

**Education Council Meeting
Thursday, March 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 Heinzlmann	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

**Okanagan College Education Council Agenda
Meeting of Thursday, March 03, 2022 4:00pm
Via Zoom
Motions for Education Council Meeting**

Appendix 3.1

Approval of the minutes from the February 3, 2022 Education Council meeting

Motion: "That Education Council approves the minutes from the February 3, 2022 meeting as presented."

Appendix 3.2

Approval of the minutes from the February 10, 2022 Education Council meeting

Motion: "That Education Council approves the minutes from the February 10, 2022 meeting as presented."

Appendix 5.1

Curriculum Recommended by the CPRC – AFP

5.1 a. Motion: "That Education Council approves the new course: HIST 295 Special Topics in History as recommended by the CPRC - AFP"

Proposal Rationale

History 295 will enable department members to offer specialized courses focused on their academic expertise and on topics of current interest. It will also facilitate the offering of new subject matter on a trial basis. Special and selected topics courses already exist in several other Arts and Science departments, as well as within the Business portfolio.

5.1 b. Motion: "That Education Council approves the new course: ECON 164 Economics for Entrepreneurs as recommended by the CPRC - AFP"

Proposal Rationale

This is a new course designed specifically for students in the proposed new BBA Entrepreneurship specialty stream. The rationale to develop this one semester principles course is to provide students with the essential foundations of microeconomics and macroeconomics, and to provide a foundation for students to integrate the economic way of thinking in an entrepreneurial context.

5.1 c. Motion: "That Education Council approves the new course: BEST 101 Communication and Personal Awareness as recommended by the CPRC - AFP"

Proposal Rationale

ASE has reworked the Preparing for Access to Careers and Education (PACE) program. It is now called BEST (Building Employment Skills and Training). 4 new courses have been developed with outcomes from PACE, but also following the Provincial ASE articulation committee outcomes.

This course will work on communication and personal awareness with emphasis on these attributes in a workplace.

5.1 d. Motion: “That Education Council approves the new course: BEST 102 Workplace Skills as recommended by the CPRC - AFP”

Proposal Rationale

ASE has reworked the Preparing for Access to Careers and Education (PACE) program. It is now called BEST (Building Employment Skills and Training). 4 new courses have been developed with outcomes from PACE, but also following the Provincial ASE articulation committee outcomes.

This course will work on workplace skills.

5.1 e. Motion: “That Education Council approves the new course: BEST 103 Employment and Interpersonal Skills as recommended by the CPRC - AFP”

Proposal Rationale

ASE has reworked the Preparing for Access to Careers and Education (PACE) program. It is now called BEST (Building Employment Skills and Training). 4 new courses have been developed with outcomes from PACE, but also following the Provincial ASE articulation committee outcomes.

This course will work on Employment and Interpersonal skills with emphasis on these attributes in a workplace.

5.1 f. Motion: “That Education Council approves the new course: BEST 104 Job Search and Customer Service Skills as recommended by the CPRC - AFP”

Proposal Rationale

ASE has reworked the Preparing for Access to Careers and Education (PACE) program. It is now called BEST (Building Employment Skills and Training). 4 new courses have been developed with outcomes from PACE, but also following the Provincial ASE articulation committee outcomes.

This course will work on Job Search and Customer Service skills.

5.1 g. Motion: “That Education Council approves the new program: BEST Building Employment Skills and Training as recommended by the CPRC - AFP”

Proposal Rationale

The BEST program replaces the Preparing for Access to Careers and Education (PACE) program previously offered in ASE.

This certificate program supports students to achieve their own, educational, vocational, and personal development goals. The educational focus is on developing student success skills and work readiness skills. Employment awareness and the development of appropriate workplace attitudes, values and behaviours are a substantial part of the program. All students will benefit in personal development through participation in course work which develops communication, assertiveness, stress management, and conflict resolution skills. Students will also participate in employment exploration and work experience in the community, facilitated by the ASE liaison. The program runs for ten months.

Appendix 5.2

Curriculum Recommended by the CPRC – BUS

5.2 a. Motion: "That Education Council approves the course revision: BUAD 283 Management Information Systems as recommended by the CPRC - BUS"

Proposal Rationale

As more programs recognize the importance of including knowledge and expertise related to Management Information Systems, more requests to add BUAD 283 (Management Information Systems) to different programs are occurring. In particular, this course is being requested by more and most Post Bac Programs with analytics at their core. In addition, a review of this course as a key component of Operations Management curriculum identified that a revision to the course description and the learning outcomes was needed. Changes to this course include:

- 1 - change of pre-requisites to allow for Post Bac Diploma students to access the course without BUAD 128 (Computer Applications)
- 2 - change of course description
- 3 - adaptation of learning outcomes

#1 - change of pre-requisites

This proposal recommends changing the pre-requisite requirements for 2 Post Bac Diploma programs to allow students in these programs to take BUAD 283 without the necessity to take BUAD 128 (Computer Applications). The argument to allow this change to occur is based on several premises:

- Post Bac students must meet the minimum requirement of having a previous degree. There is a level of academic maturity that can be expected from students with previous undergraduate credentials which should enable them to pick up basic pre-requisite knowledge.
- It can be assumed that most students will come with some level of computer skills based on past learning or work experience.
- Students in the Post Bac Marketing and Data Analytics program have BUAD 128 waived (for BUAD 283). This has been a successful strategy so far.

There are particular rationales for each of the two proposed program areas as follows: - Post Bac Diploma Accounting - with the recent addition of BUAD 352 (Data Analytics in Accounting), there is no longer any room in the program to take BUAD 128. Professors are confident that the increased maturity of students paired with the introduction to excel that students receive in their first year courses, that removing BUAD 128 as a pre-requisite will not be an issue. - Post Bac Diploma Health Analytics - students in this program complete DSCI 300 (the same course as Post Bac Marketing and Data Analytics) which gives them the required excel skills to be ready for BUAD 283.

#2 - change in course description

The proposed changes to the course description now more fully encompass what the course actually covers. The course has expanded its coverage over the years and this new description more fully reflects the breadth and depth of the course material.

#3 - adaptation of learning outcomes

As part of the review of the course it was recognized that the learning outcomes did not reflect the full depth of learning that was both taught and assessed during the course. The proposed changes now standardize the wording with industry groups such as Supply Chain Canada, but also more fully describe what students can expect to learn and demonstrate at the conclusion of the course.

5.2 b. Motion: "That Education Council approves the course revision: BUAD 305 Logistics and Supply Chain Management as recommended by the CPRC - BUS"

Proposal Rationale

The Management Specialty area has been conducting a review of courses related to Operations and Supplychain. During this review it was determined that the learning outcomes for BUAD 305 (Logistics and Supply Chain Management) did not fully reflect the extent and breadth of the learning being presented and assessed in the course.

This revision also recognizes and better articulates the similarities between the competencies identified for similar courses from the certification body Supply Chain Canada.

5.2 c. Motion: "That Education Council approves the course revision: BUAD 334 Events Planning as recommended by the CPRC - BUS"

Proposal Rationale

Recently, the management specialty area has been reviewing courses. BUAD 334 (Events Planning) was identified for review as it was recognized that students were repeatedly asking for waivers for one of the prerequisite courses. A discussion by the professors teaching the course recommended the removal of BUAD 200 - Digital Marketing (or BUAD 266 - which was replaced by BUAD 200). Over the past several years, the approach to the course has shifted from one focused on drawing out the marketing aspects to one focusing on the management and operational aspects of the material being covered. While course description and learning outcomes were changed previously to reflect this evolution, at that time it was felt the pre-requisites were warranted.

After several semesters offering the course in it's current format it has been determined that the requirement for Digital Marketing knowledge (BUAD 200) is less important that a focus on integrated learning and team development demonstrated by completing BUAD 293 (Entrepreneurship) or BUAD 272 (Business Simulation) (the second year capstone courses for Business).

The impacts of this are:

- minimal impacts to enrollment in BUAD 200. The bulk of students taking this course are doing so to meet the requirement for Marketing focused credentials. Other students remain able to take this course for credit.
- it reduces the requests for waivers from students who wish to take BUAD 334, but did not take BUAD 200.
- it reduces the barriers to entry for this course.
- students who have taken the revamped BUAD 334 course without BUAD 200 (via the waiver process) have not been adversely impacted in terms of their success.

5.2 d. Motion: "That Education Council approves the course revision: BUAD 382 Operations Management as recommended by the CPRC - BUS"

Proposal Rationale

The Management Specialty area has been conducting a review of courses related to Operations and Supplychain. During this review it was determined that the learning outcomes for BUAD 382 (Operations Management) did not fully reflect the extent and breadth of the learning being presented and assessed in the course.

This revision also recognizes and better articulates the similarities between the competencies

identified for similar courses from the certification body Supply Chain Canada.

5.2 e. Motion: "That Education Council approves the course revision: BUAD 492 Business Research Project as recommended by the CPRC - BUS"

Proposal Rationale

During routine review of our graduation requirements for the Honours credential for the BBA, it was determined that there could be ambiguity in wording.

Current wording could be interpreted as allowing students to graduate with Honours IF they have passed BUAD 491 and received at least 76% in BUAD 492. This is NOT the intention of the graduation requirements. Instead, the requirements should indicate that students must achieve at least 76% in BOTH BUAD 491 and BUAD 492.

As a result a change to the graduation requirements is required as well as the pre-requisites for BUAD 492.

Implications for students:

- the terminology is clarified in the graduation requirements
- the practice that currently exists is reinforced by the graduation requirements and the updated course outline

5.2 f. Motion: "That Education Council approves the program revision: Bachelor of Business Administration Honours Program as recommended by the CPRC - BUS"

Proposal Rationale

During routine review of our graduation requirements for the Honours credential for the BBA, it was determined that there could be ambiguity in wording.

Current wording could be interpreted as allowing students to graduate with Honours IF they have passed BUAD 491 and received at least 76% in BUAD 492. This is NOT the intention of the graduation requirements. Instead, the requirements should indicate that students must achieve at least 76% in BOTH BUAD 491 and BUAD 492.

As a result a change to the graduation requirements is required as well as the pre-requisites for BUAD 492.

Implications for students:

- the terminology is clarified in the graduation requirements
- the practice that currently exists is reinforced by the graduation requirements and the updated course outline

5.2 g. Motion: "That Education Council approves the program revision: Bachelor of Business Administration: Human Resources Management Specialty as recommended by the CPRC - BUS"

Proposal Rationale

The Human Resources Management Specialty area of the BBA is a credential that is recognized by the accrediting body Chartered Professionals in Human Resources (CPHR) BC & Yukon. Students in this program are recognized to have gained specific knowledge and skills that allow them to fast track the process for gaining their CPHR designation. As part of an accreditation review by CPHR BC & Yukon, they identified that BUAD 376 - Compensation and Benefits must be part of the core learning that all HRM Specialty area graduates must take. The changes to the

program outline reflect this requirement.

5.2 h. Motion: "That Education Council approves the program revision: Bachelor of Business Administration: Management Specialty as recommended by the CPRC - BUS"

Proposal Rationale

The Management Specialty Area of the Business Department has been engaged in reviewing the Management Specialty and is currently in the process of making changes to update the program to meet the current needs of students. Currently several changes are being made to the program outline as a result of the initial review. These changes are:

- 1 - swapping BUAD 298 from the required list with BUAD 283 on the optional list
- 2 - adding BUAD 401 to the list of optional courses
- 3 - adding BUAD 330 to the list of optional courses
- 4 - deleting BUAD 440 as a course from the program

#1 - BUAD 298/BUAD 283 Swap

The Management Specialty of the BBA currently requires students to complete BUAD 298 (Small Business Management) as one of the core courses for the specialty area. Upon review by the department, it was determined that BUAD 283 (Management Information Systems) provided content that more aptly prepares students for the realities of the business world moving forward. It is proposed that BUAD 283 would replace BUAD 298 as a required component of the specialty area.

This move would:

- ensure that management students would all receive fundamental learning related to the role of management information systems (MIS), implications and opportunities of implementing MIS technologies, and gain an understanding of the types of management decisions such systems can support.
- BUAD 298 would still be a recognized option for students to take in the Management Specialty area, but would no longer be required.

#2 and #3 - Adding BUAD 401 and BUAD 330 to the list of optional courses for the specialty area
Both BUAD 401 (International Trade Management) and BUAD 330 (International Business) are currently courses that are not attached to any particular specialty area and arguably fit within the realm of management. The importance of these courses to students looking to understand the global context of business continues to be important. Having them as part of a specialty area will make them more visible to students and should increase the enrollment in these sections.

This move would: - allow students to take either of these courses as part of the specialty option courses - does not affect students in other specialty areas as they can still take the courses as part of BUAD electives - may increase awareness and knowledge of the courses and increase enrollment - may find more international students drawn to take these courses because of their international perspective

#4 - Remove BUAD 440 Currently BUAD 440 is deleted as a course and so should be removed from the program outline. This is a clean-up item.

Appendix 5.3

Proposed Amendments to CPRC – Terms of Reference

5.3 Motion: "That Education Council approves the proposed amendments to the CPRC Terms of Reference effective July 1, 2022"

Rationale

Proposed amendments to the CPRC Terms of Reference to reflect the division of STH into HSD and ST and establishing separate CPRCs.

Appendix 7

In camera session

Motion: "That Education Council moves in camera."

Appendix 7.1

Motion: "That Education Council approves the minutes of the February 11, 2022 Operations committee meeting as presented."