) Program Outline</p> <p>Students are required to complete 10 core courses and 2 electives (12 courses in total). Courses within the BSCB Program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at each centre. Eligible students will be able to enter at the beginning of any semester if space is available.</p> <p>ASE courses are skills based and adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCB program, students are required to take core courses more than once.</p> <p>Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Individual, stand-alone courses will still be available. Students will have a maximum of four years to complete the program (except under special circumstances, upon recommendation of the department and with permission of the Dean).</p> <p>Special Circumstances: Under special circumstances students will be allowed to take longer than four years to complete their program.</p> <p>Circumstances may include:</p> <ul style="list-style-type: none">• Lengthy illness - supported by medical documentation• Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace• Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance• Lack of available courses at the centre

**BSCB students must complete:
(courses are taken more than once)**

- Three semesters of
LSIN 011B Literacy - English 2
and/or LSIN 013 Literacy - English
3
One Literacy course may be replaced
by LSIN 016 Writing Your Life
- Four semesters of
LSIN 010A Numeracy - Mathematics 1 or
LSIN 011A Numeracy - Mathematics 2
Up to two semesters of Mathematics may be
replaced by two semesters of
LSIN 034 Banking and Budgeting
- Two semesters of
LSIN 020 Human Relations
- One semester of
LSIN 018 Literacy-Workplace Awareness 2 or
LSIN 019 Literacy-Workplace Awareness 3

The remaining two courses will be Electives offered
from the following list:

- LSIN 012 Basic Computer Skills
- LSIN 015 Express Yourself
- LSIN 016 Writing Your Life
- LSIN 022 Rights and Responsibilities
- LSIN 023 Health and Safety
- LSIN 027 Social Communication
- LSIN 029 Consumer Awareness
- LSIN 030 Cooking
- LSIN 034 Banking and Budgeting
- LSIN 036 General Science
- LSIN 037 History of People with
Disabilities in BC

LSIN 016 Writing Your Life and LSIN 034 Banking and
Budgeting may be counted more than once as Electives.

Optional Electives:

Students may choose to take up to four additional
optional electives with permission of the department if:

- There is space. Priority will be given to
students who require the course to complete

- The course content is appropriate for the student at this stage of their learning.
- The course load is reasonable for this student given their circumstances and disability /abilities and will not cause overload /burnout.
- Addition of this course does not make contact hours exceed 24 hours per week.

CORE COURSES

LSIN 011B Literacy - English
 2 LSIN 013 Literacy - English 3
 LSIN 018 Literacy - Workplace Awareness 2
 LSIN 019 Literacy - Workplace Awareness 3
 LSIN 10A Numeracy - Mathematics I
 LSIN 011A Numeracy - Mathematics
 2 LSIN 020 Human Relations

CORE or ELECTIVES

LSIN 016 Writing Your Life
 LSIN 034 Banking and Budgeting

ELECTIVES

LSIN 012 Basic Computers Skills
 LSIN 015 Express Yourself
 LSIN 022 Rights and Responsibilities
 LSIN 023 Health and Safety
 LSIN 027 Social Communication
 LSIN 029 Consumer Awareness
 LSIN 030 Cooking
 LSIN 036 General Science
 LSIN 037 History of People with Intellectual Disabilities in BC

Implementation date: January 2021
Cost: N/A

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

Program revision:

- **Program name – new name – Advanced Skills Certificate (ASC) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

Rationale:

The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.

In addition, the program outline needs to be updated to include the Electives list from the original EDCO approved documents of 2008; to include new courses LSIN 036 General Science and LSIN 037 History of People with Intellectual Disabilities in BC added and approved after 2008 and course name changes approved since 2008; and to indicate newly deleted and revised courses (approved at Ed Co Sept17, 2020) .

The maximum length of this program has been changed from two years to three years to reflect best practice.

There has been a change to Admission Requirements to include language regarding admission of students with Special Circumstances, consistent with BSCA and BSCB, as well as department recommendation of student eligibility based on student demonstration of maturity and continued academic growth.

Graduation Requirements have been amended to include the length of the ASC Program from 2 to 3 years, to add language limiting the number of courses that can be replaced by completed PACE courses and a list of Core and Elective Courses has been included.

Program description:

Existing:

This full-time, two-year program is for students who have successfully completed the Basic Skills Certificate - B (BSCB) program, have demonstrate continued growth in their learning, and are committed to full-time attendance. ASC students are expected to demonstrate maturity, independence, and personal responsibility as learners and members of the OC community. In the Advanced Skills Certificate (ASC) Program, course work continues to focus on literacy and math skills, self-management and interpersonal skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

Proposed:

The Advanced Skills Certificate (ASC) Program supports students who have completed the Basic Skills Certificate- B (BSCB) Program, have demonstrated continued growth in their learning and wish to continue their post-secondary education. ASC students are expected to demonstrate maturity, independence, and personal responsibility as learners and members of the Okanagan College community.

In the ASC Program, course work continues to focus on literacy and math skills, self-management and interpersonal skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of three years to complete the program (under special circumstances, recommendation of the department and with the permission of the Dean this maximum may increase).

Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

Admission requirements:

Existing	Proposed
Successful completion of the BSCB Certificate	Successful completion of the BSCB Certificate. (Insert Hyperlink) Eligible students must have the recommendation of the department based on previous student demonstration of continued academic growth and maturity.

Graduation requirements:

Existing	Proposed
Completion of nine core courses and three electives (12 courses). Courses must be completed within a maximum of two years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 60% in each	Completion of 9 core courses and 3 electives (12 courses in total). Courses must be completed within a maximum of three years unless there are special circumstances, recommendation of the department and approval of the Dean. Students must achieve a minimum passing grade of 60% in each course with an overall average of 75%. PACE Students

<p>course with an overall minimum average of 75%.</p>	<p>Graduating or past PACE students may use the following 6 LSPM courses as replacements for the following 6 ASC courses where up to 2 ASC courses are still required to graduate from the Advanced Skills Certificate (ASC) Program.</p> <table border="0"> <thead> <tr> <th data-bbox="678 239 837 268">ASC Course</th> <th data-bbox="1175 239 1349 268">PACE Course</th> </tr> </thead> <tbody> <tr> <td data-bbox="678 296 1013 352">One of Literacy - Workplace Awareness 2 or 3</td> <td data-bbox="1084 296 1484 325">or LSPM 005 Career Exploration</td> </tr> <tr> <td data-bbox="678 354 943 411">Two Human Relations Interpersonal</td> <td data-bbox="1084 354 1398 384">or LSPM 003 Workplace</td> </tr> <tr> <td data-bbox="678 447 808 476">Workplace</td> <td data-bbox="1175 417 1446 447">Skills A and LSPM 004</td> </tr> <tr> <td data-bbox="678 510 1049 567">One of Literacy - English 2 or 3 Success A</td> <td data-bbox="1084 480 1425 510">or LSPM 001 Strategies for</td> </tr> <tr> <td data-bbox="678 569 846 625">Two Electives Success B</td> <td data-bbox="1084 569 1455 598">or LSPM 002 Strategies For</td> </tr> <tr> <td data-bbox="678 695 704 724">or</td> <td data-bbox="1175 632 1507 688">and LSPM 007 Working World A</td> </tr> <tr> <td></td> <td data-bbox="1175 722 1507 751">LSPM 008 Working World B</td> </tr> </tbody> </table> <p>Note to Students:</p> <p>Students must apply for admission to the ASC (Advanced Skills Certificate) Program before the beginning to their final semester of BSCB. Students have a maximum of three years to complete the ASC Program.</p>	ASC Course	PACE Course	One of Literacy - Workplace Awareness 2 or 3	or LSPM 005 Career Exploration	Two Human Relations Interpersonal	or LSPM 003 Workplace	Workplace	Skills A and LSPM 004	One of Literacy - English 2 or 3 Success A	or LSPM 001 Strategies for	Two Electives Success B	or LSPM 002 Strategies For	or	and LSPM 007 Working World A		LSPM 008 Working World B
ASC Course	PACE Course																
One of Literacy - Workplace Awareness 2 or 3	or LSPM 005 Career Exploration																
Two Human Relations Interpersonal	or LSPM 003 Workplace																
Workplace	Skills A and LSPM 004																
One of Literacy - English 2 or 3 Success A	or LSPM 001 Strategies for																
Two Electives Success B	or LSPM 002 Strategies For																
or	and LSPM 007 Working World A																
	LSPM 008 Working World B																

Addition of courses:

LSIN 012 Basic Computer Skills, LSIN 036 General Science

Program outline:

Existing

Program Outline

Students are required to complete twelve courses, nine core courses and three electives. Courses within the ASC program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at different centres. Eligible students will be able to enter at the beginning of any semester if space is available. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the ASC program, students are required to take core courses more than once. Students must attend full-time (three courses per semester). With permission from the department, and as courses are available, students may choose up to four additional electives. Students will have a maximum of two years to complete the ASC Program.

Special Circumstances: Under special circumstances students will be allowed to take longer than two years to complete their program. Circumstances may include:

1. Lengthy illness - supported by medical documentation
2. Lack of available courses

ASC Students must complete:

Three courses of any combination of:
LSIN 011B Literacy - English 2
LSIN 013 Literacy - English 3
LSIN 016 Writing Your Life
LSIN 018 Literacy - Workplace Awareness 2
LSIN 019 Literacy - Workplace Awareness 3

One course of either:
LSIN 018 Literacy - Workplace Awareness 2
LSIN 019 Literacy - Workplace Awareness 3

Four courses of Basic Academics II:
Math LSIN 011A Numeracy - Mathematics 2

Proposed

Advanced Skills Certificate (ASC) Program Outline

Students are required to complete 12 courses, 9 of which are core courses and 3 of which are electives. Courses within the ASC Program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at each campus. Eligible students will be able to enter at the beginning of any semester if space is available.

ASE courses are skills based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the ASC program, students are required to take core courses more than once.

Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Students will have a maximum of three years to complete the ASC Program. Under special circumstances, recommendation of the department and with permission of the Dean, students will be allowed to take longer than three years to complete their program.

Circumstances may include:

- Lengthy illness - supported by medical documentation
- Lack of available courses

Special Circumstances:

Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with permission of the Department Chair.

In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards as outlined in an individual performance contract.

A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may

Up to two (2) courses of Math II (may be replaced by two courses of:
 LSIN 034 Banking and Budgeting

One course of:
 LSIN 020 Human Relations
 As of January 2015, the following elective will be added: LSIN 037
 - History of People with Intellectual Disabilities in BC

Optional Electives

Additional electives will be available at some centres. Students may choose to take up to four optional electives on permission of the department. The department will consider the following:

- If there is space, priority will be given to students who require this course to complete their program.
- If the course content is appropriate for the student at this stage of their learning.
- If the course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload/burnout.
- If addition of this course does not make contact hours exceed 24 hours per week.

PACE Students

PACE students may use the following six LSPM courses as replacements for the following six ASC courses:

ASC Course	PACE Course
One of Workplace Awareness II or III	LSPM Career Exploration
Two Human Relations courses	LSPM 003 Workplace Interpersonal Skills A and LSPM 004 Workplace Interpersonal Skills B
One Basic Academics II or III	LSPM 001 Strategies for Success A
Two Electives	LSPM 022 Strategies for Success B and LSPM 007 Working World A or LSPM 008 Working World B

Students must apply for admission to the ASC (Advanced Skills Certificate) Program before the beginning to their final semester of BSCB. Students have a maximum of two years to complete the ASC Program

be required to attend with a qualified support person who will be required to participate in a learning contract.

ASC Students must complete:
 (courses are taken more than once)

- Three semesters of any combination of LSIN 011B Literacy - English 2 LSIN 013 Literacy - English 3 LSIN 016 Writing Your Life LSIN 018 Literacy - Workplace Awareness 2 LSIN 019 Literacy - Workplace Awareness 3
- One semester of either LSIN 018 Literacy - Workplace Awareness 2 or LSIN 019 Literacy - Workplace Awareness 3

Up to 2 semesters of Mathematics 2 may be replaced by two semesters of LSIN 034 Banking and Budgeting.

- One semester of LSIN 020 Human Relations
- Three required electives

Additional courses of LSIN 016 Writing you Life and LSIN 032 Banking and Budgeting May be counted as two of the required electives.

Optional Electives:

Additional electives will be available at some campuses. Students may choose up to four additional electives on permission of the department if:

- There is space. Priority will be given to students who require this course to complete their program.
- The course content is appropriate for the student at this stage of learning.
- The course load is reasonable for this student given their circumstances and

	<p>disability/abilities and will not cause overload/burnout.</p> <ul style="list-style-type: none"> • Addition of this course does not make contact hours exceed 24 hours per week. <p>CORE COURSES</p> <p>LSIN 011B Literacy - English 2 LSIN 013 Literacy - English 3</p> <p>LSIN 018 Literacy-Workplace Awareness 2 LSIN 019 Literacy-Workplace Awareness 3 LSIN 011A Numeracy - Mathematics 2</p> <p>LSIN 020 Human Relations</p> <p>CORE or ELECTIVES</p> <p>LSIN 016 Writing Your Life</p> <p>LSIN 034 Banking and Budgeting</p> <p style="text-align: right;">ELECTIVES</p> <p>LSIN 012 Basic Computer Skills LSIN 015 Express Yourself</p> <p>LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety</p> <p>LSIN 027 Social Communication LSIN 029 Consumer Awareness</p> <p>LSIN 030 Cooking</p> <p>LSIN 036 General Science</p> <p>LSIN 037 History of People with Intellectual Disabilities in BC</p>
--	---

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