

**Okanagan College Education Council Agenda
Meeting of Thursday, April 6, 2023 4:00pm
S 103B – Student Services Boardroom – Kelowna Campus & Zoom
Motions for Education Council Meeting**

Appendix 2

Motion: “That Education Council adopts the agenda for the April 6, 2023 meeting as presented.”

Appendix 3.1

Approval of the minutes from the February 2, 2023 Education Council meeting

Motion: “That Education Council approves the minutes from the February 2, 2023 meeting.”

Appendix 3.2

Approval of the minutes from the March 2, 2023 Education Council meeting

Motion: “That Education Council approves the minutes from the March 2, 2023 meeting.”

Appendix 5.1

Curriculum Recommended by the CPRC – BUS

5.1 a. Motion: “That Education Council approves the new course: OADM 137 Math Toolbox and Applications as recommended by the CPRC – BUS.”

Proposal Rationale

Based on feedback in community work placements and industry accreditations, we are increasing the knowledge content and skills of the Accounting/Bookkeeping program to meet the needs of industry and to provide the technician designation pathway to our students with the Certified Professional Bookkeepers of Canada.

5.1 b. Motion: “That Education Council approves the new course: OADM 146 Accounting III as recommended by the CPRC – BUS.”

Proposal Rationale

Based on feedback in community work placements and industry accreditations, we are increasing the knowledge content and skills of the Accounting/Bookkeeping program to meet the needs of industry and to provide the technician designation pathway to our students with the Certified Professional Bookkeepers of Canada.

5.1 c. Motion: “That Education Council approves the new course: OADM 149 Canadian Payroll Practices as recommended by the CPRC – BUS.”

Proposal Rationale

Based on feedback in community work placements and industry accreditations, we are increasing the knowledge content and skills of the Accounting/Bookkeeping program to meet the needs of industry and to provide the technician designation pathway to our students with the Certified Professional Bookkeepers of Canada.

5.1 d. Motion: “That Education Council approves the new course: OADM 157 Tax Preparation for Bookkeepers as recommended by the CPRC – BUS.”

Proposal Rationale

Based on feedback in community work placements and industry accreditations, we are increasing the knowledge content and skills of the Accounting/Bookkeeping program to meet the needs of industry and to provide the technician designation pathway to our students with the Certified Professional Bookkeepers of Canada.

5.1 e. Motion: “That Education Council approves the new course: OADM 158 Cloud Accounting and Integration as recommended by the CPRC – BUS.”

Proposal Rationale

Based on feedback in community work placements and industry accreditations, we are increasing the knowledge content and skills of the Accounting/Bookkeeping program to meet the needs of industry and to provide the technician designation pathway to our students with the Certified Professional Bookkeepers of Canada.

5.1 f. Motion: “That Education Council approves the new course: OADM 173 Client Communications as recommended by the CPRC – BUS.”

Proposal Rationale

Based on feedback in community work placements and industry accreditations, we are increasing the knowledge content and skills of the Accounting/Bookkeeping program to meet the needs of industry and to provide the technician designation pathway to our students with the Certified Professional Bookkeepers of Canada.

5.1 g. Motion: “That Education Council approves the course revision: OADM 144 Accounting II as recommended by the CPRC – BUS.”

Proposal Rationale

We are changing the existing Accounting/Bookkeeping Certificate program to provide more knowledge and content to meet industry needs. This course was originally 60 hours but requires an additional 30 hours to allow students enough time to comprehend all topics.

5.1 h. Motion: “That Education Council approves the course revision: OADM 145 Essential Office Skills as recommended by the CPRC – BUS.”

Proposal Rationale

We are changing the existing Accounting/Bookkeeping Certificate program to provide more knowledge and content to meet industry needs. This course was originally 45 hours but requires an increase of 15 hours to allow essential additions to the content.

5.1 i. Motion: “That Education Council approves the course revision: OADM 156 Accounting/Bookkeeping Simulation as recommended by the CPRC – BUS.”

Proposal Rationale

We are changing the existing Accounting/Bookkeeping Certificate program to provide more knowledge and content to meet industry needs. This course was originally 30 hours but requires an additional 15 hours to allow a more comprehensive assessment of the skills learned throughout the program.

5.1 j. Motion: “That Education Council approves the course revision: OADM 183 Practicum – Accounting as recommended by the CPRC – BUS.”

Proposal Rationale

We are changing the existing Accounting/Bookkeeping Certificate program to provide more knowledge and content to meet industry needs. This course was originally 90 hours; employers have provided feedback requesting additional hours to allow more comprehensive learning and application of the skills learned throughout the program.

5.1 k. Motion: “That Education Council approves the program revision: Bookkeeping/Accounting Technician as recommended by the CPRC – BUS.”

Proposal Rationale

Based on feedback in community work placements and industry accreditations, we are increasing the knowledge content and skills of the Accounting/Bookkeeping program to meet the needs of industry and to provide the technician designation pathway to our students with the Certified Professional Bookkeepers of Canada.

Appendix 5.2

Curriculum Recommended by the CPRC – HSD

5.2 a. Motion: “That Education Council approves the course revision: CDA 100 Anatomy, Histology, Embryology & Pathology as recommended by the CPRC – HSD.”

Proposal Rationale

The revisions to this course include sequence of learning outcomes to be in order of how they are taught and enhancing the outcomes to make more clear and concise expectations. There are outcomes that can be combined making more overarching goals which this revision will create more alignment and remove redundancies.

The calendar description needs updating to reflect the intentions of this course as the current description is not descriptive enough.

5.2 b. Motion: “That Education Council approves the course revision: CDA 102 Preparation for Clinical Practice as recommended by the CPRC – HSD.”

Proposal Rationale

The revisions to this course include sequence changes of learning outcomes to provide students an accurate outline of the progression of outcomes they will acquire in order of delivery. Some outcomes have been combined making a single clear overarching goal supported with objectives. These revisions will create more alignment and remove redundancies.

The calendar description needs updating to reflect the intentions of this course as the current description is limiting and not entirely accurate.

5.2 c. Motion: “That Education Council approves the course revision: CDA 104 Restorative Fundamentals as recommended by the CPRC – HSD.”

Proposal Rationale

The revisions to this course include minor language changes to the learning outcomes to make more clear and concise expectations and goals. Removal of a few outcomes and combining them to remove redundancies.

A minor change in wording in the calendar description, mainly to a spelling error.

5.2 d. Motion: "That Education Council approves the course revision: CDA 200 Dental Radiography as recommended by the CPRC – HSD."

Proposal Rationale

The revisions to this course include some combining of learning outcomes, to make more clear course goals supported with objectives. Changes to sequence of learning outcomes to provide students an accurate outline of the progression of outcomes they will acquire in order of delivery. These revisions will create more alignment and remove redundancies.

5.2 e. Motion: "That Education Council approves the course revision: CDA 202 Preventive Dental Procedures as recommended by the CPRC – HSD."

Proposal Rationale

The revisions to this course include sequence changes of learning outcomes provide students an accurate outline that shows the progression of learning in correct order. minor language changes to the outcomes to make more clear and concise expectations and goals. Removing a few outcomes and combining them into more singular overarching goals will remove current redundancies and make the course more clear and concise.

The calendar description needs updating to reflect the intentions of this course as the current description is limiting and not accurate.

5.2 f. Motion: "That Education Council approves the course revision: CDA 300 Dental Reception and Employment Preparation as recommended by the CPRC – HSD."

Proposal Rationale

The revisions to this course include renaming the course and removing redundant learning outcomes to make more clear and concise expectations and goals for this course.

The calendar description needs updating to reflect the intentions of the learning outcomes and course objectives. The current description and title do not allow for a clear representation of the course requirements.

5.2 g. Motion: "That Education Council approves the program revision: Certified Dental Assistant Certificate as recommended by the CPRC – HSD."

Proposal Rationale

Proposal- to remove second science requirement for the CDA program. To align with other BC public institution CDA programs and the admission requirements in those programs. This helps to reduce potential barriers for future CDA students.

Admission requirement we are trying to change: A minimum grade of 60% in one of Chemistry 11, Chemistry 12, Physics 11, Physics 12, an equivalent Provincial or Advanced Level ABE Chemistry or Physics course, Applications of Physics 11, or Applications of Physics 12.

5.2 h. Motion: "That Education Council approves the new course: CSC 100 Mental Health and Addictions as recommended by the CPRC – HSD."

Proposal Rationale

During consultation, community partners identified topics and skills that are critical for working within the community support field. Their feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of populations served by community employers. As per the consultation internally with the Human Service Work Diploma Department and external organizations, this course was deemed foundational for the certificate.

5.2 i. Motion: “That Education Council approves the new course: CSC 101 Augmentative Communication as recommended by the CPRC – HSD.”

Proposal Rationale

During consultation, community partners identified topics and skills that are critical for working within the community support field. Their feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of populations served by community employers. As per the consultation internally with the Human Service Work Diploma Department and external organizations, this course was deemed foundational for the certificate.

5.2 j. Motion: “That Education Council approves the new course: CSC 102 Interpersonal Skills for Professional Practice as recommended by the CPRC – HSD.”

Proposal Rationale

During consultation, community partners identified topics and skills that are critical for working within the community support field. Their feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of populations served by community employers. As per the consultation internally with the Human Service Work Diploma Department and external organizations, this course was deemed foundational for the certificate.

5.2 k. Motion: “That Education Council approves the new course: CSC 103 Disability and Belonging as recommended by the CPRC – HSD.”

Proposal Rationale

During consultation, community partners identified topics and skills that are critical for working within the community support field. Their feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of populations served by community employers. As per the consultation internally with the Human Service Work Diploma Department and external organizations, this course was deemed foundational for the certificate.

5.2 l. Motion: “That Education Council approves the new course: CSC 104 Health Care Skills as recommended by the CPRC – HSD.”

Proposal Rationale

During consultation, community partners identified topics and skills that are critical for working within the community support field. Their feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of populations served by community employers. As per the consultation internally with the Human Service Work Diploma Department and external organizations, this course was deemed foundational for the certificate.

5.2 m. Motion: “That Education Council approves the new course: CSC 105 Values, Ethics and Practice in the Community Support Field as recommended by the CPRC – HSD.”

Proposal Rationale

During consultation, community partners identified topics and skills that are critical for working within the community support field. Their feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of

populations served by community employers. As per the consultation internally with the Human Service Work Diploma Department and external organizations, this course was deemed foundational for the certificate.

5.2 n. Motion: “That Education Council approves the new program: Community Support Certificate as recommended by the CPRC – HSD.”

Proposal Rationale

Many social service community organizations have recently identified significant staffing shortages as a recent and pervasive critical issue. Through written consultation, and a subsequent community meeting, community partners indicated a desire to employ graduates of a Community Support Certificate into entry-level positions in their organizations. Currently there are many organizations that employ people with little to no education and have expressed interest in this certificate as training they would put these staff members through to ensure a foundational knowledge in community support work.

Additionally, community partners identified topics and skills that are critical for working within the community support field. Their feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of populations served by community employers.

Currently in the Okanagan, there are 41 active job postings for community support related positions. Community Support workers are part of the Social and Community Service Workers NOC 4212 and is considered a high opportunity occupation. In this NOC, it is estimated that there will be a 10 year expected job openings of 12,150 in BC. In the Thompson Okanagan, it is expected that 1,280 job openings in the next decade for social and community service workers. This certificate is designed to support learners who have identified a passion for work in community social services. The courses of this program have been informed through extensive consultation with a myriad of organizations in the Okanagan Valley.

Consultation included the Human Service Work Diploma Department where it has been confirmed that learners who successfully complete the certificate, may be granted course equivalency into the HSW Diploma. Learners will be required to meet the admission requirements of the HSW Diploma for this transfer credit.

Appendix 5.3

Curriculum Recommended by the CPRC – ST

5.3 a. Motion: “That Education Council approves the new course: DSCI 325 Encryption Algorithms for Data Protection as recommended by the CPRC – ST.”

Proposal Rationale

Students in this program should be exposed to some ideas involving data security and the regulations around data. This course will create those links.

The intent is to expose students to mathematical ideas related to data security with a focus on how to apply those techniques when it data such as health data. The course serves several purposes:

1. More math in the program - An essential skill for a data scientist is to use new algorithms as they are developed without the need for re-skilling. This requires a robust knowledge of mathematics and statistics. While we are not graduating math majors, more math will help graduates understand those algorithms.

2. Cryptography skills - I see first hand that those who are not in the privacy/ ethics departments don't really understand the ideas around anonymization at IH. They understand the idea, but not the execution. This course will build some of those links. We will also discuss the basics of encryption/ decryption and the various techniques required for those processes.

3. Privacy regulations - this course will force students to think about privacy regulations (both in Canada and abroad) and what those regulations mean for their data.

5.3 b. Motion: "That Education Council approves the course revision: DSCI 400 Machine Learning I as recommended by the CPRC – ST."

Proposal Rationale

Corequisite of linear algebra is being recommended for students, since this content is being covered in DSCI 400.

5.3 c. Motion: "That Education Council approves the course revision: DSCI 401 Machine Learning II as recommended by the CPRC – ST."

Proposal Rationale

We would like to add an additional prerequisite (STAT 230) to DSCI 401 so that students have seen Linear Regression prior to the course.

5.3 d. Motion: "That Education Council approves the course revision: STAT 300 Regression Analysis as recommended by the CPRC – ST."

Proposal Rationale

Prerequisite change to ensure data science students have seen matrix algebra.

5.3 e. Motion: "That Education Council approves the course revision: STAT 311 Modern Statistical Methods as recommended by the CPRC – ST."

Proposal Rationale

Students in this course will need to see some material from STAT 230, some linear algebra (MATH 314 or MATH 221) and will eventually need to see some material from distributions after a few weeks (concurrent registration in STAT 310).

5.3 f. Motion: "That Education Council approves the program revision: Post-Baccalaureate Diploma in Health Analytics as recommended by the CPRC – ST."

Proposal Rationale

STAT 240 is not a great fit for this program. We feel that DSCI 420 is a better fit. The content of DSCI 420 is more mathematically rigorous whereas STAT 240 was originally designed as a UT course that fed the OUC Statistics program.

Additionally, we feel as though a WES evaluation of the applicant's credential is appropriate. Applicants with degrees in areas where we would have assumed their mathematics was strong (like Physics, for example) have come into the program with little to no math experience.

5.3 g. Motion: "That Education Council approves the program revision: Post-Baccalaureate Diploma in Marketing and Data Analytics as recommended by the CPRC – ST."

Proposal Rationale

STAT 240 is not a great fit for this program. We feel that DSCI 420 is a better fit. The content of DSCI 420 is more mathematically rigorous whereas STAT 240 was originally designed as a UT course that fed the OUC Statistics program.

Additionally, we feel as though a WES evaluation of the applicant's credential is appropriate. Applicants with degrees in areas where we would have assumed their mathematics was strong (like Physics, for example) have come into the program with little to no math experience.

Appendix 7**In camera session**

Motion: "That Education Council moves in camera."

Appendix 7.1

Motion: "That Education Council approves the minutes of the March 16, 2023 meeting as presented."

Motion: "That Education Council moves out of camera."