

Attendance**Members**

Program Faculty:

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

Regional Faculty:

- Sean Johnston (Central Okanagan)
- Leanne Mallory (Vice Chair) (North Okanagan)
- Bryan White (Shuswap Revelstoke)
- Eva Gavaris (South Okanagan)

Support:

- Michelle Somerville (Support)

Students:

- Samreet Kaur (Central Okanagan)
- Kaelah Riley (Shuswap Revelstoke)
- Yashtaj Singh (North Okanagan)

Educational Administrators:

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

Non-voting:

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

Recording:

- Elaine Booi, Governance Administrator

Guests

Presenting:

- Judith Anderson, Dean, Arts & Foundational (Delegate for Samantha Lenci, Provost & Vice President Academic)
- Mary Kline (InspirED)
- Zachary Webster (InspirED)
- Cindy Meissner (InspirED)
- Danelle Greebe (InspirED)
- Linda O'Donoghue (Teaching & Learning)

Guests:

- Joanna Campbell (Governance)

Regrets

- Rhea Dupuis, Director Indigenous Relations & Reconciliation
- Neil Fassina, President
- Kristine Wickner (Support)

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

Quorum was established and the meeting called to order at 4:01p.m.

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2. ACKNOWLEDGEMENT

J. Anderson provided a land acknowledgement.

3. APPROVAL OF AGENDA

J. Garrett requested to defer the course revision for BUAD 382 - Operations Management from the consent agenda to the February 6, 2025 meeting at the request of a School of Business representative.

Motion: THAT Education Council approves the January 9, 2025 agenda and thereby approves the consent agenda as amended.

M. Martin

CARRIED

3.1 Consent Agenda

- i. Education Council Minutes – December 5, 2024

4. DECLARATION OF CONFLICT

J. Garrett asked if any committee members had a declaration of conflict of interest. No conflicts were declared.

A member asked if the declaration of conflict should take place before the consent agenda because there may be items conflicting within the consent agenda. J. Garrett noted that she will review the protocols for the next meeting.

5. BUSINESS ARISING

5.1 Education Council Bylaws

J. Garrett presented the revised Education Council Bylaws to members. Members did not provide further feedback regarding the Bylaws.

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

M. Martin

CARRIED

Michelle Somerville joined the meeting at 4:09p.m.

6. NEW BUSINESS

Continuing Studies, InspirED

6.1 New Program

- i. [Office Basics Microcredential \(MCOBAS\)](#)

M. Kline presented the new Office Basics Microcredential (MCOBAS) to members noting that funding was received by Westbank First Nation to support the program. Westbank First Nation chose to create MCOBAS with Okanagan College and were provided funding

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through the ministry. M. Kline recognized the work that R. Dupis, L. O'Donoghue, and C. Meissner contributed to creating the program.

Chris Newitt joined the meeting at 4:13p.m.

C. Meissner outlined the contents of the courses OBAS 100 - Computer Essentials and OBAS - 101 Office Skills to members noting that Westbank First Nation and an Elder were consulted in the development of the courses.

A member asked if there is an overlap between the proposed Office Basics Microcredential and the existing Office Administration programs and if there is an opportunity for learners to receive exemptions. B. Ridgeley noted that learners can receive transfer credit for the course OADM 167 - Computer Essentials when completing MCOBAS. There is an overlap between the programs although MCOBAS is offered as contract training for First Nation bands in a cohort.

A member asked if the program is exclusive to Indigenous students. C. Meissner noted that the program is strictly cohort based, and the community will identify learners suitable for the program. I. Wheeler noted that the program will be listed on the academic calendar with contact information to direct interested learners. Members discussed the differences between the MCOBAS and the existing Office Administration offerings noting that MCOBAS may encourage learners to join Office Administration if they choose to further their education.

Motion: THAT Education Council approves the new program: Office Basics Microcredential (MCOBAS) for recommendation to the Board of Governors and thereby approves the following new courses:

- ***OBAS 100 Computer Essentials***
- ***OBAS 101 Office Skills***

B. Wade

CARRIED

ii. ***Community Administrator Microcredential (MCCOAD)***

M. Kline presented the new Community Administrator Microcredential (MCCOAD) to members noting that funding was received by Westbank First Nation to support the program. M. Kline noted the contribution of Z. Webster and L. O'Donoghue to the proposal.

Z. Webster provided an overview of the courses COAD 100 - Grant Writing Fundamentals and COAD 101 Project Management Fundamentals.

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A member expressed concerns about COAD 101 - Project Management Fundamentals overlapping with MGR 342 – Project Management and asked how similar the courses are suggesting that there may be other similar courses within the School of Business. M. Kline noted that the Business and Aviation Curriculum Proposal Review Committee reviewed the proposal expressing the different learning outcomes and goals of the courses do not qualify significant overlap. J. Garrett suggested that questions around similar courses arise in Education Council frequently and would like to discuss at Academic Regulations and Policy Committee.

A member asked for clarification regarding the minimum qualification to teach the courses. J. Ragsdale noted that she has been working on informed practice guidelines and ways to recognize informed practice and Indigenization opportunities at the request of Indigenous partnerships.

Z. Webster presented the course COAD 102 - Leadership Skills Fundamentals to members.

A member noted that none of the courses have required prerequisites and asked if learners could select which courses. Z. Webster noted prerequisites were not added to the program to reduce entry barriers.

Z. Webster presented the course COAD 103 – Workplace Wellness Fundamentals to members.

A member asked for clarification regarding the program’s residency requirements. M. Kline clarified that standard residency requirements of Okanagan College were included in the proposal. There are no options to complete the program at another institution, meaning this requirement does not currently apply.

Motion: THAT Education Council approves the new program: Community Administrator Microcredential (MCCOAD) for recommendation to the Board of Governors and thereby approves the following new courses:

- ***COAD 100 Grant Writing Fundamentals***
- ***COAD 101 Project Management Fundamentals***
- ***COAD 102 Leadership Skills Fundamentals***
- ***COAD 103 Workplace Wellness Fundamentals***

K. Brochu

CARRIED

*J. Garrett called for a recess at 4:49p.m.
The meeting resumed at 4:55p.m.*

Topic	Action
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Governance

6.2 Education Council Code of Conduct & Procedures for Disclosure

J. Garrett presented the Education Council Code of Conduct & Procedures for Disclosure to members noting the work Kristen Wiebe and Joanna Campbell contributed. The documents are closely based on resources that the Board of Governors use. Members did not provide further feedback.

Motion: THAT the Education Council approve the Code of Conduct for Okanagan College Education Council Members Policy and Procedures for Disclosure by Okanagan College Education Council Members as presented.

D. Marques

CARRIED

7. REPORTS

7.1 Education Council Chair

J. Garrett provided an update on the governance review process noting that more documents will be reviewed at Education Council in the coming months. J. Garrett is pleased with the progress that Education Council has made this year.

i. Timing of 2025-2026 Meetings.

J. Garrett noted that E. Booi reviewed alternative meeting times for Education Council that could work with Leadership's schedule. E. Booi suggested Friday mornings as an alternative. Members discussed logistics of changing meeting times and expressed concerns about scheduling, flexibility, travel, and membership representation. J. Garrett suggested that the general consensus is to maintain the current time of Education Council meetings.

7.2 Provost and Vice President Academic

No report was given.

7.3 Registrar

I. Wheeler provided updates on academic policies noting that the Final Assessment Policy will be reviewed at Education Council in the coming months. The academic schedule for 2025-2026 will be posted online soon. Once the Board of Governors approve the Academic Year Policy she will draft the academic schedule for the next three years.

I. Wheeler reviewed the Education Council committee membership noting that there is a vacant student position for South Okanagan.

I. Wheeler noted that the Fall 2025 and Winter 2026 academic scheduling will begin in March 2025.

Topic	Action
7.4 Board of Governors C. Battersby noted the Board of Governors meeting held on December 10, 2025 and provided an overview of the approved items.	
8. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA	
9. ADJOURNMENT	
The meeting was adjourned at 5:18p.m.	
