Education Council Meeting
Thursday, February 03, 2022
4:00 p.m.
Via Zoom

Faculty

Name	Location
Tim Walters	Shuswap Revelstoke Rep
Priscillia Lefebvre	South Okanagan Similkameen Rep
Bryan Penfound	Central Okanagan Rep
Leanne Mallory	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	Provost & VP Academic
Joan Ragsdale	Regional Dean – Shuswap
Ross Tyner	Director – Library Services

Students

Name	Location
	Student – South Okanagan Similkameen
Sanya Choudhary	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
Neil Fassina	President, OC
Andrea Alexander	Board of Governors

Secretariat

Name	Location
Bob Burge	Registrar OC
Susaye Gayle	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	Stephen Speers	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 – Business
Anita Harden	Registrar's Office - Kelowna	Patti Heinzelmann	Asst to Dean - AFP
Delaney Ross	Asst to Dean-Trades/Appren	Leanne Foster	Asst to Director- International
Jasmine McGee	Asst to Director - Student Serv	T Kisilevich	Assoc Dean – Trades & Apprenticeship
Karen Hojnocki	Asst to Director–Con Studies	Tyler Finley	Interim Director – Public Affairs
Joan Ragsdale	Regional Dean Shuswap/Rev	Tanya Harding	Exec Asst-VP Finance & Admin
	Exec Asst-VP Students	Angie March	Asst to Regional Dean – Central Ok
Lara Jennings	Exec Asst to Provost & VP-Academic	Curtis Morcom	VP - Finance and Administration
Beverlie Dietze	Director, Learning/Applied Research	Inga Wheeler	Assoc Registrar – Enrolment Services
Jane Lister	Regional Dean N Okanagan	Sharon Josephson	Associate Dean – AFP
Phil Ashman	Regional Dean C Okanagan	Andrew Pulvermarcher	Associate Dean - AFP
Carlyn Young	Registrar's Office - Kelowna	James Coble	Director, Student Services

Appendix 3.1
Approval of the minutes from the January 13, 2022 Education Council meeting
Motion: "That Education Council approves the minutes from the January 13, 2022 meeting as presented."

Appendix 5.2
Curriculum Recommended by the CPRC – STH
5.2 a. Motion: "That Education Council approves the new course: ITUS 100 Computer Components and Peripherals as recommended by the CPRC - STH"

Proposal Rationale
Computer Components and Peripherals is one of three courses within the IT User Support micro-credential certificate.

5.2 b. Motion: "That Education Council approves the new course: ITUS 110 Networks and Telecommunications as recommended by the CPRC - STH"

Proposal Rationale
Networks and Telecommunications is one of three courses within the IT User Support micro-credential certificate.

5.2 c. Motion: "That Education Council approves the new course: ITUS 120 Infrastructure and Computing as recommended by the CPRC - STH"

Proposal Rationale
Infrastructure and Computing is the third module (of three) of the IT User Support micro-credential certificate.

5.2 d. Motion: "That Education Council approves the new program: MCITUS IT User Support Micro-Credential as recommended by the CPRC - STH"

Proposal Rationale
Okanagan College (OC) was successful in securing funding for the development and delivery of a micro-credential for IT User Support. This micro-credential includes three modules targeted at increasing skillset and competency in the user support/network engineering realm of IT. This micro-credential targets the career progression for people interested in the myriad of employment opportunities in the IT sector. This program will be developed in consultation with OC's Infrastructure and Computing Technology Department, Accelerate Okanagan, and local employers in the industry.

IT User Support program is a fit within the provincial Micro-credential Framework as it will provide opportunities for learners to gain critical competencies and skills to thrive in the future workforce and economy. IT User Support program aligns with the Ministry's framework and will create a pathway for learners into high-demand information and technology careers. Completing the micro-credential will provide:

• Increased awareness of relevant and available tech training in general.
• Foundational skills for entry level IT jobs, and thus employment opportunities.
• Increased access to related post-secondary training by providing a formal pathway for transfer credits into the OC Infrastructure and Computing Diploma for general public.
• networking opportunities for the learners with local employers (i.e. guest speakers, company tours, job shadowing opportunities, tech-related organization tours, etc.).
• Formalized pathway to post-secondary training for high school students into the OC ICT diploma program. There are five school districts who have expressed a keen interest for formalized pathways into further post-secondary in the IT sector.

Okanagan College currently offers a diploma in Infrastructure and Computing Technology (ICT). This micro-credential will be developed in collaboration with the ICT department to formalize the transfer credit into the ICT diploma. Currently, through the Continuing Studies Department, OC offers a Gateway to Technology for Youth (G2T) in collaboration with the local school districts in the region. Students in grades 10-12 can take G2T as an elective towards high school graduation credits. G2T has been on offer since 2019 and over 180 students have participated. Unofficially, out of the grade 12 students who have taken G2T, seven have moved forward into the ICT Diploma at OC over the past two years. This informal progression demonstrates the keen interest of students to continue in IT related post-secondary education.

The new IT User Support micro-credential will be offered to school districts and the general public. For the school districts, IT User Support will not duplicate the Gateway to Technology offering; it will build on the existing offerings for students who want to access deeper learning on topics directly related to post secondary opportunities. Students who take the micro-credential will also be better experienced for entry-level jobs in IT departments in companies such as Staples or Best Buy. IT User Support will be promoted to the grade 12 students who have 1) already taken the Gateway to Tech for Youth or 2) have a strong interest in tech as a career potential and are already considering post-secondary education.

For general public, OC will develop a Recognition of Prior Learning (RPL) framework that will assess the competencies related to IT and the topics of the micro-credential offering. Depending on the outcome of the RPL, general public participants may be granted the ability to challenge the first two modules within the micro-credential and moves straight to the third module that assesses and results in transfer credit into the ICT diploma.

Outside of the formal diplomas and degrees through Okanagan College, there is very little in the way of formal tech training available in the region. There is currently one other program through the private sector training institution in the OC region. As well, there are a myriad of short-term courses related to this industry but none that provide an educational pathway into the ICT diploma as presented through this micro-credential.

For the past three years, OC has been delivering Gateway to Technology (G2T) for Youth in collaboration with the five school districts in the OC region. The G2T program has evolved into a 120-hour program for high school students grades 10-12. Successful completion of G2T provides the students with four credits towards high school graduation. Continued discussions with the school districts have demonstrated a strong interest for additional opportunities in the tech training space. All school districts in the OC region are extremely supportive of an initiative that would provide a more concrete pathway to post-secondary training and in the form of a dual credit certificate offering. Additionally, students who take this micro-credential will have the foundational skills to obtain entry level employment.

From a general public perspective, there are many people who are self-taught or have a myriad

of smaller workshops, online webinars etc. as part of their training. Job opportunities for more than entry level jobs require a full certificate or diploma and this micro-credential formalizes that pathway to the training to be successful in the industry. OC has vast experience in developing Recognition of Prior Learning frameworks for other industries and this experience is directly transferable to this program.

Consultation with Accelerate Okanagan confirmed agreement to support this micro-credential including reviewing curriculum, providing guest speakers, student mentorship, tours, connection to employers and promotion of the learning opportunity. Lastly, the Okanagan Training Development Council works with six Indigenous communities in the Okanagan Valley as well as the West Kootenay service area has also expressed interest in this credential for their members. OTDC has provided a letter of support and will refer participants to the IT User Support micro-credential. Letters of support from school districts and industry including Accelerate Okanagan are also attached to this proposal.

Students enrolled in the IT User Support credential will be assessed on content-related projects, assignments, quizzes, participation and attendance. All student assessment activities will be developed to accurately measure competency aligned with the learning outcomes of each module. Similar to other OC programs, a minimum grade of 60% in all modules will equate to the successful completion of the micro-credential. Upon successful completion of the IT User Support Certificate, students will be granted transfer credit into the Infrastructure and Computing Technology Diploma (ICT 111 – Computer Components and Peripherals and ICT 117 Network Telecommunications I).

Student assessment activities will be developed in collaboration with the ICT department to ensure students have reached the desired competency levels that equate to the courses listed above. Successful completion of the micro-credential will be provided on a student's transcript through Okanagan College and students will be provided with the IT User Support micro-credential.

Curriculum Recommended by the CPRC – BUS
5.3 a. Motion: "That Education Council approves the new course: GDE 100 Professional Writing for Digital Content as recommended by the CPRC - BUS"

Proposal Rationale
Professional Writing for Digital Content is a module of the Graphic Design Fundamentals micro-credential certificate. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are doing more than one role in the marketing or administrative role. This micro-credential certificate will help broaden skillsets and enhance the employability and promote career progression for people in these roles.

5.3 b. Motion: "That Education Council approves the new course: GDE 110 Introduction to Graphic Design as recommended by the CPRC - BUS"

Proposal Rationale
Introduction to Graphic Design is a module of the Graphic Design Fundamentals Micro-credential. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are doing more than one role in the marketing or administrative role. This Micro-credential will help broaden skillsets and enhance the employability and promote career progression for people in these roles.

5.3 c. Motion: "That Education Council approves the new course: GDE 120 Your Digital Toolkit – Adobe Create Suite Applications I as recommended by the CPRC - BUS"

Proposal Rationale
Your Digital Toolkit - Adobe Creative Suite Applications 1 - is a module of the Graphic Design Fundamentals micro-credential. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are doing more than one role in the marketing or administrative role. This micro-Credential will help broaden skillsets and enhance the employability and promote career progression for people in these roles.

5.3 d. Motion: "That Education Council approves the new course: GDE 130 Your Digital Toolkit – Adobe Create Suite Applications II as recommended by the CPRC - BUS"

Proposal Rationale
Your Digital Toolkit - Adobe Creative Suite Applications II is a module of the Graphic Design Fundamentals micro-credential. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are doing more than one role in the marketing or administrative role. This micro-credential will help broaden skillsets and enhance the employability and promote career progression for people in these roles. This course will be offered part time to allow for people who work to take the certificate.

5.3 e. Motion: "That Education Council approves the new program: MCGDE Graphic Design Essentials Micro-Credentials as recommended by the CPRC - BUS"

Proposal Rationale
Okanagan College was successful in securing funding for the development of Graphic Design Essentials micro-credential. This certificate includes four modules targeted at building competencies in graphic and digital design. This micro-credential targets career progression for people interested in developing skills in graphic and digital design using industry standard software.

Graphic Design Essentials fits within the Micro-credential Framework as it will provide opportunities for learners to gain the critical competencies and skills to thrive in the future workforce and digital economy. The addition of graphic design skills enhances the employability of people in entry level jobs, or who want to add skills to their resume for promotion and upskilling opportunities. This program aligns with the Ministry's framework as follows: • Increase access to post-secondary training as an add on to participants' resume and qualifications • Include employer participation and provides networking opportunities for the students (i.e., guest speakers, company tours etc.)

Okanagan College does not currently offer specific training in graphic design outside of diploma offerings. This Graphic Design Essentials micro-credential will provide industry relevant skills training (upskilling and reskilling) for learners in the OC region communities.

Graphic design involves using both graphics and text to convey a concept or idea. This industry includes a myriad of activities including corporate identity/branding, advertising, and promotions, print production, and professional report creation. Graphic designers create visual forms of communication including logos, posters, newsletters, brochures, and signage for both digital and traditional communications. The need for companies to convey stories using digital imagery and subsequently develop strong brand awareness, contributes to the need for skilled graphic

designers. Many people who are already in marketing roles and administrative assistant roles are often tasked with the preparation of reports, creating posts for social media, and developing marketing collateral. Having strong graphic design skills will enhance employability and promote career progression for people in these types of roles.

BC has approximately 1,500 graphic design companies representing 17% of the graphic design business in Canada. The industry has a high level of fragmentation and is primarily comprised of small independent and freelance graphic designers. Graphic designers are part of NOC 5241 - Graphic Designers and Illustrators. According to the WorkBC Labour Market Outlook, this NOC is listed as a high opportunity occupation. Expecting job openings to 2029 is 4,720 and 54% of these openings are a result of retirements and 46% is a result of economic growth. Annual provincial median salary for this occupation is $56,311 with a low wage of $17.00, median wage of $27.00 and a high wage of $43.27/hr.

Students in the micro-credential will be graded on content related projects, assignments, quizzes, participation, and attendance. All student assessment activities will be developed to measure demonstrated competency in the learning outcomes. Like other OC programs, a minimum grade of 70% in all modules will equate to the successful completion of the micro-credential.

Okanagan College offers a Diploma in Writing and Publishing that includes a course specific to Adobe Creative Suite training. CS will consult with the Arts and Foundation Faculty to identify potential recognition of prior learning.

For the pilot offering of the Graphic Design Essentials, CS will be working with Okanagan Training Development Council to deliver a cohort for Indigenous students throughout the Okanagan Nation. By targeting an Indigenous cohort for the pilot project, this micro-credential will bring valuable high-demand skills to individuals, building on existing skillsets to broaden their career prospects. Graphic Design skills can also be used in largely remote careers. OTDC has provided a letter of support in addition to Accelerate Okanagan and Invest Kelowna. Letters of support are attached to this proposal.

5.3 f. Motion: "That Education Council approves the new course: OADM 185 Professional Skills for Virtual Assistants as recommended by the CPRC - BUS"

Proposal Rationale
This course is part of the new Virtual Assistant Program in the Office Administration Department.

5.3 g. Motion: "That Education Council approves the new course: OADM 186 Online Collaboration Tools as recommended by the CPRC - BUS"

Proposal Rationale
This course is part of the new Virtual Assistant Program in the Office Administration Department.

5.3 h. Motion: "That Education Council approves the new course: OADM 189 Business Planning and Management as recommended by the CPRC - BUS"

Proposal Rationale
This course is part of the new Virtual Assistant Program in the Office Administration Department.

5.3 i. Motion: "That Education Council approves the new course: OADM 190 Online Marketing as recommended by the CPRC - BUS"

Proposal Rationale
This course is part of the new Virtual Assistant Program in the Office Administration Department.

5.3 j. Motion: "That Education Council approves the new course: OADM 191 VA Simulation as recommended by the CPRC - BUS"

Proposal Rationale
This course is part of the new Virtual Assistant Program in the Office Administration Department.

5.3 k. Motion: "That Education Council approves the new program: VA Virtual Assistant Certificate as recommended by the CPRC - BUS"

Proposal Rationale
A global pandemic forced many employees to work from home. The Virtual Assistant program has been developed so that students will have the skills to work effectively as an administrative assistant from anywhere in the world. The program goal is for students to acquire skills needed to be an excellent virtual assistant and also to do that as a business whereby they can seek many clients or just one client. This certificate program draws courses from the Administrative Assistant Certificate in the Office Administration Department and new courses that are developed in the areas of organization and collaboration, self-management, virtual office procedures, communications, business planning, and digital marketing.

5.3 l. Motion: "That Education Council approves the course revision: OADM 110 Business Communications as recommended by the CPRC - BUS"

Proposal Rationale
OADM 110 Communications I focused on grammar, punctuation, spelling, and vocabulary with opportunities for practice of concepts but not application in writing which followed in OADM 111 Letter and Report Writing. We have condensed OADM 110 so that content from OADM 111 is included thereby providing students with not only the essential content from OADM 110 but also the opportunity to practice their new skills in their writing at the same time. We will be deleting OADM 111 Letter and Report Writing Course.

5.3 m. Motion: "That Education Council approves the course revision: OADM 135 Records Management as recommended by the CPRC - BUS"

Proposal Rationale
Students taking this course in sequence on campus follow the program so have the required prerequisites but online students don't have a block schedule therefore we are adding the prerequisites of OADM 128 Word Processing I and OADM 110 Business Communications they require to be successful.

5.3 n. Motion: "That Education Council approves the course revision: OADM 136 Office Procedures as recommended by the CPRC - BUS"

Proposal Rationale
Students taking this course in sequence on campus follow the program so have the required prerequisites but online students don't have a block schedule therefore we are adding the prerequisite of OADM 110 Business Communications they require to be successful.

5.3 o. Motion: "That Education Council approves the course revision: OADM 152 Accounting Software I as recommended by the CPRC - BUS"

Proposal Rationale
Students require more time to fully comprehend all of the nuances of Sage 50 Accounting software; therefore, we are adding 15 hours to the course.

5.3 p. Motion: "That Education Council approves the course revision: OADM 155 Accounting Software II as recommended by the CPRC - BUS"

Proposal Rationale
Students require more time to fully comprehend all of the nuances of QuickBooks Online (QBO) Accounting software; therefore, we are adding 15 hours to the course.

5.3 q. Motion: "That Education Council approves the course revision: OADM 167 Computer Essentials as recommended by the CPRC - BUS"

Proposal Rationale
Students entering our program are more computer savvy that in the past so we condensed the courses to make room for content elsewhere in the program as well as adhering to the vocational assignable hours for program content.

5.3 r. Motion: "That Education Council approves the course revision: OADM 168 Database as recommended by the CPRC - BUS"

Proposal Rationale
Students taking this in a block schedule do Excel before so are very familiar with tables, rows, fields, etc. so don't require the 45 hours assigned. We feel that students who take it online on their own schedule require OADM 169A Spreadsheets I knowledge to ensure Database can be done in the condensed hours we are proposing from 45 to 30 hours. We are condensing this course to make room for content elsewhere in the program as well as adhering to the vocational assignable hours for program content.

5.3 s. Motion: "That Education Council approves the course revision: OADM 171 Desktop Publishing as recommended by the CPRC - BUS"

Proposal Rationale
Students require less time due to the prior completion of other Microsoft Office suite products so are well versed in the program.

5.3 t. Motion: "That Education Council approves the program revision: ACBOOK Accounting/Bookkeeping Certificate as recommended by the CPRC - BUS"

Proposal Rationale
We had added hours to both Computerized Accounting courses so need to add hours to the program.

5.3 u. Motion: "That Education Council approves the program revision: ADAC Administrative Assistant Certificate as recommended by the CPRC - BUS"

Proposal Rationale
We are adding a course and revising others to bring the program up to date with content as well as assignable hours.

Appendix 7
In camera session
Motion: "That Education Council moves in camera."

Appendix 7.1
Motion: "That Education Council approves the minutes of the January 28, 2022 Operations committee meeting as presented."