



Education Council Agenda & Minute Development Guidelines

March 2025

Meeting Overview Cover Sheet

The Education Council Agenda Cover Sheet acts as a quick reference guide for Council members and should include the following information:

- A meeting attendee and regrets list and a list of presenters invited to speak to specific items.
- The location of the meeting.
- The start time of the meeting.
- The date of the next meeting.

Regular Meeting Agendas

The Education Council shall conduct its business in Open Sessions whenever possible.

Attendance: Education Council may invite guests invited to speak to specific items. The general public and members of the College community are also welcome to attend Regular Meetings and subject to Bylaws section 5.12 Public Conduct at Meetings.

Regular Meeting Agenda Template:

Item	Description/Rationale
1. Call to Order	<ul style="list-style-type: none">• Welcome the Council and provide any housekeeping announcements that need to be shared prior to the meeting.• Establish quorum.
2. Acknowledgement	<ul style="list-style-type: none">• Recognition of the land on which the Council is gathered.
3. Declaration of Conflict	<ul style="list-style-type: none">• To provide Council members an opportunity to declare a conflict if one exists.
4. Approval of Agenda	<ul style="list-style-type: none">• Includes approval of the Consent Agenda (Item 4.1)<ul style="list-style-type: none">○ <i>Note: Any Council member may request to move an item from the Consent Agenda to be discussed in s 7. Other Business and Business Arising from Consent Agenda</i>○ <i>Friendly amendments (e.g. spelling, etc.) can be made to the consent agenda at this time provided no debate is required. The consent agenda will be approved through resolution "as amended."</i>○ <i>Any items requiring further inquiry or related discussion will be moved to s 7.</i>• Include approval of previous minutes (4.1(i))

Item	Description/Rationale
	<ul style="list-style-type: none"> • Include approval of minor course revisions and other non-substantive curriculum changes (4.1(ii))
5. Business Arising	<ul style="list-style-type: none"> • Includes business from a previous meeting that requires the Council's attention.
6. New Business	<ul style="list-style-type: none"> • Includes proposals that require the Council's attention and any specific motions requiring Council's approval.
7. Other Business and Business Arising from Consent Agenda	<ul style="list-style-type: none"> • This provides Council members with the opportunity to raise issues not part of the formal agenda. • Items are not listed in advance and should normally be proposed during #4. Approval of Agenda.
8. Reports <ul style="list-style-type: none"> • Education Council Committees • Council Chair • Provost & VP Academic • Registrar • Board of Governors 	<ul style="list-style-type: none"> • Includes reports on Chair and committee activities. • Chairs of each committee to provide a report on their committee's activities and any recommendations. • May include specific motions requiring the Council's approval. • If a committee does not have any business to report between meetings, an agenda item related to that committee report may be excluded from the agenda at the discretion of the Chair.
9. Adjournment	<ul style="list-style-type: none"> • Dates for next meetings and submission deadlines are listed below this section.

Closed Session Meetings

The Council may conduct meetings or parts thereof in a Closed Session to discuss matters in confidence. Closed Meetings are reserved for topics requiring discretion and confidentiality. Confidential items will generally relate to where confidential advice is being provided to the Board of Governors during their Closed Session.

Attendance: Council members and the Council Secretary. College employees or Designated Resource Persons may be requested to participate in closed sessions or parts thereof by the Chair in consultation with the Provost. Closed Sessions of the Council are closed to the public.

In Camera Meetings

The Education Council may conduct meetings or parts thereof in camera to discuss matters in confidence. When in camera, there is no agenda, no minutes are taken, and no resolutions are completed. If an in camera session is not listed on the agenda, a Council member or the Chair must propose a motion to go in camera. Council must exit an in camera session prior to passing any proposed resolution of the Council.

Attendance: In camera sessions of the Education Council shall be attended by Council members only. The Council Secretary attends unless otherwise directed by the Chair.

Committee Meeting Agendas

Each committee shall conduct its business as a Closed Session. Committee activities will be outlined in a verbal report at the next Council meeting.

Attendance: Education Council committee members, the Chair and other guests invited to speak to specific items.

Committee Agenda Template:

Committee agendas will include the information normally included on an Education Council Agenda Cover Sheet, including the meeting location and timing, a meeting attendee and regrets list including titles for members of administration and any guests invited to speak to specific items as Designated Resource Persons. It will also include the date of the committee's next meeting and submission deadline.

Item	Description
1. Call to Order	<ul style="list-style-type: none"> • Welcome the committee and provide any housekeeping announcements. • Establish quorum.
2. Acknowledgement	<ul style="list-style-type: none"> • Recognition of the land on which the committee is gathered.
3. Declaration of Conflict	<ul style="list-style-type: none"> • To provide committee members the opportunity to declare a conflict if one exists.
4. Approval of Agenda	<ul style="list-style-type: none"> • Includes approval of the Consent Agenda (Item 4.1) <ul style="list-style-type: none"> ○ <i>Note: Any Council member may request to move an item from the Consent Agenda to be discussed in s 8. Other Business and Business Arising from Consent Agenda</i> ○ <i>Friendly amendments (e.g. spelling, etc.) can be made to the consent agenda at this time provided no debate is required. The consent agenda will be approved through resolution "as amended."</i> ○ <i>Any items requiring further inquiry or related discussion will be moved to s 8.</i> • Include approval of previous minutes (4.1(i))
5. Business Arising	<ul style="list-style-type: none"> • Includes business from a previous meeting that requires the Council's attention.
6. New Business	<ul style="list-style-type: none"> • Include items proposed for discussion or approval by the committee.
7. Reports	<ul style="list-style-type: none"> • Include reports from individuals based on the needs of the committee.

Item	Description
8. Other Business and Business Arising from Consent Agenda	<ul style="list-style-type: none"> This provides committee members with the opportunity to raise issues not part of the formal agenda. Items are not listed in advance and should normally be proposed during #4. Approval of Agenda.
9. Adjournment	<ul style="list-style-type: none"> Dates for next meetings and submission deadlines are listed below this section.

Meeting Minutes

Minutes of Council and committee meetings will serve as the official record of actions taken by the Council. They should:

- Record the names of Council members in attendance.
- Be an accurate reflection of what was done at the meeting but should not directly reference or attribute specific statements to a member unless instructed to do so by the member making the statement.
- Include the name of the member proposing a motion but not the seconder unless directed by the Council.
- Not include the number of votes for each side of a motion unless directed to include by the Council or requested by a member. Abstentions and the reasons for such abstention will be recorded as per the Council's Bylaws.
- Record all motions passed by the Council.

Unless directed by the Chair, discussions held during in camera sessions shall not be recorded.

Reference Materials

The Education Council Agenda will include additional resource material for members to carry out their responsibilities to the Council, including links to the agenda landing page in Kuali and to specific proposals.

Attachments to Education Council Agenda packages will include:

- A briefing note that contains an Executive Summary of each proposal and relevant background materials.
- Links to each original program or course proposal in Kuali for Council members who wish to review comments or additional information about specific proposals.

Review History

Date	Action
2025-03-06	New guidelines Approved by the Okanagan College Education Council: <i>Agenda and Minutes Development Guidelines</i>