



Okanagan College Education Council

Regular Meeting Agenda

Thursday, October 3, 2024

Room S103B, Kelowna Campus (in-person)

4:00 – 6:00pm

[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
1. CALL TO ORDER		J. Garrett		
2. ACKNOWLEDGEMENT		J. Garrett		
3. APPROVAL OF AGENDA <i>Motion: "THAT Education Council approves the October 3, 2024 agenda and thereby approves the consent agenda as presented."</i>	Approval	J. Garrett		1-2
3.1 Consent Agenda				
i. Education Council Minutes – June 6, 2024			Minutes	3-6
4. NEW BUSINESS				
4.1 Governance Review <i>Motion: "THAT the Education Council approve retiring the ad Hoc Governance Committee."</i> <i>Motion: "THAT the Education Council delegate the governance review to the Chair and approve the Proposal and Timeline for Governance Review as presented."</i>	Approval	J. Garrett	Briefing	7-9
4.2 Education Council Schedule <i>Motion: "THAT the Education Council approve the 2025-2026 Council Schedule as presented."</i>	Approval	J. Garrett	Briefing	10-12
4.3 International Enrolments	Information	J. Goodwin		-
4.4 Committee Appointments <i>Motion: "THAT Education Council approve the appointment of Brenda Ridgeley to the Operations Committee"</i> <i>Motion: "THAT Education Council approve the appointment of Karmen Krahn to the Academic Regulations and Policy Committee"</i> <i>Motion: "THAT Education Council approve the appointment of Wendy Wheeler to the Curriculum Criteria and Calendar Committee"</i>	Approval	J. Garrett		13-14
5. REPORTS				
5.1 Council Chair		J. Garrett	verbal	-
5.2 Provost and Vice President Academic		S. Lenci	verbal	-
5.3 Registrar		I. Wheeler	verbal	-
5.4 Board of Governors		C. Battersby	verbal	-
6. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
7. ADJOURNMENT				

UPCOMING MEETING DATES

Regular Meeting

Education Council
Thursday, November 7, 2024 at 4:00pm (Kelowna Campus)

Submission deadline:

Wednesday October 23, 2024

Curriculum Proposal Committee Meetings (via Zoom)

Health & Social Development
Tuesday, November 5, 2024 at 3:30pm

Monday, October 21, 2024

Trades and Apprenticeship
Tuesday, November 12, 2024 at 3:30pm

Monday, October 28, 2024

Arts and Foundational
Wednesday, November 13, 2024 at 4:00pm

Tuesday, October 29, 2024

Business & Commercial Aviation
Thursday, November 14, 2024 at 4:00pm

Wednesday, October 30, 2024

Science and Technology
Wednesday, November 20, 2024 at 4:00pm

Tuesday, November 5, 2024

Standing Committees

Academic Regulations and Policy Committee
Monday, October 7, 2024 at 4:00pm

Submission deadline:

Monday, November 4, 2024 at 4:00pm

Friday, October 18, 2024

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

- Jillian Garrett, Chair (Arts)
- Leanne Mallory, Vice Chair (Foundational)*

Program Faculty:

- Brenda Ridgeley (Business)
- Brett Wade (Health and Social Development)
- Morgan Martin (Science and Technology)
- Kelly Brochu (Trades and Apprenticeship)

Regional Faculty:

- Leanne Mallory (North Okanagan)
- Eva Gavaris (South Okanagan)*

Support:

- Kristine Wickner (Support)*
- Michelle Somerville (Support)

Regrets

- Amelia Leader (North Okanagan)
- Joan Ragsdale, Special Advisor, Community In-program*

Guests

Presenting:

- Judith Anderson, Dean Arts and Foundational Programs

Students:

- Emmarith Balili (Central Okanagan)

Educational Administrators:

- Samantha Lenci, Provost and Vice President Academic
- Chris Newitt, Associate Dean Arts and Foundational
- Danny Marques, Interim Dean Trades and Apprenticeship

Non-voting:

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

Recording:

- Kristen Wiebe, Governance & Privacy Coordinator

Observing:

- Elaine Booi
- Doug Mehus

Topic	Action
<p>1. CALL TO ORDER</p> <p>Quorum was established and the meeting was called the meeting to order at 4:16p.m.</p> <p>The Chair welcomed new and returning members and led round table introductions.</p> <p><i>L. Mallory joined the meeting at 4:25p.m.</i></p> <p>The Chair proposed that meetings be held either all in-person or online. Members noted that the length of meeting and winter season should be considered in determining the schedule. Members agreed the October meeting could be in person. A schedule will be developed that considers holding meetings online, in-person, and at each campus.</p> <p><i>J. Ragsdale left the meeting at 4:32pm.</i></p> <p>2. ACKNOWLEDGEMENT</p> <p>R. Dupuis led the Council in a welcome song.</p>	

Topic	Action
<p>3. APPROVAL OF AGENDA</p> <p>The Chair noted a request was made to pull the minutes from the consent agenda and moved them to Other Business as item #6.1.</p> <p><i>MOTION "THAT Education Council approves the September 12, 2024 agenda as presented."</i></p> <p><i>M. Sommerville</i></p>	CARRIED
<p>4. NEW BUSINESS</p> <p>4.1 Academic Schedule 2025-26</p> <p>The Registrar provided an overview of the academic schedule for 2025-26 noting it is prepared every year and that applications for Fall 2025 open October 1st. The exceptions from the Academic Semester Schedule Policy were highlighted and the Registrar indicated the policy is currently being reviewed.</p> <p>A member raised a question about the instructional days and it was clarified that under the policy when Remembrance Day falls on a Tuesday, there will be no classes on the preceding Monday. Members discussed the Winter 2026 last day to change registration and Summer II order of dates. It was proposed that Summer II classes end on a Monday to provide students an opportunity to study over the weekend.</p> <p><i>MOTION "THAT the Education Council approves the 2025-26 Academic Schedule and recommendation to the Board of Governors as amended."</i></p> <p><i>ACTION:</i> <i>An amendment will be made to change the order of dates to end Summer classes on a Monday. The schedule will be recommended for Board approval in September.</i></p> <p><i>M. Martin</i></p>	CARRIED
<p>4.2 Program Development, Renewal and Retirement (PDDR)</p> <p>J. Anderson gave a presentation as the Chair of the PDDR working group. The group was established to identify ways to more effectively and expeditiously review and renew programs. The group committed to developing workflows for review, renew and retire programs which resulted in a task list for each workflow. The project consisted of an environmental scan of other institutions and the working group is holding a consultation process. An overview of the work completed by the working group so far was provided and an overview of the resulting workflows and phases was given.</p> <p><i>E. Balili joined the meeting at 5:05p.m.</i></p> <p>A member asked about how the time for a program's retirement is determined, and it was noted that this is part of the program review and renewal cycle and recommendations from the review. The Provost offered that it is a qualitative and quantitative review and cost, access, and industry are each considered.</p> <p><i>J. Anderson and N. Fassina left the meeting at 5:17p.m.</i></p>	
<p>5. REPORTS</p> <p>5.1 Council Chair</p> <p>The Chair provided a report highlighting their attendance at the June 13-14 Post Secondary Education and Future Skills Board Workshop in Vancouver and offered the following takeaways:</p> <ul style="list-style-type: none"> • The need to ask the right questions. 	

Topic	Action
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- The need to manage change.
- Stay attuned to students, and stay relevant.
- Seek opportunity for innovation.

The Chair also noted the Council provides advice to the Board on programming and relies on the work of the Council. This means a culture of collaboration needs to be included in programming processes between Executive, the Board, and Education Council.

The Chair noted that while no standing committees met since June, the Curriculum Criteria and Calendar Committee plans to meet in September to discuss program and course outcomes.

The Chair noted Ad Hoc governance committee is down to two members and the Chair will come back to the Council with recommendations.

The Chair highlighted several priorities for the upcoming year including the governance review, reviewing proposal processes with the Curriculum Calendar and Criteria Committee, institutional course outline standards, and academic syllabi that will link from Quali to BCCAT. The Chair also indicated an intention to collaborate with program areas on non-credit programs and how they come to Education Council while expediting program development and renewal.

ACTION: *Recommendations for moving the governance review to be developed.*

5.2 Provost and Vice President Academic

The Provost and Vice President Academic (Provost) noted that teaching and learning is at the forefront of Education Council. The Provost suggested bringing the institutional policy list to the Academic Regulations and Policy Committee. It was noted that the Program Deans will be at the Board Professional Development Session to present on College programming.

The Provost highlighted several other discussions occurring around:

- Generative AI and use in the classroom.
- Academic Integrity is being reviewed by the Deans and how to apply it consistency for students.
- A student support group is being lead by the Director, Library Services. Indigenous Education is moving forward.
- How the course outline is a contract with students.

A member highlighted the bridging program for mechanical engineering as a support for students.

The meeting recessed at 6:02p.m.

The meeting was called back to order at 6:10p.m.

Topic	Action
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5.3 Registrar

i. Pre-requisite update

The Registrar noted the previous process for pre-requisite reviews was almost entirely manual. Pre-requisites were checked at the time of registration this year for the first time. The process is being reviewed and will return to Education Council.

ACTION:

ii. Council Membership under Election Rules

The Registrar noted this is related to the question around seats by program and region distribution as outlined in the Act, and a request by Council to consider inclusion of an open seat to replace the current Central Okanagan seat. The Registrar sets the Election Rules and will work on including a member at large seat with updates for the Spring 2025 election. The call for nominations for student seats on Education Council will go out in the next week.

The Registrar also highlighted a change to International English Language Testing System (IELTS) scores for the English Admission requirements to the Pharmacy Technician program.

5.4 Board of Governors Report

The Board Representative provided a report noting the Board last met on June 18, 2024, and provided an overview of items approved by the Board. An update on Board activities over the summer was given, including several events to celebrate capital project across College campuses. The next regular Board meeting will be held on September 24, 2024 in Penticton.

6. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

6.1 Education Council Minutes – June 6, 2024

The Chair invited D. Mehus to give an overview of a proposed amendment to the minutes. The Council approved the amended minutes.

MOTION THAT Education Council approves the June 6, 2024 Minutes as amended.

D. Marques

CARRIED

Motion to adjourn

CARRIED

6:38pm



EDUCATION COUNCIL BRIEFING NOTE

October 3, 2024

Agenda Item:

4.1

Proposal Summary

Subject:	Governance Review
Prepared by:	Jillian Garret, Education Council Chair
Submitted to:	Education Council
Implementation date:	October 2024

Background:

In September 2023, an Ad Hoc Governance Committee of Education Council was established. That Committee developed Terms of Reference with a purpose and mandate to review governing documents and support materials. Since its inception, that committee has met several times for discussion. Having not being able to meet their mandate they requested an extension from Education Council to the governance review timeline, originally proposed as June 2024, to June 2025.

While the Committee had important discussions around the governing documents, those discussions now need to be actioned to develop and implement the work needed to support a full review of Education Council governing documents. The Committee identified, in their discussions, the significant amount of work that will be required to achieve this governance review. With the recent turnover of Education Council members and as a majority of members on the ad hoc Governance Committee completed their terms, it is recommended that the process needed to achieve a governance review be revisited.

After consultation with the remaining committee member, a proposal has been prepared to complete the Governance review by the timeline approved by Education Council in June 2024.

Recommendation:

Attached is a proposed outline of a two-stage process which includes the list of documents required to complete the review along with an expected timeline to meet the new deadline of June 2025.

In support of the work to review and develop, as appropriate, the materials needed by Education Council to fulfill their academic responsibilities under the College and Institute Act, it is proposed that Education Council consider the following options:

- 1) **The Chair, in consultation with the Vice Chair and additional designated resource persons as appropriate, and with support from the Governance Offices, will conduct a full review of the Education Council governance documents.** This option would retire the ad hoc Governance Committee and governing documents would come to Education Council as a whole for review.

This process would include time for a first and, potentially a second reading by Education Council prior to approval.

or

- 2) **Reestablish the ad Hoc Governance Committee as a working committee with updated membership.** In order to complete the work required, the Committee would be required to meet weekly and be assigned a full review and redrafting of Education Council’s governing documents. It is estimated that each Committee member would be assigned two-three hours per week for the duration of the governance review to conduct research and redraft Education Council’s documents based on the development principles, in addition to a weekly meeting to review the proposed documents as a committee prior to making recommendations at Education Council.

Rationale:

As detailed in the attached process and timeline, a governance review will require a significant time commitment from Education Council and any designated committees, or a working group of individual Education Council members. Additionally, an ad Hoc Governance Committee would need to be re-appointed following the retirement from Education Council of over half of its members.

It has been identified that additional support or delegation of this work by the Council is required to complete the governance review based on the proposed June 2025 timeline approved by Education Council on June 6, 2024.

Having the Chair, with support from the Vice Chair and other designated resource persons, lead the governance review and having the Education Council review as a committee of the whole will support the proposed review timeline while ensuring that Education Council has opportunities to review the governing documents and provide oversight over the governance review process.

Supporting References:

- Proposal for Governance Review and Timeline

Action requested by Council:				
<input type="checkbox"/> Notice of Motion	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Advice	<input type="checkbox"/> Referral	<input type="checkbox"/> Information
Recommended Motions				
Motion: “THAT the Education Council approve retiring the ad Hoc Governance Committee.”				
AND				
Motion: “THAT the Education Council delegate the governance review to the Chair and approve the Proposal and Timeline for Governance Review as presented.”				

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
Provost and Vice President, Academic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/19/24
	<input type="checkbox"/>	<input type="checkbox"/>	Enter date.



EDUCATION COUNCIL BRIEFING NOTE

October 3, 2024

Agenda Item:

4.2

Proposal Summary

Subject:	Education Council Schedule
Prepared by:	Jillian Garret, Education Council Chair
Submitted to:	Education Council
Implementation date:	October 2024

Background:

In September 2024, the Chair proposed a discussion around the format of meetings either being all online or in person. The Council suggested that the schedule be revised to include meetings in each campus region and that where travel is required, that seasonal travel requirements be considered.

The proposed schedule includes online and in person meetings with Penticton, Vernon and Salmon Arm campuses each allocated a meeting date during each academic cycle. Additionally, the proposed schedule includes two meetings per year that will focus on more strategic topics related to Education Council. Curriculum would still be considered on the Strategy meeting dates on a priority basis. Two member socials have also been included at the start and end of the academic year to allow an opportunity for Council members who wish to connect outside of regular meetings.

Recommendation:

Education Council is asked to provide feedback and approve the schedule.

Rationale:

The Council bylaws state that the Council will schedule ten regular meetings each academic session, from September through June, and that the times of these meetings shall be established in advance by Education Council or by the Operations Committee.

The attached schedule includes the feedback provided by the Council during the September 12, 2024 meeting with dates through the 2026 cycle to allow Council members to plan their schedules in advance.

Supporting References:

- Proposed Education Council Schedule 2025-2026

Action requested by Council:

Notice of Motion
 Approval
 Advice
 Referral
 Information

Recommended Motions

Motion: "THAT the Education Council approve the 2025-2026 Council Schedule as presented."

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
	<input type="checkbox"/>	<input type="checkbox"/>	Enter date.
	<input type="checkbox"/>	<input type="checkbox"/>	Enter date.

Education Council and Standing Committees 2024-2025

Meeting Schedule and Submission Deadlines

Education Council

Date	Time	Format	Meeting Type	Location	Submission Deadline
Thu, Oct 03, 2024	4:00pm	in person	Regular	Kelowna	Wed, Sep 18, 2024
Thu, Nov 07, 2024	4:00pm	in person	Regular	Kelowna	Wed, Oct 23, 2024
Thu, Dec 05, 2024	4:00pm	online	Regular	online	Wed, Nov 20, 2024
Thu, Jan 09, 2025	4:00pm	online	Regular	online	Wed, Dec 25, 2024
Thu, Feb 06, 2025	4:00pm	online	Strategy	online	Wed, Jan 22, 2025
Thu, Mar 06, 2025	4:00pm	in person	Regular	Kelowna	Wed, Feb 19, 2025
Thu, Apr 03, 2025	4:00pm	in person + member social (3:30pm)	Regular	Kelowna	Wed, Mar 19, 2025
Thu, May 01, 2025	4:00pm	in person	Regular	Penticton	Wed, Apr 16, 2025
Thu, Jun 05, 2025	4:00pm	in person	Regular	Vernon	Wed, May 21, 2025
<i>July</i>		<i>no meeting</i>			
<i>August</i>		<i>no meeting</i>			
Thu, Sep 11, 2025	4:00pm	in person + member social (3:30pm)	Strategy	Kelowna	Wed, Aug 20, 2025
Thu, Oct 09, 2025	4:00pm	in person	Regular	Vernon	Wed, Sep 24, 2025
Thu, Nov 06, 2025	4:00pm	in person	Regular	Kelowna	Wed, Oct 22, 2025
Thu, Dec 04, 2025	4:00pm	online	Regular	online	Wed, Nov 19, 2025
Thu, Jan 08, 2026	4:00pm	online	Regular	online	Wed, Dec 24, 2025
Thu, Feb 05, 2026	4:00pm	online	Strategy	online	Wed, Jan 21, 2026
Thu, Mar 05, 2026	4:00pm	in person	Regular	Kelowna	Wed, Feb 18, 2026
Thu, Apr 02, 2026	4:00pm	in person + member social (3:30pm)	Regular	Kelowna	Wed, Mar 18, 2026
Thu, May 07, 2026	4:00pm	in person	Regular	Salmon Arm	Wed, Apr 22, 2026
Tue, Jun 04, 2024	4:00pm	in person	Regular	Penticton	Mon, May 20, 2024
<i>July</i>		<i>no meeting</i>			
<i>August</i>		<i>no meeting</i>			



COMMITTEE APPOINTMENTS BRIEFING NOTE

October 7, 2024

Agenda Item:

4.4

Proposal	
Subject:	Committee Appointments
Prepared by:	Jillian Garrett, Chair
Submitted to:	Education Council
Implementation date:	November, 2024

Background:

Due to the recent turnover in Education Council and committee membership, there are several vacant positions on the sub-committees of Education Council. It is recommended that the individuals outlined in this briefing note be appointed to fill some of these vacancies.

Nominations are also sought for the other vacant positions outlined below"

Academic Regulations and Policy Committee

- 1 EdCo member representative – *seeking nominations*
- 1 HSD faculty representative - Karmen Krahn nominated

Curriculum Criteria and Calendar Committee

- 1 general faculty representative - Wendy Wheeler nominated

Operations Committee

- 1 EdCo faculty member representative - Brenda Ridgeley nominated
- 1 EdCo faculty member representative - *seeking nominations*

Curriculum Proposal Review Committee – Arts & Foundational Programs

- Adult Upgrading representative – *seeking nominations*

Curriculum Proposal Review Committee – Health and Social Development

- 1 external faculty representative – *seeking nominations*

Curriculum Proposal Review Committee – Trades and Apprenticeship

- 2 portfolio faculty Representatives – *seeking nominations*

Recommendation

- Approve the appointment of Brenda Ridgeley to the Operations Committee.
- Approve the appointment of Karmen Krahn to the Academic Regulations and Policy Committee.
- Approve the appointment of Wendy Wheeler to the Curriculum Criteria and Calendar Committee.

Rationale:

No applicable.

Supporting References:

Not applicable

Action requested:				
<input type="checkbox"/> Notice of Motion	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Advice	<input type="checkbox"/> Referral	<input type="checkbox"/> Information
Recommended Motions				
<p>Motion: "THAT Education Council approve the appointment of Brenda Ridgeley to the Operations Committee".</p> <p style="text-align: center;">and</p> <p>Motion: "THAT Education Council approve the appointment of Karmen Krahn to the Academic Regulations and Policy Committee ".</p> <p style="text-align: center;">and</p> <p>Motion: "THAT Education Council approve the appointment of Wendy Wheeler to the Curriculum Criteria and Calendar Committee".</p>				

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
	<input type="checkbox"/>	<input type="checkbox"/>	Enter date.
	<input type="checkbox"/>	<input type="checkbox"/>	Enter date.