

*Draft Minutes for Approval March 6, 2025*

## 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:

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

#### Students:

- Kaelah Riley (Shuswap Revelstoke)

### Regrets

- Neil Fassina, President
- Kristine Wickner (Support)
- Michelle Somerville (Support)
- Sean Johnston (Faculty, Central Okanagan)
- Samreet Kaur (Student, Central Okanagan)
- Inga Wheeler, Registrar
- Cindy Battersby (Board of Governors)
- Rhea Dupuis, Director Indigenous Relations & Reconciliation

#### 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

#### Recording:

- Elaine Booi, Governance Administrator

### Guests

#### Presenting:

- Caroline Gilchrist (Business)
- Mike Hazen (Business)
- Svan Lembke (Business)
- Tara Westman (Health & Social Development)
- Bryan Penfound (Science & Technology)
- Youry Khmelevsky (Science & Technology)
- Billy Spelchan (Science & Technology)
- Chaoping Guo (Science & Technology)

#### Observing:

- Joe Baker (Dean, School of Business)
- Patrena Mackie (Dean, Health & Social Development)
- Leigh-Ann Postowski (Associate Dean, Health & Social Development)
- Halia Valladares (Dean, Science & Technology)
- Amanda Cockburn (Program/Campus Administrator, Revelstoke)
- Joanna Campbell (Governance)
- Kristen Wiebe (Governance)

## 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**

C. Torrie provided a land acknowledgement.

**3. DECLARATION OF CONFLICT**

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

**4. APPROVAL OF AGENDA**

Members requested moving the following items from the consent agenda to section 8, Other Business and Business Arising from Consent Agenda:

- MATH 111 Essential Mathematics for Arts
- MATH 112 Calculus I
- MATH 114 Business Mathematics
- MATH 160 Mathematics for Elementary Teachers
- MATH 221 Linear Algebra I
- DSCI 300 Data Wrangling and Visualization
- DSCI 310 Mathematics Computation
- STAT 121 Elementary Statistics
- STAT 124 Business Statistics
- COSC 118 Networks and Telecommunications I
- COSC 215 Graphical User Interface Programming
- BUAD 112 Introduction to Entrepreneurship

***Motion: THAT Education Council approves the February 6, 2025 agenda and thereby approves the consent agenda as amended.***

***K. Riley***

**CARRIED**

4.1. Consent Agenda

- i. Education Council Minutes – January 9, 2025
- ii. Course Revisions:
  - a. [BUAD 382 Operations Management](#)

*Motion: THAT Education Council approves the course revisions for BUAD 382 Operations Management.*

- b. [BUAD 350 Capital Markets](#)

*Motion: THAT Education Council approves the course revisions for BUAD 350 Capital Markets.*

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c. <a href="#">BUAD 461 Applied Corporate Finance</a> <i>Motion: THAT Education Council approves the course revisions for BUAD 461 Applied Corporate Finance.</i>	
d. <a href="#">BUAD 212 Idea Generation</a> <i>Motion: THAT Education Council approves the course revisions for BUAD 212 Idea Generation.</i>	

## 5. BUSINESS ARISING

None

## 6. NEW BUSINESS

### School of Business

#### 6.1. Specialization Revisions:

##### i. [Small Business Development \(ESBM\)](#)

S. Lembke presented the revised Small Business Development specialty to members noting concerns about the loss of international students within the School of Business and emphasized the need to attract adult learners without degrees within the community. The target demographic for this specialty are professionals in careers such as trades, physiotherapy, and hairdressing aiming to start their own businesses. Adjustments were made to course offerings and prerequisites were identified as barriers preventing community members from enrolling into the program. A pilot program was proposed with the expectation of 10-15 students enrolling, to monitor the impact of course waivers on student success.

A member questioned the lack of consultation with the Program Advisory Committee (PAC). C. Gilchrist indicated that time constraints prevented consultation, noting that this was a repackaging of an existing specialty. Another member highlighted issues regarding prerequisites for BUAD courses, suggesting that students required additional courses not already listed. S. Lembke noted that the calendar description will include the courses qualifying for waivers. A member also suggested updating the calendar description for clarity.

Concerns were raised about the removal of prerequisites and how student preparedness can be ensured. Members also discussed students' readiness to start their own business after completing the specialty. S. Lembke acknowledged the risks but emphasized the need to try new approaches to attract students. J. Baker noted that he supports the pilot project and suggested the importance of innovation and responsiveness clarifying that this is an attempt to meet community needs. A member added that many people in trades need to start their own business as larger trade companies are laying off employees.

Members discussed the potential negative impact on students and the community, with some suggesting more consultation with PAC and industry. Members also expressed concerns about how quickly the specialty was revised. The idea of using student statements in admissions was discussed to assess student readiness. S. Lembke noted that there was consultation with the Trades department and there is anecdotal evidence supporting the

Topic	Action
<p>pilot. S. Lembke emphasized the need to take risks to see if the program could benefit the community.</p> <p>J. Garrett suggested moving the proposal to vote and requested that the School of Business reports back on the pilot's progress if it moves forward. J. Garrett noted that she can bring council members' concerns to the Board for consideration.</p> <p><i>Motion: <b>THAT Education Council approves the revised program specialization: Small Business Development (ESBM) for recommendation to the Board of Governors.</b></i></p>	
<p><b>K. Brochu</b></p>	<b>CARRIED</b>
<p>ii. <a href="#">Small Business Computer Accounting (ACCT)</a></p> <p><i>M. Martin left the meeting at 4:44p.m.</i></p> <p>M. Hazen presented the revised Small Business Computer Accounting specialization to members noting the similarities to the Small Business Development Certificate proposal. The target demographic is small business owners looking to expand their knowledge of accounting. M. Hazen outlined new course offerings and adjustments, including the removal of MATH 114 as a prerequisite because basic math is sufficient for the course offerings. Prerequisites for BUAD 264 will also be waived as suggested by OC accounting professors. Consultation with accounting professors highlighted concerns about ensuring all students achieve the same level of competency, acknowledging that professors may need to provide one-on-one support to some students.</p> <p>J. Garrett asked J. Baker to address the lack of PAC consultation. J. Baker explained that the program changes are not substantial and aim to serve mature learners.</p> <p>A member inquired about the target market of the program. M. Hazen noted that the target is small business owners looking to expand their interest in accounting. If a student wants to become a technician, they will need to complete office administration courses instead as the ACCT would not qualify students to become technicians. M. Hazen added that there was consultation with the City of Kelowna about the program, and they expressed interest in sending some of their employees to enroll in ACCT.</p> <p>Concerns were raised about potential duplication with existing continuing studies programs. M. Hazen highlighted consultation with Helena Jordo from Continuing Studies at the Business CPRC and indicated that the new offerings fit student needs and could complement existing programs. J. Garrett noted the importance of avoiding duplicate programming and suggested further discussion in Education Council to define what constitutes duplication.</p> <p>Members discussed the need for clear communication about program qualifications to avoid confusion in the industry. A member noted the lack of comparison data in the proposal and suggested the importance of informed decision-making. M. Hazen clarified that the proposal is for an existing certificate, not a new program. A member suggested updating the calendar description for clarity.</p> <p>J. Garrett proposed reading the motion.</p> <p><i>M. Martin returned to the meeting at 5:12p.m.</i></p>	

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<p><i>Motion: <b>THAT Education Council approves the revised program specialization: Small Business Computer Accounting (ACCT) for recommendation to the Board of Governors.</b></i></p> <p><b>K. Riley</b></p> <p><i>M. Morgan was away during the discussion of ACCT and abstained from the motion due to lack of information.</i></p> <p><i>J. Garrett called for a recess at 5:10p.m.</i></p> <p><i>The meeting resumed at 5:23p.m.</i></p> <p>iii. <a href="#">Finance Specialty (FSSP)</a></p> <p><i>C. Torrie left the meeting at 5:25p.m.</i></p> <p>M. Hazen and C. Gilchrist presented the revised Finance Specialty highlighting its focus on defining personal and corporate finance streams. M. Hazen explained that extensive discussions with industry partners helped refine the program. The new course BUAD 464 covers client engagement skills and managing client relationships. BUAD 465 allows students to choose their own finance-related projects, working with real-world clients to pave their career paths.</p> <p>C. Gilchrist emphasized that the new offerings are tailored to industry needs, with extensive PAC consultation confirming that the revisions meet both industry and student expectations.</p> <p>A member asked if BUAD 465 requires Research Ethic Board (REB) approval. C. Gilchrist clarified that BUAD 465 does not require REB approval as it is similar to service leadership projects within the School of Business. Another member asked about industry concerns regarding robo-investing. C. Gilchrist and M. Hazen noted that robo-investing was not something that was discussed with industry or the PAC. M. Hazen noted that there are a lot of changes coming with artificial intelligence and we will integrate AI within the program on an as needs basis.</p> <p>J. Garrett proposed proceeding with the motion.</p> <p><i>C. Torrie returned to the meeting at 5:35p.m.</i></p>	<p><b>CARRIED</b></p>
<p><i>Motion: <b>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:</b></i></p> <ul style="list-style-type: none"><li>• <a href="#">BUAD 464 Wealth Management</a></li><li>• <a href="#">BUAD 465 Applied Finance Project</a></li></ul> <p><b>K. Riley</b></p> <p><i>C. Torrie was away during the discussion of FSSP and abstained from the motion due to lack of information.</i></p> <p>iv. <a href="#">Entrepreneurship Specialty (ENTR)</a></p> <p>C. Gilchrist presented the revised Entrepreneurship Specialty noting that since 2019 the School of Business tried to move forward an Experimental Entrepreneurship Program (EEP). The EEP program could not be operationalized, and the School of Business was requested to make updates to the Entrepreneurship Specialty instead. Revisions included adjusting enrollment to open instead of cohort and the removal of some specialized courses that were</p>	<p><b>CARRIED</b></p>

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<p>part of the EEP. The School of Business focused on providing students with work integrated type learning experience.</p> <p>Council members did not have any questions or feedback for C. Gilchrist and proceeded with the motion.</p> <p><i>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:</i></p> <ul style="list-style-type: none"><li>• <a href="#"><u>BUAD 493 Entrepreneurship Experience I</u></a></li><li>• <a href="#"><u>BUAD 494 Entrepreneurship Experience II</u></a></li></ul> <p><b>B. Wade</b></p>	<p><b>CARRIED</b></p>
<p>6.2. Program Revisions</p> <p>i. <a href="#"><u>Bachelor of Business Administration (BBA)</u></a></p> <p>C. Gilchrist presented the admission requirement revisions for the Bachelor of Business Administration, Business Administration Diploma, and Business Studies Certificate noting the reduction of barriers to align admission requirements. A School of Business faculty committee reviewed business requirements across institutions and proposed adjusting the admission requirements to English 12 with a minimum of 50% and grade 11 math instead of 12. Additional adjustments were made based on the Registrar's suggestions.</p> <p>A member inquired about the success rates of students with entrance marks between 50-59% in English 12. C. Gilchrist noted that consultations with the Math and Communications departments supported the changes though data was not reviewed. A member expressed interest in tracking student success with the proposed changes.</p> <p>Another member highlighted the qualifying status for first-year business students, questioning whether changes were considered. C. Gilchrist noted that this was not addressed in the current review but could be revisited. Another member stated that the qualifying status note is included to allow students to receive their English and Math requirements if necessary.</p> <p>Members discussed the rationale for lower admission requirements and concerns were raised about outdated math course listed and the sufficiency of lowering the admission requirement to grade 11 math. C. Gilchrist explained that the faculty committee consulted with the Math and Communications departments and deemed the requirements sufficient.</p> <p>B. Penfound, Math department chair, confirmed that students with the revised math requirements would have a path through the program.</p> <p>After discussion J. Garrett presented the motion for a vote.</p> <p><i>Motion: THAT Education Council approves the revised program: Bachelor of Business Administration (BBA) for recommendation to the Board of Governors.</i></p> <p><b>B. Ridgeley</b></p> <p>ii. <a href="#"><u>Business Administration Diploma (BUAD)</u></a></p> <p>C. Gilchrist noted that revisions to BUAD were consistent with BBA revisions.</p>	<p><b>CARRIED</b></p>

Topic	Action
<p><i>Motion: THAT Education Council approves the revised program: Business Administration Diploma (BUAD) for recommendation to the Board of Governors.</i></p> <p><b>B. Ridgeley</b></p> <p>iii. <a href="#">Business Studies Certificate (BUADST)</a></p> <p>C. Gilchrist noted that revisions to BUADST were consistent with BBA revisions.</p> <p><i>Motion: THAT Education Council approves the revised program: Business Studies Certificate (BUADST) for recommendation to the Board of Governors.</i></p> <p><b>K. Brochu</b></p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p>
Health and Social Development	
<p>6.3. Program Revision</p> <p>i. <a href="#">Pharmacy Technician Certificate (PHTE)</a></p> <p>J. Garrett noted that this proposal was not reviewed by CPRC HSD because of the urgency of getting the proposal to the March Board of Governors meeting. T. Westman presented the revised Pharmacy Technician Certificate to members. T. Westman noted that Standard 2024 was recently published and will be coming into effect this summer. There was an increase in the requirements from grade 11 to 12 for English, math, chemistry, and biology. This change is required by the accreditation body.</p> <p>A member asked if every applicant requires a high school diploma. T. Westman confirmed that there is no option for mature students without a high school diploma to be admitted to the program and applicants must have a high school diploma.</p> <p><i>Motion: THAT Education Council approves the revised program: Pharmacy Technician Certificate (PHTE) for recommendation to the Board of Governors.</i></p> <p><b>B. Ridgeley</b></p>	<p><b>CARRIED</b></p>
Science and Technology	
<p>6.4. New Specialization</p> <p>i. <a href="#">Data Analytics Emphasis (DATA)</a></p> <p>B. Penfound presented the new Data Analytics Emphasis related to the Associate of Science that aims to streamline the pathway for students transferring to the Data Science program at UBCO.</p> <p>A member raised concerns about course transfers, noting that UBCO's science degrees require chemistry, biology, and physics, and questioned the transferability of the courses. B. Penfound clarified that the courses are covered in the Associate Science part of the degree and the Data Analytics Emphasis includes additional courses to the degree.</p> <p>A member noted that a newly implemented Curriculum and Academic Planning (CAP) initiative aims to clearly outline required courses and reduce confusion for students. CAP will help students navigate the courses required for transfer.</p> <p>No further questions or feedback was raised by members and J. Garrett presented the motion.</p>	

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<p><i>Motion: <b>THAT Education Council approves the new program specialty: Data Analytics Emphasis (DATA) for recommendation to the Board of Governors.</b></i></p> <p><b>M. Martin</b></p> <p><i>J. Garrett called for a recess at 6:26p.m. The meeting resumed at 6:36p.m.</i></p>	<p><b>CARRIED</b></p>
<p>6.5. New Course</p> <p>i. <a href="#">COSC 117 Computer Science Fundamentals</a></p> <p>Y. Khmelevsky presented COSC 117 to members noting the course was developed with the goal of improving the computer science program. A committee was organized to research how to improve student success in the computer science program. C. Guo explained that the course aims to address two main issues: high failure rates in COSC 111 and gaps in students' familiarity with computers and development tools. COSC 117 will introduce various programming languages and provide more programming exercises, exposing students to advanced structures to support students in COSC 111.</p> <p>A member asked about the programming content in COSC 117 and if this would prepare students for subsequent years of the program. Y. Khmelevsky clarified that some programming will be taught during COSC 117 but there is limited time to cover everything.</p> <p>There were no further questions or feedback from members and J. Garrett proceeded with reading the motion.</p>	
<p><i>Motion: <b>THAT Education Council approves the new course: COSC 117 Computer Science Fundamentals as presented.</b></i></p> <p><b>K. Riley</b></p>	<p><b>CARRIED</b></p>
<p>6.6. Program Revisions</p> <p>i. <a href="#">Bachelor of Computer Information Systems Degree (BCIS)</a></p> <p>Y. Khmelevsky noted that the modifications to BCIS were made to help students distinguish between BCIS and CIS to remove confusion. Members did not have any questions or feedback for Y. Khmelevsky.</p>	
<p><i>Motion: <b>THAT Education Council approves the revised program: Bachelor of Computer Information Systems Degree (BCIS) for recommendation to the Board of Governors.</b></i></p> <p><b>Kaelah</b></p>	<p><b>CARRIED</b></p>
<p>ii. <a href="#">Computer Information Systems Diploma (CIS)</a></p> <p>Y. Khmelevsky noted the revisions to CIS stating that hardware content was incorporated to help students understand networking concepts. The council did not have any questions or feedback for Y. Khmelevsky.</p> <p><i>Motion: <b>THAT Education Council approves the revised program: Computer Information Systems Diploma (CIS) for recommendation to the Board of Governors.</b></i></p> <p><b>B. Ridgeley</b></p>	<p><b>CARRIED</b></p>
<p>J. Garrett made a motion to amend the agenda and move item 8, Other Business &amp; Business Arising from Consent Agenda to 6.7.</p>	

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<i>Motion: THAT Education Council approves the amended agenda.</i>	
<b>B. Ridgeley</b>	<b>CARRIED</b>
6.7. Other Business & Business Arising from Consent Agenda	
i. Mathematics	
B. Penfound outlined the following course revisions for:	
<ul style="list-style-type: none"><li>• <a href="#">MATH 111 Essential Mathematics for Arts</a></li><li>• <a href="#">MATH 112 Calculus I</a></li><li>• <a href="#">MATH 114 Business Mathematics</a></li><li>• <a href="#">MATH 160 Mathematics for Elementary Teachers</a></li><li>• <a href="#">MATH 221 Linear Algebra I</a></li><li>• <a href="#">DSCI 300 Data Wrangling and Visualization</a></li><li>• <a href="#">DSCI 310 Mathematics Computation</a></li><li>• <a href="#">STAT 121 Elementary Statistics</a></li><li>• <a href="#">STAT 124 Business Statistics</a></li></ul>	
<p>A member asked for clarifications regarding the prerequisite removals for DSCI 300 and 310. B. Penfound clarified that the prerequisites were removed to ease barriers. There are two fundamental groups that enroll in DSCI 300 and 310 which are Bachelor of Business (BBA) students completing a computer science concentration and Post Baccalaureate Diploma in Data Analytics international students. B. Penfound suggested that BBA students complete classes that provide the math background required for the DSCI courses and international students completing the Post Baccalaureate Diploma in Data Analytics will have a math background.</p>	
<i>Motion: THAT Education Council approves the course revisions for: MATH 111 Essential Mathematics for Arts and thereby approves the motions for the following courses:</i>	
<ul style="list-style-type: none"><li>• <b>MATH 112 Calculus I</b></li><li>• <b>MATH 114 Business Mathematics</b></li><li>• <b>MATH 160 Mathematics for Elementary Teachers</b></li><li>• <b>MATH 221 Linear Algebra I</b></li><li>• <b>DSCI 300 Data Wrangling and Visualization</b></li><li>• <b>DSCI 310 Mathematics Computation</b></li><li>• <b>STAT 121 Elementary Statistics</b></li><li>• <b>STAT 124 Business Statistics</b></li></ul>	
<b>B. White</b>	<b>CARRIED</b>
At 6:59 J. Garrett proposed a motion to extend the meeting.	
<i>Motion: THAT Education Council approves extending the January 9, 2025 meeting to 8:00 p.m.</i>	
<b>K. Brochu</b>	<b>CARRIED</b>

Topic	Action
<p>ii. Computer Science</p> <p>Y. Khmelevsky outlined the revisions for the following courses:</p> <ul style="list-style-type: none"><li>• <a href="#">COSC 118 Networks and Telecommunications I</a></li><li>• <a href="#">COSC 215 Graphical User Interface Programming</a></li></ul> <p>A member suggested including a note clarifying that students who have taken COSC 131 cannot enroll in COSC 215 for credit because this is the previously revised course. Y. Khmelevsky noted that he will update this.</p> <p><i>Motion: THAT Education Council approves the course revisions for: COSC 118 Networks and Telecommunications I and thereby approves the motions for the following courses:</i></p> <ul style="list-style-type: none"><li>• <b>COSC 215 Graphical User Interface Programming</b></li></ul> <p><b>M. Martin</b></p>	<p><b>CARRIED</b></p>
<p>iii. Business</p> <p>C. Gilchrist outlined the revisions for <a href="#">BUAD 112 Introduction to Entrepreneurship</a>. Members did not have any further questions or feedback.</p> <p><i>Motion: THAT Education Council approves the course revisions for: BUAD 112 Introduction to Entrepreneurship.</i></p> <p><b>B. Ridgeley</b></p>	<p><b>CARRIED</b></p>

Governance

6.8. Committee Structure

J. Garrett presented the proposed committee structure to council members requesting their feedback and questions. This update stems from research by the Ad Hoc Governance Committee and continued research of J. Campbell, K. Wiebe, and E. Booi. J. Garrett noted that revisions include maintaining consultation processes while shifting development responsibilities. Current CPRC standing committees would be replaced by CPRCs run by the five portfolios. An integrated CPRC would become a subcommittee of Education Council as this is a standard at many institutions in British Columbia. J. Garrett also noted that the Academic Regulations and Policies Committee (ARP) will continue to exist, but the Curriculum Criteria and Calendar Committee (CCC) will fold into the ARP. A Fast Track Committee was proposed for urgent matters similar to the Pharmacy Technician Certificate proposed at this meeting. J. Garrett noted that the purpose of this discussion was to present the preliminary concept, with the hope of bringing a formal proposal for a vote at the next meeting.

A member suggested defining detailed outcomes for the Fast Track Committee and specifying what qualifies a proposal for fast-tracking. J. Garrett agreed that this would need further discussion as terms of reference are developed. Another member appreciated the clarity and focus this structure would bring to the Education Council, suggesting the inclusion of an Indigenous piece.

A member clarified that the Fast Track Committee is a subcommittee of Education Council and would still require Education Council final approval. J. Garrett noted the need for a formalized process like the Fast Track Committee to avoid delays in getting proposals to the Board of Governors for urgent matters. J. Garrett suggested that the new CPRCs would replace many existing committees within each portfolio to ensure proposals are well-prepared before reaching

Topic	Action
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the integrated CPRC. Currently, there are inconsistencies across portfolios with curriculum development processes and the new structure will help with standardization.

A member asked for clarifications around one of the goals for the Integrated CPRC that states the committee will consider if operational have been addressed. J. Campbell noted that this ensures that programs are viable and meet budget needs prior to development. S. Lenci provided an example of the Experimental Entrepreneurship Program (EEP) that lacked budget alignment, stressing the importance of operational approval as the EEP program could not come to fruition. A member noted that the proposed structure aligns with last year's curriculum workflow presentation, aiming to reduce efforts on unfeasible proposals.

J. Garrett noted that the committee structure proposal will be taken to the Provost Council next week for further input from the portfolio Deans. J. Garrett expects to have an update for members at the March Education Council meeting.

## 7. REPORTS

### 7.1. Education Council Chair

J. Garrett noted that the ARP Committee reviewed the Final Assessment Policy. Paul Martin and the Teaching and Learning team will provide research to help develop policies as P. Martin started his membership on ARP.

J. Garrett noted that the ARP committee is reviewing course learning outcomes with a goal of creating a policy. C. Newitt is working on a Standard Syllabus Policy to bring to ARP.

### 7.2. Provost and Vice President Academic

S. Lenci noted that the Executive team is hosting Campus Conversations at each OC campus. S. Lenci encouraged council members to attend the sessions.

### 7.3. Registrar

No report was given.

## 8. ADJOURNMENT

The meeting was adjourned at 7:55p.m.

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