

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 Approved 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****1. CALL TO ORDER**

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

2. ACKNOWLEDGEMENT

K. Brochu gave an acknowledgement.

3. APPROVAL OF AGENDA

The following amendments were made to the agenda:

- 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.

Topic	Action
<ul style="list-style-type: none">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>3.1 Consent Agenda</p> <ul style="list-style-type: none">i. Education Council Minutes – October 3, 2024ii. Course revisions:<ul style="list-style-type: none">a) ASTR 120 Astronomy for the Physical Sciences II<p>Motion: THAT Education Council approves the course revisions for ASTR 120 Astronomy for the Physical Sciences II.</p><ul style="list-style-type: none">b) MATH 258 Numerical Methods<p>Motion: THAT Education Council approves the course revisions for MATH 258 Numerical Methods.</p><ul style="list-style-type: none">c) BIOL 202 / STAT 230 Elementary Applied Statistics<p>Motion: THAT Education Council approves the course revisions for BIOL 202 and STAT 230 Elementary Applied Statistics for the Physical Sciences II.</p>	
<p>4. NEW BUSINESS</p> <p>New members S. Kaur and K. Riley introduced themselves to the Council.</p>	
<p>Science & Technology</p>	
<p>4.1 Program Revisions</p> <p>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.</p> <p>MGT SCI 315 moved to third semester and added to the list of comprehensive courses based on feedback from Aidan Cole.</p> <ul style="list-style-type: none">i. Post-Baccalaureate Diploma in Marketing and Data Analytics (PBDMDA)ii. Post Baccalaureate Diploma in Data Analytics and Economics (PBDDAE) <p>Motion: THAT Education Council approves the program revisions for recommendation to the Board of Governors:</p> <ul style="list-style-type: none">Post-Baccalaureate Diploma in Marketing and Data Analytics (PBDMDA)Post Baccalaureate Diploma in Data Analytics and Economics (PBDDAE) <p>S. Kaur</p>	

Topic	Action
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Okanagan School of Business

4.2 JAMK Dual Degree Agreements

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.

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.

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

D. Marques

CARRIED

Arts and Foundational

4.3 New Programs:

- 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 \(MCGISM\)](#)

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.

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.

Motion: THAT Education Council approves the recommendation to the Board of Governors for the new programs:

- **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)**

and thereby approves the new courses:

Topic	Action
<ul style="list-style-type: none"> • <i>GISE 101 GIS Essentials</i> • <i>GISE 102 GIS Data</i> • <i>GISE 103 GIS Project Management</i> • <i>GISE 104 GIS Data Collection</i> • <i>AGIS 105 GIS Analysis</i> • <i>AGIS 107 GIS Project</i> • <i>AGIS 108 Raster Analysis</i> • <i>AGIS 115 GIS Automation</i> • <i>GISD 106 Relational Databases</i> • <i>GISD 116 Using Relational Databases</i> • <i>GISM 109 3D Modeling in GIS</i> • <i>GISM 117 Using Remote Sensing in GIS</i> 	
<p>K. Brochu</p>	CARRIED
<p>4.4 Program Revision</p>	
<p>i. Supported Access to Modified Education (SAME)</p>	
<p>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.</p>	
<p>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.</p>	
<p>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."</p>	
<p>C. Sjolander left the meeting at 5:12p.m.</p>	
<p>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:</p>	
<ul style="list-style-type: none"> • <i>LSSM 020 Access and Support</i> 	
<p>D. Marques</p>	CARRIED
<p>Trades and Apprenticeship</p>	
<p>4.5 Program Revisions</p>	
<p>i. Recreation Vehicle Service Technician (RVST)</p>	

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

CARRIED

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

4.6 **New Program:**

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

D. Martell gave the proposal and history noting in 2003 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.

Topic	Action
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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 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***

Topic	Action
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- **AMEM426 Aircraft System Maintenance**
 - **AMEM427 Aircraft Troubleshooting and Repair**
- B. Wade**

CARRIED

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.

5. REPORTS

5.1 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.

Topic	Action
<p><i>Motion: THAT the Okanagan College Education Council approves the removal of clauses 1, 2, and 6 from the Tributes Committee Terms of Reference.</i></p> <p><i>J. Garrett</i></p>	<p><i>CARRIED</i></p>
<p>5.2 Education Council Chair</p>	
<p>The Chair introduced and welcomed Elaine Booi as the new Council Secretary.</p>	
<p>i. Academic Regulation and Policy (ARP) Committee Report</p>	
<p>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.</p>	
<p>ii. Governance Review Update</p>	
<p>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.</p>	
<p>iii. Education Council Meeting Protocols</p>	
<p>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.</p>	
<p><i>Motion: THAT the Okanagan College Education Council approve the Meeting Protocols as presented.</i></p> <p><i>J. Garrett</i></p>	<p><i>CARRIED</i></p>
<p><i>D. Marques and C. Torrie left the meeting at 6:18p.m.</i></p>	
<p>5.3 Provost and Vice President Academic</p>	
<p>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.</p>	
<p>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.</p>	
<p>5.4 Registrar</p>	

Topic	Action
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.	
5.5 Board of Governors	
C. Battersby gave a report on Board activities since September.	
6. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA	
7. ADJOURNMENT	
The meeting was adjourned at 6:30p.m.	
