



Okanagan College Education Council

Regular Meeting Agenda

Thursday, March 6, 2025

Kelowna Campus (S103B)

4:00 – 7:00p.m.

Link to *Kuali Resources*

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		I. Wheeler		
3. DECLARATION OF CONFLICT		J. Garrett		
4. APPROVAL OF AGENDA <i>Recommended Motion: THAT Education Council approves the March 6, 2025, agenda and thereby approves the consent agenda as presented.</i>	Approval	J. Garrett		1-4
4.1 Consent Agenda				
i. Education Council Minutes – February 6, 2025			Minutes	5-15
ii. Course revisions:	<i>Approved with motion for agenda as above</i>			
1) AMES 202 Canadian Aviation Regulations Level 2 <i>Motion: THAT Education Council approves the course revisions for AMES 202 Canadian Aviation Regulations Level 2 as presented.</i>				
2) LSIN 039 Introduction to Psychology and Sociology <i>Motion: THAT Education Council approves the course revisions for LSIN 039 Introduction to Psychology and Sociology as presented and thereby approves the course revisions for.</i>				
• LSIN 010 Literacy – English I				
• LSIN 010A Numeracy – Mathematics I				
• LSIN 011A Numeracy – Mathematics 2				
• LSIN 011B Literacy – English 2				
• LSIN 012 Basic Computer Skills				
• LSIN 015 Express Yourself				
• LSIN 016 Writing Your Life				
• LSIN 017 Literacy-Workplace Awareness 1				
• LSIN 018 Literacy-Workplace Awareness 2				
• LSIN 020 Human Relations				
• LSIN 022 Rights and Responsibilities				
• LSIN 023 Health and Safety				
• LSIN 027 Social Communication				
• LSIN 029 Consumer Awareness				
• LSIN 030 Cooking				
• LSIN 034 Banking and Budgeting				
• LSIN 036 General Science				

Topic	Action	Presenter	Attached	Pages
<ul style="list-style-type: none"> • LSIN 037 History of People with Intellectual Disabilities in BC • LSIN 038 Social Community Engagement • LSIN 099 ASE Special Topics • LSSM 020 Access and Support • BEST 101 Communications and Personal Awareness • BEST 102 Workplace Skills • BEST 103 Employment and Interpersonal Skills • BEST 104 Job Search and Customer Service Skills 				
iii. Governance:			Briefing	16-25
1) Education Council Agenda & Minutes Development Guidelines <i>Motion: THAT the Education Council approve the Okanagan College Education Council Agenda and Meeting Development Guidelines as presented.</i>				
2) Education Council Meeting Protocols <i>Motion: THAT the Education Council approve the revised Okanagan College Education Council Meeting Protocols as presented.</i>				

5. BUSINESS ARISING

None

6. NEW BUSINESS

Arts and Foundational

6.1	New Course: BEST 105 Work Experience <i>Recommended Motion: THAT Education Council approves the new course: BEST 105 Work Experience as presented.</i>	Approval	K. Ashman	Kuali	-
6.2	Program Revision: BEST Building Employment Skills and Training <i>Recommended Motion: THAT Education Council approves the revised program: BEST Building Employment Skills and Training for recommendation to the Board of Governors.</i>	Approval & Recommendation	K. Ashman	Kuali	-

Policy

6.3	Programs and Services Standards Policy <i>Recommended Motion: THAT the Education Council supports rescinding the Programs and Services Standards Policy for recommendation to the Board of Governors.</i>	Recommendation	S. Lenci	Briefing	26-37
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Governance

6.4	Education Council Terms of Reference <i>Recommended Motion: THAT the Education Council approve the Okanagan College Education Council Terms of Reference as presented.</i>	Advice/Approval	J. Garrett	Briefing	38-43
6.5	Committee Structure Terms of Reference	Advice/Approval	J. Garrett	Briefing	44-47

Topic	Action	Presenter	Attached	Pages
i. Academic Governance Committee Terms of Reference <i>Recommended Motion: THAT the Education Council approve the Okanagan College Education Council Academic Governance Committee Terms of Reference as presented.</i>				48-49
ii. Integrated Curriculum Proposal Review Committee Terms of Reference <i>Recommended Motion: THAT the Education Council approve the Okanagan College Education Council Integrated Curriculum Proposal Committee Terms of Reference as presented.</i>				50-53
iii. Provisional Approvals Committee Terms of Reference <i>Recommended Motion: THAT the Education Council approve the Okanagan College Education Council Provisional Approvals Committee Terms of Reference as presented.</i>				54-55
iv. Operations Committee Terms of Reference <i>Recommended Motion: THAT the Education Council approve the Okanagan College Education Council Operations Committee Terms of Reference as presented.</i>				56-57
6.6 Education Council Role of the Chair <i>Recommended Motion: THAT the Education Council approve the Okanagan College Education Council Role of the Chair as presented.</i>	Advice/Approval	J. Garrett	Briefing	58-61
Elections				
6.7 Student Elections <i>Recommended Motion: BE IT RESOLVED that Education Council set the start date for the term of office for all elected members as August 1st.</i> <u>Options for Election Dates Motions:</u>	Advice/Approval	J. Garrett	Briefing	62-64
1) <i>Recommended Motion: BE IT RESOLVED that Education Council approve the posting of the Spring 2025 election cycle for two student representatives, 2026 and a Fall 2025 election cycle for two student representatives for a 9-month cycle with terms of office concluding on July 31, 2026.</i>				
2) <i>Recommended Motion: BE IT RESOLVED that Education Council approve the posting of the Fall 2025 election cycle for all student representatives for a 9-month term of office concluding on July 31, 2026.</i>				
3) <i>Recommended Motion: BE IT RESOLVED that Education Council approve the posting of the Spring 2025 election cycle for four student representatives for a term of office from August 1, 2025 - July 31, 2026.</i>				

Topic	Action	Presenter	Attached	Pages
6.8 Support Staff Election <i>Recommended Motion: BE IT RESOLVED that the Education Council approve the election years for employee support staff positions to occur in alternating years, effective in the 2025 election cycle.</i>	Approval	J. Garrett	Briefing	65-67
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
8. REPORTS				
8.1 Education Council Chair	Information	J. Garrett	Report	68-70
8.2 Provost and Vice President Academic	Information	S. Lenci	Verbal	-
8.3 Registrar	Information	I. Wheeler	Verbal	-
9. ADJOURNMENT				

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.

Topic	Action
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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.

Topic	Action
c. BUAD 461 Applied Corporate Finance <i>Motion: THAT Education Council approves the course revisions for BUAD 461 Applied Corporate Finance.</i>	
d. BUAD 212 Idea Generation <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
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pilot. S. Lembke emphasized the need to take risks to see if the program could benefit the community.

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.

Motion: THAT Education Council approves the revised program specialization: Small Business Development (ESBM) for recommendation to the Board of Governors.

K. Brochu

CARRIED

ii. [Small Business Computer Accounting \(ACCT\)](#)

M. Martin left the meeting at 4:44p.m.

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.

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.

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.

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.

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.

J. Garrett proposed reading the motion.

M. Martin returned to the meeting at 5:12p.m.

Topic	Action
<p><i>Motion: THAT Education Council approves the revised program specialization: Small Business Computer Accounting (ACCT) for recommendation to the Board of Governors.</i></p> <p>K. Riley</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. Finance Specialty (FSSP)</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>CARRIED</p>
<p><i>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:</i></p> <ul style="list-style-type: none">• BUAD 464 Wealth Management• BUAD 465 Applied Finance Project <p>K. Riley</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. Entrepreneurship Specialty (ENTR)</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>CARRIED</p>

Topic	Action
<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">• BUAD 493 Entrepreneurship Experience I• BUAD 494 Entrepreneurship Experience II <p>B. Wade</p>	<p>CARRIED</p>
<p>6.2. Program Revisions</p> <p>i. Bachelor of Business Administration (BBA)</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. Ridgeley</p> <p>ii. Business Administration Diploma (BUAD)</p> <p>C. Gilchrist noted that revisions to BUAD were consistent with BBA revisions.</p>	<p>CARRIED</p>

Topic	Action
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Motion: THAT Education Council approves the revised program: Business Administration Diploma (BUAD) for recommendation to the Board of Governors.

B. Ridgeley

CARRIED

iii. [Business Studies Certificate \(BUADST\)](#)

C. Gilchrist noted that revisions to BUADST were consistent with BBA revisions.

Motion: THAT Education Council approves the revised program: Business Studies Certificate (BUADST) for recommendation to the Board of Governors.

K. Brochu

CARRIED

Health and Social Development

6.3. Program Revision

i. [Pharmacy Technician Certificate \(PHTE\)](#)

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.

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.

Motion: THAT Education Council approves the revised program: Pharmacy Technician Certificate (PHTE) for recommendation to the Board of Governors.

B. Ridgeley

CARRIED

Science and Technology

6.4. New Specialization

i. [Data Analytics Emphasis \(DATA\)](#)

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.

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.

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.

No further questions or feedback was raised by members and J. Garrett presented the motion.

Topic	Action
<p><i>Motion: THAT Education Council approves the new program specialty: Data Analytics Emphasis (DATA) for recommendation to the Board of Governors.</i></p> <p>M. Martin</p> <p><i>J. Garrett called for a recess at 6:26p.m. The meeting resumed at 6:36p.m.</i></p>	<p>CARRIED</p>
<p>6.5. New Course</p> <p>i. COSC 117 Computer Science Fundamentals</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: THAT Education Council approves the new course: COSC 117 Computer Science Fundamentals as presented.</i></p> <p>K. Riley</p>	<p>CARRIED</p>
<p>6.6. Program Revisions</p> <p>i. Bachelor of Computer Information Systems Degree (BCIS)</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: THAT Education Council approves the revised program: Bachelor of Computer Information Systems Degree (BCIS) for recommendation to the Board of Governors.</i></p>	
<p>Kaelah</p> <p>ii. Computer Information Systems Diploma (CIS)</p>	<p>CARRIED</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: THAT Education Council approves the revised program: Computer Information Systems Diploma (CIS) for recommendation to the Board of Governors.</i></p> <p>B. Ridgeley</p> <p>J. Garrett made a motion to amend the agenda and move item 8, Other Business & Business Arising from Consent Agenda to 6.7.</p>	<p>CARRIED</p>

Topic	Action
<i>Motion: THAT Education Council approves the amended agenda.</i>	
B. Ridgeley	CARRIED
6.7. Other Business & Business Arising from Consent Agenda	
i. Mathematics	
B. Penfound outlined the following course revisions for:	
• 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	
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 Bacculaureate 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 Bacculaureate Diploma in Data Analytics will have a math background.	
<i>Motion: THAT Education Council approves the course revisions for: MATH 111</i>	
<i>Essential Mathematics for Arts and thereby approves the motions for the</i>	
<i>following courses:</i>	
• 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	
B. White	CARRIED
At 6:59 J. Garrett proposed a motion to extend the meeting.	
<i>Motion: THAT Education Council approves extending the January 9, 2025 meeting</i>	
<i>to 8:00 p.m.</i>	
K. Brochu	CARRIED

Topic	Action
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ii. Computer Science

Y. Khmelevsky outlined the revisions for the following courses:

- [COSC 118 Networks and Telecommunications I](#)
- [COSC 215 Graphical User Interface Programming](#)

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.

*Motion: **THAT Education Council approves the course revisions for: COSC 118 Networks and Telecommunications I and thereby approves the motions for the following courses:***

- **COSC 215 Graphical User Interface Programming**

M. Martin

CARRIED

iii. Business

C. Gilchrist outlined the revisions for [BUAD 112 Introduction to Entrepreneurship](#).

Members did not have any further questions or feedback.

*Motion: **THAT Education Council approves the course revisions for: BUAD 112 Introduction to Entrepreneurship.***

B. Ridgeley

CARRIED

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.



EDUCATION COUNCIL BRIEFING NOTE

March 6, 2025

Agenda #: 4.1.iii

Proposal Summary

Subject:	Education Council Agenda & Minutes Development Guidelines and Meeting Protocols
Proposed by:	Jillian Garrett
Submitted to:	Education Council
Implementation date:	April 3, 2025

Background Statement:

As part of the governance review, the Education Council Agenda and Minutes Development Guidelines were created as a quick reference guide providing Council members with the structure of Council and Committee meetings. By adhering to these guidelines, meetings can maintain a standardized format, to improve transparency and accountability within the Council's operations. Additionally, the guidelines provide a clear framework for recording meeting minutes ensuring that all relevant information is accurately captured and easily accessible for future references.

At the November 7, 2024 Education Council meeting the Education Council Meeting Protocols were approved by members. The purpose of the Meeting Protocols is to establish a shared understanding of the expectations for the members regarding Education Council meetings. A suggestion was put forward to clarify requirements around the consent agenda outlining that members should prepare for meetings by reviewing and asking questions about items within the consent agenda at least 48 hours before the meeting. This change will minimize the need to pull out items from the consent agenda to streamline the overall process.

Recommendation:

It is recommended that Education Council reviews and approves the proposed Education Council Agenda and Minutes Development Guidelines and approves the revised Education Council Meeting Protocols. The following options are proposed to Education Council for consideration:

1. The Education Council Agenda and Minutes Development Guidelines and revisions to the Meeting Protocols may be approved as presented or approved with any proposed non-substantive edits. If approved, the Agenda and Minutes Development Guidelines and Meeting Protocols will be adopted for the April meeting.
2. Members may defeat the motion and propose changes to the Agenda and Minutes Development Guidelines and Meeting Protocols. If the Education Council proposes significant changes, the Agenda and Minutes Development Guidelines and Meeting Protocols will return to the Council for approval at the April meeting.

Rationale:

The Education Council Agenda and Minutes Development Guidelines were developed after reviewing best practices with the goal of establishing more structure for Council and Committee meetings. The guidelines ensure that Education Council is making the best use of members’ time as it fulfills its responsibilities.

The revised Meeting Protocols establish the expectations for members regarding items in the consent agenda. This proactive approach minimizes the need to pull items from the consent agenda during meetings, thereby streamlining the overall process and ensuring more efficient use of meeting time.

Supporting Materials:

- Education Council Agenda & Minutes Development Guidelines (New)
- [Education Council Meeting Protocols](#) (November 2024)
- Education Council Meeting Protocols (blackline version)

Action:	
<u>Motion Required</u> <input type="checkbox"/> Notice of Motion <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral	<u>No Motion Required</u> <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Recommended Motion	
<p>Motion: “THAT the Education Council approve the Okanagan College Education Council Agenda and Meeting Development Guidelines as presented.”</p> <p>Motion: “THAT the Education Council approve the revised Okanagan College Education Council Meeting Protocols as presented.”</p>	

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett – Education Council Chair	☒	☒	2/25/25



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 Quali 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 Quali for Council members who wish to review comments or additional information about specific proposals.

Review History

Date	Review
2025-XX-XX	DRAFT to Education Council (New)



Okanagan College Education Council

Meeting Protocols

November 2024

Effective Education Council meetings¹ are essential for the Education Council to achieve its goals and fulfil its responsibilities. Three elements are key to effective meetings:

- **Rules** are set to govern how the work of the Education Council is conducted.
- **Procedures** are used to provide the structure for how the work of the Education Council flows.
- **Meeting Etiquette** is followed by Council Members.

Some of these elements are interchangeable but all form the basis of Okanagan College Education Council Meeting Protocols. This document is intended to be a resource for Education Council Members.

Meeting Rules

Okanagan College Education Council meetings are conducted in a manner based on directions and guidelines provided within the Bylaws of the Education Council and in parliamentary procedure described in Robert's Rules of Order. These two documents provide the general structure and process to assist the Education Council Chair in the orderly conducting of the business of the Education Council and to assist in effective record keeping. Within this structure, a consensus-building approach will be assumed by the Council in conducting its business and making decisions as a Council.

WHAT ARE THE KEY CONCEPTS?

Based on the guidelines established in the Bylaws of the Education Council and Robert's Rules of Order:

- Council meetings will always have a structured agenda.
- All Council Members have the right to attend, speak, and debate, and all Voting Members have the right to vote at all Education Council meetings.
- Council meetings will be conducted using a consensus-building approach wherever possible.
- Quorum must be established at each meeting for the Education Council to conduct its business.
- Only Council Members present at a meeting can vote.
- Decisions are normally made by motion and require approval by majority of Council Members present.

Meeting Procedures

Operationalizing the rules of a meeting requires that certain activities are followed in an appropriate order. Following this order ensures a meeting is effective and Education Council Members' time is used effectively.

WHAT ARE THE KEY PROCEDURES?

Procedure	Notes	Responsibility
Set the purpose of a meeting	This is most often based on submissions to the Education Council or on the Council's Annual Workplan.	<ul style="list-style-type: none"> • Education Council Secretary • Education Council Chair
Develop the agenda	This is most often based on submissions from committees to the Education Council Secretary or Education Council Chair.	<ul style="list-style-type: none"> • Education Council Secretary

¹ This includes regular and committee meetings of the Council

Procedure	Notes	Responsibility
	<ul style="list-style-type: none"> • Include appropriate material needed for the Education Council to make informed decisions • Ensure that appropriate time is allocated for each item and the entire meeting 	<ul style="list-style-type: none"> • Education Council Chair <i>(supported by the Council Secretary and Curriculum Coordinator)</i>
Distribute the agenda	<ul style="list-style-type: none"> • The agenda should be shared with sufficient time for Council Members to prepare for the meeting. 	<ul style="list-style-type: none"> • Education Council Chair
Prepare for the meeting	<p>Council Members should:</p> <ul style="list-style-type: none"> • Review the agenda package in advance of the meeting • Review and ask questions about items within the consent agenda at least 48 hours before meetings • Read briefing notes and proposals for each item to understand why the Education Council is receiving the item, what is required of the Education Council, and how the item relates to the mandate of Education Council and the goals of the institution • Ensure a clear understanding of the issue and what is being voted on • If required, seek clarification on items in advance of the meeting • Prepare questions to ask at the meeting • Reserve sufficient time in individual calendars to allow full attendance at the meeting 	<ul style="list-style-type: none"> • All Education Council Members
Conduct the meeting	<ul style="list-style-type: none"> • Ensure the meeting starts and ends on time • Ensure the rules and procedures are followed • Conduct the meeting efficiently, ensuring Council Members stay on topic and the entire agenda is completed 	<ul style="list-style-type: none"> • Chair
Participate in the meeting	<p>Council Members should:</p> <ul style="list-style-type: none"> • Declare any conflicts of interest² • Come prepared to ask questions • Participate in the discussion • Vote - <i>see How a Debate is Conducted below</i> 	<ul style="list-style-type: none"> • All Education Council Members
Following the meeting	<ul style="list-style-type: none"> • Speak as one voice – even on items Council Members voted against • Contribute to any follow-up actions identified • Review minutes to ensure accuracy when circulated 	<ul style="list-style-type: none"> • All Education Council Members

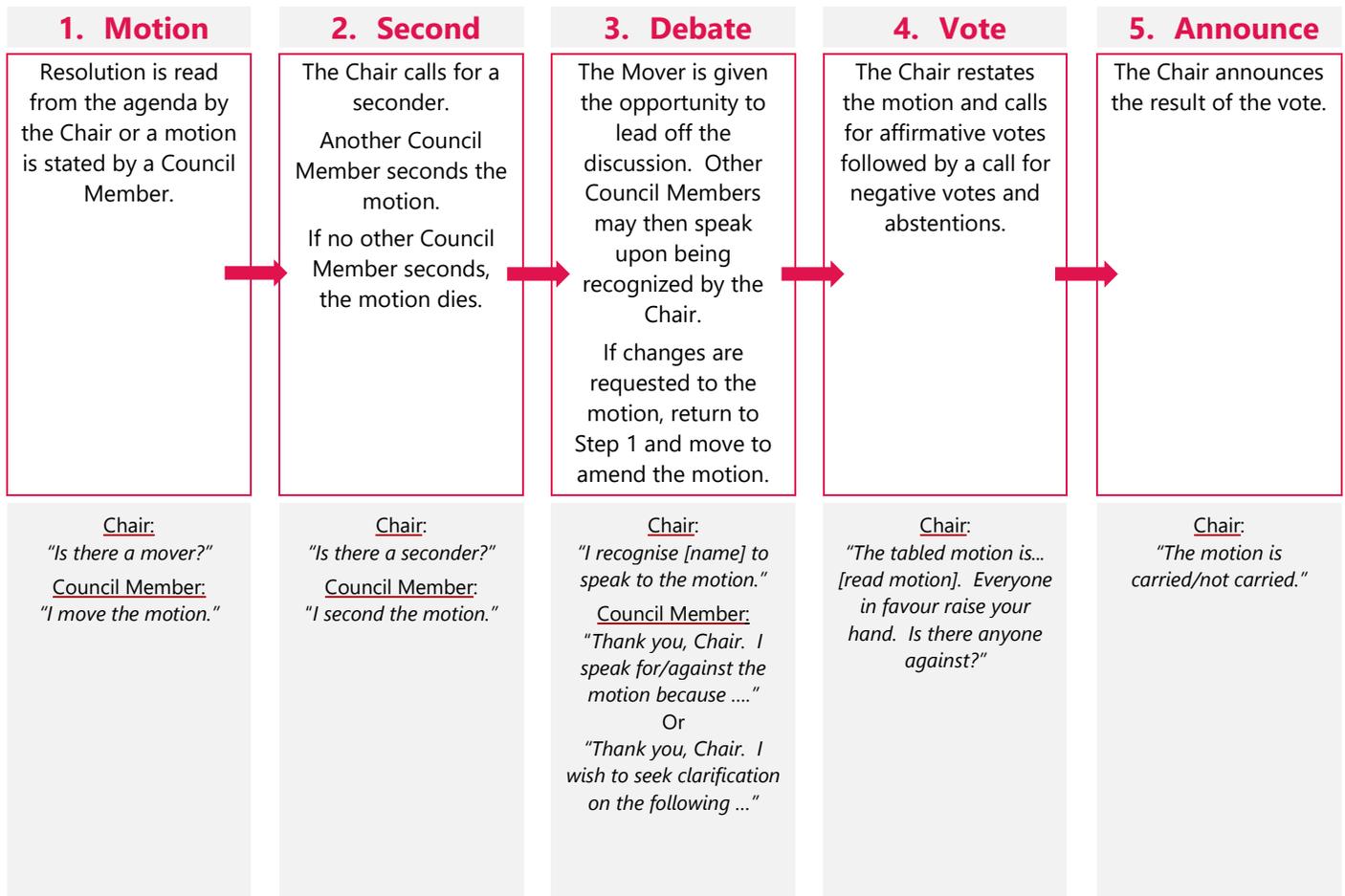
How IS A DEBATE CONDUCTED?

- All discussions and debate regarding motions should take place at the Education Council table so that all Council Members may participate.
- A Council Member must obtain the floor and be recognized by the Chair before beginning to speak.
- The Council Member who made the motion has the first right to speak to the motion.

² See Part 7 (Conflict of Interest) in the *Bylaws of The Education Council*

- A Council Member can speak more than once to the same motion, but they should only speak again after everyone who wishes to speak the first time has spoken.
- A speaker should not be interrupted by anyone other than the Chair.
- All Council Members comments or questions must be relevant to the motion.
- Council Member comments and questions should focus on new or additional information as compared to repeating what has been previously discussed.
- Council Member questions would normally focus on the reasoning for, or consequences of the motion as compared to how the College will operationalize the motion (i.e., a focus on the “why” or the “ends” rather than the “how” or the “means”).

The Five Stages of a Motion:



Types of Voting on a Motion:

Voting as	Means
In Favour	Voting in favour is considered an affirmative vote and is an expression of support for adopting a motion.
Opposed	Voting against a motion is an expression of opposition to adopting a motion. Should a simple majority of Members vote against a motion, the motion will be considered defeated and not carried.
Abstention	An abstention from voting indicates a Member’s refusal to vote and is not counted in the number of votes cast. While it is the duty of every Council Member who has an opinion on the question to express it by their vote, they cannot be compelled to do so. The Council’s records will note the names of Members who abstain and the Members’ reasons for abstaining.

Types of Motions:

Motion to	Means
Adjourn	A motion to adjourn a meeting may be made at any time. It must be seconded and is not debatable, therefore it must be voted upon immediately and requires a simple majority vote in the affirmative to pass.
Amend	A motion to amend a motion on the floor of the Council may be moved at any time. If seconded, the motion to amend may be debated and may be passed by a simple majority. Regardless of the outcome, debate of the original motion may continue, with further motions of amendments proposed and voted upon. Once all discussions are complete, including voting upon all motions of amendment, the original motion (in amended form if such amendments were carried) is put to a vote in its entirety.
Table	A motion to "table" an item must be seconded, is not debatable and may be passed by a simple majority. It should be employed only when the Council wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.
Postpone	A motion to postpone consideration of a motion on the floor of the Council may be moved at any time. If seconded, a motion to postpone consideration is debatable. If the motion to postpone is carried by a simple majority, no further discussion of the original motion is allowed; if the motion to postpone is defeated, debate on the initial motion may continue.
Rescind	A motion to rescind a motion previously passed by Council. Where the motion to rescind is made at the table, it requires a vote of two-thirds majority in the affirmative to pass, or, if a notice of motion has been given, a simple majority in the affirmative to pass.
Withdraw	A motion to withdraw a motion may be made before being moved on the floor of the Council.

Meeting Etiquette

Education Council meeting etiquette covers the behavior that Education Council Members expect of themselves and of each other before, during and after the meeting.

WHAT ARE THE KEY BEHAVIOURS EXPECTED?

- Prepare for meetings in advance.
- Inform the Education Council Chair and Council Secretary if you are unable to attend to ensure quorum can be established.
- Arrive on time. Members arriving late or leaving early will be recorded in the minutes.
- If joining a meeting remotely:
 - Ensure you are in a private space to allow for confidential discussion.
 - Turn your camera on unless discussed with the Chair in advance.
 - Appropriately manage muting and unmuting your device.
- Where a meeting is scheduled as a hybrid of online and in-person, inform the Chair and the Education Council Secretary in advance of your intention to attend remotely.
- Limit use of electronic devices during the meeting other than for referencing the agenda package.
- Remain focused on the discussion and avoid side conversations.
- Ensure your comments relate to the topic or motion under discussion.
- Don't interrupt a speaker. Wait your turn and seek permission from the Education Council Chair to speak.
- Recognize and respect the confidentiality of Closed or In Camera Education Council meetings.
- Support the work of the Education Council and remain loyal to Education Council decisions even if you voted against an item.



EDUCATION COUNCIL BRIEFING NOTE

March 6, 2025

Agenda #: 6.3

Proposal Summary

Subject:	Programs and Services Standards Policy – Rescind
Proposed by:	Dr. Samantha Lenci
Submitted to:	Education Council
Implementation date:	April 1, 2025

Background Statement:

As we continue to work to update College policies it is being recommended that we rescind the Programs and Services Standards Policy as the policy principles are found in several other policies, procedures and guidelines. These current policies, procedures and guidelines include but are not limited to:

- Program Quality Review and Renewal Policy (approved 2024)
- Admissions Policy (approved 2024)
- Student Non-Academic Misconduct Policy (approved 2022)
- Accessibility Academic Accommodation for Students (approved 2019)
- Student Experience Plan (*in progress 2025*)
- OC-OCFA Collective Agreement 2012-2025
- BCGEU Vocational Instructors Collective Agreement 2022 – 2025

On February 3, 2025 the Academic Regulations and Policy Committee reviewed the Program and Services Standards Policy and were in support of rescinding the policy. Members recommended researching evaluations of education services within Okanagan College's policies to ensure it is captured within other policies.

Rationale:

This policy has not been updated since 2007 and as the College has continued to update its existing policies, the policy principles have since been incorporated into new or revised policies within the College.

Supporting Materials:

- Policy Analysis completed by Shannon Hawthorne
- [Program Quality Review and Renewal Policy \(approved 2024\)](#)
- [Admissions Policy \(approved 2024\)](#)
- [Student Non-Academic Misconduct Policy \(approved 2022\)](#)
- [Accessibility Academic Accommodation for Students \(approved 2019\)](#)
- [BCGEU Vocational Instructors Collective Agreement 2019 – 2022](#)
- [Okanagan College Faculty Association \(OCFA\) Collective Agreement 2019 – 2022](#)

Action:	
<u>Motion Required</u> <input type="checkbox"/> Notice of Motion <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral	<u>No Motion Required</u> <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Recommended Motion	
Motion: "THAT the Education Council supports rescinding the Programs and Services Standards Policy for recommendation to the Board of Governors."	

Consultation History:			
Group/Individual, Title	Reviewed	Recommended	Date
Provost Council	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/22/25
Academic Regulations and Policies Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/3/25



Title	Program and Service Standards Policy
Policy Area	Education/Academic, General
Policy Number	C.2.6
See also	

Effective Date:	September 26, 2007
Approval Date:	September 25, 2007
Applies to:	Board of Governors, Education Council, Employees, Students
Approving Body:	Board of Governors (Education Council – Advisory to the Board)
Supersedes:	OUC Policy Manual dated 1995 10 30 Approved by OUC Board 1993 08 25 OC Board of Governors June 28, 2005
Authority:	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Board of Governors	Secretary, Board of Governors

Policy Statement

- 1.0 Okanagan College's mission is to transform lives and communities, and it regards the success of its students as a primary institutional goal. The College supports these transformations and successes through the provision of effective, efficient and accessible programs and services and through the consistent and appropriate delivery of these programs and services by competent, appropriately resourced staff.

Policy Details

- 2.0 Okanagan College will endeavor to ensure the effectiveness and quality of its programs and services. This will be done through regular evaluation of programs and services as well as staff performance evaluations with appropriate follow-up action, as required. There will be professional development activities/opportunities for staff and appropriate learning resources, equipment, facilities and supplies will be provided.
- 3.0 To meet the requirements of accountability, Okanagan College will submit reports on the effectiveness of programs and services, as required, to the Okanagan College Board. In order for Education Council to provide effective advice to the Board relating to this policy and associated processes, these reports will be made available, as required, to Education Council.
- 4.0 To meet the needs of accessibility and learning effectiveness, Okanagan College will strive to ensure that students have appropriate skills and background knowledge for success in their chosen Okanagan College programs. The provision of placement testing (as appropriate), diagnostic services (by working with referring agencies and bodies), counselling, career and program advising, and upgrading programs and services will be instrumental in this respect.
- 5.0 Okanagan College will continuously seek ways to improve accessibility to its programs and services.
- 6.0 Okanagan College will monitor the cost efficiency of programs and services through the regular review of unit costs, monthly expenditure and revenue reports, and the control of expenditures in relation to the approved budgets.



PROGRAM AND SERVICES STANDARDS POLICY REVIEW

Program and Service Standards Policy Statement (2007)	Corresponding Policies (2022-present)
<p>1.0 Okanagan College's mission is to transform lives and communities, and it regards the success of its students as a primary institutional goal.</p>	<p>2022 Okanagan College Inspire Strategic Plan</p> <p><i>Fundamental to our Academic Mission is our commitment to putting students first, quality education, and relevant and responsive learning.</i></p> <p><i>Our mission: We transform lives and communities.</i></p>
<p>1.0 The College supports these transformations and successes through the provision of effective, efficient, and accessible programs...</p>	<p>2024 Program Quality Review and Renewal Policy</p> <p><i>Okanagan College ensures the effectiveness and quality of its educational programs and services through its program review and renewal quality assurance framework consisting of progressive review/evaluation system of programs. The intent of the Program Review and Renewal process is to ensure continuous quality assurance and improvement of all credential programs offered at Okanagan College.</i></p>
<p>1.0 ... and through the consistent and appropriate delivery of these programs [and services] by competent, appropriately resourced staff.</p>	<p>2024 Program Quality Review and Renewal Policy</p> <p><i>5.8 Further to the Program Review and Renewal process, Okanagan College regularly engages in formative and summative evaluations of courses and instructors to ensure quality of its programs.</i></p>
<p>2.0 Okanagan College will endeavour to ensure the effective and quality of its programs [and services]. This will be done through regular evaluation of programs and services...</p>	<p>2024 Program Quality Review and Renewal Policy</p> <p><i>Okanagan College ensures the effectiveness and quality of its educational programs and services through its program review and renewal quality assurance framework consisting of progressive review/evaluation system of programs. The intent of the Program Review and Renewal process is to</i></p>



PROGRAM AND SERVICES STANDARDS POLICY REVIEW

	<p><i>ensure continuous quality assurance and improvement of all credential programs offered at Okanagan College.</i></p> <p><i>The three tier Program Review and Renewal Process includes:</i></p> <ul style="list-style-type: none"> <i>a) Tier I – an annual quantitative review;</i> <i>b) Tier II – a further in-depth of quantitative and qualitative results;</i> <i>c) Tier III – a comprehensive and detailed review by internal and external stakeholders conducted every five to seven years or as deemed necessary by the results of the annual reviews or program requests.</i>
<p>2.0 <i>...as well as staff performance evaluations with appropriate follow-up action, as required.</i></p>	<p>Procedure for Performance Partnership Planning (myP3)</p> <p><i>Okanagan College employees deliver the highest quality of work to fulfill its mandate and commitments. The purpose of the Performance Partnership Plan (MyP3) is to provide structure that supports the alignment of employees' work with College and Department goals, which in turn contributes to the College's overall success. This Procedure also supports career navigation and development for employees and succession planning for the College. All employees of the College are responsible for achieving their performance goals in alignment with the mission, vision, values, plans, and policies of the institution, their job duties, and in compliance with the applicable agreements, regulations, and laws.</i></p> <p>OCFA Collective Agreement – Article 22 Evaluations</p> <p>BCGEU Vocational Collective Agreement – Article 14 Evaluation Reports</p> <p>2024 Program Quality Review and Renewal Policy</p> <p><i>5.8 Further to the Program Review and Renewal process, Okanagan College regularly engages in formative and summative evaluations of courses and instructors to ensure quality of its programs.</i></p>



PROGRAM AND SERVICES STANDARDS POLICY REVIEW

2.0 *There will be professional development activities/opportunities for staff*

Procedure for Performance Partnership Planning (myP3)

***Learning and Development Section**

Employees can enhance their skills, abilities, and behaviours through both formal and informal learning. Formal learning is structured and is often facilitated through course or program offerings. Informal learning comes in many forms, including viewing videos, self-study, reading articles or books, participating in forums or committees, volunteering, having a mentor etc. Both types of learning are encouraged at Okanagan College.

a) Supervisors and employees work together to identify learning goals that support the employee's development and growth.

b) These goals are captured in section 2C of the myP3 plan.

c) Supervisors and employees should review and adjust learning goals as needed throughout the year.

OCFA Collective Agreement 2022-2025

OC and the Association support professional development activities intended to promote teaching excellence, subject area competence and technical competence in an area of professional or instructional expertise and shall establish a fund, committees, and procedures for supporting the professional development of employees.

BCGEU Vocational Instructors Collective Agreement 2022 – 2025

***Article 34**

OC and the Union recognize the value of professional development to the employee and the institution. Professional development ("PD") for Vocational Instructors falls into three general categories: teaching methodology, subject-area competence, and professional growth. Professional growth is a category which is focused on the individual



PROGRAM AND SERVICES STANDARDS POLICY REVIEW

instructor. Recognizing the priority to maintain high standards of educational service, this category allows individuals to seek professional development that may go beyond the scope of their current subject area but is connected to the mission, values and goals of Okanagan College.

BCGEU Support Staff Collective Agreement 2019 – 2022

There shall be a fund established to support specific types of employee training and professional development activities that would enhance the delivery of services to students. Examples of appropriate activities include, but are not limited to: Indigenous cultural competencies, mental health and crisis management, working with persons with disabilities, communications, conflict resolution, etc.

Exempt Staff terms and conditions

****refers to Senior Managers, Administrators, and Excluded Support***

Performance plans for exempt employees shall be developed, and performance reviews shall be conducted, consistent with College procedures. Performance plans and reviews shall be based on clearly defined objectives, College priorities, performance criteria, time boundaries and accomplishments. The Exempt Employee Professional Development Procedure sets out the detailed eligibility requirements, processes and supports available to exempt employees for professional development.

3.0 *To meet the requirements of accountability, Okanagan College will submit reports on the effectiveness of programs and services, as required to the Okanagan College Board.*

2024 Program Quality Review and Renewal Policy

Program review and renewal accountability is embedded in the Board of Governors’ approval of the Strategic Plan, Annual Programming Plans, and Annual Skilled Trades BC Programming Plan

To meet the requirements of accountability, reports are submitted as required to the Okanagan



PROGRAM AND SERVICES STANDARDS POLICY REVIEW

	<p><i>College Board of Governors, and where applicable, to the Provincial Ministry.</i></p> <ul style="list-style-type: none"> • <i>College Strategic Plan – approved by Board of Governors</i> • <i>Accountability Plan and Report – submitted to the Ministry</i> • <i>Annual Programming Plan – approved by the Board of Governors</i> • <i>Annual Skilled Trades BC Plan – approved by the Board of Governors</i> • <i>Tier I, II and III Reviews – reviewed by Provost Council</i> <p>2022 Student Non-Academic Misconduct Policy</p> <p><i>9.2 The Dean of Students compiles an annual report that provides summary information of the number of Complaints filed, type of conduct reported, sanctions applied, number of appeals filed and the outcome of appeals. The President will report to the Board of Governors on an annual basis.</i></p> <p>2024 Sexual Violence and Misconduct Policy</p> <p><i>10.2 On an annual basis the President will report to the Board on the implementation of this Policy</i></p>
<p>3.0 <i>In order for Education Council to provide effective advice to the Board relating to this policy and associated processes, these reports will be made available as required, to Education Council.</i></p>	<p>2024 Program Quality Review and Renewal Policy</p> <p><i>Program review and renewal accountability is embedded in the Board of Governors’ approval of the Strategic Plan, Annual Programming Plans, and Annual Skilled Trades BC Programming Plan; Education Council reviews, Provost Council’s annual review of Tier I, II, and III program reviews; External Accreditation audits on specific programs, and Program Advisory Committee reports.</i></p>
<p>4.0 <i>To meet the needs of accessibility and learning effectiveness, Okanagan College will strive to ensure that</i></p>	<p>2024 Admissions Policy</p>



PROGRAM AND SERVICES STANDARDS POLICY REVIEW

students have appropriate skills and background knowledge for success in their chosen Okanagan College programs.

This Policy and related Procedures inform Applicants of the principles, requirements and processes for admission to Okanagan College and to specific programs/courses. The College will admit qualified Applicants, both domestic and international, in a consistent, transparent and timely manner according to approved admission requirements of the College and/or program/course.

The purpose of this policy is to define the criteria and conditions for admission to the College and its programs. Some programs may have additional or modified admission criteria and Applicants are required to meet both the general College and program-specific admission criteria.

2019 Accessibility: Academic Accommodation for Students Policy

Okanagan College is committed to providing opportunities for students requiring an accommodation to meet their educational goals, while ensuring academic standards and essential learning outcomes are maintained.

The purpose of this policy is to identify the principles and responsibilities in the provision of accommodations for students to support learning.

4.0 *The provision of placement testing (as appropriate), diagnostic services (by working with referring agencies and bodies), counselling, career and program advising, and upgrading programs and services will be instrumental in this respect.*

2024 Admissions Policy

meet the English Proficiency requirements with one or more of the recognized English Language tests. English is the primary language of instruction at Okanagan College and all prospective International applicants students are required to demonstrate a minimum level of proficiency in English before they are admitted. See the College Calendar for the specific English proficiency tests recognized by Okanagan College and minimum scores required for admission.

2024 Program Quality Review and Renewal Policy



PROGRAM AND SERVICES STANDARDS POLICY REVIEW

	<p><i>The Program Review and Renewal process provides programs with opportunities to review current practices in equity, diversity, inclusion and social justice (EDISJ) and Indigenization, examine best practices in the sector, and consider how EDISJ and Indigenization practices can be included in programming.</i></p> <p>Other policies include:</p> <ul style="list-style-type: none"> • Indigenous Access Policy • Student Well-Being Support Policy <p>Other resources include:</p> <ul style="list-style-type: none"> • Care System • Education Advising • Testing Centre • Adult Upgrading
<p>5.0 Okanagan College will continuously seek ways to improve accessibility to its programs and services</p>	<p>2019 Accessibility: Academic Accommodation for Students Policy</p> <p><i>Okanagan College is committed to providing opportunities for students requiring an accommodation to meet their educational goals, while ensuring academic standards and essential learning outcomes are maintained.</i></p> <p>2024 Program Quality Review and Renewal Policy</p> <p><i>Program Reviews and Renewals are evidence-informed and address a wide range of criteria encompassing all aspects of the learning environment. Program Review and Renewal projects are led and completed by respective departments.</i></p>



PROGRAM AND SERVICES STANDARDS POLICY REVIEW

	<p><i>The Program Review and Renewal process provides programs with opportunities to review current practices in equity, diversity, inclusion and social justice (EDISJ) and Indigenization, examine best practices in the sector, and consider how EDISJ and Indigenization practices can be included in programming.</i></p>
<p>6.0 <i>Okanagan College will monitor the cost efficiency of programs and services through the regular review of unit costs, monthly expenditure and revenue reports, and the control of expenditure in relation to the approved budgets.</i></p>	<p>2024 Program Quality Review and Renewal Policy</p> <p><i>Reviewing the program performance measures annually also confirms that the portfolio of programs offered at Okanagan College exceeds, meets or requires further development to reflect the education and labour market needs of our communities. This process utilizes the provincial reports that highlight Okanagan College performance measures as well as comparators with other public BC post-secondary institutions.</i></p>

Policies related to Services Standards

- Accessibility Academic Accommodate for Students Policy – *currently under review* (Student Services)
- Student Complaint Policy (Student Services)
- Student Well-being Support Policy (Student Services)
- Sexual Violence and Misconduct Policy (Student Services)
- Copyright Fair Dealing Policy (Teaching & Learning)
- Library Collections Policy (Teaching & Learning)
- Integrity in Research and Scholarship (Teaching & Learning, Applied Research)
- Admissions Policy (Registrar)
- Use of Information Technology Resources (IT)



EDUCATION COUNCIL BRIEFING NOTE

March 6, 2025

Agenda #: 6.4

Proposal Summary

Subject:	Education Council Terms of Reference Review
Proposed by:	Jillian Garrett
Submitted to:	Education Council
Implementation date:	Upon Approval

Background Statement:

As part of the initiative to renew the Education Council's governing documents and with support from the Governance Office, the Chair identified that Council does not have a Terms of Reference.

Education Council operates under the College and Institute Act (the "Act") of British Columbia which provides the framework of governance responsibilities of the Council to oversee and advise on academic policies, curriculum, and standards. Despite its critical role in shaping the academic framework and ensuring quality education at Okanagan College, Council has been functioning without a formal Terms of Reference. The Terms of Reference serves to outline these responsibilities and has been developed to summarize the Council's responsibilities described in the Act.

Recommendation:

To receive advice from Education Council members on the proposed Education Council Terms of Reference.

The Chair is requesting that members provide feedback on the Terms of Reference. While this document is presented as a first reading, should Council members support the Education Council Terms of Reference as drafted or with non-substantive changes, a motion for approval may be made at the March meeting. Pending more substantive feedback, the document will be presented at the April 3, 2025 Council meeting for final review and approval.

Rationale:

The Education Council Terms of Reference serve in concert with the recently updated bylaws to define the Council's governance responsibilities under the Act. The Terms of Reference outline the council's mandate, including its purpose, duties, and responsibilities under the College and Institute Act while ensuring that members conduct their work in alignment with the institution's mission and strategic goals. By establishing the Terms of Reference as a guiding framework, Council can better fulfill its mandate to maintain high educational standards and support the continuous improvement of Council responsibilities.

The Terms of Reference will establish a clear framework for the Council's activities, ensuring that its objectives are well defined. The Terms of Reference will also provide guiding principles to support Council

members in understanding their governance roles and responsibilities for more effective collaboration and decision-making.

Supporting Materials:

- Education Council Terms of Reference (New)

Action:	
<u>Motion Required</u> <input checked="" type="checkbox"/> Notice of Motion <input type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral	<u>No Motion Required</u> <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Recommended Motion	
Motion: "THAT the Education Council approve the Okanagan College Education Council Terms of Reference as presented."	

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett – Education Council Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/25/2025

Terms of Reference

Okanagan College Education Council

December 2024

Purpose

With the authority granted under the College and Institute Act (Act) of British Columbia, Okanagan College's Education Council (Council) is responsible for:

- Setting bylaws for the orderly conduct of its affairs.
- Overseeing and advising, where appropriate, on matters related to academic policies, programs, and educational priorities.
- Ensuring the integrity of academic standards and educational quality are maintained.
- Advising on and supporting the College's mission to provide accessible and high quality education.

These Terms of Reference set out the governance responsibilities of the Council under the Act.

Defining Governance

At Okanagan College, the three primary functions of Education Council governance are:

- **Approval** - governance of curriculum, policies and regulations related to student performance, academic criteria, and other educational matters according to established procedures. Approval refers to the Council's authority as delegated under the Act: sections 24 (sole responsibility) and 25 (joint approval with the Board).
- **Oversight** - within its mandate, receives proposals, reports, and information through which it monitors the quality and substance of curriculum and academic standards. Oversight refers to the authority of the Council to provide advice on matters as delegated under sections 23 of the Act, and related approvals under section 24 of the Act.
- **Advice** - within its mandate, provides advice, sometimes in confidence on proposed policy matters. Advice refers to the authority of the Council to provide advice to the Board of Governors, as delegated under section 23 of the Act.

To fulfil its governance role, the Council as a whole, and its members as individuals, act in accordance with the duties, expectations, and attributes of Council Members outlined in the *Council's Code of Conduct*. This includes the Council exercising its fiduciary role to the College by putting the interests of the College at the centre of decision making.

Administration

Although the Council provides advice on academic matters as aligned with their duties and responsibilities, the Council does not have any direct authority over matters for which the Board of Governors is responsible.

To enable the Council's academic governance and oversight role, the Provost and the Administration has responsibility for outlining problems, explaining issues, identifying the need for changes in policy, and formulating new policy for governance consideration within the Council's mandate.

Duties and Responsibilities

The Education Council operates as a deliberative and consultative body, making decisions on matters within its jurisdiction and providing advice to the Board of Governors on certain educational policies and specific strategic academic matters.

In addition to the duties and responsibilities outlined in these Terms of Reference, the Council also performs functions consistent with the Act that the Education Council considers advisable in meeting the educational mandate of the College.

Within its governance role, the Council is responsible for:

Academic Quality

The Council ensures the academic quality of Okanagan College by:

- Ensuring that clear policies and procedures for the assurance of academic quality are in place and implemented.
- Ensuring that policies and practices are in place and implemented for assurance of quality across all dimensions of the student's academic experience.
- Related to the policies for academic quality and the student's academic experience, monitoring policy development and actions that support compliance.

Programming

The Council provides governance oversight over programming at Okanagan College by:

- Ensuring that programming offered by Okanagan College meets all legislative requirements and is in compliance with College policies and procedures.
- Ensuring the integrity and academic quality of the College and its programming by evaluating existing and new programming to meet the educational mandate and strategic direction of the College.
- Overseeing the development of curriculum content for courses leading to certificates, diplomas or degrees.
- Ensuring program vitality and relevance in accordance with the College's Mission, Vision and Values by regularly reviewing current programming and making recommendations to retire programming.
- Receiving reports on non-credit programs and programs offered through a service contract.
- Approving student learning outcomes to ensure a quality academic experience.

Academic Governance

The Council monitors and provides governance oversight over key policies and makes recommendations for the development of policies affecting the College's academic environment as related to:

- Examinations and evaluations of student performance;
- Student withdrawal from courses, programs and the institution;

- Appeals by students on academic matters;
- Academic criteria and policies related to student success;
- Determining qualifications for admission and graduation and making such recommendations to the Board of Governors;
- Establishing criteria for academic standing, academic standards and the grading system;
- Setting criteria for awards recognizing academic excellence.

Advisory Governance

The Council advises the Board on policies related to the following matters:

- The mission statement and the educational goals, objectives, strategies and priorities of the College.
- The prioritization, implementation and evaluation of programs. This includes new programs, modifications of existing programs, and the retiring of programs as needed to meet an evolving educational environment while ensuring that programs are market-driven and an effective utilization of College resources.
- Matters related to educational services, including admissions and graduation requirements, academic schedule, appeals to student discipline, library and resource centres, faculty member qualifications, terms for affiliation with other post secondary bodies, and community consultation on programming.

Joint Governance

The Council and Board share joint governance responsibility for the following matters:

- Approval of policies or agreements for granting or accepting transfer credit.
- Other matters as agreed upon by both the Education Council and the Board of Governors.

Committees

Under its Bylaws and to carry out its duties and responsibilities, Education Council may delegate committees established by the Council the authority to carry out the power, duties and functions of the Council.

Communication

- The Chair, or their designate, is the spokesperson for the Council.

Review

- These Terms of Reference shall be reviewed periodically to ensure alignment with institutional needs and the Council's compliance with the College and Institute Act.
- Amendments to the Terms of Reference may be proposed by Council members and require approval by the Education Council.

Review History

Date	Review
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2025-XX-XX	DRAFT to Education Council (New)
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EDUCATION COUNCIL BRIEFING NOTE

March 6, 2025

Agenda #: 6.5

Proposal Summary

Subject:	Education Council Committees - Terms of Reference Review
Proposed by:	Jillian Garrett
Submitted to:	Education Council
Implementation date:	September 2025

Background Statement:

In February 2025, the Chair outlined principles and goals used to inform the development of a revised Committee structure.

Council members reviewed and provided feedback. Following the endorsement by the Council, and incorporating their feedback, the attached Terms of Reference for each committee have been developed.

The committee structure and Terms of Reference support both the Bylaws and Education Council Terms of Reference in ensuring that the Council can exercise its authority to carry out their governance responsibilities under the Act and the delegation of some of that work to its committees.

The Terms of Reference the Council is being asked to consider are:

- Academic Governance Committee (AGC)
- Integrated Curriculum Proposals Review Committee (ICPRC)
- Provisional Approvals Committee (formerly proposed as Fast Track Committee)
- Operations Committee

Recommendation:

The Chair is requesting the Council's feedback on the Terms of Reference for each committee to ensure they allow the Council to effectively carry out its governance responsibilities.

While each of the Committee's Terms of Reference are presented as a first reading, should Council members support any or all of the Terms of Reference as drafted, or with non-substantive changes, a motion for approval may be made at the March meeting. Pending substantive feedback, the revised document(s) would be presented at the April 3, 2025 Council meeting for final review and approval.

Once the documents are approved, the updated Committee structure would be planned for implementation over the summer with an effective date of September 2025. These governing documents will be included as a regular governance review cycle that will be established within the Council's workplan.

It is further recommended that, while a five-year review cycle will be established for these Terms, as the change in structure is significant, that the Council plan to assess the structure after a year to ensure the work of the committees is meeting the needs of the Council.

Rationale:

The Committee Council Terms of Reference serve in concert with the proposed Education Council Terms of Reference and recently updated Bylaws to define the Committee's governance responsibilities on behalf of the Council.

The primary role of a committee is to help manage workload more effectively and ensure thorough oversight in specific areas. Committees play a crucial role in governance, ensuring that critical areas receive the attention they need. Members may note the change to the committee's membership to include primarily Council members. This change is intended to support the Council's governance responsibility and authority. This also allows the full Council to make decisions with the confidence that members assigned to the Committees have done a more in-depth analysis allowing the Council to understand and execute its governance responsibilities more efficiently. The renewed committee structure was developed based on the Council's feedback in addition to the principles presented in February 2025 including aligning with best practices, providing clear direction regarding governance responsibilities, ensuring that the roles and duties of each committee are defined for effective operations, and that the structure appropriately reflects the Council's membership and the authority of the Act.

A brief overview of considerations made in the development of each Committee's Terms of Reference is included below:

Academic Governance Committee (AGC) (formerly Academic Regulations Committee):

The goal of this the AGC Committee is to review and makes recommendations to Council for approval or support of academic standards and policy. The committee's goals are to ensure that the institution maintains high academic standards and establishes effective academic policies in alignment with the College's goals.

As a result of discussions between the Chair and Governance Office around this Committee's Terms of Reference, it is proposed that the name: Academic Governance Committee (formerly Academic Regulations Committee) more accurately reflects the role and responsibilities of this Committee to provide recommendations on matters related to the academic governance framework at Okanagan College within the Committee's mandate, including policies and standards.

Integrated Curriculum Proposals Review Committee (ICPRC):

The goal of the ICPRC Committee is to review curriculum on behalf of the Education Council to ensure that institutional policies and standards are met and that implementation considerations have been addressed. The committee will also ensure the quality and coherence of curriculum proposals for recommendation to Council in alignment with the College's Mission, Vision and Inspire strategy.

Further to Council's feedback around the responsibilities of the Integrated Curriculum Proposals Review (ICPR) Committee, a Curriculum Development Expectations document has been drafted to outline proposal requirements from program areas to the ICPR Committee. The intention is that this Expectations document will be approved by the ICPR once the Committee has been established. On February 12, 2025 the program development committee structure was presented at the Provost's Leadership Council and portfolio Deans were supportive of moving the structure forward.

Provisional Approvals Committee (formerly proposed as Fast Track Committee):

The goal of this Committee is to provide a quick, one-time-only, review of curriculum when timelines of the normal approval process cannot be met for extenuating circumstances.

Given the concerns raised by Council members around ensuring the Council retained its governance responsibility for the approval of curriculum, the Committee was renamed the Provisional Approvals Committee to ensure it reflects the role of that Committee. To further ensure that the Council retains its authority, proposals that qualify for approval by the Provisional Approval Committee are included in the Terms of Reference and the decision-making authority of whether a proposal can advance through the Provisional Approval Committee has been delegated to the Operations Committee. Through the ICPR submission processes and in consultation with the Operations Committee, proposers will be required to provide a rationale for requesting a review through the Provisional Approvals Committee earlier than the next Education Council meeting.

Operations Committee:

To review and advance the work of Council and its committees. The Operations Committee will also review matters that require immediate attention where it is not possible to convene the entire Council.

The Operations Committee is intended to meet as needed to ensure the effective operations of Education Council by reviewing its annual workplan and recommending the workplan and an annual meeting schedule that aligns with that workplan. The Operations Committee will also meet as needed to review and approve proposals advancement to the Provisional Approvals Committee after determining that approval outside of the regular meeting cycle is necessary.

Supporting Materials:

- Education Council AGC Terms of Reference
 - [Education Council ARP Terms of Reference \(2006\)](#)
- Education Council ICPR Terms of Reference (New)
- Education Council ICPR Expectations (New)
 - [Education Council CPRC Terms of Reference \(2006\)](#)
- Education Council Provisional Approval Terms of Reference (New)
- Education Council Operations Committee Terms of Reference
 - [Education Council Operations Committee Terms of Reference \(2006\)](#)

As the changes to the current Standing Committee Terms of Reference are substantial track change versions are not being provided. If members would like to consider the previous versions they can be found at this link: <https://www.okanagan.bc.ca/governance/education-council>

Action:				
<u>Motion Required</u>			<u>No Motion Required</u>	
<input checked="" type="checkbox"/> Notice of Motion	<input type="checkbox"/> Approval	<input type="checkbox"/> Advice	<input type="checkbox"/> Referral	<input type="checkbox"/> Discussion/Advice
				<input type="checkbox"/> Information
Recommended Motions				
<p>Motion: "THAT the Education Council approve the Okanagan College Education Council Academic Governance Committee Terms of Reference as presented."</p> <p>Motion: "THAT the Education Council approve the Okanagan College Education Council Integrated Curriculum Proposals Review Committee Terms of Reference as presented."</p> <p>Motion: "THAT the Education Council approve the Okanagan College Education Council Provisional Approvals Committee Terms of Reference as presented."</p> <p>Motion: "THAT the Education Council approve the Okanagan College Education Council Operations Committee Terms of Reference as presented."</p>				
Consultation History:				
Group/Individual, Title	Reviewed	Recommended	Date	
J. Garrett – Education Council Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/25/2025	

Terms of Reference

Academic Governance Committee

Education Council
2025

DRAFT

Purpose

The purpose of the Academic Governance Committee (Committee) is to review and make recommendations to Education Council (Council) regarding academic standards and policies. The Committee's goal is to ensure that the institution maintains high academic standards and establishes effective academic policies in alignment with the College's Mission, Vision and Inspire strategy.

Membership

The Committee shall have a maximum of ten (10) voting members appointed by the Council comprised of:

- A minimum of three (3) to a maximum of five (5) members selected from elected Faculty/Instructor members on the Council
- One member selected from elected Support Staff on the Council
- One member selected from elected Students on the Council
- One member from the appointed Educational Administrator members on the Council
- Chair, Education Council (ex officio)
- Provost & Vice President (ex officio)

The Committee shall also include the following non-voting members:

- Registrar (ex officio)

The Chair of the Committee will be appointed by the Council Chair from Committee membership.

Designated Resource Persons

The Committee is supported by:

- Governance Administrator
- Director, Learning and Teaching (or designate)
- Director, Applied Research (or designate)

The Council Chair may request the President appoint other relevant employees as designated resource persons in support of the Committee.

Meetings

The Committee shall normally meet at least eight (8) times each year. Additional meetings may be held as deemed necessary as determined by the Committee Chair or the Council Chair.

Voting at Committee Meetings

Each voting member of the Committee has one vote on the Committee.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, the Committee will perform the following:

- Review and recommend to the Council for approval or offer guidance on policies related to:
 - Academic standing and grading systems
 - Academic schedule
 - Academic excellence and rigor
 - Admission, readmission, and withdrawal of students
 - Faculty qualifications
 - Standards for the awarding of credentials by the institution;
- Reviews any policies referred by other Education Council Committees
- Annually review the institutional policy workplan for policies within the Council's area of responsibility to ensure that review and renewal timelines are properly maintained.
- Based on best practices identify for development within the College's Policy and Procedure Framework, the need for specific educational policies and standards.

Accountability

The Committee shall report its discussions to the Council by maintaining minutes of its meetings and providing a report at the next meeting of the Council.

Review

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Council for approval.

Review History

Date	Review
2024-XX-XX	DRAFT to Education Council (New)

Terms of Reference

Integrated Curriculum Proposal Review Committee

Education Council
2025

DRAFT

Purpose

The purpose of the Integrated Curriculum Proposal Review Committee (Committee) is to ensure the quality and coherence of curriculum proposals and reviews. The Committee will evaluate and make recommendations on curriculum proposals to the Education Council in alignment with the College's Mission, Vision and Inspire strategy and other established institutional priorities.

Membership

The Committee shall have a maximum of ten (10) voting members appointed by the Council comprised of:

- A minimum of three (3) to a maximum of five (5) members selected from elected Faculty/Instructor members on the Council
- One member selected from elected Support Staff on the Council
- One member selected from elected Students on the Council
- One member from the appointed Educational Administrator members on the Council
- Chair, Education Council (ex officio)
- Provost & Vice President (ex officio)

The Committee shall also include the following non-voting members:

- Registrar (ex officio)

The Chair of the Committee will be appointed by the Council Chair from Committee membership.

Designated Resource Persons

The Committee is supported by:

- Governance Administrator

The Council Chair may request the President to appoint other relevant employees as designated resource persons in support of the Committee.

Meetings

The Committee shall normally meet at least eight (8) times each year. Additional meetings may be held as deemed necessary as determined by the Committee Chair or the Council Chair.

In advance of each meeting, the Committee Chair and Council Chair will meet and, with support from the Governance Administrator and the Curriculum Coordinator, determine if items submitted for the agenda are appropriate and are prepared to a sufficient level to be considered by the Committee.

Voting at Committee Meetings

Each voting member of the Committee has one vote on the Committee.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, the Committee will perform the following:

- Review and evaluate curriculum proposals to ensure they meet established educational policies and standards.
- Review and evaluate proposals for new certificates, diplomas, and degrees.
- Ensure proposals are consistent with institutional priorities.
- Identify concerns in proposals and bring them to the attention of the proposer for resolution, and/or referral to Education Council.
- Recommend to the Council approval of proposals.
- Based on best practices provide recommendations to academic areas for curriculum improvement.
- As appropriate, review, recommend for approval or offer guidance on, to the Council or the Academic Governance Committee, policies related to:
 - Evaluation of programs and educational services
 - Qualifications for admissions
 - Consultation with advisory groups concerning the institution's educational programs
- Based on best practices identify for development within the [College's Policy and Procedure Framework](#), the need for specific educational policies and standards.
- Review and advise on recommendations to retire programming.
- Review and recommend to the Council for approval or offer guidance on agreements for the transfer of credit from another body.

Accountability

The Committee shall report its discussions to the Council by maintaining minutes of its meetings and providing a report at the next meeting of the Council.

Review

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Council for approval.

Review History

Date	Review
2024-XX-XX	DRAFT to Education Council (New)

Curriculum Development – Expectations

To ensure matters are accepted for submission to the Integrated Curriculum Proposal Review Committee for review and recommendation to the Education Council, the following requirements must be met. Education Council requests that Deans establish appropriate processes and committees in their areas to ensure the following items are addressed:

- **Alignment with Institutional Goals:** Ensure the curriculum aligns with the College's Inspire Strategic Plan.
- **Needs Assessment:** Conduct a thorough needs assessment to justify the necessity of the new or revised curriculum.
- **Consultation with Required and Interested Parties:** Engage interested parties to gather input and support as appropriate but not limited to:

Required Parties:

- Program Department/Portfolio
- Portfolio/Department Dean
- Library Services
- Adult Upgrading (for new programs and courses for which the admission requirements or prerequisites include high school course credit)

Interested Parties:

- Program Advisory Committees
 - Related Program Departments/Portfolios
 - IT Services
 - Financial Aid
 - Community Partners
 - Registrar's Office
- **Learning Outcomes:** Clearly articulate learning outcomes to ensure they are measurable, achievable, and follow current best practice.
 - **Curriculum Design:** Design a comprehensive curriculum, including course descriptions, prerequisites, and credit hours.
 - **Accreditation Standards:** Ensure the curriculum meets relevant accreditation standards and regulatory requirements, as appropriate.
 - **Assessment Plan:** Develop a robust assessment plan to evaluate the effectiveness of the curriculum and student learning outcomes.

- **Implementation Timeline:** Develop a realistic timeline for the implementation of the new program or curriculum changes.
- **Documentation:** Prepare all necessary documentation for each proposal submission, including a comprehensive proposal rationale, syllabus, supporting materials, and fully complete Quali form to an exceptional standard.

While not required for Education Council support, it is recommended that the following items also be developed to ensure subsequent Board of Governors approval of new and revised programs:

- From **Alignment with Institutional Goals and Needs Assessment**, a description of the anticipated contribution of the proposed program to the mandate and strategic plan of the institution, an overview of risks and mitigation strategies, and learners/communities served by the program.
- **Resource Availability:** Ensure the necessary resources (faculty, facilities, technology, etc.) are available to support the new program or changes.
- **Budget and Financial Plan:** Develop a detailed budget and financial plan to support the implementation and sustainability of the program.

Terms of Reference

Provisional Approvals Committee

Education Council
2025

DRAFT

Purpose

The purpose of the Provisional Approvals Committee is to provide a quick and nimble **one-time-only** approval of curriculum when the timelines of the normal approval process cannot be met. This ensures that changes to or the development of curriculum can be addressed promptly while maintaining the integrity and quality of the educational offerings.

Membership

The Committee shall have a minimum of seven (7) voting members appointed by the Council of which no less than fifty percent are faculty or instructional employees:

Standing members:

- Chair of the Integrated Curriculum Proposal Review Committee
- Chair, Education Council (ex officio)
- Provost & Vice President (ex officio)

Members appointed as needed:

- Minimum of three (3) to a maximum of five (5) Faculty/Instructor members selected from elected Faculty/Instructor members on the Council and to include the Chair of the Integrated Curriculum Proposal Review Committee.
- One (1) member from the appointed Educational Administrator members on the Council
- One (1) member selected from either the elected Students on Council or the Support Staff on Council.

The Committee shall also include the following non-voting members appointed from the Council:

- Registrar (ex officio)

The Chair of the Committee will be the Council Chair and is delegated the authority to appoint members to this Committee. Faculty, Education Administrator, and Student or Support members will be appointed to the Committee on a case-by-case basis depending on the subject matter of the proposals requiring the Committees' review.

Designated Resource Persons

The Committee is supported by:

- Governance Administrator

The Council Chair may request the President to appoint other relevant employees as designated resource persons in support of the Committee.

Meetings

The Committee meets only as necessary as directed by Operations Committee. Meetings shall be called with a minimum of five (5) calendar days' notice.

Voting at Committee Meetings

Each voting member of the Committee has one vote on the Committee.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, the Committee will perform the following on matters submitted for expedited provisional approval:

- Review and evaluate curriculum proposals to ensure they meet established educational policies and standards.
- Review and evaluate proposals for new certificates, diplomas, and degrees.
- Ensure proposals are consistent with institutional priorities.

This Committee is delegated the authority to recommend matters for approval directly to the Board of Governors on the condition that the approved curriculum be processed through regular Education Council procedures before accepting students for the next intake.

Accountability

The Committee shall report its discussion and decisions to the Council by maintaining minutes of its meetings and providing a report at the next meeting of the Council.

Review

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Council for approval.

Review History

Date	Review
2025-XX-XX	DRAFT to Education Council (New)

Terms of Reference

Operations Committee

Education Council

2025

DRAFT

Purpose

The purpose of the Operations Committee (Committee) is to review and advance the work of Education Council (the "Council") and its committees. In doing so, the Committee will act on behalf of and with the full authority of the Council on matters that require immediate attention.

Membership

The Committee shall be comprised of:

- Chair, Education Council
- Vice Chair, Education Council
- Provost & Vice President (ex officio)

The Chair of the Committee will be the Council Chair.

Designated Resource Employees

The Committee is supported by:

- Governance Administrator

Meetings

Meetings will be held as deemed necessary by the Committee Chair.

Voting at Committee Meetings

Each voting member of the Committee has one vote on the Committee.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, the Committee will perform the following:

- Annually review the Education Council annual workplan.
- Recommend to the Council for approval an annual schedule of Council meetings.
- Upon request by the Chair provides advice on appointments to the membership of Education Council Committees as required. As necessary, address and report to the Council on matters not assigned to other Council committees.
- Act on behalf of the Council in situations that require immediate action or attention, and where it is not possible to convene the whole Council. The Committee Chair will report on such actions to the next Regular meeting of the Council.
- Evaluates requests made to the Committee to determine whether the Provisional Approvals Committee should be formed.

Accountability

The Committee shall report its discussions to the Council by maintaining minutes of its meetings and providing a report at the next meeting of the Council.

Review

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Council for approval.

Review History

Date	Review
2025-XX-XX	DRAFT to Education Council (New)



EDUCATION COUNCIL BRIEFING NOTE

March 6, 2025

Agenda #: 6.6

Proposal Summary

Subject:	Education Council Role of the Chair Review
Proposed by:	Jillian Garrett
Submitted to:	Education Council
Implementation date:	Upon Approval

Background Statement:

In an effort to update the Education Council's governing documents included in the Governance Review, the Chair noted that Council does not have anything that describes the Role of the Chair.

The attached document was developed with support from the Governance Office and aims to clearly define the responsibilities of the Chair and their accountability to Council. This document serves as a valuable resource for Council members to understand the Chair's role and will be included in the orientation materials for new Council members. Additionally, it provides information for members who may wish to serve as a future Chair, detailing the role and expectations.

Recommendation:

To receive advice from Education Council members on the proposed Role of the Chair governing document.

The Chair is requesting that members provide feedback on the Role of the Chair. While this document is presented as a first reading, should Council members support the Role of the Chair as drafted or with non-substantive changes, a motion for approval may be made at the table. Should Council members provide more substantive feedback to the Role of the Chair document, a revised document will return to April 3, 2025 Council meeting for final review and approval.

Rationale:

The Role of Chair is important for ensuring that the responsibilities and expectations of the Chair are transparent and understood by Council members. By outlining the Chair's duties and accountability, the document promotes effective leadership and governance within the Council. It also helps in succession planning, recruitment, and preparation of future Chairs by providing a clear overview of the role and its requirements. Furthermore, incorporating this document into the orientation materials for new members will improve their understanding of the Council's governance and leadership structure.

Supporting Materials:

- Education Council Role of the Chair (New)

Action:	
<u>Motion Required</u> <input checked="" type="checkbox"/> Notice of Motion <input type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral	<u>No Motion Required</u> <input checked="" type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Recommended Motion	
Motion: "THAT the Education Council approve the Okanagan College Education Council Role of the Chair as presented."	

Consultation History:			
Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett – Education Council Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/25/2025

Role of the Chair

Okanagan College Education Council

March 2025

A. ROLE OF THE CHAIR

The principal role of the Education Council Chair is to provide leadership to the Education Council and ensure its effective governance and fulfillment of its statutory responsibilities under the College and Institute Act.

The Chair is accountable to the Council, serves as the primary liaison between the Council and the Administration, and the Council and the Board of Governors. The Chair represents the Council internally and externally, including acting as a spokesperson for Council decisions where appropriate.

The Chair's Responsibilities include, but are not limited to, the following areas:

B. RESPONSIBILITIES

i) Leadership

- Provide leadership to the Education Council and ensure the effective management of Council affairs.
- Serve as the official spokesperson for the Education Council.
- Work closely with the Education Council Secretary to facilitate Council operations.
- Represent the Education Council at institutional activities to foster positive internal relationships.
- Strengthen relationships between the institution and the broader community at community and professional events.
- Strengthen relationships between Okanagan College and other post-secondary institutions by attending provincial meetings.

ii) Communication

- Ensure effective relationships and communication among Council members, and between the Council and the institution's leadership on matters impacting academic governance.
- Act as the primary liaison between the Education Council and the President.
- Ensure the Vice-Chair and other Council members are informed of current and pending Council issues and initiatives.

iii) Meetings

- Chair and facilitate all meetings of the Education Council, ensuring they are conducted efficiently and focus on matters relevant to educational governance.
- Working closely with the Council Secretary develop the agenda.
- Ensure that the Council discusses and deliberates appropriate topics within their authority, maintaining a clear distinction between governance and administration.
- Serve on all standing committees as a full or ex officio member as determined in the committee's Terms of Reference.

iv) Council Governance

- Make recommendations to Education Council for member appointments to its Committees, considering skills, expertise, and alignment with the Council and each Committee's Terms of Reference.
- Appoint committee chairs to Council committees considering the skills and expertise required.
- Appoint members to the Fast Track Committee as required.
- Ensure that members adhere to Education Council bylaws, policies, and practices and fulfill their responsibilities effectively.
- Address and manage the conflicts of interest of Council Members.
- In collaboration with the Provost and Council Secretary, oversee onboarding and orientation for new Council members and offboarding of outgoing members.

v) Academic Governance and Strategy

- Regularly liaise with the Provost and Vice President Academic to ensure alignment between the Council and the institution's academic leadership.
- Support and participate in processes related to academic governance, policy development, and strategic planning.

C. ADDITIONAL RESPONSIBILITIES

The Education Council Chair shall perform other such functions as may be ancillary to the responsibilities described above and as may be delegated by the Education Council from time to time.

D. SUPPORT

The Education Council Chair is supported by the Education Council Secretary, who reports to the Chair and the President (or designate).

E. TIME COMMITMENT

The Education Council Chair can expect to spend approximately 50% of their work, on average, 50% of their work week, on average, attending to Education Council matters, attending Council and standing committee meetings, annual planning, preparing reports, supporting member recruitment, and addressing other academic governance matters.

E. REVIEW HISTORY

Date	Review
2025-XX-XX	DRAFT to Education Council (New)



EDUCATION COUNCIL BRIEFING NOTE

March 6, 2025

Agenda #: 6.7

Proposal Summary

Subject:	Appointment Timelines – Student Council Members
Proposed by:	Jillian Garrett
Submitted to:	Education Council
Implementation date:	Upon Approval

Background Statement:

In reviewing Education Council governance materials, the question of student appointment timelines has arisen. The current appointment start dates for Education Council members are as follow:

- Elected employee Council members serve terms starting August 1st.
- Elected student Council members serve terms starting at the first Education Council meeting following the Fall student elections which normally conclude in October. This means students normally do not attend their first meeting until November.

It has become apparent that a November start date for the student's taking office does not provide the best opportunity for engagement for student members nor does it provide the best opportunity for Council to hear students' perspective for the following reasons:

- A student member that graduates in June/July loses their eligibility to serve their full term to October 31st upon graduation. As a result, the Council regularly misses a student perspective during the September and October Council cycles.
- A new student, while eligible to run in September, may be elected with very little knowledge of being a student.

Recommendation:

Taking the background statement consideration, it is recommended that the dates of the student council members' terms be adjusted to August 1st to align with those of other elected council members and with the September to April academic cycle. Making this adjustment will ensure the students are eligible to participate in Council meetings regardless of graduation status. It also provides the ability to align the orientation and onboarding activities for all elected members. Should this proposal be endorsed by Education Council, a recommendation will be made that the Registrar update the Election Rules to reflect the revised student term dates.

Should the Council decide to accept the recommendation to align the terms of elected members, it is also recommended that they consider the following options to bring the student terms into alignment:

1. **Align all student member terms over two election cycles in 2025. Elections for the four student positions would be fully aligned in Spring 2026.**

For this option the Council would pass a resolution to hold a Spring 2025 election for the two vacant

positions on Education Council to start August 1st to July 31, 2026. A second election would be held in the fall with a shortened term of office of 9-months bringing future terms of office into alignment starting in 2026. Aligning two of the terms now means Education Council could have representation from two students as early as Fall 2025 with the next term of office for the remaining two elected student representatives of the Council shortened to a 9-month term from November 1, 2025 to July 31, 2026 instead of election for a one year term.

2. **Align the four student member terms during the Fall 2025 election cycle with all four positions posted as a 9-month term. Elections for the four student positions would be fully aligned in Fall 2025.**

For this option the Council would pass a resolution to shorten the term of office for the next election cycle of four student representatives to bring future all four terms into alignment at the same time. This means the next term of office for elected student representatives of the Council would be shortened to a 9-month term from October 31, 2025 to July 31, 2026 (or until such time a student is no longer eligible to serve) instead of election for a one year term.

3. **Align the four student member terms during the Spring 2025 election cycle for a one year term:**

Neither of the options presented above impact student members who are currently serving out their terms to October 31, 2025; however, should the current student members indicate that they are not returning for studies in Fall 2025, Education Council would have an additional option of aligning all student terms during the Spring 2025 Election for positions starting on an August 1st cycle and potentially fully elected student representation as of September 2025. For this option, student members would either need to indicate that they are not planning to return in the Fall, or should they plan to seek re-election, serve out their current term to October 31, 2025, and have their next term shortened to a 9-month duration ending July 31, 2026.

Rationale:

College and Institute Act

Section 12 of the College and Institute Act states "*the registrar must establish rules that are necessary and consistent with this Act for the conduct of the elections*". The Act also stipulates in Section 16 that the length of term for members elected under the employee categories be for two years and members elected under the student category be for one year. The Act is silent as to when those terms should begin and end each year.

There are four students elected to Education Council for a one-year term under the College and Institute Act. While students may be elected to additional terms, more often students serve only one term on the Council. To have four vacant student positions, as is normally the case in September and October, is a significant proportion of Education Council's membership.

The realignment of elected student term start dates to August 1 will allow time for the students to be sufficiently orientated to their role as a Council member by the start of the fall academic term in September and ready to fully participate in the activities of the Education Council by their first meeting.

While a risk to this change is the effect it will likely have on students' ability to sit on the Council in their first year of study due to not being present for the election cycle, it is felt that it is more beneficial to the Council to have students with some experience at the College before serving on the Council.

Supporting Materials:

- Election Rules
- College and Institute Act

Action:	
<u>Motion Required</u> <input checked="" type="checkbox"/> Notice of Motion <input type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral	<u>No Motion Required</u> <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Recommended Motions	
<p><u>Alignment of Term Start Dates:</u> Motion: "BE IT RESOLVED that Education Council set the start date for the term of office for all elected members as August 1st."</p> <p><u>Options for Election Dates:</u></p> <p>1. Align through two elections: Spring election 2025 (two vacant positions), Fall election 2025 (9-month term): Motion: "BE IT RESOLVED that Education Council approve the posting of the Spring 2025 election cycle for two student representatives, 2026 and a Fall 2025 election cycle for two student representatives for a 9-month cycle with terms of office concluding on July 31, 2026."</p> <p>2. Align during Fall election 2025 (four positions posted for 9-months): Motion: "BE IT RESOLVED that Education Council approve the posting of the Fall 2025 election cycle for all student representatives for a 9-month term of office concluding on July 31, 2026."</p> <p>3. Align through Spring election 2025 (four vacant positions): Motion: "BE IT RESOLVED that Education Council approve the posting of the Spring 2025 election cycle for four student representatives for a term of office from August 1, 2025 - July 31, 2026."</p>	

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett – Education Council Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/27/25



EDUCATION COUNCIL BRIEFING NOTE

March 6, 2025

Agenda #: 6.8

Proposal Summary

Subject:	Election Timelines – Support Staff
Proposed by:	Jillian Garrett, Education Council Chair
Submitted to:	Education Council
Implementation date:	April 2025

Background Statement:

As established under the College and Institute Act, elected employee members serve two-year terms. Under our Election Rules, terms start on August 1st and under the current election cycle, the next full election for the two support staff members will be held in 2026. Due to a leave, Kristine Wickner, one of the current Support Staff representatives, has been unable to fulfill her duties on the Council as she had planned. The vacancy is being confirmed but it is expected that she will be unable to return creating a vacancy in the support staff constituent group. Normally this would trigger a by-election for the residual term ending July 31, 2026.

A review of all positions is being conducted to identify opportunities for staggering elections to improve continuity and succession on Education Council. We are too early in that process to bring a full recommendation to the Council. However, the timing of the support staff vacancy provides Education Council with an opportunity to stagger these positions now creating an alternate election year for support staff Council members.

Recommendation:

That Education Council approve the recommendation to the Registrar to stagger elections for elected support staff resulting in the annual changeover of one member.

Rationale:

While the Registrar sets the Election Rules, and the Act dictates the two-year term, Education Council may request that an election be conducted to fill a vacant position rather than a by-election to support the Council's succession planning and representation from a constituent group. Making this request now ensures that Education Council will have one support staff member who may mentor the newly elected support member in the alternating year.

Supporting Materials:

- [College and Institute Act](#)

- [Election Rules](#)

Action:	
<u>Motion Required</u> <input type="checkbox"/> Notice of Motion <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral	<u>No Motion Required</u> <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Recommended Motion	
<p>Motion: "BE IT RESOLVED THAT the Education Council approve the election years for employee support staff positions to occur in alternating years, effective in the 2025 election cycle."</p>	

Consultation History:			
Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett – Education Council Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/27/25



EDUCATION COUNCIL CHAIR REPORT

March 6, 2025

Agenda #: 8.1

Report

I have attached my Education Council report to the Board of Governors, prepared in advance of the March 11th Board meeting. At this time, I do not have additional items to report on to Education Council, though I request that you review the section on **Identification of Policy Gaps** as the items raised there will come to Education Council for review and recommendation to the Board as the policies are developed.

I am happy to take questions at our meeting.

Reference Materials

Education Council Chair Report to the Board

Prepared by

Jillian Garrett, Education Council Chair

February 26, 2025



BOARD OF GOVERNORS – BRIEFING NOTE

March 11, 2024

Agenda #: 8.1

Title	Education Council Chair Report
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Report

Governance Review

I am pleased to report that the Education Council governance review and restructuring is on track for completion by or before June 2025.

To date Education Council has approved and adopted the following documents as part of our governance framework:

- Education Council Bylaws
- Code of Conduct for Okanagan College Education Council Members
- Procedures for Disclosure by Okanagan College Education Council Members
- Meeting Protocols

At the March 6th Education Council meeting, we will conduct a first reading of the following documents:

- Education Council Agenda Development Guidelines
- Education Council Terms of Reference
- Council Standing Committee Terms of Reference
 - Academic Governance Committee
 - Integrated Curriculum Proposal Review Committee
 - Operations Committee
 - Provisional Approvals Committee
- Role of the Education Council Chair

Under the proposed governance framework, the five current Curriculum Proposal Review Committees (one per portfolio) will be replaced by a single Integrated Curriculum Proposal Review Committee (ICPRC). To ensure that proposals coming to the ICPRC are of the highest quality, Education Council is requesting that Deans establish appropriate processes and committees in their areas to ensure the following items are addressed in each proposal:

- Alignment with institutional goals
- Thorough needs Assessment
- Appropriate consultation with required and interested parties
- Rigorous course and program learning outcomes
- Comprehensive curriculum design
- Alignment with accreditation standards and regulatory requirements

- Robust assessment plan
- Implementation timeline
- Complete and through supporting documentation
- Resource availability
- Budget and financial plan (to facilitate Board approval of new and revised programs)

Currently, most of this work is completed at the Education Council table, with the CPRCs focusing largely on low-level work such as wordsmithing and copy editing. This will facilitate the ICPRC to support the efficiency of Education Council and free up time for EdCo to consider “big picture” matters related to academic policy, institutional goals and strategies, and overall college alignment with teaching and learning best practices that fall under the authority of Education Council under the College and Institute Act (sole, joint, or advisory).

Identification of Policy Gaps

Upon recent review of the College and Institute Act to ensure Education Council is adequately and effectively performing its legislated duties, I have identified several policy gaps, including:

- 23(1)(c): reports after implementation by the institution without prior review by the education council of
 - (i) new non-credit programs, or
 - (ii) programs offered under service contract
- 23(1)(d): priorities for implementation of new programs and courses leading to certificates, diplomas or degrees
- 23(1)(e): cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution
- 23(1)(f): evaluation of programs and educational services
- 23(1)(i): policies on faculty member qualifications

This is not to say that OC lacks processes that guide decisions around these items, but we lack specific policies that ensure transparency and consistency. I will highlight that in the instance of 23(1)(e), we have collective agreement language that outlines processes related to program cancellation, but there is no policy to guide the process through our systems of academic governance.

I have raised these points with the Provost (Sam), and we will discuss further at our next meeting on March 6th. She has indicated that work is already underway on policy development related to 23(1)(i), and I look forward to further collaboration between the Provost’s office and Education Council to prioritize development of policies to address the other gaps.

Other Items of Note

Finally, I want to give a shout out to Paul Martin, the new Dean of Teaching and Learning Innovations, for the support that his area is providing Education Council to ensure that Council is making informed and data-driven decisions around matters of academic policy. His office is currently engaged in research that will inform the Final Assessment Policy revision currently underway, and the development of a new policy related to course and program learning outcomes, which will assist Education Council in effectively assessing the academic rigour of each course and program proposal we consider.

Reference Materials

N/A

Prepared by

Jillian Garrett, Education Council Chair
February 26, 2025