



Okanagan College Education Council

Regular Meeting Agenda

Thursday, November 7, 2024

Room S103B, Kelowna Campus (in-person)

4:00 – 7:30pm

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		K. Brochu		
3. APPROVAL OF AGENDA	Approval	J. Garrett		1-4
<i>Motion: THAT Education Council approves the November 7, 2024 agenda and thereby approves the consent agenda as presented.</i>				
3.1 Consent Agenda				
i. Education Council Minutes – October 3, 2024	<i>Approved with motion for agenda as above</i>		Minutes	5-8
ii. Course revisions:				
a) ASTR 120 Astronomy for the Physical Sciences II				
<i>Motion: THAT Education Council approves the course revisions for ASTR 120 Astronomy for the Physical Sciences II.</i>				
b) MATH 258 Numerical Methods				
<i>Motion: THAT Education Council approves the course revisions for MATH 258 Numerical Methods.</i>				
c) BIOL 202 / STAT 230 Elementary Applied Statistics				
<i>Motion: THAT Education Council approves the course revisions for BIOL 202 and STAT 230 Elementary Applied Statistics for the Physical Sciences II.</i>				
4. NEW BUSINESS				
Okanagan School of Business				
4.1 JAMK Dual Degree Agreements	Joint approval	C. Gilchrist / B. Baldwin	Briefing	9-39
<i>Motion: THAT the Education Council approve the JAMK Dual Degree Program Agreements for International Business, General Business, and Hospitality and Tourism Management.</i>				
Science & Technology				
4.2 Program Revisions				
i. Post-Baccalaureate Diploma in Marketing and Data Analytics (PBDMDA)	Approval	B. Penfound	Kuali	-
ii. Post Baccalaureate Diploma in Data Analytics and Economics (PBDDAE)				
<i>Motion: THAT Education Council approves the program revisions for recommendation to the Board of Governors:</i>				
<ul style="list-style-type: none"> <i>Post-Baccalaureate Diploma in Marketing and Data Analytics (PBDMDA)</i> 				

Topic	Action	Presenter	Attached	Pages
<ul style="list-style-type: none"> Post Baccalaureate Diploma in Data Analytics and Economics (PBDDAE) 				
Arts and Foundational				
4.3 New Programs:				
<ul style="list-style-type: none"> i. GIS Essentials Micro-Credential (MCGISE) ii. Advanced GIS Micro-Credential (MCAGIS) iii. GIS Database Management Micro-Credential (MCGISD) iv. 3D Modeling and Remote Sensing in GIS Micro-Credential (MCGISM) 	Approval and recommendation	A. Brennan	Kuali	40
<i>Motion: THAT Education Council approves the recommendation to the Board of Governors for the new programs:</i>				
<ul style="list-style-type: none"> GIS Essentials Micro-Credential (MCGISE) Advanced GIS Micro-Credential (MCAGIS) GIS Database Management Micro-Credential (MCGISD) 3D Modeling and Remote Sensing in GIS Micro-Credential (MCGISM) 				
<i>and thereby approves the new courses:</i>				
<ul style="list-style-type: none"> GISE 101 GIS Essentials GISE 102 GIS Data GISE 103 GIS Project Management GISE 104 GIS Data Collection AGIS 105 GIS Analysis AGIS 107 GIS Project AGIS 108 Raster Analysis AGIS 115 GIS Automation GISD 106 Relational Databases GISD 116 Using Relational Databases GISM 109 3D Modeling in GIS GISM 117 Using Remote Sensing in GIS 				
4.4 Program Revision				
<ul style="list-style-type: none"> i. Supported Access to Modified Education (SAME) 	Approval and recommendation	K. Ashman	Kuali	-
<i>Motion: THAT Education Council approves the Supported Access to Modified Education (SAME) program revision for recommendation to the Board of Governors, and thereby approves the following course revision:</i>				
<ul style="list-style-type: none"> LSSM 020 Access and Support 				
Trades and Apprenticeship				
4.5 Program Revisions				
<ul style="list-style-type: none"> i. Recreation Vehicle Service Technician (RVST) ii. Automotive Service Technician Foundation (ASTF) iii. Heavy Mechanical Foundation (HMFPE) iv. Entry Level Automotive Collision and Refinishing Program (CLSN) 	Approval and recommendation	D. Noble	Kuali	-

Topic	Action	Presenter	Attached	Pages
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Motion: **THAT Education Council approves the program revisions for recommendation to the Board of Governors:**

- **Recreation Vehicle Service Technician (RVST)**
- **Automotive Service Technician Foundation (ASTF)**
- **Heavy Mechanical Foundation (HMFP)**
- **Entry Level Automotive Collision and Refinishing Program (CLSN)**

and thereby approves the course revisions:

- [RVST 113 Industry Work Placement](#)
- [ASTF 109 Industry Work Placement](#)
- [HFMP 111 Industry Work Placement](#)
- [CLSN 115 Industry Work Term](#)

v. [Aircraft Maintenance Engineer Category Structures "S" \(AMES\)](#)

Approval and recommendation D. Martell Kualif -

Motion: **THAT Education Council approves the Aircraft Maintenance Engineer Category Structures "S" program revisions and recommendation to the Board of Governors and thereby approves the following course revisions:**

- [AMES 201 Damage Inspection, Assessment and Repair](#)
- [AMES 221 Metal Planishing and Forming](#)
- [AMES 222 Special Airframe Process and Practices](#)
- [AMES 223 Aircraft Composites Level 2](#)
- [AMES 224 Aircraft Metal Construction Level 2](#)
- [AMES 225 Damage Assessment and Repair Lab](#)

4.6 New Program:

i. [Aircraft Maintenance Engineer Category "M" Mechanical \(AMEM\)](#)

Approval and recommendation D. Martell Kualif -

Motion: **THAT Education Council approves the new program: Aircraft Maintenance Engineer Category "M" Mechanical program and recommendation to the Board of Governors and thereby approves the following new courses:**

- [AMEC101 Orientation](#)
- [AMEC102 Practical Aviation Mathematics](#)
- [AMEC103 Aerodynamics and Aircraft Construction](#)
- [AMEC104 Basic Electrical Theory](#)
- [AMEC105 Canadian Aviation Regulations Level 1](#)
- [AMEC106 Aircraft Systems Level 1](#)
- [AMEC121 Machine Shop](#)
- [AMEC122 Metal Aircraft Construction Lab 1](#)
- [AMEC123 Aircraft Composites Level 1](#)

- [AMEM201 Aircraft Electricity Level 2](#)
- [AMEM202 Powerplants Level 2-Reciprocating Engines](#)
- [AMEM203 Reciprocating Engine Systems Theory](#)
- [AMEM204 Propeller Theory](#)
- [AMEM221 Electrical Components and Operation](#)

Okanagan College Education Council
Regular Meeting Agenda

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Topic	Action	Presenter	Attached	Pages
<ul style="list-style-type: none"> • <u>AMEM222 Reciprocating Engine Maintenance</u> • <u>AMEM301 Powerplants Level 2-Turbine Engines</u> • <u>AMEM302 Turbine Engine Systems</u> • <u>AMEM303 Aerodynamics Level 2</u> • <u>AMEM304 Aircraft Systems Level 2</u> • <u>AMEM305 Aircraft Instrumentation</u> • <u>AMEM306 Rotary Wing Airframe Systems</u> • <u>AMEM321 Turbine Engine Maintenance</u> • <u>AMEM322 Basic Airframe Maintenance</u> • <u>AMEM401 Canadian Aviation Regulations Level 2</u> • <u>AMEM421 Helicopter Maintenance</u> • <u>AMEM422 Fixed Wing Maintenance</u> • <u>AMEM423 Engine Removal and Installation</u> • <u>AMEM424 Landing Gear</u> • <u>AMEM425 Hanger Support</u> • <u>AMEM426 Aircraft System Maintenance</u> • <u>AMEM427 Aircraft Troubleshooting and Repair</u> 				
5. REPORTS				
5.1 Education Council Chair	Information	J. Garrett	verbal	-
i. Academic Regulation and Policy Committee Report				
ii. Governance Review Update				
iii. Education Council Meeting Protocols	Approval	J. Garrett	Briefing	41-46
<i>Motion: THAT the Okanagan College Education Council approve the Meeting Protocols as presented.</i>				
5.2 Tributes Committee Report				
i. Distinguished Service and Honorary Fellow Awards Update	Information	J. Ragsdale	Briefing	47-49
5.3 Provost and Vice President Academic	Information	S. Lenci	verbal	-
5.4 Registrar	Information	I. Wheeler	verbal	-
5.5 Board of Governors	Information	C. Battersby	verbal	-
6. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
7. ADJOURNMENT				



Draft Minutes for Approval November 7, 2024

Attendance

Members

- Program Faculty:
 - Jillian Garrett, Education Council Chair (Arts)
 - Brenda Ridgeley (Business)
 - Brett Wade (Health and Social Development)
 - Morgan Martin (Science and Technology)
 - Kelly Brochu (Trades and Apprenticeship)

Regional Faculty:

- Eva Gavaris (South Okanagan)

Support:

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

Regrets

- Leanne Mallory, Vice Chair (Faculty, North Okanagan)
- Amelia Leader (Student, North Okanagan)
- Cindy Battersby (Board of Governors)
- Neil Fassina, President
- Danny Marques, Associate Dean, Trades & Apprenticeship
- Inga Wheeler, Registrar

Guests

Presenting:

- Devin Rubadeau, Dean Strategic Enrolment

Students:

- Emmarith Balili (Central Okanagan)

Educational Administrators:

- Samantha Lenci, Provost and Vice President Academic
- Chris Newitt, Associate Dean Arts and Foundational
- Joan Ragsdale, Special Advisor, In-community Program Design

Non-voting:

- Rhea Dupuis, Director Indigenous Relations & Reconciliation
- Lianna Lillies, Associate Registrar

Recording:

- Kristen Wiebe, Governance & Privacy Coordinator

Topic	Action
<p>1. CALL TO ORDER Quorum was established and the meeting was called the meeting to order at 4:05p.m. The Chair welcomed members.</p>	
<p>2. ACKNOWLEDGEMENT The Chair shared a personal experience about National Day for Truth and Reconciliation Day. K. Brochu agreed to give the land acknowledgement for November.</p>	
<p>3. APPROVAL OF AGENDA An amendment was made to move 4.3 to item 4.1. Amendments were requested and will be made to item 3.1(i) - September 12, 2024 Minutes. <i>MOTION "THAT Education Council approves the October 3, 2024 agenda and thereby approves the consent agenda as amended."</i> 3.1 Consent Agenda i. Education Council Minutes – September 12, 2024 <i>E. Gavaris</i></p>	CARRIED

Topic**Action****4. NEW BUSINESS****4.1 International Enrolments**

The Dean, Strategic Enrolment gave a presentation, noting there are 2000 international students representing approximately 66+ countries. The process for getting international students on site and supports available to them after they get here was outlined. Recruiters meet with students and their families in their home country and are guided through the application process. An overview of services for students including homestays, post graduate work permits, cultural liaisons, settlement coordinators, orientations and special events was outlined. An overview of student success across portfolios was provided, noting that: 8% of international Arts students made the Dean's List, 15% for Business, 7% Science and Technology and that this level of achievement is similar to domestic students.

A member asked about support for language and it was noted that each student needs to demonstrate english language proficiency requirements similar to national standards at other post-secondary institutions. Additional language supports are available through the library and access to tutors.

A member asked about students who meet the language requirements and struggle once they arrive. It was suggested that the gap can be a result of language comprehension and application outside of proficiency testing.

A question was raised about the use of agencies for recruitment and it was noted that students and agents still go through Okanagan College recruiters.

C. Newitt joined the meeting at 4:23p.m.

A member asked about how the agent pool is evaluated and it was outlined that agents are assessed on their ability to demonstrate recruited students' pathways to success in College programs.

A member asked about the programs that are residence pathways from post-graduate work permits and it was noted that most two-year programs and some certificates qualify.

A member asked about numbers of International students and it was suggested that changes at provincial and federal levels.

D. Rubadeau left the meeting at 4:35p.m.**4.2 Governance Review**

The Chair noted that a motion was previously brought forward to approve the terms of reference for the Ad Hoc Governance Committee and extend their term to June 2025.

A proposal for the governance review was outlined, including retiring the Ad Hoc governance Committee and a review led by the Chair. The rationale was presented that the committee has only two remaining members and would need to be re-established, as well as the significant work and time commitments required for a new committee to complete the governance review within the term that was previously approved. The Chair noted that resource persons will be the governance office and former Chairs and the Vice Chair, who will support the drafting and review process before items are approved by the Council.

Members inquired about the work done by the Ad Hoc Governance Committee to date and it was noted that Education Council members could be added to the Microsoft Team to access the Committee's research.

ACTION: Add Education Council members to the Ad Hoc Governance Team.

Topic	Action
<p>MOTION “THAT the Education Council approve retiring the ad Hoc Governance Committee.” C. Newitt</p>	<p>CARRIED</p>
<p>MOTION “THAT the Education Council delegate the governance review to the Chair and approve the Proposal and Timeline for Governance Review as presented.” M. Somerville</p>	<p>CARRIED</p>
<p>4.3 Education Council Schedule</p>	
<p>The Chair reminded the Council that the schedule was discussed at the September meeting and highlighted the proposed changes to hold meetings at other campuses and the inclusion of strategy meetings.</p>	
<p><i>E. Balili joined the meeting at 4:54p.m.</i></p>	
<p>It was suggested that the Council could consider meetings starting earlier. A member asked about the budget meeting, and it was noted that is normally held in February. Coordinated carpooling from Kelowna campus was suggested.</p>	
<p>Faculty members were reminded to submit scheduling requests to their departments to ensure their attendance at meetings.</p>	
<p>MOTION “THAT the Education Council approve the 2025-2026 Council Schedule as presented.” M. Martin</p>	<p>CARRIED</p>
<p><i>E. Balili abstained given they were not present for the proposal.</i></p>	
<p>4.4 Committee Appointments</p>	
<p>The Chair provided an overview of the Standing Committee vacancies and responsibilities, and asked members to support recruitment for the open positions.</p>	
<p>Motion: “THAT Education Council approve the appointment of Brenda Ridgeley to the Operations Committee.” S. Lenci</p>	<p>CARRIED</p>
<p>Motion: “THAT Education Council approve the appointment of Karmen Krahn to the Academic Regulations and Policy Committee.” M. Martin</p>	<p>CARRIED</p>
<p>Motion: “THAT Education Council approve the appointment of Wendy Wheeler to the Curriculum Criteria and Calendar Committee.” K. Brochu</p>	<p>CARRIED</p>
<p>The Chair asked for nominations for the Academic Regulations and Policy and Operations Committee and Operations Committee. No nominations were offered for the Academic Regulations Committee. E. Gavaris was nominated for the Operations Committee.</p>	
<p>Motion: “THAT Education Council approve the appointment of Eva Gavaris to the Operations Committee.” J. Garrett/ KB</p>	
<p><i>ACTION: Nominations outstanding for the Academic Regulations and Policy Committee.</i></p>	

Topic	Action
<p>5. REPORTS</p>	
<p>5.1 Council Chair</p> <p>The Chair provided a report and noted the Curriculum Criteria Committee will meet next in October to discuss standard course outlines and learning outcome requirements.</p> <p>The Chair noted that in November, there will be approximately 40 curriculum proposals across Trades and Apprenticeship, Science and Technology, and Arts and Foundational Programs.</p> <p>An update was given on the Shuswap/Revelstoke regional faculty seat where the nomination period has been extended five times. That term will be to June 2025.</p>	
<p>5.2 Provost and Vice President Academic</p> <p>The Provost and Vice President Academic (Provost) gave a report highlighting the following:</p> <ul style="list-style-type: none"> • Work on the Academic Year Schedule Policy at the Academic Regulations and Policy Committee. • Resource planning is underway for the next year. • Discussions around academic parchments and academic progression for apprenticeships are ongoing with Skills Trades BC. • New federal policies are expected to affect international enrolment however the impacts are yet to be determined. The College anticipates that programs may need to be aligned to National Occupation Codes. <p>A member asked about pathways for current students and it was noted that students who have applied by November 1st are unlikely to be affected.</p> <p>The Provost expressed appreciation for the international enrolment presentation and follow-up.</p> <p>A member asked about enrolment numbers and it was noted that the data is being newly collected and a dashboard is being developed by the Data Analytics and Research team. Open enrolment and micro-credential pathways were suggested as potential options to bring in new students. The Provost suggested that micro-credentials can be used as a recruitment tool and as a testing ground to develop new programs.</p>	
<p>5.3 Registrar</p> <p>The Associate Registrar provided a report, noting the Central Okanagan seat will be filled through byelection. No students have come forward for the Education Council positions so the call for nominations has been extended.</p> <p><u>ACTION:</u></p>	
<p>5.4 Board of Governors Report</p> <p>The Board Representative was absent and no report was provided.</p>	
<p>6. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA</p> <p>No other business was raised.</p>	
<p>7. ADJOURNMENT</p> <p><i>Motion to adjourn at 6:17p.m.</i></p>	<p>CARRIED</p>



EDUCATION COUNCIL BRIEFING NOTE

November 7, 2024

Agenda #: 4.1

Proposal Summary	
Subject:	BBA Dual Degree Programs with Jamk University of Applied Sciences
Prepared by:	Caroline Gilchrist
Submitted to:	Education Council
Implementation date:	July 2024

Background:

In May 2019, Education Council approved a Memorandum of Understanding (MOU) for Okanagan College to collaborate with Jamk University of Applied Sciences (JAMK) to collaborate on offering certain business programs as Dual Degree Programs (DDP) through student exchange between institutions. Following approval of the MOU, an agreement was signed for a DDP in International Business. While that agreement was included in the May 2019 Education Council agenda, the motion approved by Education Council at the time only approved the collaboration between institutions in the MOU.

Subsequent to the initial agreement in 2019, a renewal in May 2024 was initiated between OC and JAMK which added OC’s BBA in General Business as a DDP option for students. Following that agreement’s renewal, it is now also being proposed to offer the OC BBA in Hospitality and Tourism as a new DDP option.

Recommendation:

Approval is requested from Education Council for Okanagan College to offer the Dual Degree Programs for BBA International, BBA General, and BBA Tourism and Hospitality Management, also subject to joint-approval by the Board of Governors.

Rationale:

Students who participate in the DDP student exchange with JAMK will have the opportunity to add value to their OC degree through the exchange program. Expanding the DDP offering across three business programs increases the number of students who are able to participate.

The DDP agreements set out admission and graduation requirements for students participating in the dual degree programs, including the transfer of credit between institutions.

Under the College and Institute Act, where proposed programming involves course credit from or to another institution, those decisions must receive joint approval from Education Council and the Board of Governors. Approval of the original MOU agreement was received by Education Council in 2019; however,

neither the initial agreement, subsequent renewal, nor the additional program have received approval by Education Council or the Board of Governors as required under the Act.

Supporting References:

- 2024 OC-JAMK DDP Agreement - Renewal for International Business, General Business
- 2024 OC-JAMK DDP Agreement - Tourism & Hospitality Management
- [Education Council Meeting Minutes – May 2, 2019](#) (linked) (approval of the MOU)

Action requested by Council:

Notice of Motion Approval Advice Referral Information

Recommended Motion

Motion: “THAT the Education Council approve the Dual Degree Program Agreements with JAMK for International Business, General Business, and Tourism and Hospitality Management.”

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
OSB Tourism Program Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8/15/2024
OSB Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8/26/2024

**DUAL DEGREE PROGRAM AGREEMENT
OKANAGAN COLLEGE - SCHOOL OF BUSINESS
JAMK UNIVERSITY OF APPLIED SCIENCES - SCHOOL OF BUSINESS**

THIS AGREEMENT is dated for reference July 1, 2024.

BETWEEN:

OKANAGAN COLLEGE

with offices at 1000 KLO Road, Kelowna, British Columbia, Canada, V1Y 4X8

("OC")

AND:

JAMK UNIVERSITY OF APPLIED SCIENCES

with offices at Rajakatu 35, Jyväskylä, Finland

("JAMK")

(individually each a "Party" and, collectively, the "Parties")

BACKGROUND:

WHEREAS OC is a public, comprehensive community college created under the *College and Institute Act*, RSBC 1996, c.52, providing post-secondary education at various campuses throughout the Okanagan region of British Columbia, Canada.

AND WHEREAS JAMK is a public university providing post-secondary education in the city/region of Jyväskylä, Finland.

AND WHEREAS the DDP will award a Bachelor of Business Administration – Tourism from OC and Bachelor of Hospitality Management ("BHM") from JAMK to those students from each Party who enroll and complete the DDP.

AND WHEREAS the Parties wish to enhance the relationships between the two institutions by developing closer academic and cultural ties and exchanges in the areas of education and research have agreed to cooperate and work together, on a reciprocal and not-for-profit basis, towards the shared goal of internationalization of higher education.

NOW THEREFORE, the Parties agree as follows:

ARTICLE 1: DEFINITIONS

- 1.1. The following terms and expressions where used in this Agreement will have the meanings set out below:

“Academic Exchange Period” means the duration of a DDP Student’s exchange at the Host Institution pursuant to the DDP;

“Academic Year” normally consists of two Semesters and is approximately eight (8) months in length. The actual beginning and ending dates for the Academic Year will be defined by the institutional policies of the Host Institution;

“Agreement” means this double degree program agreement;

“Commencement Date” means July 1, 2024;

“DDP” means the double degree program between the Parties as contemplated by this Agreement;

“DDP Manager” means the staff person appointed by each Party to manage and implement this Agreement at their institution;

“DDP Student” means a student enrolled in the DDP;

“Home Institution” means the institution at which the DDP Student is enrolled as a full-time student;

“Host Institution” means the institution that receives the DDP Student during the Academic Exchange Period; and

“Semester” is normally a period of approximately four (4) months but can be extended with the agreement of the Parties.

ARTICLE 2: GOALS AND PURPOSES

- 2.1 The DDP will enhance the competitiveness of the Parties by adding value to their existing degrees.
- 2.2 The DDP will increase professional insight, deeper intercultural experience, and higher competence for the DDP Students and academic staff.
- 2.3 DDP Students will have the opportunity to gain substantial competencies in the fields of Tourism Management through education and applied research.
- 2.4 DDP Students will study and gain practical experience abroad; learn about the cultures in the host country and its surrounding countries; and learn the basics of the host country’s native language.

ARTICLE 3: DDP PROGRAM

- 3.1 The Parties agree to manage the DDP Program according to this Agreement, and in keeping with their respective institutional mandates and policies. The admission requirements and graduating requirements are outlined in Schedule A and fees and other terms and conditions in Schedule B attached hereto.

- 3.2 DDP is a bachelor level business degree program between the Parties. A DDP Student who successfully completes the DDP will be awarded a Bachelor of Business Administration – Tourism from OC and a Bachelor of Hospitality Management from JAMK.

ARTICLE 4: DDP MANAGER

- 4.1 Each Party will appoint a DDP Manager who will liaise with his or her counterpart appointed by the other Party for the purpose of managing and implementing the DDP and the Agreement. It is understood that the DDP Managers will draw on available resources, financial and otherwise, from their respective institutions to carry out this function.

ARTICLE 5: NUMBER OF DDP STUDENTS

- 5.1 The number of DDP Students for each Semester shall be determined by each Host Institution with a maximum of five (5) students from each Party each Academic Year.
- 5.2 In principle, the exchange of DDP Students will occur on a one-for-one basis. Each Party will use best efforts to exchange an equal number of students over the term of the Agreement.
- 5.3 Notwithstanding Article 5.2, the Parties recognize that there will be occasions when one Party recruits more eligible students than the other Party. In such cases, it will be in the discretion of the Host Institution whether to accept such additional DDP Students. If additional DDP Students are accepted, the Host Institution shall be entitled to provide a reciprocating number of additional DDP Students to the other Party in the subsequent academic years.
- 5.4 If there is an imbalance in the total number of DDP Students at the end of a semester due to withdrawal or other departure of a DDP Student, then the Institution with the higher number of students shall have discretion to accept fewer DDP Students in the following Academic Year until the balance is restored.

ARTICLE 6: STUDENT SELECTION

- 6.1 The Home Institution will solicit applications from its students and recommend students to the Host Institution for invitation. The Host Institution must be notified of the recommendation at least four (4) months prior to the intended commencement date of the Academic Exchange Period.
- 6.2 The DDP Manager at the Host Institution shall process the applications and shall make the final selection, after taking into consideration qualification, prerequisites, available space in the selected courses, language proficiency and completion all other admission requirements.
- 6.3 The DDP Manager at the Host Institution shall notify successful candidates via the Home Institution's DDP Manager as early as possible with a general guideline that each institution shall

use their reasonable best efforts to give notice of three (3) months prior to the beginning of the Academic Exchange Period.

- 6.4 The Home Institution, in consultation with the Host Institution, will assess the language proficiency and other prerequisites required for each course in which the DDP Student intends to enroll.
- 6.5 The Home Institution will ensure that each DDP Student meets the prerequisites for enrollment and takes only those courses approved by their Home Institution's academic advisors.

ARTICLE 7: ACADEMIC EXCHANGE PERIOD

- 7.1 A DDP Student may attend at the Host Institution for a maximum Academic Exchange Period of two Semesters in each Academic Year. Notwithstanding this, the parties recognize and agree that a DDP student may attend the JAMK International Business summer school held annually for three weeks in June as an extension to their Academic Exchange Period and as further recognized in Article 13.3.

ARTICLE 8: STUDENT ORIENTATION

- 8.1 Prior to departure from the home country, the Home Institution will provide the DDP Student with briefing materials provided by the Host Institution. These briefing materials will include relevant information on the Host Institution; the program of study or courses to be taken; academic requirements; policies and regulations of the Host Institution; evaluation and marking criteria; anticipated costs to be incurred by the DDP Student; potential accommodation information, and other general orientation materials.
- 8.2 On arrival in the host country, the Host Institution will provide the DDP Student with an orientation to the host country and Host Institution, which may include: an overview of the Host Institution's educational system, a tour of campus, and information regarding the campus and community services available to the DDP Student.
- 8.3 The Home Institution will ensure that the DDP Students recruited from its student body are informed of and fully understand the responsibilities of the DDP Students as set out herein.

ARTICLE 9: IMMIGRATION REQUIREMENTS

- 9.1 The DDP Student is responsible for obtaining a passport, visas, permits and any other travel documents required by the host country. Acceptance by the Host Institution into the DDP does not guarantee that the DDP Student will obtain a visa or necessary travel documents.

ARTICLE 10: HEALTH

- 10.1 The DDP Student is required to obtain health insurance coverage and all necessary vaccinations prior to departure for the Host Institution. The DDP Student may be required to confirm his health insurance coverage to the Host Institution at the time of registration.

ARTICLE 11: ACCOMMODATION

- 11.1 Each DDP Student is responsible for arranging and paying for their own accommodation for the Academic Exchange Period. If requested, the Host Institution will provide information and assistance with arrangements for student residence or host family accommodation, provided the Host Institution's application procedures are fulfilled by the DDP Student.

ARTICLE 12: COSTS & EXPENSES

- 12.1 The DDP Student shall bear all costs associated with their participation in the DDP and attendance at the Host Institution including, but not limited to:
- a) Student association fees and other general service fees.
 - b) The cost of books, equipment and all other supplies required for study at the Host Institution.
 - c) All travel expenses, including but not limited to flight costs, immigration applications and vaccination and health insurance costs.
 - d) All living expenses, meals and costs of accommodation recognizing that both parties shall provide guidance to each DDP student to enable the DDP student to apply for residence if they desire.
- 12.2 Neither the Host Institution nor the Home Institution shall bear any responsibility for providing funds to a DDP Student for any purpose. DDP Students are not entitled to any financial awards or bursaries at the Host Institution.

ARTICLE 13: TUITION & ADMINISTRATION FEE

- 13.1 The DDP Student will be registered as a student at their Home Institution and will pay tuition fees to the Home Institution throughout the Academic Exchange Period.
- 13.2 For an OC DDP Student with non-EU/EEA citizenship, there is a tuition fee required to be paid to JAMK, as obligated by Finnish legislation. See Schedule B.
- 13.3 All OC DDP Students will be offered the opportunity to register and attend the JAMK International Business Summer School. No administration fee will be charged for the summer school.
- 13.4 The DDP Student will be required to pay to the Host Institution fees for student activities, membership in student societies and related administrative fees throughout the Academic Exchange Period and as notified by the Host Institution.

ARTICLE 14: STUDENT SERVICES

14.1 The Host Institution will make available to the DDP Students those student services generally available to all students enrolled in its programs during the Academic Exchange Period.

ARTICLE 15: ACADEMIC RESULTS

15.1 The Host Institution will evaluate the academic performance of all DDP Students using the same criteria used for students registered in academic programs of the Host Institution.

15.2 Upon completion of the DDP, the Host Institution will issue to the Home Institution the DDP Student's academic results and the Home Institution shall apply those results to the DDP Student's academic record at the Home Institution. DDP Students will not receive academic credit or credentials directly from the Host Institution.

15.3 The Parties will set a mutually agreed upon standard equivalency key that will outline the equivalency of academic grades issued by OC with those issued by JAMK.

ARTICLE 16: NO GUARANTEES

16.1 Participation in the DDP does not constitute nor guarantee admission at a later date as a regular student to the Host Institution.

16.2 Participation in the DDP does not guarantee approval of any immigration visas or permits required for travel and study at the Host Institution, nor does it establish residence in the jurisdiction of the Host Institution.

16.3 Participation in the DDP does not guarantee the DDP Student will be able to work in Canada or in Finland.

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17.1 DDP Students' academic and non-academic conduct will be governed by the policies of the Host Institution during the Academic Exchange Period. In the event a DDP Student is disciplined by the Host Institution in accordance with the Host Institutions policies, and the Home Institution will be advised of the details of the matter in order for the Home Institution to apply any discipline or sanction at the Home Institution as it may determine.

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ARTICLE 19: INDEMNITY

- 19.1 Except to the extent caused or contributed by the negligent acts or omissions of the 'indemnifying party', each Party will indemnify and hold harmless the other from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of each Party's institution, institution staff, or students arising out of this Agreement.

ARTICLE 20: TERM

- 20.1 This Agreement will become effective upon the Commencement Date and shall be effective for five (5) years or until earlier terminated by either Party in keeping with the terms of this Agreement. This Agreement will be renewed for successive additional terms of five (5) years based upon mutual agreement between the parties.

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- 21.1 Either Party may terminate this Agreement at any time and for any reason by providing six (6) months prior written notice to the other Party.
- 21.2 Notwithstanding the termination of this Agreement:

- a) each Party agrees that it will continue to honour and fulfill its responsibilities to any DDP Students that are accepted or enrolled at the time of the effective termination date until the completion of their Academic Exchange Period; and
- b) both Parties agree to work together to ensure that other co-operative activities that have already commenced are, wherever possible, completed under the terms of the relevant arrangement.

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25.1 The Parties will undertake a joint review of the DDP and its operations on a yearly basis, or more frequently as the Parties may feel necessary.

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26.1 Should a dispute arise between the Parties regarding the interpretation or application of this Agreement or the operation of the DDP, the DDP Managers at both institutions will work together to negotiate a satisfactory resolution to the dispute.

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27.1 If any provision of this Agreement is determined to be invalid, void, illegal or unenforceable in whole or in part for any reason whatsoever, such provision shall be severable from all other provisions and shall not in any way affect or impair the validity of this Agreement.

ARTICLE 28: EXECUTION

28.1 The Parties agree that this Agreement may be executed and delivered by facsimile or electronic scan and such a copy shall be deemed to be an original for all intents and purposes.

ARTICLE 29: NOTICE

29.1 Any notice to be served on either of the Parties shall be sent by email and also by registered mail at the following addresses and shall be deemed to have been received by the recipient ten (10) days after the date of sending by registered mail as stated on the registered slip:

TO OC:

School of Business, Okanagan College
 Attention: Dean Joe Baker
 Address: 1000 KLO Road, Kelowna, BC V1Y 4X8
 Email: jbaker@okanagan.bc.ca

With a copy to:

Okanagan College
 Attention: Provost & VP, Academic Dr Samantha Lenci
 Address: 1000 KLO Road, Kelowna, BC V1Y 4X8
 Email: slenci@okanagan.bc.ca

TO JAMK:

School of Business
 Attention: Director, School of Business: Anne Eskola; Head of Tourism Management, Niko Kiviaho
 Address: Rajakatu 35, PI 207, 40101 Jyväskylä, Finland
 Email: anne.eskola@jamk.fi; niko.kiviaho@jamk.fi

With a copy to:

Attention: International Services
 Address: Rajakatu 35, PI 207, 40101 Jyväskylä, Finland
 Email: international.agreements@jamk.fi; incoming@jamk.fi; outgoingA@jamk.fi

ARTICLE 30. ENTIRE AGREEMENT

30.1 This Agreement contains the entire agreement between the parties in respect of the subject matter hereof and there are no warranties, representations, terms, conditions, or collateral agreements, express, implied, or statutory, other than as expressly set forth in this Agreement and this Agreement supersedes all the terms of any written or oral agreement between the parties.

IN WITNESS WHEREOF, this Agreement is executed by the Parties on the date first above written.

OKANAGAN COLLEGE by its duly authorized signatories:

Per: Joe Baker
Dean, School of Business

Per: Dr. Samantha Lenci
Provost & VP, Academic

JAMK UNIVERSITY OF APPLIED SCIENCES by its duly authorized signatories:

Per: Dr. Vesa Saarikoski
Rector and President

Per: Dr. Anne Eskola
Director, School of Business

SCHEDULE A

ADMISSION REQUIREMENTS & GRADUATING REQUIREMENTS

I. ADMISSION REQUIREMENTS

1. Okanagan College – Bachelor of Business Administration – Tourism

To be eligible for admission to JAMK, OC DDP students shall be selected by the DDP Manager at OC and must have completed 60 OC credits (120 ECTS credits) and completed 2 years and have attained 3rd year standing. The OC DDP Manager shall complete a personal degree plan for each OC DDP Student prior to the DDP Student departing to the Host Institution and will share that plan with the Host Institution.

2. JAMK – Bachelor of Hospitality Management

To be eligible for admission to OC, JAMK DDP students shall be selected by the DDP Manager at JAMK and it is recommended but not required that they complete 180 ECTS credits (90 OC credits). JAMK DDP students must meet all general admission requirements at OC as set out in the Academic Calendar, as amended from time to time, accessible on the OC website. The JAMK DDP Manager shall complete a personal degree plan for each JAMK DDP Student prior to the DDP Student departing to the Host Institution and will share that plan with the Host Institution.

II. GRADUATION REQUIREMENTS

1. Okanagan College – Bachelor of Business Administration – Tourism

A. Credit Requirements

In addition to the graduating requirements set out in the Academic Calendar at OC, to graduate from OC with a BBA General (240 ECTS or 120 OC credits), JAMK DDP students must successfully complete 60 ECTS credits (30 OC credits) at OC, so that OC requirements for graduation of 240 ECTS or 120 OC credits are fulfilled.

These 60 ECTS credits (30 OC credits) completed at OC will also be included accordingly in the JAMK degree graduation requirements (210 ECTS credits or 105 OC credits).

Upon graduation from OC in addition to the 60 ECTS (30 OC credits) done in the DDP program, a minimum of 180 ECTS (90 OC credits) of JAMK degree credits will be adopted by OC for their degree to ensure that the JAMK DDP Student has completed three Academic Years at JAMK.

B. Content of the 60 ECTS (30 OC credits) at OC for JAMK students under the DDP program

JAMK DDP students must complete courses equating to 60 ECTS credits (30 OC credits) while at OC. These courses must include 30 ECTS (15 OC credits) of courses that are defined as applied

courses involving a combination of primary and secondary research and working on a supervised project for a real client. These courses are outlined under sub paragraph D) and may be modified by OC during the term of the Agreement and if so, OC shall provide JAMK with an updated list of applied courses.

If any or all these credits cannot be completed while on exchange during the exchange year, they may be finished via online after exchange if needed. The Host Institution and the Home Institution will determine if online completion is possible and will make the necessary arrangements.

C. Requirement of Final Graduating Thesis and Practical Training/Practicum

JAMK DDP Students will do a Final Graduating Thesis (15 ECTS or 7.5 OC credits) required for JAMK degree at JAMK prior to their arrival at OC. It is recognized that could be an exception to this rule if a Jamk DDP student finds a Canadian company that is willing to allow the Jamk DDP student to act as a commissioner for the thesis. A Jamk DDP student may also choose to do their Practical Training/Practicum (30 ECTS or 15 OC credits) required by JAMK prior to arrival at OC. Students are not required to complete additional thesis and practicum or parts of it at OC.

D. Applied Courses

DDP Students from Jamk may enroll in any of the following OC courses, subject to availability, to complete the practical training/practicum requirement while studying at OC if they so choose. The names of the courses that have an applied focus as well as the number of OC credits for each course are as follows:

- BUAD 215 Restaurant Management (3.0)
- BUAD 220 Hotel Management (3.0)
- BUAD 230 Wine & Culinary Tourism (3.0)
- BUAD 308 Multicultural Management (3.0)
- BUAD 309 Social Entrepreneurship (3.0)
- BUAD 333 Search Marketing (3.0)
- BUAD 334 Events Planning (3.0)
- BUAD 335 E-Commerce (3.0)
- BUAD 336 Service Design & Development (3.0)
- BUAD 358 Global Trends in Tourism & Hospitality (3.0)
- BUAD 370 Leadership (3.0)
- BUAD 438 Applied Business Project (3.0)
- BUAD 449 Sustainable Tourism Stewardship (3.0)

2. JAMK – Bachelor of Hospitality Management – Tourism Management

A. Credit Requirements

To graduate from JAMK with a BHA in Tourism Management (210 ECTS credits), OC DDP students must successfully complete 60 ECTS (30 OC credits) at JAMK, which will be included in the OC graduation requirements of 240 ECTS credits (120 OC credits).

Upon graduation from JAMK in addition to the 60 ECTS done in the DDP program, a minimum of 150 ECTS (75 OC credits) of OC degree credits will be adopted by JAMK for their degree.

B. Content of the 60 ECTS at JAMK for OC students under the DDP program

OC DDP Students must complete courses equating to 45 ECTS (17.5 OC credits) including compulsory courses while at JAMK. Compulsory courses include Finnish language courses (5 ECTS), one academic track (10 ECTS), and Research and Development (5 ECTS). The rest of the courses can be selected from the course offerings from the second and third year. Please note that the composition of these courses is subject to change if there are changes to the Jamk curriculum.

OC students will undertake to do the Bachelor's Thesis (15 ECTS or 7.5 OC credits, required for JAMK degree) at JAMK. The Parties agree that OC will advise the OC DDP Students that their thesis shall relate to a topic with their chosen academic track. The thesis must fulfill the criteria and requirements of JAMK and may include a Canadian organization. If all of these credits cannot be completed while on exchange during the exchange year, they may be finished via online after exchange if needed. The Host Institution and the Home Institution will determine if online completion is possible and will make the necessary arrangements.

C. Practical Training/Practicum

DDP students may choose to do all or part of the Practical Training/Practicum (30 ECTS or 15 OC credits) while at JAMK. DDP students may also choose to do all or part of the Practical Training/Practicum at OC by taking one or more of the applied courses listed above in this agreement under sub paragraph 1. D. Students who enroll in these courses are not required to complete additional practicum or parts of it while at JAMK unless they do not complete the full 30 ECTS while at OC.

DDP students from both institutions may also fulfil the practical training requirements by working for a company for a period to be agreed upon between the parties recognizing that the minimum period of time is 2.5 months, and the maximum period of time is 5 months with approval of the Host Institution. The Host Institution's faculty shall issue a certificate to the DDP student as proof of such practical training upon proper proof being provided by the DDP Student to their Host Institution.

III. CHANGES TO REQUIREMENTS

1. The Parties may amend their course curriculums, courses offered, admission requirements and graduation requirements from time to time without consent of the other Party. To maintain the DDP, to the extent possible, the Parties will collaborate in advance, with as much lead time as possible regarding any proposed changes that may have an impact on the DDP.

SCHEDULE B

OTHER TERMS AND CONDITIONS

OC will advise OC DDP Students with non-EU/EEA citizenship that a tuition fee in the amount of 1,500 € (Euros) is required to be paid by an OC DDP Student with non-EU/EEA citizenship to JAMK before starting the Academic Exchange Period. The tuition fee is based on the academic year of entry into the DDP. The fee is charged for the semester(s) that a student is physically present and studying at JAMK. OC will be informed of potential changes to the tuition fees at the start of the DDP application period.

OC will advise OC DDP Students to carefully review the JAMK guidelines “Guidelines for Administration of Double Degree Programs at JAMK University of Applied Sciences” and consult the relevant website link at JAMK for policies and regulations pertaining to the DDP.

JAMK will advise JAMK DDP Students to carefully review the OC website and OC Calendar for OC policies and regulations pertaining to admission at OC and the DDP.

**DUAL DEGREE PROGRAM AGREEMENT
OKANAGAN COLLEGE - SCHOOL OF BUSINESS
JAMK UNIVERSITY OF APPLIED SCIENCES - SCHOOL OF BUSINESS**

THIS AGREEMENT is dated for reference May 1, 2024.

BETWEEN:

OKANAGAN COLLEGE

with offices at 1000 KLO Road, Kelowna, British Columbia, Canada, V1Y 4X8

("OC")

AND:

JAMK UNIVERSITY OF APPLIED SCIENCES

with offices at Rajakatu 35, Jyväskylä, Finland

("JAMK")

(individually each a "Party" and, collectively, the "Parties")

BACKGROUND:

WHEREAS OC is a public, comprehensive community college created under the *College and Institute Act*, RSBC 1996, c.52, providing post-secondary education at various campuses throughout the Okanagan region of British Columbia, Canada.

AND WHEREAS JAMK is a public university providing post-secondary education in the city/region of Jyväskylä, Finland.

AND WHEREAS the DDP will award a Bachelor of Business Administration – General from OC and Bachelor of Business Administration (BBA) from JAMK to those students from each Party who enroll and complete the DDP.

AND WHEREAS the Parties wish to enhance the relationships between the two institutions by developing closer academic and cultural ties and exchanges in the areas of education and research have agreed to cooperate and work together, on a reciprocal and not-for-profit basis, towards the shared goal of internationalization of higher education.

NOW THEREFORE, the Parties agree as follows:

ARTICLE 1: DEFINITIONS

- 1.1. The following terms and expressions where used in this Agreement will have the meanings set out below:

“Academic Exchange Period” means the duration of a DDP Student’s exchange at the Host Institution pursuant to the DDP;

“Academic Year” normally consists of two Semesters and is approximately eight (8) months in length. The actual beginning and ending dates for the Academic Year will be defined by the institutional policies of the Host Institution;

“Agreement” means this double degree program agreement;

“Commencement Date” means May 1, 2024;

“DDP” means the double degree program between the Parties as contemplated by this Agreement;

“DDP Manager” means the staff person appointed by each Party to manage and implement this Agreement at their institution;

“DDP Student” means a student enrolled in the DDP;

“Home Institution” means the institution at which the DDP Student is enrolled as a full-time student;

“Host Institution” means the institution that receives the DDP Student during the Academic Exchange Period; and

“Semester” is normally a period of approximately four (4) months but can be extended with the agreement of the Parties.

ARTICLE 2: GOALS AND PURPOSES

- 2.1 The DDP will enhance the competitiveness of the Parties by adding value to their existing degrees.
- 2.2 The DDP will increase professional insight, deeper intercultural experience, and higher competence for the DDP Students and academic staff.
- 2.3 DDP Students will have the opportunity to gain substantial competencies in the fields of International Business through education and applied research.
- 2.4 DDP Students will study and gain practical experience abroad; learn about the cultures in the host country and its surrounding countries; and learn the basics of the host country’s native language.

ARTICLE 3: DDP PROGRAM

- 3.1 The Parties agree to manage the DDP Program according to this Agreement, and in keeping with their respective institutional mandates and policies. The admission requirements and graduating requirements are outlined in Schedule A and fees and other terms and conditions in Schedule B attached hereto.

- 3.2 DDP is a bachelor level business degree program between the Parties. A DDP Student who successfully completes the DDP will be awarded a Bachelor of Business Administration – General from OC and a Bachelor of Business Administration from JAMK.

ARTICLE 4: DDP MANAGER

- 4.1 Each Party will appoint a DDP Manager who will liaise with his or her counterpart appointed by the other Party for the purpose of managing and implementing the DDP and the Agreement. It is understood that the DDP Managers will draw on available resources, financial and otherwise, from their respective institutions to carry out this function.

ARTICLE 5: NUMBER OF DDP STUDENTS

- 5.1 The number of DDP Students for each Semester shall be determined by each Host Institution with a maximum of five (5) students from each Party each Academic Year.
- 5.2 In principle, the exchange of DDP Students will occur on a one-for-one basis. Each Party will use best efforts to exchange an equal number of students over the term of the Agreement.
- 5.3 Notwithstanding Article 5.2, the Parties recognize that there will be occasions when one Party recruits more eligible students than the other Party. In such cases, it will be in the discretion of the Host Institution whether to accept such additional DDP Students. If additional DDP Students are accepted, the Host Institution shall be entitled to provide a reciprocating number of additional DDP Students to the other Party in the subsequent academic years.
- 5.4 If there is an imbalance in the total number of DDP Students at the end of a semester due to withdrawal or other departure of a DDP Student, then the Institution with the higher number of students shall have discretion to accept fewer DDP Students in the following Academic Year until the balance is restored.

ARTICLE 6: STUDENT SELECTION

- 6.1 The Home Institution will solicit applications from its students and recommend students to the Host Institution for invitation. The Host Institution must be notified of the recommendation at least four (4) months prior to the intended commencement date of the Academic Exchange Period.
- 6.2 The DDP Manager at the Host Institution shall process the applications and shall make the final selection, after taking into consideration qualification, prerequisites, available space in the selected courses, language proficiency and completion all other admission requirements.
- 6.3 The DDP Manager at the Host Institution shall notify successful candidates via the Home Institution's DDP Manager as early as possible with a general guideline that each institution shall

use their reasonable best efforts to give notice of three (3) months prior to the beginning of the Academic Exchange Period.

- 6.4 The Home Institution, in consultation with the Host Institution, will assess the language proficiency and other prerequisites required for each course in which the DDP Student intends to enroll.
- 6.5 The Home Institution will ensure that each DDP Student meets the prerequisites for enrollment and takes only those courses approved by their Home Institution's academic advisors.

ARTICLE 7: ACADEMIC EXCHANGE PERIOD

- 7.1 A DDP Student may attend at the Host Institution for a maximum Academic Exchange Period of two Semesters in each Academic Year. Notwithstanding this, the parties recognize and agree that a DDP student may attend the JAMK International Business summer school held annually for three weeks in June as an extension to their Academic Exchange Period and as further recognized in Article 13.3.

ARTICLE 8: STUDENT ORIENTATION

- 8.1 Prior to departure from the home country, the Home Institution will provide the DDP Student with briefing materials provided by the Host Institution. These briefing materials will include relevant information on the Host Institution; the program of study or courses to be taken; academic requirements; policies and regulations of the Host Institution; evaluation and marking criteria; anticipated costs to be incurred by the DDP Student; potential accommodation information, and other general orientation materials.
- 8.2 On arrival in the host country, the Host Institution will provide the DDP Student with an orientation to the host country and Host Institution, which may include: an overview of the Host Institution's educational system, a tour of campus, and information regarding the campus and community services available to the DDP Student.
- 8.3 The Home Institution will ensure that the DDP Students recruited from its student body are informed of and fully understand the responsibilities of the DDP Students as set out herein.

ARTICLE 9: IMMIGRATION REQUIREMENTS

- 9.1 The DDP Student is responsible for obtaining a passport, visas, permits and any other travel documents required by the host country. Acceptance by the Host Institution into the DDP does not guarantee that the DDP Student will obtain a visa or necessary travel documents.

ARTICLE 10: HEALTH

- 10.1 The DDP Student is required to obtain health insurance coverage and all necessary vaccinations prior to departure for the Host Institution. The DDP Student may be required to confirm his health insurance coverage to the Host Institution at the time of registration.

ARTICLE 11: ACCOMMODATION

- 11.1 Each DDP Student is responsible for arranging and paying for their own accommodation for the Academic Exchange Period. If requested, the Host Institution will provide information and assistance with arrangements for student residence or host family accommodation, provided the Host Institution's application procedures are fulfilled by the DDP Student.

ARTICLE 12: COSTS & EXPENSES

- 12.1 The DDP Student shall bear all costs associated with their participation in the DDP and attendance at the Host Institution including, but not limited to:
- a) Student association fees and other general service fees.
 - b) The cost of books, equipment and all other supplies required for study at the Host Institution.
 - c) All travel expenses, including but not limited to flight costs, immigration applications and vaccination and health insurance costs.
 - d) All living expenses, meals and costs of accommodation recognizing that both parties shall provide guidance to each DDP student to enable the DDP student to apply for residence if they desire.
- 12.2 Neither the Host Institution nor the Home Institution shall bear any responsibility for providing funds to a DDP Student for any purpose. DDP Students are not entitled to any financial awards or bursaries at the Host Institution.

ARTICLE 13: TUITION & ADMINISTRATION FEE

- 13.1 The DDP Student will be registered as a student at their Home Institution and will pay tuition fees to the Home Institution throughout the Academic Exchange Period.
- 13.2 For an OC DDP Student with non-EU/EEA citizenship, there a tuition fee required to be paid to JAMK as obligated by Finnish legislation. See Schedule B.
- 13.3 All OC DDP Students will be offered the opportunity to register and attend the JAMK International Business Summer School. No administration fee will be charged for the summer school.
- 13.4 The DDP Student will be required to pay to the Host Institution fees for student activities, membership in student societies and related administrative fees throughout the Academic Exchange Period and as notified by the Host Institution.

ARTICLE 14: STUDENT SERVICES

14.1 The Host Institution will make available to the DDP Students those student services generally available to all students enrolled in its programs during the Academic Exchange Period.

ARTICLE 15: ACADEMIC RESULTS

15.1 The Host Institution will evaluate the academic performance of all DDP Students using the same criteria used for students registered in academic programs of the Host Institution.

15.2 Upon completion of the DDP, the Host Institution will issue to the Home Institution the DDP Student's academic results and the Home Institution shall apply those results to the DDP Student's academic record at the Home Institution. DDP Students will not receive academic credit or credentials directly from the Host Institution.

15.3 The Parties will set a mutually agreed upon standard equivalency key that will outline the equivalency of academic grades issued by OC with those issued by JAMK.

ARTICLE 16: NO GUARANTEES

16.1 Participation in the DDP does not constitute nor guarantee admission at a later date as a regular student to the Host Institution.

16.2 Participation in the DDP does not guarantee approval of any immigration visas or permits required for travel and study at the Host Institution, nor does it establish residence in the jurisdiction of the Host Institution.

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- a) each Party agrees that it will continue to honour and fulfill its responsibilities to any DDP Students that are accepted or enrolled at the time of the effective termination date until the completion of their Academic Exchange Period; and
- b) both Parties agree to work together to ensure that other co-operative activities that have already commenced are, wherever possible, completed under the terms of the relevant arrangement.

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TO OC:

School of Business, Okanagan College
 Attention: Dean Joe Baker
 Address: 1000 KLO Road, Kelowna, BC V1Y 4X8
 Email: jbaker@okanagan.bc.ca

With a copy to:

Okanagan College
 Attention: Provost & VP, Academic Dr Samantha Lenci
 Address: 1000 KLO Road, Kelowna, BC V1Y 4X8
 Email: slenci@okanagan.bc.ca

TO JAMK:

School of Business
 Attention: Director, School of Business: Anne Eskola; Head of Global Education: Matti Hirsilä;
 Address: Rajakatu 35, PI 207, 40101 Jyväskylä, Finland
 Email: anne.eskola@jamk.fi; matti.hirsila@jamk.fi

With a copy to:

Attention: International Services
 Address: Rajakatu 35, PI 207, 40101 Jyväskylä, Finland
 Email: international.agreements@jamk.fi; incoming@jamk.fi; outgoingA@jamk.fi

ARTICLE 30. ENTIRE AGREEMENT

30.1 This Agreement contains the entire agreement between the parties in respect of the subject matter hereof and there are no warranties, representations, terms, conditions, or collateral agreements, express, implied or statutory, other than as expressly set forth in this Agreement and this Agreement supersedes all of the terms of any written or oral agreement between the parties.

IN WITNESS WHEREOF, this Agreement is executed by the Parties on the date first above written.

OKANAGAN COLLEGE by its duly authorized signatories:



Per: Joe Baker
Dean, School of Business



[Dr. Samantha Lenci \(May 23, 2024 12:20 PDT\)](#)

Per: Dr. Samantha Lenci
Provost & VP, Academic

JAMK UNIVERSITY OF APPLIED SCIENCES by its duly authorized signatories:



[Dr. Vesa Saarikoski \(May 27, 2024 09:15 GMT+3\)](#)

Per: Dr. Vesa Saarikoski
Rector and President



[Dr. Anne Eskola \(May 24, 2024 11:03 GMT+3\)](#)

Per: Dr. Anne Eskola
Director, School of Business

SCHEDULE A

ADMISSION REQUIREMENTS & GRADUATING REQUIREMENTS

I. ADMISSION REQUIREMENTS

1. Okanagan College – Bachelor of Business Administration – General

To be eligible for admission to JAMK, OC DDP students shall be selected by the DDP Manager at OC and must have completed 60 OC credits (120 ECTS credits) and completed 2 years and have attained 3rd year standing. The OC DDP Manager shall complete a personal degree plan for each OC DDP Student prior to the DDP Student departing to the Host Institution and will share that plan with the Host Institution.

2. JAMK – Bachelor of Business Administration – International Business

To be eligible for admission to OC, JAMK DDP students shall be selected by the DDP Manager at JAMK and must have completed 180 ECTS credits (90 OC credits), in addition to the other general admission requirements at OC as set out in the Academic Calendar, as amended from time to time, accessible on the OC website. The JAMK DDP Manager shall complete a personal degree plan for each JAMK DDP Student prior to the DDP Student departing to the Host Institution and will share that plan with the Host Institution.

II. GRADUATION REQUIREMENTS

1. Okanagan College – Bachelor of Business Administration – General

A. Credit Requirements

In addition to the graduating requirements set out in the Academic Calendar at OC, in order to graduate from OC with a BBA General (240 ECTS or 120 OC credits), JAMK DDP students must successfully complete 60 ECTS credits (30 OC credits) at OC, so that OC requirements for graduation of 240 ECTS or 120 OC credits are fulfilled.

These 60 ECTS credits (30 OC credits) completed at OC will also be included accordingly in the JAMK degree graduation requirement (210 ECTS credits or 105 OC credits).

Upon graduation from OC in addition to the 60 ECTS (30 OC credits) done in the DDP program, a minimum of 180 ECTS (90 OC credits) of JAMK degree credits will be adopted by OC for their degree to ensure that the JAMK DDP Student has completed three Academic Years at JAMK.

B. Content of the 60 ECTS (30 OC credits) at OC for JAMK students under the DDP program

JAMK DDP students must complete courses equating to 60 ECTS credits (30 OC credits) while at OC. These courses must include 30 ECTS (15 OC credits) of courses that are defined as applied courses involving a combination of primary and secondary research and working on a supervised project for a real client. These courses are outlined under sub paragraph D) and may be modified by OC during the term of the Agreement and if so, OC shall provide JAMK with an updated list of applied courses.

If any or all these credits cannot be completed while on exchange during the exchange year, they may be finished via online after exchange if needed. The Host Institution and the Home Institution will determine if online completion is possible and will make the necessary arrangements.

C. Requirement of Final Graduating Thesis and Practical Training/Practicum

JAMK DDP Students will do a Final Graduating Thesis (15 ECTS or 7.5 OC credits) required for JAMK degree at JAMK prior to their arrival at OC. They may also choose to do their Practical Training/Practicum (30 ECTS or 15 OC credits) required by JAMK prior to arrival at OC. Students are not required to complete additional thesis and practicum or parts of it at OC.

D. Applied Courses

DDP Students from Jamk may enroll in any of the following OC courses, subject to availability, to complete the practical training/practicum requirement while studying at OC if they so choose:

The courses that have an applied focus are as follows:

- BUAD 246 Recruitment and Selection
- BUAD 247 Training and Development
- BUAD 305 Logistics & Supply Chain Management
- BUAD 309 Social Entrepreneurship
- BUAD 331 Project Management
- BUAD 333 Search Marketing
- BUAD 334 Events Planning
- BUAD 335 E-Commerce
- BUAD 336 Service Design & Development
- BUAD 341 Introduction to Non-Profit Management
- BUAD 370 Leadership
- BUAD 382 Operations Management
- BUAD 412 Strategic Performance Management
- BUAD 438 Applied Business Project

2. JAMK – Bachelor of Business Administration – International Business

E. Credit Requirements

In order to graduate from JAMK with a BBA in International Business (210 ECTS credits), OC DDP students must successfully complete 60 ECTS (30 OC credits) at JAMK, which will be included in the OC graduation requirements of 240 ECTS credits (120 OC credits).

Upon graduation from JAMK in addition to the 60 ECTS done in the DDP program, a minimum of 150 ECTS (75 OC credits) of OC degree credits will be adopted by JAMK for their degree.

F. Content of the 60 ECTS at JAMK for OC students under the DDP program

OC DDP Students must complete courses equating to 45 ECTS (17.5 OC credits) including compulsory courses while at JAMK. Compulsory courses include: Finnish language courses (10 ECTS), one academic track (5 ECTS), Research and Development (5 ECTS), and Data Analysis for Business Management (5 ECTS). The rest of the courses can be selected from the course offerings from the second and third year. The weblink to these courses is:

<https://opetussuunnitelmat.peppi.jamk.fi/offerings/12/47500?lang=en>. Please note that the composition of these courses is subject to change if there are changes to the Jamk curriculum.

OC students will undertake to do the Bachelor's Thesis (15 ECTS or 7.5 OC credits, required for JAMK degree) at JAMK. The Parties agree that OC will advise the OC DDP Students that their thesis shall relate to a topic with their chosen academic track. The thesis must fulfill the criteria and requirements of JAMK and may include a Canadian organization. If all of these credits cannot be completed while on exchange during the exchange year, they may be finished via online after exchange if needed. The Host Institution and the Home Institution will determine if online completion is possible and will make the necessary arrangements.

G. Practical Training/Practicum

DDP students may choose to do the Practical Training/Practicum (30 ECTS or 15 OC credits) while at JAMK. DDP students may also choose to do the Practical Training/Practicum at OC by taking one or more of the applied courses listed above in this agreement under sub paragraph 1. D. Students who enroll in these courses are not required to complete additional practicum or parts of it while at JAMK.

DDP Students from both institutions may also fulfill the practical training requirements by working for a company full time for a total of 3 months (such work term may be broken into 3 individual months or a consecutive term of 3 months), with approval of the Host Institution. The Host Institution's faculty shall issue a certificate to the DDP student as proof of such practical training upon proper proof being provided by the DDP Student to their Host Institution.

III. CHANGES TO REQUIREMENTS

1. The Parties may amend their course curriculums, courses offered, admission requirements and graduation requirements from time to time without consent of the other Party. To maintain the DDP, to the extent possible, the Parties will collaborate in advance, with as much lead time as possible regarding any proposed changes that may have an impact on the DDP.

SCHEDULE B

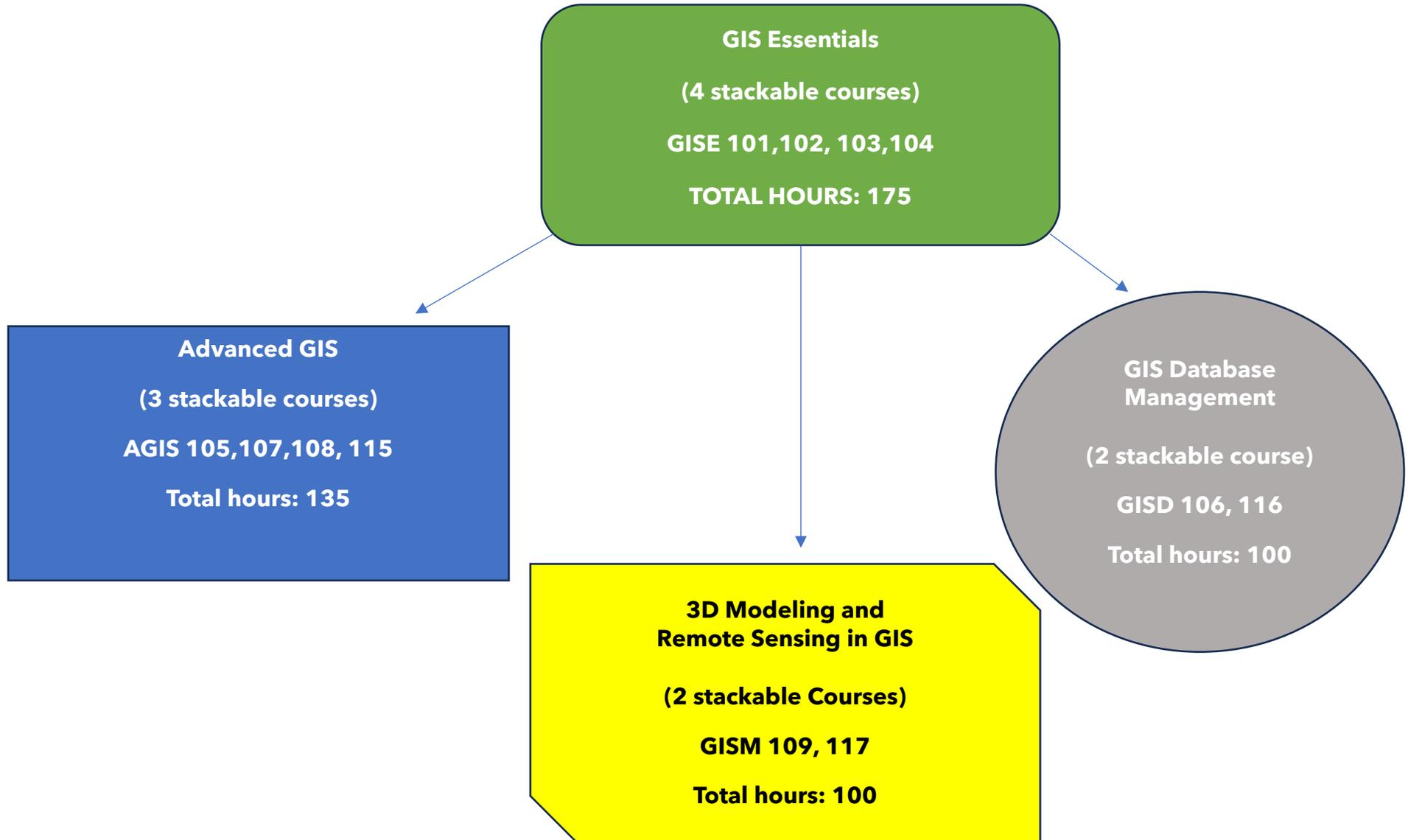
OTHER TERMS AND CONDITIONS

OC will advise OC DDP Students with non-EU/EEA citizenship that a tuition fee in the amount of 1,500 € (Euros) is required to be paid by an OC DDP Student with non-EU/EEA citizenship to JAMK before starting the Academic Exchange Period. The tuition fee is based on the academic year of entry into the DDP. The fee is charged for the semester(s) that a student is physically present and studying at JAMK. OC will be informed of potential changes to the tuition fees at the start of the DDP application period.

OC will advise OC DDP Students to carefully review the JAMK guidelines “Guidelines for Administration of Double Degree Programs at JAMK University of Applied Sciences” and consult the relevant website link at JAMK for policies and regulations pertaining to the DDP.

JAMK will advise JAMK DDP Students to carefully review the OC website and OC Calendar for OC policies and regulations pertaining to admission at OC and the DDP.

AT A GLANCE: Geographic Information System (GIS) Stackable Micro Credentials





EDUCATION COUNCIL BRIEFING NOTE

November 7, 2024

Agenda #: **5.1(iii)**

Proposal Summary

Subject:	Okanagan College Education Council Meeting Protocols
Prepared by:	Jillian Garrett
Submitted to:	Education Council
Implementation date:	December 2024

Background Statement:

The attached Meeting Protocols have been developed as part of the governance review that was approved by Education Council in October 2024. The goal of the Meeting Protocols is to provide a common understanding of what is expected from and by the Education Council Chair, Members, and administration in relation to Education Council meetings. The Meeting Protocols contain information around meeting rules and procedures, some of which was previously contained in the Bylaws.

Recommendation:

It is recommended that Education Council review and approve the proposed Okanagan College Education Council Meeting Protocols as presented. As the first item proposed to the Council as part of the governance review, the protocols are being presented for a first reading; however, the following options are proposed to Education Council for consideration:

1. The Meeting Protocols may be approved as presented by Education Council or approved with any proposed non-substantive edits. If approved, the Meeting Protocols will be adopted for the December meeting.
2. Members may defeat the motion and propose changes to the Meeting Protocols. If significant changes are proposed by the Education Council, the Meeting Protocols would return to the Council for approval at the December meeting.

Rationale:

The Protocols were developed after reviewing best practices, recognized meeting guidelines and established meeting etiquette. Meeting Protocols ensure that Education Council is making the best use of members' time as it fulfills its responsibilities, while operating as a cohesive unit.

Supporting References:

Okanagan College Education Council Meeting Protocols

Action requested by Council:

- Notice of Motion**

 Approval

 Advice

 Referral

 Information

Recommended Motions

Motion: “THAT the Education Council approve the Okanagan College Education Council Meeting Protocols 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.



Okanagan College Education Council

Meeting Protocols

(DRAFT – Nov 2024)

Effective Education Council meetings¹ are essential for the Education Council to achieve its goals and fulfil its responsibilities. Three elements are key to effective meetings:

- **Rules** are set to govern how the work of the Education Council is conducted.
- **Procedures** are used to provide the structure for how the work of the Education Council flows.
- **Meeting Etiquette** is followed by Council Members.

Some of these elements are interchangeable but all form the basis of Okanagan College Education Council Meeting Protocols. This document is intended to be a resource for Education Council Members.

Meeting Rules

Okanagan College Education Council meetings are conducted in a manner based on directions and guidelines provided within the Bylaws of the Education Council and in parliamentary procedure described in Robert's Rules of Order. These two documents provide the general structure and process to assist the Education Council Chair in the orderly conducting of the business of the Education Council and to assist in effective record keeping. Within this structure, a consensus-building approach will be assumed by the Council in conducting its business and making decisions as a Council.

WHAT ARE THE KEY CONCEPTS?

Based on the guidelines established in the Bylaws of the Education Council and Robert's Rules of Order:

- Council meetings will always have a structured agenda.
- All Council Members have the right to attend, speak, and debate, and all Voting Members have the right to vote at all Education Council meetings.
- Council meetings will be conducted using a consensus-building approach wherever possible.
- Quorum must be established at each meeting for the Education Council to conduct its business.
- Only Council Members present at a meeting can vote.
- Decisions are normally made by motion and require approval by majority of Council Members present.

Meeting Procedures

Operationalizing the rules of a meeting requires that certain activities are followed in an appropriate order. Following this order ensures a meeting is effective and Education Council Members' time is used effectively.

WHAT ARE THE KEY PROCEDURES?

Procedure	Notes	Responsibility
Set the purpose of a meeting	This is most often based on submissions to the Education Council or on the Council's Annual Workplan.	<ul style="list-style-type: none"> • Education Council Secretary • Education Council Chair
Develop the agenda	This is most often based on submissions from committees to the Education Council Secretary or Education Council Chair.	<ul style="list-style-type: none"> • Education Council Secretary

¹ This includes regular and committee meetings of the Council

Procedure	Notes	Responsibility
	<ul style="list-style-type: none"> • Include appropriate material needed for the Education Council to make informed decisions • Ensure that appropriate time is allocated for each item and the entire meeting 	<ul style="list-style-type: none"> • Education Council Chair <i>(supported by the Council Secretary and Curriculum Coordinator)</i>
Distribute the agenda	<ul style="list-style-type: none"> • The agenda should be shared with sufficient time for Council Members to prepare for the meeting. 	<ul style="list-style-type: none"> • Education Council Chair
Prepare for the meeting	<p>Council Members should:</p> <ul style="list-style-type: none"> • Review the agenda package in advance of the meeting • Read briefing notes and proposals for each item to understand why the Education Council is receiving the item, what is required of the Education Council, and how the item relates to the mandate of Education Council and the goals of the institution • Ensure a clear understanding of the issue and what is being voted on • If required, seek clarification on items in advance of the meeting • Prepare questions to ask at the meeting • Reserve sufficient time in individual calendars to allow full attendance at the meeting 	<ul style="list-style-type: none"> • All Education Council Members
Conduct the meeting	<ul style="list-style-type: none"> • Ensure the meeting starts and ends on time • Ensure the rules and procedures are followed • Conduct the meeting efficiently, ensuring Council Members stay on topic and the entire agenda is completed 	<ul style="list-style-type: none"> • Chair
Participate in the meeting	<p>Council Members should:</p> <ul style="list-style-type: none"> • Declare any conflicts of interest² • Come prepared to ask questions • Participate in the discussion • Vote - <i>see How a Debate is Conducted below</i> 	<ul style="list-style-type: none"> • All Education Council Members
Following the meeting	<ul style="list-style-type: none"> • Speak as one voice – even on items Council Members voted against • Contribute to any follow-up actions identified • Review minutes to ensure accuracy when circulated 	<ul style="list-style-type: none"> • All Education Council Members

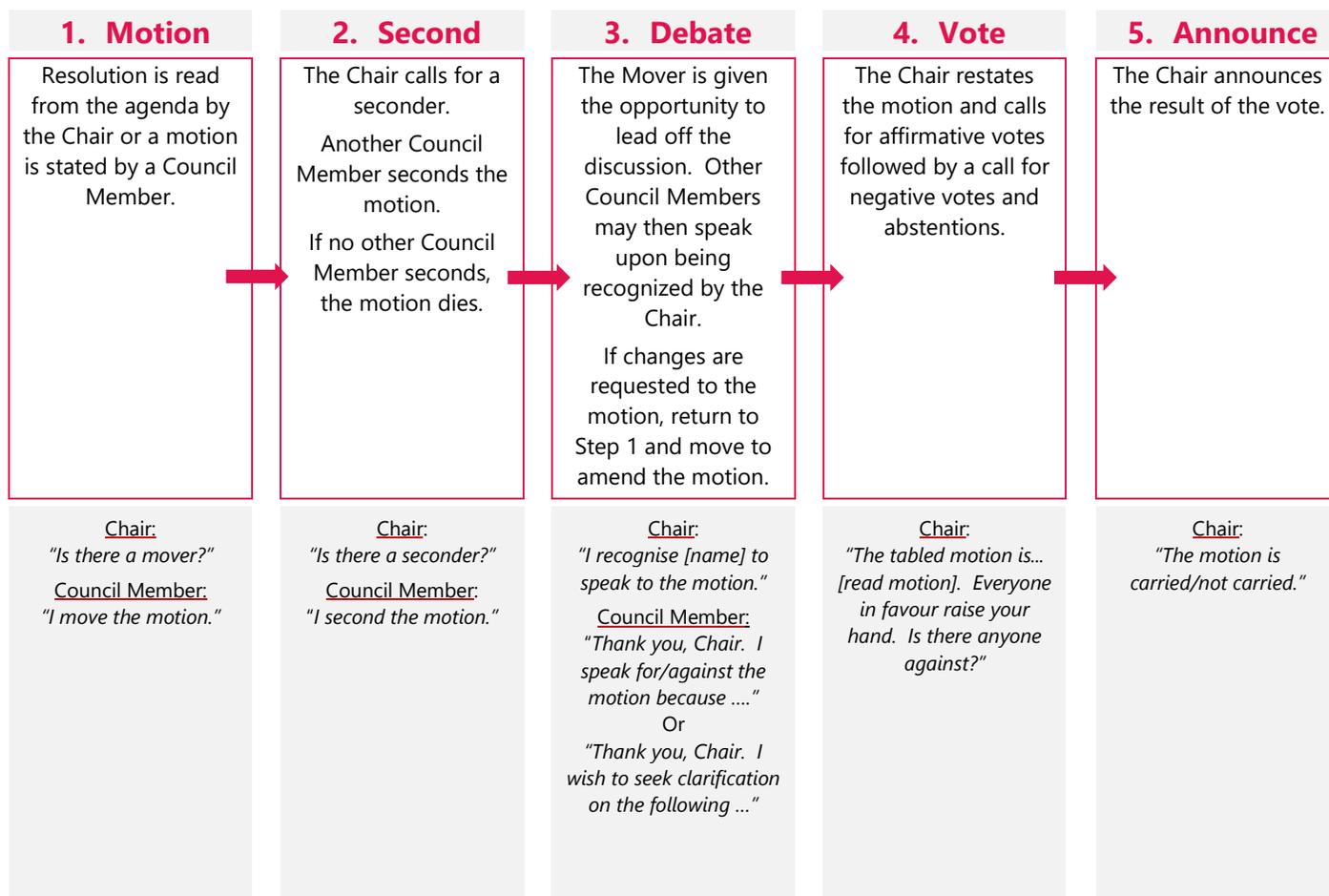
How IS A DEBATE CONDUCTED?

- All discussions and debate regarding motions should take place at the Education Council table so that all Council Members may participate.
- A Council Member must obtain the floor and be recognized by the Chair before beginning to speak.
- The Council Member who made the motion has the first right to speak to the motion.
- A Council Member can speak more than once to the same motion, but they should only speak again after everyone who wishes to speak the first time has spoken.
- A speaker should not be interrupted by anyone other than the Chair.

² See Part 7 (Conflict of Interest) in the *Bylaws of The Education Council*

- All Council Members comments or questions must be relevant to the motion.
- Council Member comments and questions should focus on new or additional information as compared to repeating what has been previously discussed.
- Council Member questions would normally focus on the reasoning for, or consequences of the motion as compared to how the College will operationalize the motion (i.e., a focus on the “why” or the “ends” rather than the “how” or the “means”).

The Five Stages of a Motion:



Types of Voting on a Motion:

Voting as	Means
In Favour	Voting in favour is considered an affirmative vote and is an expression of support for adopting a motion.
Opposed	Voting against a motion is an expression of opposition to adopting a motion. Should a simple majority of Members vote against a motion, the motion will be considered defeated and not carried.
Abstention	An abstention from voting indicates a Member’s refusal to vote and is not counted in the number of votes cast. While it is the duty of every Council Member who has an opinion on the question to express it by their vote, they cannot be compelled to do so. The Council’s records will note the names of Members who abstain and the Members’ reasons for abstaining.

Types of Motions:

Motion to	Means
Adjourn	A motion to adjourn a meeting may be made at any time. It must be seconded and is not debatable, therefore it must be voted upon immediately and requires a simple majority vote in the affirmative to pass.
Amend	A motion to amend a motion on the floor of the Council may be moved at any time. If seconded, the motion to amend may be debated and may be passed by a simple majority. Regardless of the outcome, debate of the original motion may continue, with further motions of amendments proposed and voted upon. Once all discussions are complete, including voting upon all motions of amendment, the original motion (in amended form if such amendments were carried) is put to a vote in its entirety.
Table	A motion to "table" an item must be seconded, is not debatable and may be passed by a simple majority. It should be employed only when the Council wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.
Postpone	A motion to postpone consideration of a motion on the floor of the Council may be moved at any time. If seconded, a motion to postpone consideration is debatable. If the motion to postpone is carried by a simple majority, no further discussion of the original motion is allowed; if the motion to postpone is defeated, debate on the initial motion may continue.
Rescind	A motion to rescind a motion previously passed by Council. Where the motion to rescind is made at the table, it requires a vote of two-thirds majority in the affirmative to pass, or, if a notice of motion has been given, a simple majority in the affirmative to pass.
Withdraw	A motion to withdraw a motion may be made before being moved on the floor of the Council.

Meeting Etiquette

Education Council meeting etiquette covers the behavior that Education Council Members expect of themselves and of each other before, during and after the meeting.

WHAT ARE THE KEY BEHAVIOURS EXPECTED?

- Prepare for meetings in advance.
- Inform the Education Council Chair and Council Secretary if you are unable to attend to ensure quorum can be established.
- Arrive on time. Members arriving late or leaving early will be recorded in the minutes.
- If joining a meeting remotely:
 - Ensure you are in a private space to allow for confidential discussion.
 - Turn your camera on unless discussed with the Chair in advance.
 - Appropriately manage muting and unmuting your device.
- Where a meeting is scheduled as a hybrid of online and in-person, inform the Chair and the Education Council Secretary in advance of your intention to attend remotely.
- Limit use of electronic devices during the meeting other than for referencing the agenda package.
- Remain focused on the discussion and avoid side conversations.
- Ensure your comments relate to the topic or motion under discussion.
- Don't interrupt a speaker. Wait your turn and seek permission from the Education Council Chair to speak.
- Recognize and respect the confidentiality of Closed or In Camera Education Council meetings.
- Support the work of the Education Council and remain loyal to Education Council decisions even if you voted against an item.



EDUCATION COUNCIL BRIEFING NOTE

November 7, 2024

Agenda #: 5.2(i)

Proposal Summary

Subject:	Distinguished Service and Honorary Fellow Awards Update
Prepared by:	Joan Ragsdale, Chair Tributes Committee
Submitted to:	Education Council
Implementation date:	December 2024

Background:

Before 2005 and the establishment of the new Okanagan College, Okanagan University College awarded honorary degrees. However, the Minister under the College and Institute Act, did not designate Colleges with the ability to award honorary degrees and as a result the Honorary Fellow award was introduced in 2006. At that time, the College continued to use the same process for assessing nominations and making recommendations to the Board, which was through the Tributes Committee and Education Council.

Following questions from the Board around the awarding of Honorary Fellows and Distinguished Service Awards, the Tributes Committee began a review of the mandates and processes of these awards. For the Honorary Fellow, this included seeking direction from the Ministry regarding the possibility of awarding honorary degrees and a review of the College and Institute Act, Education Council Bylaws, and provincial practice. The Committee found that educational awards (excluding scholarships and bursaries) fell under Education Council's authority, while distinguished service awards did not.

Consequently, in February 2024, Tributes Committee passed a motion to update its Terms of Reference proposing the remove of all sections pertaining to honorary fellow, distinguished service and notable achievement awards, and to add the responsibility of determining the process and selection criteria for honorary degrees, diplomas or equivalent education awards.

As Education Council was concurrently in the process of conducting a governance review, it was proposed that these motions be brought forward through the Ad-hoc Governance Committee. In March 2024 the Ad-hoc Governance Committee agreed to bring these changes to Education Council in Dec 2024 as part of the overall governance review recommendations. Since the discussion in March the Ad-hoc Governance Committee has been dissolved and the Bylaws and Committee Terms of Reference are being reviewed through the Chair. As a result, feedback is being sought from the committee of the whole to ensure feedback is incorporated in the

redeveloped documents. Also, given the timing of the award processes, which usually begins in November, it was decided that feedback from Education Council should be sought earlier than December.

Recommendation:

Remove any references to honorary fellow, distinguished service and notable achievement awards from Education Council’s governing documents and include the responsibility for determining process and selection criteria for honorary degrees, diplomas or equivalent education awards with the appropriate committee as determined by Education Council.

Rationale:

Education Council is in the process of conducting a governance review and through the work of the Tributes Committee and Ad Hoc Governance Committees, it has been identified that its authority for awards of excellence is solely for academic awards. Given this, it is suggested that Education Council restate/clarify its responsibility for setting criteria for honorary degrees and other academic awards and remove all responsibility for distinguished service awards in its governing documents.

Revisions to Education Council’s committees’ terms of reference are included in the governance review and Education Council’s role on education awards will be clarified in that review.

Supporting References:

- Tributes Research - Legislation and Bylaws

Action requested by Council:			
<input type="checkbox"/> Notice of Motion	<input type="checkbox"/> Approval	<input type="checkbox"/> Advice	<input checked="" type="checkbox"/> Information
Recommended Motions			
Not applicable. The Council is asked to provide feedback on the recommendations of Tributes Committee outlined above so it may be incorporated in the new Bylaws and Committee Terms of Reference.			

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
Tributes Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/22/24
Ad Hoc Governance Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3/21/2024

Tributes Research - Legislation and Bylaws

Governing document	References	Note
Tributes Committee - TOR (2006 revised 2008)	<p><u>Terms of Reference</u> The Tributes Committee will review and make recommendations to Education Council on all educational matters, policies, and procedures concerning the following:</p> <ol style="list-style-type: none"> 1. The process for the selection of candidates for Honourary Fellows. 2. The recommendation of candidates for Honourary Fellow. The work of the committee for this purpose will be confidential and conducted in camera. 3. Convocation and commencement ceremonies for all certificate, diploma, and degree programs. 4. The parchments issued to Okanagan College degree, diploma, and certificate recipients. 5. Okanagan College awards recognizing educational excellence other than scholarships and bursaries. 6. Other awards that may be established to recognize distinguished service and other notable achievements. 	<p><i>adapted from OUC Honorary Degree process</i></p>
EdCo Bylaws	<p>5.5 Tributes Committee The Tributes Committee shall function under the Terms of Reference approved by Education Council.</p> <p>5.7.5 Recommendations of the Tributes Committee regarding nominations for honorary degrees are to be presented in camera.</p>	
College & Institute Act Part 3 - 5.1 e Colleges & Provincial Institutes Part 4 - Power of the Board Part 4 - Advisory Role of Education Council Part 4 - Powers of the Education Council	<p>The minister may, by order, designate any of the following</p> <p>e. an honorary degree that a Provincial institute may grant and the name for the honorary degree;</p> <p>Subject to this Act, a board may do the following: 19.1 (g) provide for the granting of diplomas, certificates, and associate degrees and, subject to designation under 5.1 baccalaureate degrees, applied baccalaureate degrees, applied masters degrees and honorary degrees to be awarded by the institution;</p> <p>23.1 An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters: (n) criteria for awarding certificates, diplomas and degrees</p> <p>24 (2) Subject to the policy and directives established under section 2 (1) (a), the education council has the power and duty to do all of the following:</p> <p>(c) set criteria for academic standing, academic standards and the grading system;</p> <p>(d) set criteria for awards recognizing academic excellence</p>	<p>note: Dec 2023 Minister indicated College's are unable to grant Honorary Degrees at this time.</p>