

## **Appendix 2**

Motion: "That Education Council adopts the agenda for April 4, 2024 meeting as presented."

## **Appendix 3.1**

### **3. Consent Agenda**

Motion: That Education Council approves the minutes of the March 7, 2024 meeting and thereby approves the consent agenda.

- **Policy removal: Cross-listing of Courses Policy**
- **Course Revision: CMNS 123 Technical Communication II for Computer Science**
- **Course Revision: CMNS 144 Technical Communication II for Mechanical Engineering Technology**
- **Course revision: STAT 121 Elementary Statistics**
- **Course revision: STAT 124 Business Statistics**
- **Course revision: DSCI 400 Machine Learning I**
- **Course revision: DSCI 401 Machine Learning II**
- **Program revision: Post Baccalaureate Diploma in Data Analytics and Economics**

- **Policy removal: Cross-listing of Courses Policy**

#### **Proposal Rationale**

The Cross-listing of Courses Policy (Calendar) is listed on the main Policy page of OC's website under Education Policies.

This document is not an Educational Policy but rather a detailed process for crossing-listed courses.

This same information (or close to it) is posted on Education Council's webpage at:

<https://www.okanagan.bc.ca/governance/education-council>

In order to avoid duplication of information and acknowledge the process versus policy issue it is recommended that this policy is removed from the Policy list.

- **Course Revision: CMNS 123 Technical Communication II for Computer Science**

#### **Proposal Rationale**

-We are standardizing the titles of our technical communication service courses to identify the level of the course (I or II) and the program/discipline for which they are offered.

-We are also adding information missing in the Quali form.

- **Course Revision: CMNS 144 Technical Communication II for Mechanical Engineering Technology**

#### **Proposal Rationale**

-We are standardizing the titles of our technical communication service courses to identify the level of the course (I or II) and the program/discipline for which they are offered. The calendar description is updated to reflect current practice, and reference to CMNS 142 is removed as this course has not been offered since 2012.

-We are also fixing the prerequisite language and adding MECH 240 as a corequisite; MECH 240 already lists CMNS 144 as a corequisite.

-Adding information missing in the previous Quali form.

- **Course revision: STAT 121 Elementary Statistics**

**Proposal Rationale**

The Department of Mathematics has voted in favor of eliminating lab instruction time from this course. The one hour of lab time will be moved into lecture hours. All major learning outcomes will not change; as such, all accreditation goals will still be met. The main reason for this change is to alleviate stress of students and faculty with regard to scheduling (lack of available rooms, consistency between instructors for students, too many holidays, etc.).

- **Course revision: STAT 124 Business Statistics**

**Proposal Rationale**

The Department of Mathematics has voted in favor of eliminating lab instruction time from this course. The one hour of lab time will be moved into lecture hours. All major learning outcomes will not change; as such, all accreditation goals will still be met. The main reason for this change is to alleviate stress of students and faculty with regard to scheduling (lack of available rooms, consistency between instructors for students, too many holidays, etc.).

- **Course revision: DSCI 400 Machine Learning I**

**Proposal Rationale**

Students in the PB programs were taking MATH 314 and STAT 230 too late in their program. Since these courses are a cornerstone to many of the other courses that are required in their programs, the Department recommended adding a corequisite of DSCI 420 to streamline the process in which students take their required courses. Now students must take both MATH 314 and STAT 230 before entering DSCI 420, DSCI 400 and DSCI 401. This should ensure enough prior knowledge in both mathematics and statistics is known for their ML courses. Other updates included changes to the calendar description to better reflect materials covered in class.

- **Course revision: DSCI 401 Machine Learning II**

**Proposal Rationale**

Students in the PB programs were taking MATH 314 and STAT 230 too late in their program. Since these courses are a cornerstone to many of the other courses that are required in their programs, the Department recommended adding a corequisite of DSCI 420 to streamline the process in which students take their required courses. Now students must take both MATH 314 and STAT 230 before entering DSCI 420, DSCI 400 and DSCI 401. This should ensure enough prior knowledge in both mathematics and statistics is known for their ML courses. Other updates included changes to the calendar description to better reflect materials covered in class.

- **Program revision: Post Baccalaureate Diploma in Data Analytics and Economics**

**Proposal Rationale**

The Registrar has made a request to update the existing wording of the admission requirements to include a WES evaluation. This will allow all PB programs to be consistent with entry requirements.

## **Appendix 4**

### **4. Business arising**

#### **4.1 OC STBC Training Plan 2024-2025 (attached)**

##### **Proposal Rationale**

Motion: "That Education Council recommends the OC STBC Training Plan 2024-2025 as presented."

#### **4.2 Annual Programming Plan 2024 – 2025 (attached)**

##### **Proposal Rationale**

Motion: "That Education Council recommends the Annual Programming Plan 2024 – 2025 as presented."

#### **4.3 Registration and Courses**

Motion: "That Education Council approves the policy revision: Registration and Courses as recommended by the CPRC – ARP."

##### **Proposal Rationale**

Registration and Courses Policy

The Registration and Courses Policy has been changed as per the directives of the Policy and Procedure Framework Governing Policy.

These changes include:

Developing Policy statement, purpose, scope and definitions

Rearranging concepts within sections

Added a section on Fee Payment

Added a section on course prerequisites

Added a section on Course Cancellation

## **Appendix 5**

### **5. New business**

#### **5.1 Curriculum recommended by CPRC -AFP**

##### **a. New program: Anthropology Emphasis**

Motion: "That Education Council recommends the new program: Anthropology Emphasis as recommended by the CPRC – AFP."

##### **Proposal Rationale**

Addition of an Anthropology emphasis to the Associate of Arts degree to broaden options for students.

#### **5.2 Curriculum recommended by CPRC -ST**

##### **a. Program revision: Mathematics and Statistics Emphasis**

Motion: "That Education Council recommends the program revision: Mathematics and Statistics Emphasis as recommended by the CPRC – ST."

##### **Proposal Rationale**

The Department has voted in favour of updating courses involved in the MAST. The notable changes of including DSCI 228, STAT 203 and STAT 205 reflect the program changes at UBC-O (we note that DSCI 228 receives UBCO DATA 101 & UBCV DSCI 100 transfer). We respect that not all students will be transferring to UBC, so the option of taking STAT 230 was included for flexibility. As the Department now has more offerings at the second and third year standing, these courses have been included as options for students to explore in the second year.

### **5.3 Curriculum recommended by CPRC -HSD**

#### **a. New program: Spa Practitioner Foundations Micro-credential**

##### **Proposal Rationale**

Continuing Studies, through our continuing improvement process, identified the current Esthetics and Nail Technology (ESNT) Certificate as needing a program renewal. The certificate has seen declining enrolments and a higher level of students not completing the full certificate. CS has completed consultation with industry over the past six months. Working with OC's Learning and Applied Research department, this consultation included focus groups, surveys and in-person discussion with a number of spa professionals, salon owners, and alumni. CS determined that the certificate, while still very much respected in the industry, needs a renewal. Currently CS has not scheduled the current ESNT for the fall of 2024 however there is still an interest list growing. The information gathered from the consultation has been synthesized and is attached to this proposal. In January, Continuing Studies applied for funding through the Ministry of Post Secondary and Future Skills to develop stackable micro-credentials that will work in concert with an existing credential. CS elected to develop stackable micro-credentials in the esthetics programming area. The applications are in review and the funding will be confirmed for successful proponents in March 2024. CS has elected to move into the stackable micro-credentials for this area of programming whether the applications are funded or not. The four stackable micro-credentials planned are outlined in an attachment to this proposal (ESNT Stackable Micro-credential Map). The Spa Practitioner Micro-credential is designed to be a pre-requisite for the Esthetics and Spa Therapy Micro-credential and the Nail Technician Micro-credential. These micro-credentials are in the process of program and course outline design for the CPRC and EdCo process (April-June). Internally, CS consulted with Education Council to plan out the most effective way forward and it was determined that the four micro-credentials be brought forward individually for the approval process.

- Motion: That Education Council recommends the new program Spa Practitioner Foundations Micro-Credential and thereby approves the following courses:
- **New course: SPF100 Professional and Industry Essentials**  
During consultation and research, subject matter experts identified topics and skills that are critical for working within this field and are foundational to future learning. Internal consultation included OC's Learning and Applied Research Department staff which were instrumental in the mapping and development of this course. Both LAR and Continuing Studies performed industry research and this feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of this specialized training.

Consultation with numerous spa professionals and instructors informed the topics and learning outcomes. LAR support was provided for the course outline development. Class Size

- **New course: SPF101 General Esthetics Anatomy and Nail Structure**  
During consultation and research, subject matter experts identified topics and skills that are critical for working within this field and are foundational to future learning. Internal consultation included OC's Learning and Applied Research Department staff which were instrumental in the mapping and development of this course. Both LAR and Continuing Studies performed industry research and this feedback informed the curriculum and

course identities that will best support graduates of this program to develop their ability to meet the needs of this specialized training.

Consultation with numerous spa professionals and instructors informed the topics and learning outcomes. LAR support was provided for the course outline development.

- **New course: SPF102 Infection Control and Sanitation**

During consultation and research, subject matter experts identified topics and skills that are critical for working within this field and are foundational to future learning. Internal consultation included OC's Learning and Applied Research Department staff which were instrumental in the mapping and development of this course. Both LAR and Continuing Studies performed industry research and this feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of this specialized training.

Consultation with numerous spa professionals and instructors informed the topics and learning outcomes. LAR support was provided for the course outline development.

- **New course: SPF103 Skin Care Foundations**

During consultation and research, subject matter experts identified topics and skills that are critical for working within this field and are foundational to future learning. Internal consultation included OC's Learning and Applied Research Department staff which were instrumental in the mapping and development of this course. Both LAR and Continuing Studies performed industry research and this feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of this specialized training.

Consultation with numerous spa professionals and instructors informed the topics and learning outcomes. LAR support was provided for the course outline development.

- **New course: SPF104 Customer Service and Consultation**

During consultation and research, subject matter experts identified topics and skills that are critical for working within this field and are foundational to future learning. Internal consultation included OC's Learning and Applied Research Department staff which were instrumental in the mapping and development of this course. Both LAR and Continuing Studies performed industry research and this feedback informed the curriculum and course identities that will best support graduates of this program to develop their ability to meet the needs of this specialized training.

Consultation with numerous spa professionals and instructors informed the topics and learning outcomes. LAR support was provided for the course outline development.

**b. New course: PHTE 101 Professional Pharmacy Practice I**

Motion: "That Education Council approves the new course: PHTE 101 Professional Pharmacy Practice I as recommended by the CPRC -HSD."

**Proposal Rationale**

This course is replacing one or more existing courses.

**c. New course: PHTE 102 Communications I**

Motion: "That Education Council approves the new course: PHTE 102 Communications I as

recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more previous courses.

**d. New course: PHTE 103 Pharmacology I**

Motion: “That Education Council approves the new course: PHTE 103 Pharmacology I as recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more existing courses.

**e. New course: PHTE 104 Pharmacy Calculations**

Motion: “That Education Council approves the new course: PHTE 104 Pharmacy Calculations as recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more courses.

**f. New course: PHTE 105 Community Pharmacy Lab**

Motion: “That Education Council approves the new course: PHTE 105 Community Pharmacy Lab as recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more courses.

**g. New course: PHTE 201 Professional Pharmacy Practice II**

Motion: “That Education Council approves the new course: PHTE 201 Professional Pharmacy Practice II as recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more previous courses.

**h. New course: PHTE 202 Communications II**

Motion: “That Education Council approves the new course: PHTE 202 Communications II as recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more previous courses.

**i. New course: PHTE 203 Pharmacology II**

Motion: “That Education Council approves the new course: PHTE 203 Pharmacology II as recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more existing courses.

**j. New course: PHTE 204 Sterile Products**

Motion: “That Education Council approves the new course: PHTE 204 Sterile Products as recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more existing courses.

**k. New course: PHTE 205 Hospital Pharmacy Lab**

Motion: “That Education Council approves the new course: PHTE 205 Hospital Pharmacy Lab as recommended by the CPRC -HSD.”

**Proposal Rationale**

This course is replacing one or more existing courses.

### **I. New course: PHTE 300 Pharmacy Management**

Motion: "That Education Council approves the new course: PHTE 300 Pharmacy Management as recommended by the CPRC -HSD."

#### **Proposal Rationale**

This course is replacing one or more existing courses.

### **m. New course: PHTE 301 Practicum and Employment Preparation**

Motion: "That Education Council approves the new course: PHTE 301 Practicum and Employment Preparation as recommended by the CPRC -HSD."

#### **Proposal Rationale**

This course is replacing one or more existing courses.

### **n. New course: PHTE 302 Community and Hospital Practicum**

Motion: "That Education Council approves the new course: PHTE 302 Community and Hospital Practicum as recommended by the CPRC -HSD."

#### **Proposal Rationale**

This course is replacing one or more existing courses.

### **o. New program: Pharmacy Technician Certificate**

Motion: "That Education Council recommends the new program: Pharmacy Technician Certificate as recommended by the CPRC -HSD."

#### **Proposal Rationale**

After a complete program review it was noted that the flow of courses was not in line with a learner centered approach nor did some of the concepts line up well in the order they were taught. I was also noted that lab hours to theory hours were difficult to separate and that the creation of specific lab courses with dedicated hours would be a better approach to separating the theory vs practical component of the program. Accreditation has also made strong suggestions in the past to lengthen our program as we are one of the shortest in BC. During accreditation in 2023 it was noted that students felt they were not well prepared for the hospital portion as we did not dedicate enough time to this sector. Preceptors as well as PAC members in hospital also felt this way, one conversation I had on this subject is documented in my supporting documents. The student feedback is noted in the accreditation site visit document summary attached. The PAC was also consulted on this new program proposal and their support and feedback is attached in the proposal. In this same document attached above, accreditation strongly suggested the program be lengthened. This was then made mandatory with the creation of the 2024 Draft accreditation standards stating that all programs had to be 1000 hours in length (lab + theory) and include a 360 hour practicum (draft standard documents attached). This meant that we needed to significantly lengthen our program, hence the new program proposal I am putting forth. I have also attached our draft curriculum map to give a better picture of how the program will flow and how ideas and concepts are better connected through this new program structure.

## **5.4 Academic Policies recommended by ARP**

### **a. Student Progression Policy**

That Education Council approves the Student Progression Policy as recommended by ARP.

#### **Proposal Rationale**

This policy revision is focused on putting the existing policy into the new format, changing the policy name, and including Summer sessions I and II as a Term that is considered in a student's Academic Standing. In addition, the sections on Trade and Health Programming in the existing policy have been removed. Section 9 and 10 of the new policy refer to Trades and HSD programming.

For reference only, the draft documents for Trades and HSD Student Progression Procedures have been attached.

Added Policy statement, purpose, scope and definitions

Added Principles

Changed policy name

Kept current academic standing process

Added Summer Sessions to the definition of Term

Removed Trades and Health procedures and will include links to new procedural documents