



## Okanagan College Education Council

### Regular Meeting Agenda

Thursday, September 12, 2024

Room S103B, Kelowna Campus

4:00 – 5:30pm

[Link to join via Zoom](#)

Meeting ID: **627 0921 4676** Passcode: **604780**

[Link to Kuali Agenda](#)

*The meeting will be held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.*

Topic	Action	Presenter	Attached	Pages
<b>1. CALL TO ORDER</b>		J. Garrett		
<b>2. ACKNOWLEDGEMENT</b>		R. Dupuis		
<b>3. APPROVAL OF AGENDA</b>	Approval	J. Garrett		1-2
<i>Motion: "THAT Education Council approves the September 12, 2024 agenda and thereby approves the consent agenda as presented."</i>				
3.1 Consent Agenda				
i. Education Council Minutes – June 6, 2024			<a href="#">Minutes</a>	3-8
<b>4. NEW BUSINESS</b>				
4.1 Academic Schedule 2025-26	Approval	I. Wheeler	<a href="#">Briefing</a>	9-13
<i>Motion: "THAT the Education Council approves the 2025-26 Academic Schedule and recommendation to the Board of Governors as presented."</i>				
4.2 Program Development, Renewal and Retirement	Discussion	J. Anderson	<a href="#">Briefing</a>	14-16
<b>5. REPORTS</b>				
5.1 Council Chair		J. Garrett	verbal	-
5.2 Provost and Vice President Academic		S. Lenci	verbal	-
5.3 Registrar		I. Wheeler	verbal	-
i. Pre-requisite update	Information		verbal	-
ii. Council Membership under <a href="#">Election Rules</a>	Information		verbal	-
5.4 Board of Governors		C. Battersby	verbal	-
<b>6. OTHER BUSINESS &amp; BUSINESS ARISING FROM CONSENT AGENDA</b>				
<b>7. ADJOURNMENT</b>				

## UPCOMING MEETING DATES

### Regular Meeting

Education Council  
Thursday, October 3, 2024 at 4:00pm (Kelowna Campus)

### Submission deadline:

Wednesday September 18, 2024

### Curriculum Proposal Committee Meetings (via Zoom)

Health & Social Development  
Tuesday, October 1, 2024 at 3:30pm

### Submission deadline:

Monday, September 16, 2024

Trades and Apprenticeship  
Tuesday, October 8, 2024 at 3:30pm

Monday, September 23, 2024

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## UPCOMING MEETING DATES

**Arts and Foundational**

Wednesday, October 9, 2024 at 4:00pm

*Tuesday, September 24, 2024*

**Business & Commercial Aviation**

Thursday, October 10, 2024 at 4:00pm

*Wednesday, September 25, 2024*

**Science and Technology**

Wednesday, October 16, 2024 at 4:00pm

*Tuesday, October 1, 2024*

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## Standing Committees

**Academic Regulations and Policy Committee**

Monday, October 7, 2024 at 4:00pm

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## Submission deadline:

*Friday, September 20, 2024*

**Attendance** *(virtual\*)***Members**

- Jillian Garrett, Chair (Arts)
- Amanda Krebs, Vice Chair (Foundational)

## Program Faculty:

- Svan Lembke (Business)\*
- Brian Hall (Health and Social Development)\*
- Morgan Martin (Science and Technology)
- Kelly Brochu (Trades and Apprenticeship)

## Regional Faculty:

- Tim Walters (Shuswap Revelstoke)
- Leanne Mallory (North Okanagan)
- Eva Gavaris (South Okanagan)\*

## Support:

- Doug Mehus (Support)\*
- Michelle Somerville (Support)

**Regrets**

- Neil Fassina, President
- Morgan Martin (Science and Technology)

**Guests**

## Presenting:

- Tanya Tarlit (Trades & Apprenticeship)
- Roen Janyk, Interim Director, Library Services
- Ki Sun Kim (Library Services)
- Sofia Sookochoff (Adult Upgrading)
- Kara Kazimer (Continuing Studies)

## Students:

- Emmarith Balili (Central Okanagan)
- Amelia Leader (North Okanagan)
- Abbey Seidel (Shuswap Revelstoke)\*

## Educational Administrators:

- Samantha Lenci, Provost and Vice President Academic
- Chris Newitt, Associate Dean Arts and Foundational
- Joan Ragsdale, Special Advisor, Community In-program\*
- Danny Marques, Interim Dean Trades and Apprenticeship

## Non-voting:

- Inga Wheeler, Registrar
- Rhea Dupuis, Director Indigenous Relations & Reconciliation
- Cindy Battersby (Board of Governors)

## Recording:

- Amy Chan, Education Council Assistant

## Observing:

- Natasha Befus
- Kristen Wiebe
- Shannon Hawthorne
- Kara McIntyre
- Judith Anderson, Dean Arts and Foundational Programs\*
- Robert Kjarsgaard\*
- Brenda Ridgeley\*

**Topic****Action****1. CALL TO ORDER**

The Chair established a quorum of members and called the meeting to order at 4:02p.m.

**2. ACKNOWLEDGEMENT**

D. Mehus offered a land acknowledgment. R. Dupuis led the Council in an Indigenous drum ceremony.

**3. APPROVAL OF AGENDA**

***MOTION THAT Education Council approves the agenda as presented.***

*L. Mallory / M. Somerville*

**CARRIED**

**3.1 Consent Agenda**

A Krebs requested that the May 2, 2024 Education Council minutes be pulled from the consent agenda.

Topic	Action
<p><b><i>MOTION THAT Education Council approves the minutes of the May 2, 2024 meeting and thereby approves the consent agenda as amended.</i></b></p> <p><b><i>T. Walters / E. Balili</i></b></p> <ul style="list-style-type: none"> <li>i. Course revision: OADM 190 Online Marketing</li> <li>ii. Rescinding of Transfer Credit policies: <ul style="list-style-type: none"> <li>a) Transfer Credit Policy (2010)</li> <li>b) Adult Basic Education (ABE) Transfer Credit Policy (2010)</li> <li>c) OC Calendar - Academic Requirements for Program Completion and Graduation Section 5. Transfer Credits Towards a degree, Diploma or Certificate Program</li> </ul> </li> </ul>	<p><b>CARRIED</b></p>
<p>3.2 Education Council Minutes – May 2, 2024</p> <p>A. Krebs requested that an amendment to the minutes include a reference to the ‘student academic and support group’.</p> <p><b><i>MOTION THAT Education Council approves the minutes of the May 2, 2024 meeting as amended.”</i></b></p> <p><b><i>K. Brochu / T. Walters</i></b></p>	<p><b>CARRIED</b></p>
<p><b>4. BUSINESS ARISING</b></p>	
<p>4.1 Registration and Courses Policy</p> <p>The Registrar provided an overview of the updates to the policy since the last discussion at Education Council including the suggestion to lower the maximum number of courses that a student may register in. Members reiterated their previous concerns of reducing course loads and discussed the consultations that took place. Support was received through consultations with student groups to keep the registration maximums the same as to not limit student options.</p> <p><b><i>MOTION THAT Education Council approves the Registration and Courses Policy as amended.</i></b></p> <p><b><i>A. Krebs / D. Marques</i></b>  <i>1 opposed; 1 abstention</i></p>	<p><b>CARRIED</b></p>
<p><i>ACTION: An amendment to the definition of Auditing Student was suggested and will be incorporated into the final version of the policy.</i></p>	
<p><b>5. NEW BUSINESS</b></p>	
<p>5.1 Copyright Policy</p> <p>The Interim Director, Library Services introduced K. Kim who provided an overview of the policy and consultations. A member inquired about procedures and it was noted that there will be Procedures for Fair Dealing.</p> <p><b><i>MOTION THAT Education Council recommends the Use of Copyright Policy as presented.</i></b></p> <p><b><i>T. Walters / C. Newitt</i></b></p>	<p><b>CARRIED</b></p>

Topic	Action
<p>5.2 Curriculum Proposal Review Committees</p> <p>i. Science and Technology (CPRC ST)</p> <p>a) New course: MATH 035 Math Skills for Mechanical Engineering Technology</p> <p>S. Sookachoff presented the course proposal; noting MATH 035 is for students coming out of high school to demonstrate math skills while bridging into Mechanical Engineering programs. The course is not for credit but will run ten months of the year. Members discussed sequencing and it was explained that students are normally admitted to the Mechanical Engineering program first.</p> <p><b>MOTION THAT Education Council approves the new course: MATH 035 Math Skills for Mechanical Engineering Technology as recommended by CPRC ST as presented.</b></p> <p><b>M. Somerville / K. Brochu</b> 1 abstention</p> <p>ii. Trades and Apprenticeship (CPRC T/A)</p> <p>a) New program: Window and Door Quality Retrofit Micro-credential</p> <p>T. Tarlit provided the program proposal noting that there is an industry need for qualified window retrofit professionals. A member asked about potential consultations with Sustainable Building Technology, and it was noted that this program does not fall under that purview.</p> <p><b>MOTION THAT Education Council recommends the new program: Window and Door Quality Retrofit Micro-credential as recommended by CPRC T/A and thereby approves the following courses:</b></p> <ul style="list-style-type: none"> <li>• <b>New course: WDQR 100 Intermediary Module 1</b></li> <li>• <b>New course: WDQR 200 Advanced Hands-on Module 2</b></li> </ul> <p><b>D. Marques / E. Balili</b></p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p>
<p><b>6. DISCUSSION</b></p>	
<p>6.1 International Enrolments</p> <p>The Chair noted the topic was proposed for discussion by T Walters.</p> <p>T. Walters provided an overview of the information provided, highlighting that it is presented on behalf of a sub-committee of the English department in consultation with Financial Services and Institutional Research, also noting the data primarily consists of Universal Transfer courses. A member suggested that the number of International enrolments be included with the annual budget for information. A member suggested that instead of a quantitative perspective this needs be viewed from a student readiness perspective.</p> <p>The Provost noted that this conversation is taking place around many tables at the College and suggested that any discussion around this topic be supported by teaching and learning principles.</p> <p>The Chair reminded Education Council that the proposed motion related to this item is not within their authority and suggested that a request be made to the Provost for discussion at a future Education Council meeting.</p> <p>Members suggested that there are two separate issues contained in the original motion that should be addressed separately and that student outcomes should be considered.</p> <p>The Chair suggested that the Grading Policy can be revisited under Education Council's authority and that the Admission Policy is on Education Council's advice to the Board of Governors.</p>	

Topic	Action
<p>Members agreed that a better understanding of international student recruitment is needed to provide supports that meet student needs. The Chair proposed that Education Council agree to a special meeting to continue the discussion.</p> <p><b>MOTION THAT Education Council defers the discussion on International Enrolments.</b></p> <p><b>E. Balili / S. Lenci</b> 3 opposed</p>	<p><b>CARRIED</b></p>
<p><i>ACTION: Future Education Council discussion on International Enrolment with an invitation extended to current members. Discussion proposed for September meeting.</i></p>	
<p>T. Walters proposed an amended motion. A member suggested that if we are trying to take an evidence-based approach to enrolment, data exists to support that.</p> <p><b>MOTION THAT when the college determines its intended target percentage of international students each year, it presents that number to Education Council for approval, and in order to provide the necessary context for that decision, it also reports out annually on how successful it was in meeting that target the previous year, and how international students fared by comparison to domestic students.</b></p>	<p><b>DEFEATED</b></p>
<p><b>T. Walters / A. Krebs</b> 5 in favor, 6 opposed, 3 abstentions</p> <p>The Chair and Provost proposed bringing the topic of International Enrolment forward at a future Education Council meeting. An invitation will be extended to current and new members, and a representative from International Recruitment.</p> <p>A member suggested that students may not perform as well in English language courses however can do well in other courses where quality of education exists. The member inquired as to whether any data should be compared to the success of domestic students after graduation.</p> <p>Another member commented that discussions related to international enrolment should focus on overall learners' success and suggested this will be a good conversation to bring forward.</p>	
<p>6.2 Inactive Programs &amp; Courses</p> <p>The Registrar noted that a review of inactive courses and programs is conducted annually by each department, and the report consists of courses that haven't been offered in three years. The Registrar provided an overview of what happens when courses are deleted or retired and noted that deleted courses do not show in the calendar but show in Quali and Banner. Courses must be active to give transfer credit.</p> <p><b>MOTION THAT Education Council approves the deletion of inactive programs and courses as presented with an end date of Winter 2024.</b></p>	<p><b>CARRIED</b></p>
<p><b>L. Mallory / M. Somerville</b></p> <p><i>The meeting recessed at 5:40p.m.</i></p> <p><i>The Chair called for an end to the recess and the meeting resumed at 5:49p.m.</i></p>	
<p>6.3 Standing Committee Reports</p> <p>i. Operations Committee</p> <p>ii. Academic Regulation and Policy Committee</p> <p>The Chair indicated that the Operations and Academic Regulation and Policy Committees have not met since the last report and did not provide an update on behalf of the Committees.</p>	

Topic	Action
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iii. Curriculum Criteria and Calendar Committee

The Chair noted the Committee met on May 27, 2024 and discussed changes to the Quali workflow. Instructions for the rationale sections will receive minor updates to reflect the needs of Education Council and the Board of Governors.

iv. Tributes Committee

The Chair indicated that the Committee has not met however provided an update that the nominees for Honorary Fellows and the Distinguished Service Award were approved by Education Council and the Board of Governors in May.

v. Ad Hoc Governance Committee

a) Terms of Reference

The Chair noted that the Ad Hoc Governance Committee has not met however discussions have occurred around the Committee's Terms of Reference. Proposed changes include extending membership to include non-Education Council members and an extension of the Committee's Terms of Reference to June 2025.

In response to a member's question about the rationale for the membership change and a perceived conflict of interest, the Chair noted that three of five members of the Committee will exit Education Council and expressed an interest to continue contributing to the Committee.

A member suggested that normally this type of change in membership will require members to have a cooling off period before they are able to serve again on that committee. Members discussed previous conversations around Education Council's membership and that the Committee should reflect representation from across the college within Education Council to ensure the effective functioning of Education Council.

Education Council decided to remove the proposed ratification of membership changes from the original motion and proceed with an extension of the term.

***MOTION THAT That Education Council extends the terms for completion of work of the Ad Hoc Governance committee from June 2024 to June 2025.***

*A. Krebs / M. Somerville*

**CARRIED**

Members continued a discussion about the Ad Hoc Governance Committee's member composition. A member highlighted the perceived conflict of interest and suggested that the proposed changes benefit the members currently serving on that committee instead of focusing on positions and representation within the Committee. It was suggested that the proposed changes to the Terms of Reference may be acceptable if it didn't allow those who are currently serving on the Committee to continue serving on the Committee.

A member suggested deferring the discussion to September.

***MOTION THAT the discussion around the membership of the Ad Hoc Committee Terms of Reference be deferred to a future meeting.***

*A. Krebs / D. Marques*

*1 abstention*

**CARRIED**

*ACTION: Future Education Council discussion on Ad Hoc Governance Committee Terms of Reference.*

## 7. REPORTS

### 7.1 Chair Report

The Chair gave a report highlighting the following membership and support updates:

Topic	Action
<ul style="list-style-type: none"> <li>• Thanked members S. Lembke and D. Mehus who are finishing their terms on Education Council; A. Krebs who has resigned from Education Council for a new position at the college; T. Walters who will be on extended study leave next year; and student member A. Seidel who will be graduating soon.</li> <li>• The Chair also thanked A. Chan for supporting Education Council noting that a new Curriculum Coordinator role has been created which A. Chan has filled and will still work closely with Education Council.</li> </ul> <p>The Chair informed provided Education Council with the following updates:</p> <ul style="list-style-type: none"> <li>• An overview of the May Education Council Chair report to the Board of Governors.</li> <li>• Planned participation in all June convocation ceremonies.</li> <li>• That standards for course outlines are being worked on.</li> <li>• Discussions are underway with the Provost on how non-credit programs will come through Education Council to ensure academic quality.</li> <li>• Planned attendance at the Ministry's Post Secondary Governance Conference, June 13-14 in Vancouver.</li> </ul>	
<p><b>7.2 Vice President Academic and Provost Report</b></p> <p>The Provost provided a report and expressed appreciation for Education Council. The Provost noted that a competition is underway for Dean Health and Social Development and that the position of Dean of Teaching and Learning Resources will be established.</p> <p>An update was provided on the Aircraft Maintenance Engineer Technician program.</p> <p>The Food, Wine, and Tourism Committee is reviewing courses offered over the next five years and the building rendering is nearly ready.</p>	
<p><b>7.3 Registrar's Report</b></p> <p>The Registrar provided updates on the Education Council elections, including a review of a membership request from Education Council to have a member-at-large seat to replace the Central Okanagan seat. An update will be provided in September.</p> <p>Members discussed elections for the BCGEU – vocational position and it was suggested that the election be held before summer as vocational instructors are in session until the end of June. The Registrar offered that the election for the vacant Foundational Programs seat will be held as soon as possible.</p>	
<p><i>ACTION: Education Council to receive update on membership under the Election Rules.</i></p>	
<p><b>7.4 Board of Governors Report</b></p> <p>The Board Representative provided a report on the May 21, 2024 Board meeting and items approved by the Board. The next regular Board meeting will be held on September 24, 2024 in Penticton.</p>	
<p><b>8. ADJOURNMENT</b></p> <p>The Chair noted that Education Council will meet next on Thursday, September 12 at 4:00p.m. with submissions due on Wednesday, August 21, 2024.</p> <p>The meeting was adjourned at 6:48p.m.</p> <p><b><i>MOTION THAT Education Council adjourn:</i></b></p> <p><b><i>D. Marques / C. Newitt</i></b></p>	<p><b>CARRIED</b></p>



## EDUCATION COUNCIL BRIEFING NOTE

September 12, 2024

Agenda Item:

### 4.1

Proposal	
Subject:	Academic Schedule 2025-26
Prepared by:	Inga Wheeler, Registrar
Submitted to:	Education Council
Implementation date:	October – December 2024

### Background:

Previous practice has been that setting of the annual Academic Schedule for publishing on the OC website has followed the [Academic Semester Schedule Policy](#). The policy outlines the minimum days required for instruction, add/drop and withdrawal dates, examination periods, grading periods and exceptions to the instruction days in consideration of statutory holidays. The policy does not include Distance Education courses. Where there are exceptions to the Policy, annual approval by Education Council is required and under the College and Institute Act s23(1)(h), Education Council provides advice to the Board on setting of the Academic Schedule.

### Recommendation:

It is recommended that Education Council review and approve the proposed Academic Schedule 2025-26 and make a proposal for the Board of Governors to approve.

### Rationale:

The Academic Schedule 2025-26 was developed in accordance with the Academic Semester Schedule Policy with the following exceptions:

- Fall 2025:
  - Inclusion of Truth and Reconciliation as a Statutory Holiday on September 30 (not currently referenced in the policy).
  - Includes 64 instruction days (under the policy the requirement is 65)
- Winter 2026:
  - Includes 63 instruction days (under the policy the requirement is 65)
- Summer 2026:
  - 29 instruction days for Summer Session I (under the policy the requirement is 30)
  - No exam period is scheduled as exams are held during regular class time (under the policy there are two exam days per session)
- Grade Appeals:
  - Deadlines will follow the Procedures for Final Grade Appeals, which is within 10 business days of the date on which the final grade was issued by the Registrar rather than the fixed date

under the Academic Semester Schedule Policy (under the policy for Fall courses: this is the fourth Friday following the last day of instruction; and for Winter courses: the Friday following Victoria Day).

**Supporting References:**

- [Academic Semester Schedule Policy](#)
- [Final Grade Appeal Policy](#)
- [Procedures for Final Grade Appeals](#)
- [Important Dates webpage: www.okanagan.bc.ca/dates](http://www.okanagan.bc.ca/dates)

<b>Action requested by Council:</b>			
<input type="checkbox"/> <b>Notice of Motion</b>	<input checked="" type="checkbox"/> <b>Approval</b>	<input type="checkbox"/> <b>Referral</b>	<input type="checkbox"/> <b>Information</b>
<b>Recommended Motions</b>			
<b>“THAT the Education Council approves the 2025-26 Academic Schedule and recommendation to the Board of Governors as presented.”</b>			

**Consultation History:**

Group/Individual, Title	Reviewed	Recommended	Date
Inga Wheeler, Registrar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/4/2024
Provost Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/4/2024
Samantha Lenci, Provost & Vice President Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/3/2024
Scheduling Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/22/2024
Joelle Ebner, Financial Aid & Awards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/27/2024

## 2025-26 Academic Schedule

### Fall 2025

<b>Mon, Sep 1</b>	Statutory Holiday (no classes)
<b>Tue, Sep 2</b>	College-wide orientation day for academic programs
<b>Wed, Sep 3</b>	Classes begin
<b>Fri, Sep 12</b>	Last day to register for a course this term
<b>Fri, Sep 12</b>	Last day to receive a refund of tuition fees for course drop
<b>Fri, Sep 12</b>	Last day to drop a course without a withdrawal being recorded on the student's record
<b>Fri, Sep 12</b>	Last day to change course registration status from audit to credit
<b>Tue, Sep 30*</b>	Statutory Holiday (no classes)
<b>Mon, Oct 13</b>	Statutory Holiday (no classes)
<b>Fri, Oct 24</b>	Last day to withdraw from a course without academic penalty
<b>Fri, Oct 24</b>	Last day to change registration status from credit to audit
<b>Mon, Nov 10</b>	No classes
<b>Tue, Nov 11</b>	Statutory Holiday (no classes)
<b>Fri, Dec 5</b>	Last day of regularly scheduled classes
<b>Tue, Dec 9 - Thu, Dec 18</b>	Final exam period
<b>Sun, Dec 21</b>	Last day to submit final grades

For Final Grade Appeal information, see:

- [Final Grade Appeal Policy](#)
- [Procedures for Final Grade Appeals\\*](#)

FALL									
	Instr. days (w/o optional day)	Study days prior to finals	Last day of exams to grades due	Last day exams to Winter Start	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
<b>2025</b>	64*	2	3	16	11	11	14	14	14

**Winter 2026**

<b>Mon, Jan 5</b>	Classes begin
<b>Fri, Jan 16</b>	Last day to register for a course this term
<b>Fri, Jan 16</b>	Last day to receive a refund of tuition fees for course drop
<b>Fri, Jan 16</b>	Last day to drop a course without a withdrawal being recorded on the student's record
<b>Fri, Jan 16</b>	Last day to change course registration status from audit to credit
<b>Mon, Feb 16</b>	Statutory Holiday (no classes)
<b>Tue, Feb 17 - Fri, Feb 20</b>	Mid-semester study break (no classes, Saturday classes will be held)
<b>Fri, Mar 6</b>	Last day to withdraw from a course without academic penalty
<b>Fri, Feb 27</b>	Last day to change registration status from credit to audit
<b>Fri, Apr 3 &amp; Mon, Apr 6</b>	Statutory Holiday (no classes)
<b>Fri, Apr 10</b>	Last day of regularly scheduled classes
<b>Mon, Apr 13 - Wed, Apr 22</b>	Final exam period
<b>Sat, Apr 25</b>	Last day to submit final grades

For Final Grade Appeal information, see:

- [Final Grade Appeal Policy](#)
- [Procedures for Final Grade Appeals\\*](#)

<b>WINTER</b>									
	<b>Winter instr. days</b>	<b>Study days prior to finals</b>	<b>Last day of exams to grades due</b>	<b>Last day exams to Summer I Start</b>	<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesday</b>	<b>Thursdays</b>	<b>Fridays</b>
<b>2026</b>	63*	3	3	17	12	13	13	13	12

## Summer Session I and II 2026

SUMMER I	
Mon, May 11	Classes begin for Session I courses
Fri, May 15	Last day to register for a Session I course
Fri, May 15	Last day to receive a refund of tuition fees for Session I course drop
Fri, May 15	Last day to drop a Session I course without a withdrawal being recorded on the student's record
Fri, May 15	Last day to change Session I course registration status from audit to credit
Mon, May 18	Statutory holiday (no classes)
Fri, Jun 5	Last day to withdraw from a Session I course without academic penalty
Fri, Jun 5	Last day to change registration status for a Session I course from credit to audit
Fri, Jun 19	Last day of regularly scheduled classes for Session I
Mon, Jun 22	Last day to submit final grades Session I
Mon, Jul 1	Statutory holiday (no classes)
SUMMER II	
Mon, Jul 6	Classes begin Session II
Fri, Jul 10	Last day to register for a Session II course
Fri, Jul 10	Last day to receive a refund of tuition fees for a Session II course drop
Fri, Jul 10	Last day to drop a Session II course without a withdrawal being recorded on the student's record
Fri, Jul 10	Last day to change Session II course registration status from audit to credit
Mon, Aug 3	Statutory holiday (no classes)
Fri, July 31	Last day to withdraw from a Session II course without academic penalty
Fri, July 31	Last day to change registration status for Session II from credit to audit
Mon, Aug 17	Last day of regularly scheduled classes for Session II
Thu, Aug 20	Last day to submit final grades Session II

For Final Grade Appeal information, see:

- [Final Grade Appeal Policy](#)
- [Procedures for Final Grade Appeals\\*](#)

	SUMMER I				SUMMER II			
	Instr. Days (incl. final exams)*	Study days prior to finals	Last day of classes to grades due	Break betw. Session I & II	Instr. Days (incl. final exams)*	Study Days prior to finals	Last day of exams to grades due	Last day of classes to Fall 1 <sup>st</sup> Day
2026	29*	N/A	3	16	30	N/A	3	22



**EDUCATION COUNCIL  
BRIEFING NOTE**

**September 12, 2024**

Agenda Item:

**4.2**

Proposal	
Subject:	Program Development, Renewal, and Retirement
Prepared by:	Judith Anderson, Dean Arts and Foundational and PDRWG Working Group Lead
Submitted to:	Education Council
Implementation date:	For discussion

**Background:**

The Program Development, Renewal and Retirement Project is part of the [Inspire Roadmap](#).

In 2024, the Program Development, Renewal, and Retirement Working Group (PDRWG) conducted a review of the College’s processes for program design and an environmental scan of other post-secondary institutions in Canada to develop recommendations for program development, renewal and retirement processes.

A presentation at the table will highlight the key outcomes and next steps of the PDRWG.

**Recommendation:**

Proposed for information/discussion.

**Rationale:**

Currently, program development, renewal, and retirement standards and processes are not consistent or well documented across the college. It is necessary for the College to adopt clear program development, renewal and retirement processes in order to ensure programming is current and responsive to student, community and industry needs.

**Supporting References:**

- Evergreening approach (infinity loop)

<b>Action requested by Council:</b>			
<input type="checkbox"/> <b>Notice of Motion</b>	<input type="checkbox"/> <b>Approval</b>	<input type="checkbox"/> <b>Referral</b>	<input checked="" type="checkbox"/> <b>Information</b>
<b>Recommended Motions</b>			
Not applicable.			

<b>Consultation History:</b>			
<b>Group/Individual, Title</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Date</b>
Provost Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/29/2024
Associate Dean's Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/28/2024
Samantha Lenci, Provost & Vice President Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/30/2024

# Program Development, Renewal, and Retirement Ecology

