



Okanagan College Education Council

Regular Meeting Agenda

Thursday, December 5, 2024

Zoom, Kelowna Campus (online)

4:00 – 7:30p.m.

[Link to *Kuali* Agenda](#)

[Link to Zoom](#)

Meeting ID: 689 5771 3290

Meeting Passcode: 508317

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		M. Martin		
3. APPROVAL OF AGENDA <i>Motion: THAT Education Council approves the December 5, 2024 agenda and thereby approves the consent agenda as presented.</i>	Approval	J. Garrett		1-2
3.1 Consent Agenda				
i. Education Council Minutes – November 7, 2024				
ii. Course revisions:	<i>Approved with motion for agenda as above</i>		Minutes	3-11
a) IALG 011 Introductory Algebra 011 <i>Motion: THAT Education Council approves the course revisions for IALG 011 Introductory Algebra 011.</i>				
b) MATH 080 Mathematics 080 <i>Motion: THAT Education Council approves the course revisions for MATH 080 Mathematics 080.</i>				
c) MATH 084 Mathematics 084 <i>Motion: THAT Education Council approves the course revisions for MATH 084 Mathematics 084.</i>				
d) MATH 085 Mathematics 085 <i>Motion: THAT Education Council approves the course revisions for MATH 085 Mathematics 085.</i>				
4. DECLARATION OF CONFLICT		J. Garrett		
5. NEW BUSINESS				
Okanagan College School of Business				
5.1 Program Revision: Bachelor of Business Administration <i>Motion: THAT the Education Council approve the Bachelor of Business Administration program revision for recommendation to the Board of Governors.</i>	Approval and recommendation	C. Gilchrist	Kuali	-
Presentation				
5.2 Sustainable Delivery Framework Information Session	Information	J. Ragsdale	Briefing	12-13

Topic	Action	Presenter	Attached	Pages
Governance				
5.3 Academic Year Policy <i>Motion: THAT the Okanagan College Education Council approves the Academic Year Policy for recommendation to the Board of Governors as presented.</i>	Approval and recommendation	I. Wheeler	Briefing	14-20
5.4 Education Council Bylaws <i>Motion: THAT the Okanagan College Education Council approve the Education Council Bylaws as presented.</i>	Approval	J. Garrett	Briefing	21-42
6. REPORTS				
6.1 Academic Regulations and Policy Committee	Information	J. Garrett	verbal	-
6.2 Education Council Chair	Information	J. Garrett	verbal	-
i. Timing of 2025-2026 Meetings				
6.3 Provost and Vice President Academic	Information	S. Lenci	verbal	-
6.4 Registrar	Information	I. Wheeler	verbal	-
6.5 Board of Governors	Information	C. Battersby	verbal	-
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
8. ADJOURNMENT				



Education Council
Regular meeting
Thursday, November 7, 2024
Room S103B, Kelowna Campus

Attendance

Members

Program Faculty:

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

Regional Faculty:

- Eva Gavaris (South Okanagan)
- Leanne Mallory, Vice Chair (North Okanagan)

Support:

- Michelle Somerville (Support)

Regrets

- Brenda Ridgeley (Business)
- Joan Ragsdale, Special Advisor, In-community Program Design
- Kristine Wickner (Support)
- Neil Fassina, President
- Rhea Dupuis, Director Indigenous Relations & Reconciliation

Draft Minutes for Approval December 5, 2024

Students:

- Samreet Kaur (Central Okanagan)
- Kaelah Riley (Shuswap Revelstoke)

Educational Administrators:

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

Non-voting:

- Inga Wheeler, Registrar
- Cindy Battersby (Board of Governors)

Recording:

- Kristen Wiebe, Governance & Privacy Coordinator

Guests

Presenting:

- Kyla Ashman (Arts & Foundational) (virtual)
- Anne Marie Brennan / Tammy Mills / Mary Kline (Continuing Studies)
- Dale Martell (Trades)

Topic **Action**

9. CALL TO ORDER

Quorum was established and the meeting called to order at 4:02p.m.

10. ACKNOWLEDGEMENT

K. Brochu gave an acknowledgement.

11. APPROVAL OF AGENDA

The following amendments were made to the agenda:

Topic	Action
<ul style="list-style-type: none">• Trades proposals were reordered to approve new courses included in the program revision.• The prerequisites for ASTR 120 Astronomy for the Physical Sciences will be updated.• D. Marques will present on 4.5 Trades & Apprenticeship - Program Revisions instead of D. Noble. <p>Motion: THAT Education Council approves the November 7, 2024 agenda and thereby approves the consent agenda as amended.</p> <p>J. Garrett</p>	CARRIED
<p>11.1 Consent Agenda</p> <p>i. Education Council Minutes – October 3, 2024</p> <p>ii. Course revisions:</p> <p>a) ASTR 120 Astronomy for the Physical Sciences II</p> <p>Motion: THAT Education Council approves the course revisions for ASTR 120 Astronomy for the Physical Sciences II.</p> <p>b) MATH 258 Numerical Methods</p> <p>Motion: THAT Education Council approves the course revisions for MATH 258 Numerical Methods.</p> <p>c) BIOL 202 / STAT 230 Elementary Applied Statistics</p> <p>Motion: THAT Education Council approves the course revisions for BIOL 202 and STAT 230 Elementary Applied Statistics for the Physical Sciences II.</p>	

12. NEW BUSINESS

New members S. Kaur and K. Riley introduced themselves to the Council.

Science & Technology

12.1 Program Revisions

B. Penfound presented the proposal noting the addition of a semester breakdown to help with Education Advising and scheduling in alignment with other post-baccalaureate programming.

MGT SCI 315 moved to third semester and added to the list of comprehensive courses based on feedback from Aidan Cole.

- Post-Baccalaureate Diploma in Marketing and Data Analytics (PBDMDA)
- Post Baccalaureate Diploma in Data Analytics and Economics (PBDDAE)

Motion: THAT Education Council approves the program revisions for recommendation to the Board of Governors:

- **Post-Baccalaureate Diploma in Marketing and Data Analytics (PBDMDA)**

Topic	Action
<ul style="list-style-type: none">• Post Baccalaureate Diploma in Data Analytics and Economics (PBDDAE) <p>S. Kaur</p>	CARRIED
<p>Okanagan School of Business</p> <p>12.2 JAMK Dual Degree Agreements</p> <p>C. Gilchrist and B. Baldwin provided an overview of the proposal. It was noted that JAMK requested a five-year renewal of the agreement which will allow students a dual degree/parchment from both institutions. The Centre for Food Wine and Tourism caught the attention of JAMK for the hospitality and tourism program. OC has experiential courses and JAMK has internships in the upper years and has been folded into the agreements.</p> <p>A member asked about the administrative cost of offering this program and it was noted by the Associate Dean, Business that Education Advisors are familiar with the agreement and have been administering the agreements as part of their regular duties. A member inquired about residency and it was noted that those requirements are built into the agreement.</p> <p>Motion: THAT the Education Council approve the JAMK Dual Degree Program Agreements for International Business and Hospitality and Tourism Management.</p>	
<p>D. Marques</p>	CARRIED
<p>Arts and Foundational</p>	
<p>12.3 New Programs:</p> <ol 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) <p>A. Brennan gave an overview of the suite of Micro-credentials proposed. It was noted that funding was received from the Ministry to redevelop an existing program into a Micro-credential and the Advanced Geographic Information Systems (GIS) Certificate was chosen, based on industry demand. The GIS Essentials Micro-credential is the pre-requisite for the other three Micro-credentials and may be completed in 175 hours, while the existing certificate is 10 months.</p> <p>The Registrar asked about the residency requirements, and it was noted they should be 50%. A member suggested that GIS should be spelled out in the program descriptions.</p> <p>Motion: THAT Education Council approves the recommendation to the Board of Governors for the new programs:</p> <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)	

Topic	Action
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and thereby approves the new courses:

- ***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***

K. Brochu

CARRIED

12.4 Program Revision

i. Supported Access to Modified Education (SAME)

K. Ashman presented the proposal noting the name change of the Accessible Education and Training (AET) department, Building Employment Skills and Training (BEST) and housekeeping changes.

A member asked about the learning outcomes and who they are for, and it was noted the outcomes are individualized to each student and therefore intentionally vague.

It was suggested that "their" be added to learning outcomes 2 & 3. The Registrar suggested to spell out BEST earlier in the program description. Graduation relates to these modifications and the program is a Supported Access to Modified Education (SAME) Certificate with participation in noted certain programs. It was suggested graduation be revised to: "Students graduate if they have achieved a passing grade in LSSM 020. Students receive a SAME certificate with participation in the program of their choice."

C. Sjolander left the meeting at 5:12p.m.

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:

- ***LSSM 020 Access and Support***

D. Marques

CARRIED

Trades and Apprenticeship

12.5 Program Revisions

i. Recreation Vehicle Service Technician (RVST)

Topic	Action
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- ii. Automotive Service Technician Foundation (ASTF)
 - iii. Heavy Mechanical Foundation (HMFP)
 - iv. Entry Level Automotive Collision and Refinishing Program (CLSN)
- D. Marques gave the proposal noting that align prerequisites and percentage standings. Effective date should move to the future January 2025. A member asked about pre-requisites and noted that language could be revised "or are on letter of warning/probation".

The Provost noted that we are working to standardize language for "in good standing." It was proposed that the language be revised to in good standing, also including any particular requirements.

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**

M. Somerville

- *D. Marques abstained due to a conflict of interest.*

CARRIED

12.6 New Program:

i. Aircraft Maintenance Engineer Category "M" Mechanical (AMEM)

D. Martell gave the proposal and history noting in 2023 that AMEM program was started in Vernon as a partnership with Northern Lights College. The province proposed that theory portion of the program be completed Vernon before students transferred to Dawson Creek instead of offering a program already offered by two other BC PSIs.

The final cohort under this arrangement is running out in Vernon and will go to Dawson Creek in June.

OC applied for "M" certification to Transport Canada. Transport Canada required a policy manual with course outlines in place according to Canadian Aviation Regulations that is audited every three years. The program consists of the same material for the first 20 weeks however students are required to commit at the beginning of the program.

A member asked if students may apply to enter at week 21 and it was noted that they can. Another member asked about admission requirements and whether the ability to

Topic	Action
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distinguish colour was included, and it was noted that there is no requirement by Transport Canada as symbols and colours are both used.
Members asked whether MATH 080 could be added to the admission requirements and the Registrar and proposer noted this could be added.

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***
- ***AMEM222 Reciprocating Engine Maintenance***

- ***AMEM301 Powerplants Level 2-Turbine Engines***
- ***AMEM302 Turbine Engine Systems***
- ***AMEM303 Aerodynamics Level 2***
- ***AMEM304 Aircraft Systems Level 2***
- ***AMEM305 Aircraft Instrumentation***
- ***AMEM306 Rotary Wing Airframe Systems***
- ***AMEM321 Turbine Engine Maintenance***
- ***AMEM322 Basic Airframe Maintenance***

- ***AMEM401 Canadian Aviation Regulations Level 2***
- ***AMEM421 Helicopter Maintenance***
- ***AMEM422 Fixed Wing Maintenance***
- ***AMEM423 Engine Removal and Installation***
- ***AMEM424 Landing Gear***
- ***AMEM425 Hanger Support***
- ***AMEM426 Aircraft System Maintenance***
- ***AMEM427 Aircraft Troubleshooting and Repair***

B. Wade

CARRIED

Topic	Action
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ii. [Aircraft Maintenance Engineer Category Structures "S" \(AMES\)](#)

D. Martell gave the proposal and noted the program was realigned to the core program and increased to 40 weeks from 37.

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**

M. Martin

CARRIED

The Chair called for a recess at 5:22p.m.

The meeting resumed at 5:47p.m.

13. REPORTS

13.1 Tributes Committee Report

i. Distinguished Service and Honorary Fellow Awards Update

J. Ragsdale gave the background on the award processes, how the proposal was initiated, and research on Honorary Awards. In January, the Minister confirmed that B.C. Colleges are not able to offer honorary degrees. A proposal went to the Tributes Committee to review the Terms of Reference, and their recommendations were made to the Ad Hoc Governance Committee.

This proposal is to bring any recommendations from Education Council to the review of the bylaws and Terms of Reference as they're being reviewed. Feedback was requested from the Education Council.

The Chair asked J. Ragsdale to outline the timing in relation to the governance review and it was noted that the process of awards normally starts in November so this is proposed to be reviewed earlier.

A member asked about the difference between an Honorary Degree versus and Award and it was noted that the former is a degree and credential. A member offered that the Honorary Degrees are given for specific subject area. It was proposed that the clauses relating to honorary awards be removed from the Tributes Committee Terms of Reference.

Motion: THAT the Okanagan College Education Council approves the removal of clauses 1, 2, and 6 from the Tributes Committee Terms of Reference."

J. Garrett

CARRIED

13.2 Education Council Chair

Topic	Action
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The Chair introduced and welcomed Elaine Booi as the new Council Secretary.

i. Academic Regulation and Policy (ARP) Committee Report

The ARP Committee has met three times since the last EdCo meeting and reviewed the Academic Year Policy, which triggered a review of the Final Examination Policy on October 15. The Committee meets next on November 18 to review these two policies. A revision to the Final Assessment Policy will allow instructors to schedule any final assessments (not only written exams) during the exam period.

ii. Governance Review Update

J. Garrett noted that the meeting protocols were drafted as part of the governance review and are being proposed for consideration. A draft of the bylaws is finished and will be reviewed with a first reading in December and review and approval in January followed by other governing documents.

iii. Education Council Meeting Protocols

The Chair provided background on development of the meeting protocols. A member asked for clarification on the supporting the work of Education Council and it was noted that an overview of the conversation at Education Council could be shared. Members expressed appreciation for the Meeting Protocols. A member noted that this could be used for other committees across the College.

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

J. Garrett

CARRIED

D. Marques and C. Torrie left the meeting at 6:18p.m.

13.3 Provost and Vice President Academic

The Provost noted that Education Council will receive a Sustainable Delivery Model presentation in December. Based on a roadmap project, this sets out how the College plans to deliver courses anytime, to anyone, anywhere.

A member asked about the instructional membership on the Sustainable Delivery Model Working Group Committee and it was noted that this could be clarified at the presentation.

13.4 Registrar

The Registrar provided an update that there is a new student member from Vernon, and potential new student from Penticton. The Council is still short a Faculty/Instructor from Kelowna and the Shuswap Revelstoke seat is with the Chair to recruit under the bylaws.

13.5 Board of Governors

C. Battersby gave a report on Board activities since September.

14. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

Topic	Action
15. ADJOURNMENT	
The meeting was adjourned at 6:30p.m.	



EDUCATION COUNCIL BRIEFING NOTE

November 19, 2024

Agenda Item:

5.2

Proposal Summary	
Subject:	Sustainable Delivery Model Presentation
Prepared by:	Sustainable Delivery Model Working Group
Submitted to:	Education Council

Background:

The Inspire Plan outlines the College's commitment to create inclusive and equitable access to all learners in the College region who want to learn. As one part of this journey a working group was formed and tasked to research and propose a framework for a sustainable delivery model that meets the needs of learners and learning. Looking to the future of post-secondary education, the group was asked to consider the impacts of emerging technology, socioeconomic trends, and the changing landscape of work to recommend a delivery framework designed to reach all learners at all points of life and life circumstance. The emerging framework builds on core components outlined in earlier work completed by the College including the 2023 Learning Framework and is grounded in learning science. The proposed framework balances practice, research, projections, and the ecological systems necessary to support learners and learning now and into the future. Valuing successes of the College to-date enabled a solid foundation to launch this work.

The presentation will introduce the Sustainability Delivery Framework, which will serve to guide the evolution of new directions in learning at OC as outlined in the Inspire Plan.

Rationale:

It is anticipated it will take an ecosystem, or network, of learning and educator supports working together to ensure equitability, inclusion, and flexibility for all learners. It is understood that no singular delivery mode can meet the learning and support needs of all learners in the region over the next 10-20 yrs. This conceptual framework strives to positively influence the viability and sustainability of the College, both in terms of increased reach and increased support for the future of learning at OC.

Supporting References:

<https://www.okanagan.bc.ca/strategic-plan/learning-framework>

<https://www.okanagan.bc.ca/sites/default/files/2024-06/inspire-strategic-plan.pdf>

Action requested by Council:

Notice of Motion Approval Advice Referral Information

Recommended Motions

Not applicable.

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
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**Education Council
BRIEFING NOTE**

December 5, 2024

Agenda Items:

5.3

Proposal	
Subject:	Academic Year Policy
Prepared by:	Inga Wheeler, Registrar
Submitted to:	Academic Regulations and Policy Committee
Implementation date:	Upon Approval

Background:

In its advisory role to the Board, Education Council and its sub-committee ARP were asked to provide advice on the revised Academic Year Policy. A review of the Academic Year Policy was conducted at an ARP Committee meeting on November 4, 2024, and recommended to Education Council on November 18, 2024.

Recommendation

Provide advice on the policy for Board of Governors to consider.

Rationale:

This Academic Year Policy will replace the Academic Semester Scheduling Policy approved in 2013. Final Assessments have been included to clarify what types of evaluations occur during the final examination period scheduled by the Registrar. The Final Assessment Policy (currently Final Examination Policy) is currently under review and expected to be recommended to the Education Council for approval early 2025. The Academic Year Policy has been written to provide the Registrar with more latitude to set academic calendar dates based on academic requirements and the actual yearly calendar. This will ensure principles set in the policy are followed reducing the need to seek approval annually from the Board for a policy variance.

Supporting References:

- Academic Year Policy – draft
- [Academic Schedule Policy - 2013 \(link\)](#)

Action requested: <input type="checkbox"/> Notice of Motion <input type="checkbox"/> Approval <input checked="" type="checkbox"/> Advice <input type="checkbox"/> Referral <input type="checkbox"/> Information
Recommended Motions
“THAT the Academic Regulations and Policy Committee supports the new Academic Year Policy to replace the Academic Semester Scheduling Policy and recommends that Education Council review the policy in order to provide advice to the Board.”

Consultation History:

[Link to Kualii](#)

Group/Individual, Title	Reviewed	Recommended	Date
Academic Regulations and Policies Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/7/2024
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/15/2024
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/4/2024
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/18/2024



ACADEMIC YEAR POLICY

Policy Area:	Academic		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Stakeholders:	Students and Employees		
<u>Authority:</u>	<u>College and Institute Act</u>		
Approval Authority:	Board of Governors		
Approval Date:			
Effective Date:			
Replaces or New:	Academic Semester Schedule Policy (2013)		
Last reviewed:	Month Year	Scheduled review date:	Month Year

Procedures: None

16. POLICY STATEMENT

This policy establishes the guidelines for the Registrar to establish and annually publish Academic Dates to facilitate effective academic planning and ensure consistency from year-to-year.

17. PURPOSE

To establish the principles to be used by the Registrar to develop the Academics Dates list. This will ensure students and employees have access to a well-organized and predictable schedule that facilitates their academic progress and success. It also seeks to balance the needs of students and employees while maintaining academic rigor and the standards of the institution.

18. SCOPE AND APPLICATION

This policy applies to all courses and programs following a regular academic term structure and to relevant students and employees.

19. DEFINITIONS

Academic Year	Means the period during which the College conducts its academic educational activities including fall, winter and summer terms. The Academic Year runs from September 1 to August 31.
Academic Dates	Means the annual list created based on the principles established in this policy.
College	Means Okanagan College.
Canada Day	Means the public holiday observed on July 1.
Family Day	Means the public holiday observed the second Monday in February.
Final Assessment	Means an assessment of Student learning that is formally scheduled during the Final Assessment Time-Period by the Registrar.
Final Assessment Time-Period	Means the period during which Final Assessments are scheduled.
Instructor	Means College professor, vocational instructor, or continuing education instructor.
Labour Day	Means the public holiday observed the first Monday in September.
Remembrance Day	Means the public holiday observed on November 11.
Term Dates	The dates set based on this policy for the start and end of classes.

20. PRINCIPLES

- 20.1 The Registrar's Office is responsible for applying this policy to set the Academic Dates list each Academic Year.
- 20.2 The Academic Dates list shall be published online. It will include a rolling two-year cycle with an additional two-years of tentative dates for reference.
- 20.3 The Academic Dates list will accommodate all provincial public holidays.
- 20.4 The Academic Dates list will include the following:
 - Known College closure dates.
 - Term dates
 - First day of classes
 - Last day of classes
 - Withdrawal deadlines
 - Course refund deadlines
 - Registration deadlines
 - Final Assessment Time-Period

Final grade submission deadlines

Orientation day(s).

- 20.5 Every effort is made to include additional dates meaningful to student success including but not limited to:

Transfer Credit deadlines as per the Transfer Credit Policy.

Fee payment deadlines established by the Registrar.

Final Grade Appeal deadlines as per the Final Grade Appeal Policy.

- 20.6 The Academic Dates list will be based on the following parameters:

Fall Terms

Will start on the first business day following the Labour Day weekend.

The Tuesday immediately following Labour Day shall be reserved for College-wide orientation activities.

The Wednesday following Labour Day shall be set as the first day of classes.

The term includes a minimum of 60 instructional days to a maximum of 65 excluding weekends.

The second Friday of the term shall be set as the last day for registration, including a change from audit to credit status, and/or a refund of tuition fees.

The eighth Friday of the term shall be set as the deadline for course withdrawals without penalty and/or a change from credit to audit status.

If the Remembrance Day holiday falls on a Tuesday, there will be no classes on the preceding Monday, alternatively if it falls on a Thursday, there will be no classes on the following Friday.

The Final Assessment Time-Period will span seven to ten days and will normally be scheduled Monday through Saturday, and on Sundays as required.

A minimum of two calendar days, with a preference for three, shall be allocated between the last instructional day of the term and the beginning of the Final Assessment Time-Period.

The final grade submission deadline for courses without a Final Assessment shall be set five days into the Final Assessment period.

- i. The final grade submission deadline for courses with a Final Assessment shall be set on an individual basis and be established as the date three days following the Instructor's Final Assessment, or as December 24th at noon, whichever date comes sooner.

Winter Terms

Will start on the first business day of the first full week after New Year's Day except when New Year's Day falls on a Friday in which case the semester will commence on the second full week.

The term includes a minimum of 60 instructional days to a maximum of 65 excluding weekends.

The second Friday of the term shall be the last day for late registration, including changes from audit to credit status, and/or a refund of tuition fees.

The eighth Friday of the term shall be set as the deadline for course withdrawals without penalty and/or a change from credit to audit status.

There will be a four-day study break beginning on the Tuesday following Family Day.

The Final Assessment Time-Period will span seven to ten days and will normally be scheduled Monday through Saturday, and on Sundays as required.

A minimum of two calendar days, with a preference for three, shall be allocated between the last instructional day of the term and the beginning of the Final Assessment Time-Period.

The final grade submission deadline for courses without a Final Assessment shall be set five days into the Final Assessment period.

The final grade submission deadline for courses with a Final Assessment shall be set on an individual basis and be established as the date three days following the Instructor’s Final Assessment, or as December 24th at noon, whichever date comes sooner.

Summer Terms – Session I and II

The summer term will normally consist of two sessions, Session I and Session II.

Each session will consist of a minimum of 29 instructional days to a maximum of 30 instructional days excluding weekends.

Classes for the Session I term will commence the second Monday in May.

Classes for the Session II term will commence the first full week after the Canada Day statutory holiday.

Final Assessments will normally be scheduled on or before the last day of classes.

The last day of classes will be scheduled on a Monday where possible.

The final grade submission deadline for all courses will be three days following the last day of classes.

Alternate Durations

Courses may be offered for different durations than outlined above. The Academic Dates List for those courses shall be established based on the following parameters:

Course Duration	Last day to register, change from audit to credit, and to withdraw without penalty, normally	Last day to withdraw without penalty and to change from credit to audit, normally
6- 14 days	By 4:00 p.m. of the second (2) instructional day	By 4:00 p.m. of the fifth (5) instructional day
15 - 21 days	By 4:00 p.m. of the third (3) instructional day	By 4:00 p.m. of the eighth (8) instructional day
22 - 41 days	By 4:00 p.m. of the fifth (5) instructional day	By 4:00 p.m. of the fourteenth (14) instructional day
8 weeks	By 4:00 p.m. of the ninth (9) instructional day	By 4:00 p.m. of the thirtieth (30) instructional day
12 weeks	By 4:00 p.m. of the tenth (10) instructional day	By 4:00 p.m. of the thirty-fifth (35) instructional day
14 weeks	By 4:00 p.m. of the tenth (10) instructional day	By 4:00 p.m. of the thirty-fifth (35) instructional day
Two terms (spanning fall and winter)	For courses spanning multiple terms the Registrar shall follow the principles established in this policy to set the Academic Dates.	

RELATED ACTS AND REGULATIONS

[College and Institute Act](#)

21. SUPPORTING REFERENCES, POLICIES, PROCEDURES AND FORMS

[Final Assessment Policy](#)

[Final Grade Appeal Policy](#)

[Procedures for Final Grade Appeals](#)

[Transfer Credit Policy](#)

HISTORY / REVISIONS

Date	Action
YYYY-MM-DD	Revision Approved by Board, Education Council, Executive Team.: <i>Academic Year Policy</i>
YYYY-MM-DD	Approved by Education Council: <i>Academic Semester Scheduling Policy</i>



EDUCATION COUNCIL BRIEFING NOTE

December 5, 2024

Agenda Item:

5.4

Proposal Summary	
Subject:	Education Council Bylaws
Prepared by:	Jillian Garrett, Education Council Chair
Submitted to:	Education Council
Implementation Date:	Upon approval

Background:

The Education Council Bylaws serve as the “rules” by which Education Council governs itself in and outside of meetings. The Bylaws serve as one component of the overall governing documents for the Education Council.

Based on feedback collected during the governance review started earlier this year and a review of best practices, several recommendations were provided to the Education Council Chair. The Education Council Chair assessed these recommendations, updated the Bylaws, and is recommending them to the Education Council for approval. Among the changes are adding sections to the Bylaws to include purpose, precedence, books and records, definitions, council secretary, notice of meetings, voting procedures, resolution by written procedures, public conduct at meetings, public presentations to the council, and conduct of members. The addition of these sections helps to improve best practices and clarify procedures for the Council. Additional changes include efforts to align and modernize the language in the Bylaws. The attached draft has been developed indicating the recommended language for the Bylaws. Each change is accompanied by an explanatory note in the draft.

The revised Bylaws were circulated to the Education Council Vice Chair, and past Chairs and non-substantive feedback on the Bylaws was incorporated. The attachments included with the notice, and proposed here for the Education Council approval, include the approved 2015 Bylaws and a clean version of the Bylaws with recommended changes. At the beginning of each section of the Bylaws of the clean version, there is an indicator that highlights the type of change being recommended, providing a rationale for the changes.

For reference, the change indicator key is the following:



Housekeeping changes

This indicator is used to note editorial/non-substantial changes made to the language.



Updated language

This indicator is used to show where language has been more substantially changed.



New items/section

This indicator is used to show which items are new to the document/article.



Items/section moved

This indicator is used to note when items have been deleted from an article and moved to another location.

Recommendation:

It is recommended that Education Council review and approve the proposed Okanagan College Education Council Bylaws as presented. The Education Council Bylaws are being presented for a first reading; however, the following options are proposed to Education Council for consideration:

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

Rationale:

With the relevant and appropriate Bylaws and supporting documents in place, the Education Council can ensure that the work they do is conducted effectively, efficiently, and in alignment with best practice. The Bylaws provisions have been updated in alignment with the principles endorsed by the governance review. The Education Council Chair has reviewed and supports the proposed changes and updates made to the Bylaws and its supporting documents.

Supporting References:

- Bylaws of Education Council – clean version
- Bylaws of Education Council (2015) – current version

Action requested by Council:

Notice of Motion Approval Advice Referral Information

Recommended Motion

“BE IT RESOLVED THAT the Okanagan College Education Council approve the Bylaws of the Education Council at Okanagan College as presented.”

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
Leanne Mallory, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/22/24
Danny Marques, Associate Dean Trades (past Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/22/24
Chris Newitt, Associate Dean Arts (past Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/22/24

BYLAWS OF THE EDUCATION COUNCIL

OKANAGAN COLLEGE

22. PREAMBLE



Updated language



New items/section



Housekeeping changes

Notes:

- The "Purpose" was added to articulate the authority of Education Council and from where that authority is established.
- The "Precedence" article has been added to confirm hierarchy of authority between these Bylaws and Legislation.
- The "Books and Records" article has been added to confirm the requirement for record keeping.
- Headers have been added to assist with navigation.
- Other changes have been made to update and streamline language.



22.1 Purpose

The Education Council of Okanagan College is established under the College and Institute Act which states that each institution must have an Education Council. These Bylaws address matters of Education Council operations and procedures in carrying out their powers and duties, and the advisory and joint approval roles of the Council under the Act.

22.2 Precedence

Where the Bylaws of the Education Council of Okanagan College are at variance with the College and Institute Act and/or at variance with the regulations promulgated pursuant to the Act, the Act and/or the regulations will take precedence.

22.3 Books and Records

The Council will ensure that all necessary books and records of the Council will be regularly and properly kept. Books and records include but are not limited to governing documents, Bylaws, written agreements, Council minutes, and source documents.

22.4 Interpretation

Unless otherwise expressly provided, in all Bylaws and resolutions of the Council, words and expressions used will have the same meaning as is ascribed thereto in the Act and regulations thereunder.

22.5 Singular/Plural

Wherever the singular is used in these Bylaws, it will be considered as if the plural has been used where the context so requires.

23. DEFINITIONS



New items/section



Notes:

- A "Definitions" section has been added to ensure appropriate definitions are acknowledged and recognized throughout the Bylaws. This addition is consistent with best practice.

Act	means the College and Institute Act of British Columbia.
Board	means the Okanagan College Board of Governors.
Bylaws	means these Bylaws.
Chair	means the individual elected as Chair of the Okanagan College Education Council pursuant to the election process outlined in these Bylaws.
Chief Election Officer	means the Registrar or an individual appointed by the Registrar to conduct an election.
Closed Meeting	means a meeting of the Council that, due to the confidential nature of the discussion, is closed to the public and employees of the College as outlined in the Bylaws.
College or OC	means Okanagan College.
Constituency	means a specific group designated under a set of rules to be elected or appointed a representative to a governing body. e.g. Faculty/Instructors, Students, Educational Administrators.
Council Secretary	means the individual assigned by the President to support the operations of the Council.
Designated Resource Person	means the individual requested to participate in parts of a meeting by the Council Chair in consultation with the Provost and Vice President Academic.
Education Council or Council	means the Okanagan College Education Council as authorized under the Act.

Educational Administrator	means an Educational Administrator as defined under the Act. This includes a Dean, Vice President or similar employee of the institution whose primary responsibility is to provide administrative services in support of education or training offered by the institution and does not include the President.
Election Rules	Means the rules and procedures outlined in the Election Rules.
Faculty/Instructor	means Faculty as defined under the Act, including any faculty member or regular vocational instructor employed by Okanagan College and represented by the OC Faculty Association (OCFA) or the BC General Employees' Union (BCGEU) Vocational collective agreements.
In Camera Meeting or In Camera Session	means a meeting of the Council or part thereof, as outlined in the Bylaws, that is only attended by Members of the Council, the Council Secretary and guests invited by the Council, and for which there is no agenda, no minutes are recorded, and no motions are passed. Discussions conducted during an In Camera Meeting or Session are confidential to those persons in attendance.
Member	means any individual appointed, elected, or serving ex-officio on the Council.
Open Meeting	means a meeting of the Council that is open to the public and employees of the College as outlined in the Bylaws.
Perceived Conflict	means a conflict of interest which could be said to exist where a Council Member's private interests would appear to a reasonable person to conflict with their duties even though there may not be an actual conflict.
Potential Conflict	means a conflict of interest that could arise where a Council Member has private interests such that, while no conflict has yet arisen, one could arise.
President	means the chief executive officer of the institution as defined in the Act.
Presenter	means the individual invited to make a specific proposal to the Council or those individuals attending to support a specific proposal to the Council.

Real Conflict	means a conflict of interest between the public duty and private interests of a Council Member, in which their private and/or personal interests could influence the performance of their duties for personal or private gain.
Regular Meeting	means a meeting of the Council held based on an annually approved calendar.
Special Meeting	means a meeting of the Council called by the Chair to address matters pertinent to the Council when delaying until the next Regular Meeting is not feasible.
Student	means any person enrolled as a student at Okanagan College in a program approved by Education Council.
Support Staff	means any regular employee employed by Okanagan College and represented by the BCGEU Support Staff collective agreement or who falls within the Terms and Conditions for Administrators or Excluded Staff. Support Staff as defined under these Bylaws is synonymous with the term Support Staff as outlined in the Act.
Voting Member	means the individuals appointed or elected to the Council under the Act that are thereby considered eligible to vote on decisions of the Council.
Vice Chair	means the individual elected as Vice Chair of the Okanagan College Education Council pursuant to the election process outlined in these Bylaws.

24. MEMBERSHIP



Updated language



Items/section moved



Notes:

- Member composition and terms are prescribed under the Act and the Bylaws have been updated and simplified in keeping with the legislation.
- Section headings have been added for elections, resignation and vacancies for easier navigation of the Bylaws.
- Formatting changes made to more clearly state the types of members and non-voting members.
- The Registrar has been moved from the position of Official Secretary, an outdated term, to a non-voting member.
- The Dean, Learning and Teaching Innovations and Associate Director, International (or their designates) have been included as possible non-voting members.
- Filling Council vacancies by election now refers to the authority of the Registrar to set the Election Rules as required under the Act. Similar to the current Bylaws, the Council Chair will support the recruitment of volunteers to fill a vacancy of a constituency that has been unable to be filled by election.
- A three-term maximum has been set for Members. Members can stand for election after an election period is passed, or during a byelection for their seat.

24.1 Council Composition

The Education Council will consist of 20 Voting Members as described in the College and Institute Act:

- Ten (10) Faculty/Instructor Members elected by the faculty/instructors of the College.
- Four (4) Students Members elected by the students of the College.
- Two (2) Support Staff Members elected by the support staff of the College.
- Four (4) Educational Administrators appointed by the President. Normally, one of the four seats appointed will be held by the Provost and Vice President Academic.

The Education Council will also consist of the following Non-voting Members:

- The President of the College, as per the Act.
- The Director, Indigenous Relations and Reconciliation, or equivalent position as appointed by the President.
- A Board representative. The board may appoint one person to be a Non-voting Member of the Education Council to serve for one year under the Act.
- The Registrar, or their designate.

The Education Council may also include the following Non-voting Members as appointed by the Chair in consultation with the President:

- The Dean, Learning and Teaching Innovations or equivalent position.
- The Associate Director, International or equivalent position.

24.2 Elections and Terms of Office

Elections for elected Council Members will be held in accordance with College's Election Rules set under the College and Institute Act.

Terms will be as follows:

- i) Faculty/Instructors and Support Staff serve a term of two (2) years and may be elected to further terms.
 - i. Elected members may serve up to three consecutive terms.
 - ii. Elected members who have served the maximum term may stand for re-election two years after the expiration of their last term.
 - iii. Should an elected member have served their maximum consecutive terms, and the Registrar has conducted an election for the seat for the Constituency where no candidate stood for election, the elected member will be eligible to participate in a byelection for the seat in that Constituency.
- ii) Students serve a term of one (1) year and may be elected to further terms.
- iii) Educational Administrators are appointed for a two-year term and may be appointed to further terms.

24.3 Leave of Absence



Updated language

Notes:



- The language in this section has been updated to require the Chair's approval of a leave that is less than three months. The length of leave permitted for an absence without resignation has not been changed.

The Member must inform the Chair, and the Chair must approve in advance, any extended absences from the Council expected to last between one and three months. An elected or appointed position will be declared vacant if the Member will be on leave for more than three (3) months.

24.4 Resignation & Removal



Updated language



New items/section

Notes:



- This section has been given titles to assist with navigation of the Bylaws.
- This reference to resignation does not relate to those members who are at the natural expiration of their term.
- The requirement to provide written notice of resignation to the Chair is new and articulates an expected courtesy.
- The language relating to the resignation by change in status is new and ensures members remain within their constituency group they were elected from.
- The language relating to the removal of members is new and provides the opportunity for the Council to address concerns if a member is not fulfilling their role. This is consistent with best practice.

i. Written Resignation

Any Council Member may resign from their seat by submitting a written resignation to the Chair. In the event of the resignation of a Council Member elected by a Constituency, the Council Secretary will notify the Registrar, who will determine whether a by-election is required based on the Election Rules.

ii. Resignation by Change in Constituency

Should a Member leave the Constituency which they were elected to represent, that Member is considered to have resigned their seat and it will be declared vacant.

iii. Removal

The Chair may propose the removal of an elected Member, and Council may, by two-thirds (2/3) majority resolution of the Council, approve the removal of an elected Council Member. Without limiting the generality of the foregoing, the Council may consider the removal of a Council Member for not fulfilling their responsibilities and duties as a Member or for breaching the Council's Code of Conduct, Bylaws, or policies. Not limiting the generality of the foregoing, this section does not apply to the appointed or Non-Voting Members, the President or the Board of Governors representative. The Chair may recommend to the President, the removal of an appointed Member, and the President may approve that member's removal.

24.5 Council Vacancies



Updated language



New items/section

Notes:



- This section has been updated to define how vacant positions are filled.
- The appointment of a Member due to a vacancy is not new and was included in the old Bylaws.

In the event of a vacant seat other than those created by expiration of a term, the Chair will notify the Registrar. The College's Election Rules will be followed.

When a vacancy occurs among the appointed Members of the Education Council, the Chair will notify the President. The President will appoint a new Member.

Where an election or byelection is held, followed by a single extension of the election dates, and where the vacancy is not filled, the Council Chair will, in consultation with the Registrar, seek volunteers for appointment from the appropriate Constituency group.

25. OFFICERS OF THE EDUCATION COUNCIL



Updated language



Items/section moved

Notes:



- The election will be conducted by the Registrar as a non-voting member rather than as the Official Secretary to the Council.

- The procedure for how the election is conducted is moved from the Bylaws to a new Election Procedures document to more appropriately reflect what should be included in bylaws.
- The election timing for the Chair and Vice Chair has been updated to allow Council elections to take place before the annual Chair elections. Aligning this timing allows any Members whose terms may expire that year to accept nominations for these positions.

25.1 Chair and Vice Chair

i. Elections

The Education Council will elect a Chair and a Vice Chair from its employee Members annually at a Regular Meeting of Council, normally by May of each year.

The Registrar or their designate will conduct the elections according to the **Council's Election Procedures**.

The election of the Chair and Vice Chair requires the affirmative votes of a majority of Voting Members present at a Council meeting in which a quorum is present. In the event no candidate obtains the necessary majority on the first ballot, the two candidates with the highest number of votes will be eligible for the second ballot.

The elections will be conducted by secret ballot. In the event of a tie vote, the tie will be broken by drawing lots.

If only one candidate is nominated, and that nominee is willing to serve, that nominee will be elected without conducting a vote.

If there is a vacancy for the position of the Chair or the Vice Chair, an election to fill that vacancy will be held during the next Regular Meeting of the Council.

ii. Term of Office

The term of office for the Chair and Vice Chair is one year. The term will normally begin annually on August 1. Where a Chair or Vice Chair is elected as a result of a vacancy, their term will end on the following July 31 of the term for which they are elected.

25.2 Duties of the Chair



New items/section



Notes:

- This section is new and added to outline the expectations of the Chair and Vice Chair in their positions.
- The Chair release time has been changed from a minimum release to "normally" in keeping with best practice.

The Chair will preside over meetings of the Education Council, ensuring that the Council's Bylaws and rules of procedure are followed. The Chair will be a Member of the Council and act as its official spokesperson.

The Chair will serve as an ex-officio Non-voting member of the Board as per the Act. The Chair will act as the official spokesperson of the Education Council in this capacity.

The Vice Chair will assume the duties of the Chair in their absence. In the absence or inability to act of the Chair and the Vice Chair, the Chair will, when possible, appoint an Acting Chair.

If an Acting Chair has not been appointed, the Members may elect an Acting Chair for a particular meeting.

The Chair will normally be entitled to 50 percent release time for Faculty/Instructors, or equivalent for Support Staff or Educational Administrator.

25.3 Council Secretary



New items/section



Notes:

- This section is new and added to outline the expectation of the Institution to provide support for the Council.
- This section outlines the requirements expected of the individual assigned to support the Council.

The Council Secretary will be an employee of the College and will carry out the following duties:

- i) prepare orders of business as directed by the Chair;
- ii) provide notice of meetings as appropriate;
- iii) act as Secretary as required at all meetings of the Council;
- iv) prepare minutes of meetings for review by the Chair;
- v) maintain a permanent record of the activities of the Council including books and records of the Council and any committee of the Council;
- vi) receive, co-ordinate and direct communications between Members and between the Council and any private, public or government agent or agency; and
- vii) carry out such other duties as may be designated by the Council.

In the absence of the Council Secretary, the President will name an Acting Council Secretary.

26. MEETINGS



Updated language



New items/section



Notes:

- The Meetings section has been significantly changed to streamline and modernize language.
- Meeting definitions have been added to describe the Council's different meeting types under these Bylaws.
- Parliamentary Procedure has defined as the procedure to govern meetings rather than Robert's Rules which is a reference guide.

- The Council may schedule monthly meetings during the academic year versus the previous requirement of ten regular meetings. With annual planning, the intention is to distribute the work of Education Council across scheduled meetings and focus some meetings on strategic matters.
- The three-hour time limit for meeting set in the old Bylaws has been removed. With annual planning and meeting management this statement isn't required.

26.1 Meeting Schedule and Procedures

i. Schedule

The date, time, and location of Regular Meetings of the Education Council will be established annually by resolution of the Council.

ii. Procedures at Meetings of The Council

At meetings of the Council, Parliamentary Procedure will govern the procedure in all cases not specifically provided for by Bylaw or resolution.

When the Chair is called upon to decide a point of order or practice, the Chair will give the decision and state the rule applicable to the case. In the event the ruling of the Chair is challenged, the Chair will have the right to state reasons for the decision given.

An appeal from the ruling of the Chair will be put to a vote of the Members present at the meeting in question without debate.

26.2 Regular, Closed, and In Camera Meetings

Regular Meetings

The Education Council will normally hold one (1) meeting per month during the academic year. The majority of Education Council business is conducted at Regular Open Meetings.

Closed Meetings

Education Council may conduct Closed Meetings when the confidential nature of the discussion requires that the meeting be closed to the public and employees of the College.

Designated Resource Person(s) may be invited by the Council Chair, in consultation with the Provost and Vice President Academic, to participate in parts of a Closed Meeting.

Closed Meetings are reserved for topics requiring discretion and confidentiality. e.g. financial matters or when Education Council is tasked with providing advice to the Board of Governors and that advice will be presented to the Board at a Closed Meeting.

In Camera Meetings

Education Council may conduct an In Camera Meeting, or an In Camera Session may be conducted during a Regular Open or Closed Meeting. In Camera Meetings and In Camera

Sessions are only attended by Members of the Council, the Council Secretary and guests invited by the Council. In Camera Sessions can be initiated within a Regular Open or Closed Meeting at the discretion of Education Council when approved by a majority of Members. Members must vote on a motion to enter or exit an In Camera Session. In order to transact any business of the Council Members must be out of In Camera.

Special Meetings

Special Meetings may be called by the Chair, or upon written request by at least five (5) Members of the Council. A Special Meeting may also be called where the Council is asked to provide advice at the request of the Board and it is impractical to wait to conduct the business at the next Regular Meeting. Discussions at a Special Meeting will be limited to the topics identified on the agenda. The notice will specify the item of business to be transacted at the meeting and only that business for which the Special Meeting has been called may be dealt with at that meeting.

26.3 Notice of meetings



New items/section



Notes:

- This section has been added to articulate the expected notice period of meetings for members.

At least seven (7) calendar days' notice will be given of Regular Meetings.

At least 48 hours' notice will be given of Special Meetings.

Notice of the meeting and the agenda for the meeting will be sent to each Member and others entitled to receive it by electronic or written means or as otherwise provided in these Bylaws.

Public notification of Open Regular or Open Special Meetings of the Council will be posted on the College's website and will include the meeting date, time, and location.

Reasonable notice will be given, wherever possible, to communicate changes to the location or format in which the meeting will be conducted (e.g. moving from in-person to online due to weather).

The foregoing does not limit the Council Secretary from notifying Members or the public of meetings through alternative means of communication.

The accidental failure to send notice of a meeting to a Member, or accidental irregularity in connection with the giving of notice or the conduct of a meeting does not invalidate any proceedings of the meeting.

26.4 Agendas



Updated language



Notes:

- This section was heavily edited as the agenda outline was not appropriate for bylaws.

Meeting agendas and supporting documentation will be distributed to Education Council Members at least six (6) calendar days prior to a Regular Council or committee meeting. For Special Meetings, the agenda will be distributed no less than 24 hours prior to the meeting date.

Development of agendas will follow the **Council's Agenda Development Guidelines**.

26.5 Quorum

A quorum for the transaction of business at any meeting of the Education Council will be a majority of its Voting Members.

26.6 Motions



Updated language



Notes:

- This section was heavily edited as the motions section was unnecessary as the Council follows Parliamentary Procedure. General guidelines around motions have been included in the Meeting Protocols.

Only Education Council Members may present motions.

26.7 Meetings by Electronic Communication



Updated language



Notes:

- This section is updated to modernize the language around how meetings are conducted.

Where required to facilitate participation of Members, electronic communication technologies may be used by the Council to conduct meetings of the Council or its committees. Meetings may be held in person or by electronic means or a mixture thereof as is practical to conduct the business before the Council.

26.8 Voting Procedures



New items/section



Notes:

- This section is new and has been added to modernize the language around how the Council casts and counts votes.
- A procedure on how abstentions will be managed at meetings of Council has been included. Additional information has been included in the Council's meeting protocols.

Voting procedures apply to the Council and all committees established by the Council.

- i) Each Voting Member of the Council or its committees has one (1) vote.
- ii) Decisions will be made by vote by the simple majority of Voting Members present at the meeting. Exceptions which will require a 2/3 majority vote include:
 - (1) Voting to rescind a motion previously carried;
 - (2) Voting to end debate on a motion;
 - (3) Voting to remove a Council Member;
 - (4) Upon invitation by the Chair, a vote to invite a member of the public to address the Council; and
 - (5) Approval of the bylaws.
- iii) Voting Members will be considered present if they attend the meeting in person or by electronic means.
- iv) Voting on ordinary business and motions will be by a show of hands, unless a secret ballot is requested by any Member prior to or at the time of voting.
- v) Names ascribed to a specific vote will be recorded only upon request at the time of voting.
- vi) The Chair will cast a vote only in the event of a tie. If the role of Chair is being filled by the Vice Chair or an Acting Chair, it is that person who will only vote in the event of a tie.
- vii) Abstentions made by a Member at the time of voting are considered a refusal to vote and are not counted in the number of votes cast. Members will be asked to provide a reason for their abstention. The Member's name and reason for abstention will be recorded in the Council's minutes. Examples of acceptable reasons for abstention may include: a perceived conflict of interest; internal moral conflict; or a lack of sufficient information on which to vote.
- viii) Upon request of a Member of Education Council, a vote will be taken by secret ballot only when a motion to vote by secret ballot is approved, by a majority of Members. Such a motion to vote by secret ballot shall be without debate and proceed directly to a vote of the Council.
- ix) When a secret ballot is requested, Voting Members who attend the meeting electronically will be provided the same opportunity to vote secretly as those Voting Members who attend the meeting in person.

26.9 Resolution by Written Procedure



New items/section

**Notes:**

- This section is new and has been added to modernize how the Council operates and to allow for a decision to be made electronically if needed.
- The section on Resolution will be evidence of Action and Circulation of Minutes were added to update and modernize language.

If it is impractical to hold a meeting of the Council, the Chair may call for a vote to pass a Resolution by Written Procedure outside of a Regular or Special Meeting of the Council. A majority of the Voting Council Members are required to pass a resolution by written procedure. The results of a vote conducted using technologically assisted means will be considered valid. Where a vote is carried, the Resolution by Written Procedure will be recorded as minutes or as a written resolution approved electronically. Minutes of resolutions passed by written procedure will be included in the next Regular Meeting of the Council for approval.

If it is impractical to hold a committee meeting, the Chair of the Council committee may call for a vote to pass a Resolution by Written Procedure outside of a committee meeting. A majority of the Voting committee Members are required to pass a Resolution by Written Procedure. The results of a vote conducted using technologically assisted means will be considered valid. Where a vote is carried, the Resolution by Written Procedure will be recorded as minutes. Minutes of resolutions passed by written procedure will be included in the next meeting of the committee for approval.

When seeking Resolution by Written Procedure (Council and committee), the initial communication of the motion electronically by the Chair is considered to have "moved" the motion. The first vote cast in support of the motion is considered as the "second" to that motion.

26.10 Resolution will be Evidence of Action

Unless required to be exercised by Bylaw, the action of the Council upon any matter coming before it will be evidenced by resolution, and the entry thereof in the minutes of the Council will be *prima facie* evidence of the action taken.

26.11 Circulation of Resolutions and Minutes

A record of passed resolutions of each Council meeting will be circulated to Members following the meeting and as soon as reasonably possible.

Minutes of Regular Open Meetings will be taken, approved by the Council at the next Regular Open Meeting of the Council as part of the consent agenda, filed with the Council Secretary, and posted on the College's website once approved.

Minutes of Closed Meetings will be taken and approved by the Council at the next scheduled Closed Meeting as part of the consent agenda and filed with the Council Secretary. Approved minutes of Closed Meetings are not posted publicly.

26.12 Public Conduct at Meetings

**New** items/section**Notes:**

- Given the potential for members of the public and College employees to attend (and in some cases, participate) in Council meetings, this article has been added to provide the Chair with a point of reference for public decorum.

Regular Education Council meetings are open to the College community and members of the public.

A person who is not a Council Member, Designated Resource Person, or Presenter may only participate in discussion or debate of an Open Meeting if said person is invited by the Chair, and the request is moved to a resolution that is non-debatable and receives two-thirds (2/3) majority vote of the Members present.

Attendees are expected to maintain the decorum prescribed for parliamentary galleries and act in accordance with the principles outlined in these Bylaws and the College's Code of Ethical Practices Policy.

Any member of the public or employee of the College who breaches these principles or disrupts the meeting proceedings will be asked to leave and removed from the meeting.

26.13 Public Presentations to the Council



New items/section



Notes:

- The article has been added to capture elements of notice for requests to present to the Council.

At the discretion of the Chair and in consultation with the Provost and Vice President Academic, the Council may hear presentations or answer questions from individuals or groups from the College community or the public.

Persons wishing to address the Council will normally advise the Council Secretary in writing at least fourteen (14) calendar days in advance of a Regular Meeting and outline, in writing, the topic and purpose of the presentation.

In considering a request, the Chair will not grant the request where the topic falls outside the Council's jurisdiction.

Only items included on an agenda will be presented to the Council.

For each request the Chair will decide how much time, if any, will be allocated on the agenda.

27. CONDUCT OF MEMBERS



New items/section



Notes:

- The section has been added to capture elements of responsibility and decorum of members. Additional expectations will be outlined in the separate Code of Conduct for Council Members.

27.1 Code of Conduct

The Council's Code of Conduct sets out the minimum standards of conduct and principles that each Member is expected to follow. To demonstrate their commitment to effective governance and ethical conduct, each Member will review the **Council Code of Conduct** and declare their compliance with the Code of Conduct and these Bylaws by completing an Oath of Office before the Council at the start of their term and annually thereafter.

27.2 Fiduciary Duties of Members

Members of the Education Council are elected or appointed from specific constituencies of the College. Regardless of a Member's position, when they are carrying out the business of the Education Council, their actions will be directed toward the best interest of the College rather than any Constituency or faction within it. All eligible Members are expected to vote freely on all issues before the Education Council regardless of their own association with any Constituency. In instances where a Member believes that they are in conflict of interest in voting they should make a disclosure to the Chair under section 7.1 of these bylaws.

27.3 Duty of Care

Members of the Education Council are expected to exercise a duty of care in carrying out their duties as Members of the Council; including:

- i) understanding the obligations of the Council in general and conducting themselves according to such duties, ethics and legal obligations.
- ii) informing themselves specifically as to the policies, business and affairs of Okanagan College and the Council's role within each of those, while conducting themselves and exercising their judgment in light of such policies, business and affairs;
- iii) regularly attending meetings and adequately preparing for and executing the duties expected of them;
- iv) using their level of knowledge and expertise effectively in dealing with matters requiring decisions by the Council; and
- v) exercising independent judgment.

27.4 Attendance

Members are expected to regularly attend meetings. Members who are present at a meeting of the Council will have their attendance recorded by the Council Secretary. Late arrival or early departure of Members and Designated Resource Persons will be recorded by the Council Secretary for purposes of the minutes. No Council Member will leave the Council meeting before the close of the meeting without notifying the Chair.

Barring extraordinary circumstances, a Member who will be absent from a meeting will ideally notify the Council Secretary and the Chair at least 48 hours prior the meeting. Members may contact the Council Secretary or Chair to provide rationale for their absences.

Any elected Member absent from three (3) consecutive meetings of the Council without acceptable cause and without notifying the Chair, will be considered as having resigned from the Council and the position will be filled in accordance with the Election Rules established by the Registrar. If the Council determines the reasons for the absences to be sufficient, the Council may excuse the absences by resolution.

27.5 Confidentiality

Members of the Education Council will maintain confidentiality of all matters discussed in meetings or parts thereof held as Closed Sessions or In Camera.

28. CONFLICT OF INTEREST



Updated language



Notes:

- The section has been significantly updated to capture the requirement of members to declare any conflicts.
- The process to assess the conflict will be included in the Procedures for Disclosure.

28.1 Disclosure of Conflict

A Member will, immediately upon becoming aware of a Potential, Real, or Perceived Conflict of interest situation disclose the conflict to the Chair. The Member and the Chair will follow the **Procedures for Disclosure under the Code of Conduct for Okanagan College Education Council.**

Members of the Education Council must declare any perceived, potential or real conflict of interest to the Chair. The Chair will make the determination whether a potential or real conflict exists. A Member with a conflict of interest must abstain from any discussion or voting on the matter.

A conflict of interest arises when a Council Member's individual private interest supersedes or competes with their dedication to the interests of the College. In general, voting on matters which effect a broad group by a member of that group is not considered a conflict of interest.

In cases where conflict cannot be avoided, a Council Member has an obligation to declare a conflict of interest prior to discussion or decision on an issue. Upon declaration of a conflict the Council Secretary will note the declaration in the Minutes and the Council Member must:

- i) in a Closed or In Camera Session or committee meeting, excuse themselves from the proceeding during discussion or voting on that matter.
- ii) in a public session, refrain from discussion or voting on that matter.

29. COMMITTEES



Updated language



Notes:

- The section has been significantly updated to outline how Education Council establishes standing committees while giving the Council the flexibility to decide what those committees are without the requirement to change the Bylaws.
- Previous Bylaws named each committee. That has been removed and the committee structure will be reviewed, and recommendations provided to the Council.

- The Chair may now appoint a committee chair in consultation with the committee. This streamlines the previous practice of holding elections at committee meetings.

29.1 Establishing Committees

The Education Council may establish Standing or Ad Hoc Committees to carry out its business related to specific issues and report or make recommendations to the Education Council. Committees and their terms of reference will be established by resolution of the Council as required. Committees may be discharged by resolution of the Council or when the specific timeline of that committee expires under their terms of reference.

29.2 Standing Committees

The Council may establish Standing Committees as necessary to carry out the Council's regular business under the Act.

29.3 Ad Hoc Committees

The Council may establish Ad Hoc Committees as necessary to conduct business related to specific issues that arise for the Council. Ad Hoc Committees will be established for a specific period of time, for a defined purpose and scope, and to fulfill a specific deliverable to the Council. An Ad Hoc Committee's terms of reference will include the timeline, purpose, and deliverables to the Council.

29.4 Committee Terms of Reference

Committees established by Education Council will operate under their respective Terms of Reference, which will be approved by the Education Council. Committees will report to the Council upon request by the Council.

29.5 Committee Membership

Committee membership may include Members of the Council and other individuals with expertise in relevant areas, as determined by the Council.

The Committee Chair of each committee will be appointed by the Council Chair from the committees' membership in consultation with the committee.

The Chair of Education Council will be an ex-officio Member of all Council committees, and their attendance counts towards the quorum.

29.6 Committee Attendance

Meetings of Council committees are normally Closed Meetings, limited to Members of the committee, Presenters, and Designated Resource Persons. Committee meetings may be attended by others only with the permission of, or at the request of the Chair of that committee.

29.7 Committee Records

Minutes of committee meetings will be taken, approved by the committee at the next meeting of the committee as part of the consent agenda, and filed with the Council Secretary. Minutes of committee meetings are not posted publicly.

30. AMENDMENTS TO THE BYLAWS



Updated language



Notes:

- The section has been updated to ensure a process for review of the Bylaws.
- A 2/3 majority is a standard approval level for Bylaws and remains unchanged.

30.1 Notice of Amendment

Amendments to these bylaws may be made by a two-thirds (2/3) vote of the Members present at a Regular or Special Meeting, provided that the proposed amendments have been circulated to Members at least fourteen (14) calendar days prior to the meeting.