Okanagan College Education Council Regular Meeting Agenda

Thursday, February 6, 2025
Zoom, Kelowna Campus (online)
4:00 – 7:00p.m.

Please contact the **Education Council Secretary** for Zoom information.

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		C. Torrie		
3. DECLARATION OF CONFLICT		J. Garrett		
4. APPROVAL OF AGENDA *Recommended Motion:* **THAT Education Council approves the February 6, 2025, agenda and thereby approves the consent agenda as presented.**	Approval	J. Garrett		1-4
4.1 Consent Agenda i. Education Council Minutes – January 9, 2025 ii. Course revisions:	*Approved with motion for agenda as above*		Minutes	5-10

a) MATH 111 Essential Mathematics for Arts

Motion: THAT Education Council approves the course revisions for MATH 111 Essential Mathematics for Arts.

b) MATH 112 Calculus I

Motion: THAT Education Council approves the course revisions for MATH 112 Calculus I.

c) MATH 114 Business Mathematics

Motion: THAT Education Council approves the course revisions for MATH 114 Business Mathematics.

d) MATH 160 Mathematics for Elementary Teachers

Motion: THAT Education Council approves the course revisions for MATH 160 Mathematics for Elementary Teachers.

e) MATH 221 Linear Algebra I

Motion: THAT Education Council approves the course revisions for MATH 221 Linear Algebra I.

f) DSCI 300 Data Wrangling and Visualization

Motion: THAT Education Council approves the course revisions for DSCI 300 Data Wrangling and Visualization.

g) DSCI 310 Mathematics Computation

Motion: THAT Education Council approves the course revisions for DSCI 310 Mathematics Computation.

Topic	Action	Presenter	Attached	Pages
h) STAT 121 Elementary Statistics				
Motion: THAT Education Council approves the course revisions for STAT 121 Elementary Statistics.				
i) STAT 124 Business Statistics				
Motion: THAT Education Council approves the course revisions for STAT 124 Business Statistics.				
j) COSC 118 Networks and Telecommunications I				
Motion: THAT Education Council approves the course revisions for COSC 118 Networks and Telecommunications I.				
k) COSC 215 Graphical User Interface Programming				
Motion: THAT Education Council approves the course revisions for COSC 215 Graphical User Interface Programming.				
l) BUAD 382 Operations Management				
Motion: THAT Education Council approves the course revisions for BUAD 382 Operations Management.				
m) BUAD 350 Capital Markets				
Motion: THAT Education Council approves the course revisions for BUAD 350 Capital Markets.				
n) BUAD 461 Applied Corporate Finance				
Motion: THAT Education Council approves the course revisions for BUAD 461 Applied Corporate Finance.				
o) BUAD 112 Introduction to Entrepreneurship				
Motion: THAT Education Council approves the course revisions for BUAD 112 Introduction to Entrepreneurship.				
p) BUAD 212 Idea Generation				
Motion: THAT Education Council approves the course revisions for BUAD 212 Idea Generation.				

5. BUSINESS ARISING
None

6. NEW BUSINESS

School of Business

6.1 Specialization Revisions:

	Action	Presenter	Attached	Pages
i. Small Business Development (ESBM)	Recommendation	S. Lembke	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program specialization: Small Business Development (ESBM) for recommendation to the Board of Governors.**				
ii. Small Business Computer Accounting (ACCT)	Recommendation	M. Hazen	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program specialization: Small Business Computer Accounting (ACCT) for recommendation to the Board of Governors.**				

Link to Kuali

Topic	Action	Presenter	Attached	Pages
iii. Finance Specialty (FSSP)	Recommendation	M. Hazen & C. Gilchrist	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program specialization: Finance Specialty (FSSP) for recommendation to the Board of Governors and thereby approves the following new courses:**				
• ***BUAD 464 Wealth Management*** • ***BUAD 465 Applied Finance Project***				
iv. Entrepreneurship Specialty (ENTR)	Recommendation	A. Cole & M. Dhir	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program specialization: Entrepreneurship Specialty (ENTR) for recommendation to the Board of Governors and thereby approves the following new courses:**				
• ***BUAD 493 Entrepreneurship Experience I*** • ***BUAD 494 Entrepreneurship Experience II***				

6.2 Program Revisions

Topic	Action	Presenter	Attached	Pages
i. Bachelor of Business Administration (BBA)	Recommendation	C. Gilchrist	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program: Bachelor of Business Administration (BBA) for recommendation to the Board of Governors.**				
ii. Business Administration Diploma (BUAD)	Recommendation	C. Gilchrist	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program: Business Administration Diploma (BUAD) for recommendation to the Board of Governors.**				
iii. Business Studies Certificate (BUADST)	Recommendation	C. Gilchrist	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program: Business Studies Certificate (BUADST) for recommendation to the Board of Governors.**				

Health and Social Development

6.3 Program Revision

Topic	Action	Presenter	Attached	Pages
i. Pharmacy Technician Certificate (PHTE)	Recommendation	T. Westman	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program: Pharmacy Technician Certificate (PHTE) for recommendation to the Board of Governors.**				

Science and Technology

6.4 New Specialization

Topic	Action	Presenter	Attached	Pages
i. Data Analytics Emphasis (DATA)	Recommendation	B. Penfound	Kuali	-
Recommended Motion: **THAT Education Council approves the new program specialty: Data Analytics Emphasis (DATA) for recommendation to the Board of Governors.**				

Link to Kuali

Topic	Action	Presenter	Attached	Pages
6.5 New Course				
i. COSC 117 Computer Science Fundamentals	Recommendation	Y. Khmelevsky	Kuali	-
Recommended Motion: **THAT Education Council approves the new course: COSC 117 Computer Science Fundamentals for recommendation to the Board of Governors.**				
6.6 Program Revisions				
i. Bachelor of Computer Information Systems Degree (BCIS)	Recommendation	Y. Khmelevsky	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program: Bachelor of Computer Information Systems Degree (BCIS) for recommendation to the Board of Governors.**				
ii. Computer Information Systems Diploma (CIS)	Recommendation	Y. Khmelevsky	Kuali	-
Recommended Motion: **THAT Education Council approves the revised program: Computer Information Systems Diploma (CIS) for recommendation to the Board of Governors.**				
Governance				
6.7 Committee Structure	Advice	J. Garrett	Briefing	11-15

7. REPORTS

Topic	Action	Presenter	Attached	Pages
7.1 Education Council Chair	Information	J. Garrett	verbal	-
7.2 Provost and Vice President Academic	Information	S. Lenci	verbal	-
7.3 Registrar	Information	I. Wheeler	verbal	-

8. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

9. ADJOURNMENT

Okanagan COLLEGE

Education Council
Regular meeting
Thursday, January 9, 2025
Online, Zoom

Attendance
Draft Minutes for Approval February 6, 2025

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.

Topic	Action

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

Topic	Action

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.

Topic	Action

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
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.

EDUCATION COUNCIL BRIEFING NOTE

February 6, 2025

Agenda #: **6.7**

Proposal Summary	
Subject:	Education Council Committee Review
Proposed by:	J. Garrett
Submitted to:	Education Council
Implementation date:	September 2025

Background Statement:

As part of the initiative to renew the Education Council's governing documents and with support from the Governance Office, the Chair has conducted a review of the current Education Council Committee structure. It is important that the structure of the Council's committees support and provide appropriate guidance and recommendations to the Council to allow it to effectively carry out its responsibilities as a governing body.

Based on research conducted on other BC colleges and taking into consideration the principles outlined below, attached for consideration and comment is the outline of a new committee structure.

The updated structure is primarily intended to support the efficiency of Education Council in more effectively exercising their governance responsibilities. The revised structure reduces the number of Council committees, ensuring that members are only required to serve on one committee thereby minimizing their workload and their ability to exercise their responsibility and authority as Council members.

Recommendation:

To receive advice from Education Council members on the proposed committee principles.

Rationale:

To date, the review of the Committee structure and subsequently any changes that will be recommended are based on the following principles:

- That the structure aligns with best practice;

- That the structure provides clear direction as it relates to governance responsibilities;

- That the structure ensures that Education Council operates effectively; and

- That the structure incorporates appropriately the authority of the Council outlined in the College and Institute Act.

The attached committee structure outlines the goals for each committee based on these principles. Before formalizing a final recommendation on the committee structure for the Council to consider, feedback is requested on the principles and their application to the attached draft committee structure and goals of each committee.

Should Education Council support the principles and goals, the proposed committee structure and any advice provided will move forward for consultation with program area Deans at Provost Council. Following that consultation, Education Council will receive recommendations for the Committee structure including draft Terms of Reference for each Committee.

Supporting Materials:

- Proposed Education Council Committee Structure
- Proposed Goals of Education Council Committees

Action:	
Motion Required	**No Motion Required**
☐ **Notice of Motion** ☐ **Approval** ☒ **Advice** ☐ **Referral**	☐ **Discussion/Advice** ☐ **Information**
Recommended Motion	
Not applicable	

Consultation History:			
Group/Individual, Title	**Reviewed**	**Recommended**	**Date**
J. Garrett – Education Council Chair	☒	☒	**1/28/2025**

Draft Ed Council Committee Structure

Governance
Responsibility & Accountability

OC Board of Governors

For approval or joint approval as required

Education Council

Academic Regulations Committee

Integrated Curriculum Proposal Review Committee

Operations Committee

Fast Track Committee
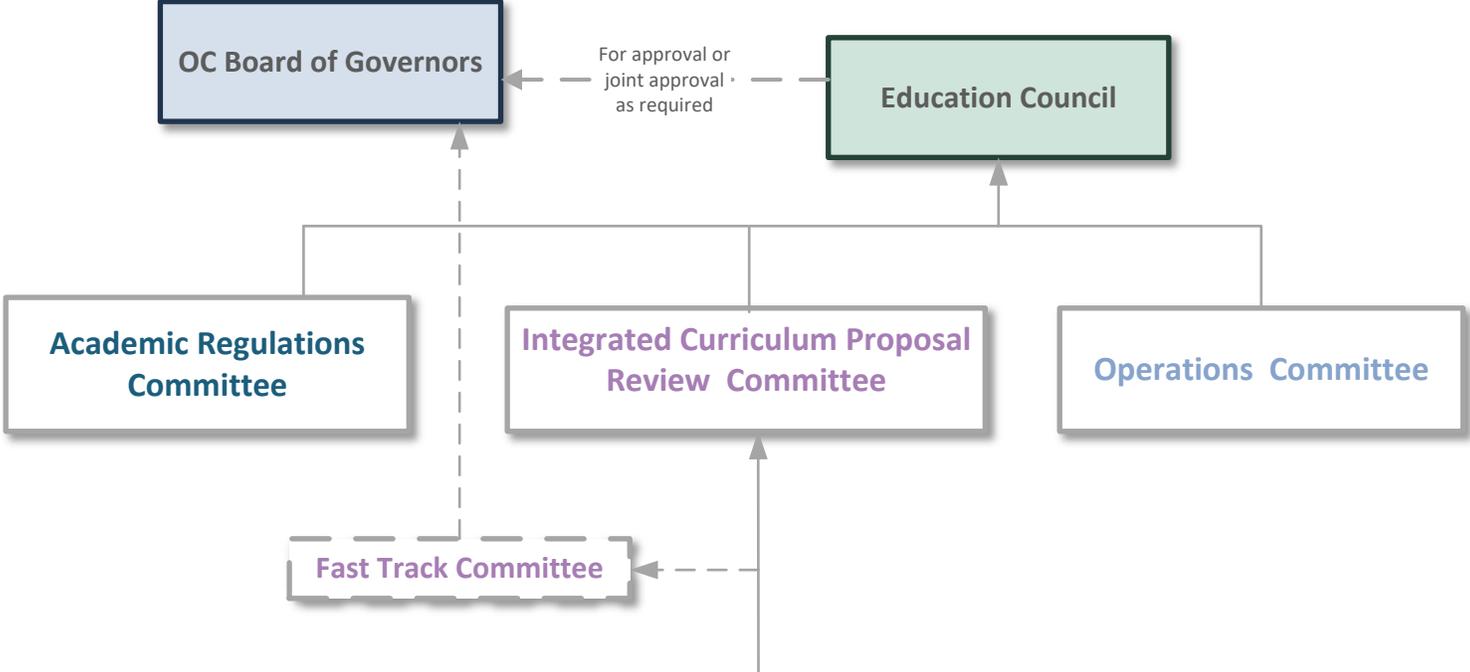
Development
Responsibility

| Curriculum Proposal Review Committee (Arts & Foundational) | Curriculum Proposal Review Committee (Business) | Curriculum Proposal Review Committee (Health & Social Development) | Curriculum Proposal Review Committee (Science & Technology) | Curriculum Proposal Review Committee (Trades & Apprenticeship) |
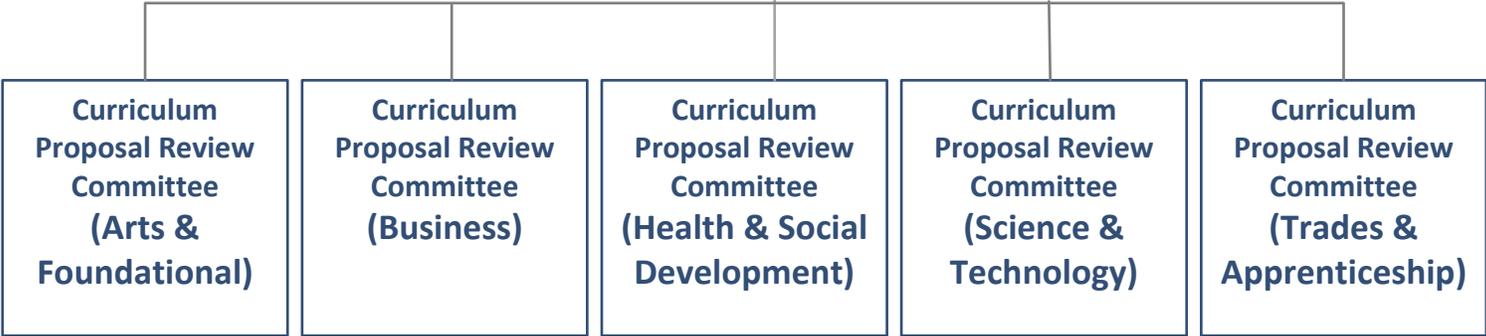
Consultation

Advisory Groups + Subject Matter Experts

Program and Related Departments/Portfolios
Program Advisory Committees
Community Partners
IT Services
Library Services
Registrar's Office
Etc.

New Education Council Committee Structure February 2025

Committee Descriptions

Committee	Goal of the Committee	
Academic Regulations Committee	To review and make recommendations to Ed Council for approval or support of: • Academic standards (admission, credentials, academic standing etc) • Academic policies	**Governance** (Education Council Responsibility)
Fast Track Committee	To provide a quick, one-time-only, approval of curriculum when the timelines of the normal approval process cannot be met. All Fast Track approved curriculum must be approved by Education Council through their regular processes before a second offering can be scheduled.	
Integrated Curriculum Proposal Review Committee	To review curriculum on behalf of the Education Council to: • Ensure that institutional policy and standards have been met • Confirm that implementation and operational considerations have been addressed • Suggest to Education Council items that need to be addressed relating to educational standards/policy or that require clarity on the application of a policy or standard	
Operations Committee	To review requests for agenda items, set the monthly meeting agenda and act as a mechanism to handle urgent matters or specific activities on behalf of the full Council.	
Curriculum Proposal Review Committees (five committees)	To develop curriculum and program proposals for review by Education Council. Each Committee will ensure that all proposals: • Are consistent with the College Strategic Plan, Education Plan and the leading practices in curriculum frameworks. • Meet established educational policies and standards. • Have undergone thorough and complete consultation, including internally with relevant departments, portfolios, and PACs; and externally with community partners and receiving institutions, as appropriate. Identify any specific educational policy, standards, processes and communication materials that need to be developed.	**Development** (Portfolio Responsibility)