

Attendance**Members**

Program Faculty:

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

Regional Faculty:

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

Support

- Michelle Somerville (Support)

Students:

- Samreet Kaur (Central Okanagan)
- Kaelah Riley (Shuswap Revelstoke)

Regrets

- Neil Fassina, President

Educational Administrators:

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

Non-voting:

- Rhea Dupuis, Director Indigenous Relations & Reconciliation
- Cindy Battersby (Board of Governors)
- Inga Wheeler, Registrar

Recording:

- Elaine Booi, Governance Administrator

Guests

Presenting:

- Kyla Ashman (Accessible Education and Training)

Observing:

- Judith Anderson, Dean, Arts and Foundation
- David Knapp (Business)
- Tania Rutt (Business)
- 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.

2. ACKNOWLEDGEMENT

I. Wheeler provided a land acknowledgement.

3. DECLARATION OF CONFLICT

J. Garrett asked members if they had any declarations of conflict. Members did not declare conflicts.

Topic	Action
4. APPROVAL OF AGENDA	
I. Wheeler noted that she will discuss the course revision AMES 202 Canadian Aviation Regulation Level 2 with D. Marques to ensure the course number is correct.	
Motion: THAT Education Council approves the March 6, 2025 agenda and thereby approves the consent agenda as presented.	
B. Wade	CARRIED
4.1. Consent Agenda	
i. Education Council Minutes – February 6, 2025	
ii. Course Revisions:	
1) AMES 202 Canadian Aviation Regulation 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>	
<ul style="list-style-type: none">• LSIN 010 Literacy – English 1• LSIN 010A Numeracy – Mathematics 1• 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• 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	

Topic	Action
<ul style="list-style-type: none"> • BEST 103 Employment and Interpersonal Skills • BEST 104 Job Search and Customer Service Skills 	
iii. Governance <ol style="list-style-type: none"> 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](#)

K. Ashman proposed revising the Accessible Education and Training courses from a two-semester program to a three-semester to follow the majority of the college's academic schedule. The Building Employment Skills and Training program will include the course BEST 105 to address work experience requirements in the spring semester. BEST 105 allows for diversity, collaboration, and variation of work experience.

Members did not have any questions regarding the new course BEST 105.

*Motion: **THAT Education Council approves the new course: BEST 105 Work Experience as presented.***

K. Brochu

CARRIED

6.2. Program Revision: [BEST Building Employment Skills and Training](#)

K. Ashman noted that the program revision for BEST included adding the course BEST 105 to the course offerings.

Members did not have any questions regarding the program revision to BEST.

*Motion: **THAT Education Council approves the revised program: BEST Building Employment Skills and Training for recommendation to the Board of Governors.***

B. Ridgeley

CARRIED

Policy

6.3. Programs and Services Standards Policy

S. Lenci presented the Programs and Services Standards policy to council, noting that pieces of the policy have been approved in other new policies and is suggesting rescinding the policy. Shannon Hawthorne, Executive Assistant, completed a research table included in the agenda indicating where the Program and Services Standards Policy is included in other policies.

Topic	Action
-------	--------

A member raised concerns about sections 3.0 and 6.0, which relate to Education Council and noted difficulty finding equivalent provisions in new policies. J. Garrett noted that section 3.0 relates to the Board duties rather than Education Council. S. Lenci clarified that section 6.0, which involves cost review for Education Council, is not practiced and should be clarified as part of the Board instead.

A member suggested that section 1.0, which addresses consistent and appropriate delivery and resourcing staff is not adequately covered in the new policies. S. Lenci noted that the Program Quality Review and Renew Policy addresses appropriate resourcing of staff. Another member suggested that the piece about professional development opportunities for staff, encompassed in collective agreements is not explicitly covered in the new policies.

A member noted that section 4.0 of the Programs and Services Standards policy provided a statement about assessing students as they enter courses. The member suggested that the new policies do not focus on this aspect and suggested that there is value in retaining the policy. A member suggested that section 5.0, which improves accessibility to programs and services, was noted to be more student-focused in the new policies, whereas the Programs and Services Standards policy had an institutional focus. S. Lenci acknowledged that some language from the old policy is good and universal. J. Garrett added that the accessibility piece is now government-mandated, and the accessibility committee is reimagining what OC needs to be to be fully accessible.

A member expressed concern that some intent from the Programs and Services Standards policy is not represented in the new policies and questioned the decision to rescind without retaining some elements. J. Garrett noted that all new policies have been passed and can be reviewed and revised at any time.

J. Garrett proceeded with presenting the motion as there were no further comments or questions from Council.

Motion: THAT the Education Council supports rescinding the Programs and Services Standards Policy for recommendation to the Board of Governors.

C. Newitt

DEFEATED

J. Garrett noted that her and S. Lenci will discuss how to move forward with the Programs and Services Standards policy. J. Garrett requested Council members to send ideas to her and S. Lenci if they would like to contribute.

Governance

J. Garrett noted that all the governance documents presented at this meeting are intended as first readings. Suggested motions are included with each governance document if there are non-substantive changes to the documents. Documents will be revised and brought back at the April Education Council meeting if substantive changes are suggested.

6.4. Education Council Terms of Reference

J. Garrett asked members if they had any questions or comments regarding the Education Council Terms of Reference (ToR).

I. Wheeler asked for clarification regarding the use of the word certificate in the programming section and if this includes microcredentials. J. Garrett clarified that the

Topic	Action
-------	--------

wording was pulled from directly the Act. Members agreed to update the ToR by replacing the list of credentials with the word “credential” to reflect updates to the Act.

Members discussed the wording around prioritization, implementation and evaluation of programs listed under Advisory Governance. J. Garrett clarified that programs are only reviewed at Education Council when they are revised, not for Tier evaluations. J. Garrett also mentioned that historically Education Council has received an annual report to assess academic quality. Members compared the wording of the Education Council ToR with the Act and suggested revising the bullet regarding prioritization, implementation and evaluation. J. Garrett noted that she will bring the Education Council ToR back to the April meeting with revised wording.

Members discussed using language directly from the Act in the Education Council ToR or including references to each part of the Act described in the ToR. It was noted that the intention of the ToR is to make the Act more readable to understand EdCo’s purposes. Members also suggested including a clause to clarify that the Act supersedes the Education Council ToR.

6.5. Committee Structure Terms of Reference

i. Academic Governance Committee Terms of Reference

J. Garrett noted that the Academic Governance Committee is the revised Academic Regulations and Policies Committee, and the duties of the Curriculum Criteria and Calendar Committee folded into the AGC.

Members did not have any questions about the AGC ToR. J. Garrett proceeded with reading the motion.

Motion: THAT the Education Council approve the Okanagan College Education Council Academic Governance Committee Terms of Reference as presented.

B. Ridgeley

CARRIED

ii. Integrated Curriculum Proposal Review Committee Terms of Reference

J. Garrett presented the ICPRC ToR to Council noting that the committee will replace the five existing portfolio CPRCs starting September 2025. The membership of the ICPRC is exclusive to existing Education Council members instead of recruiting members from outside of Council. Each portfolio Dean will be asked to establish their own processes for curriculum development that meet the expectations outlined by the ICPRC. The portfolio Deans will receive a checklist from ICPRC that outlines all proposal requirements including consultation from specific groups of individuals. For example, the current CPRCs require a member from Adult Upgrading to join the committee. With the new model proposers must consult with an Adult Upgrading member before the proposal can be presented at ICPRC.

Members discussed time commitment as Education Council members will now be required to join a sub-committee. J. Garrett noted that requiring Education Council members to sit on sub-committees is occurring with our current sub-committee structure. With the restructuring, the Curriculum Criteria and Calendar Committee will be eliminated, and some Education Council members were on more than one sub-committee. J. Garrett also noted that the expectations of proposals submitted to ICPRC will be assessed based on

Topic	Action
-------	--------

their quality to limit proposals that are not ready for review by ICPRC to save the committee time.

S. Lenci noted that she would like to have expectations regarding costing to improve transparency for proposers. Including cost transparency should help improve proposals and make them more robust.

Members discussed including a requirement that the portfolio Dean or Associate Dean must attend the ICPRC meeting if there is a proposal from their portfolio as a resource person.

Members did not have any further questions or comments, and J. Garrett proceeded with reading the motion.

*Motion: **THAT the Education Council approve the Okanagan College Education Council Integrated Curriculum Proposal Committee Terms of Reference as presented.***

B. White

CARRIED

Curriculum Development Expectations

J. Garrett invited members to comment on the Curriculum Development Expectations document.

A member suggested including a checklist item to consider the accessibility of course material for students, such as using open educational resources instead of textbooks where applicable. It was clarified that this could be a suggestion for proposers rather than a requirement. J. Garrett suggested formalizing recommendations to consult with the library, and S. Lenci noted the need for institutional suggestions during program development. J. Garrett suggested creating separate expectations checklists for programs and courses.

Members discussed how to include an Indigenous piece in the expectations document to align with the institutional goals. It was mentioned that the Indigenous piece at the institutional is not far enough along yet, and more work is needed to establish a baseline to build upon. J. Garrett asked R. Dupuis if her team has the capacity to be a required consultation piece, to which R. Dupuis expressed openness to discussion and suggested the need for a clear process and communication for programming. S. Lenci noted the recent hiring of an individual in Teaching and Learning who will be contributing to the Indigenous piece at the institution. This person will report to Paul Martin, Dean, Teaching and Learning Innovations, and will begin in May 2025 noting that they may be able to provide consultation regarding new program proposals.

J. Garrett noted that she will refine the Curriculum Development Expectations document into a workflow-type checklist, ensuring programs consult with Indigenous Teaching and Learning advisors for all new programs.

iii. Provisional Approval Committee Terms of Reference

J. Garrett presented the Provisional Approvals Committee ToR to members and asked for feedback.

A member asked when this committee would be used, and J. Garrett noted the example of the Pharmacy Technician Certificate that was approved at the February 2025 Education

Topic	Action
<p>Council meeting. The regulatory body changes required immediate action to meet the March 2025 Board meeting deadline. This situation skipped the CPRC meeting and went straight to Education Council, demonstrating the need for such a committee to accommodate similar situations. J. Garrett noted that proposers would have to apply to the committee to use the provisional approvals process. J. Garrett also noted that for most months Education Council approvals do not line up with the Board submissions dates which delay processes.</p>	
<p>Concerns were raised about speeding up the proposal process, with one member suggesting the use of the Operations Committee instead. It was noted that the Provisional Approvals Committee is more robust and larger than the Operations Committee, putting more control back into the Education Council and establishing guardrails for quick review. The Education Council Chair would structure the committee, noting that membership would vary based on expertise depending on the proposal.</p>	
<p>I. Wheeler noted an error in the ToR, stating that appointments should be made by the Council Chair instead of Council.</p>	
<p>A member provided a personal example of an emergency transfer that required fast review, highlighting the value of getting proposals reviewed faster and having a process in place.</p>	
<p>Another option discussed was to call a special Education Council meeting rather than establishing a different committee. It was suggested that the Council is large group and difficult to convene, and the Provisional Approvals Committee would facilitate quick proposal reviews.</p>	
<p>Concerns were raised about taking power away from Council, although J. Garrett noted that member representation proportions would remain the same with a minimum of 3-5 faculty members, adjusting if the Chair of Education Council and ICPRC is not a faculty member. A member mentioned that a similar committee is used at another institution and suggested asking about their experiences and procedures. J. Garrett noted that she is hoping to connect with the Chair of the provisional approvals committee at the other institution to clearly outline the application process. The Provisional Approvals Committee ToR will be brought back with revisions at the April 2025 Education Council meeting.</p>	
<p><i>T. Rutt and D. Knapp left the meeting at 5:38p.m.</i></p>	
<p><i>J. Garrett called for a recess at 5:39p.m.</i></p>	
<p><i>The meeting resumed at 6:01p.m.</i></p>	
<p><i>D. Marques left the meeting at 6:01p.m.</i></p>	
<p>iv. Operations Committee Terms of Reference</p>	
<p>J. Garrett presented the Operations Committee Terms of Reference noting that there were significant updates from the current ToR. J. Garrett noted that Education Council will have an annual workplan for the first time that the Operations Committee will review. Education Council will have a strategy session in May or June of this year to help develop the workplan, set goals, and identify policies to review.</p>	

Topic	Action
-------	--------

A member noted that the ToR mentions addressing topics needing immediate action or attention. J. Garrett explained that this is a holdover from the current ToR.

Members did not have further questions or feedback, and J. Garrett proceeded with reading the motion.

*Motion: **THAT the Education Council approve the Okanagan College Education Council Operations Committee Terms of Reference as presented.***

K. Brochu

CARRIED

6.6. Education Council Role of the Chair

J. Garrett presented the Education Council Role of the Chair document to Council noting that the resource will be helpful for someone thinking of stepping into the role of Education Council Chair.

Members noted grammar errors in the document and discussed leaving the note about the Provisional Approvals Committee suggesting that the Role of the Chair will be revised if the committee is not approved.

*Motion: **THAT the Education Council approve the Okanagan College Education Council Role of the Chair as presented.***

S. Johnston

CARRIED

Governance

6.7. Student Elections

J. Garrett proposed updates to the student elections terms to revise the election cycles to align with the rest of the council. The suggested change would move the terms from November 1-October 31 to August 1-July 31. Student representatives were asked for their feedback, with the biggest downside being that students cannot run in their first year. A member noted that there are fewer students at the Salmon Arm campus in the spring compared to fall semesters, and Penticton may face similar issues because many students only attend for one year. A student member mentioned that there is more motivation for students to get involved in the fall than in the spring.

Members discussed the possibility of requesting that the Registrar open seats to all campuses, but the Act requires regional distribution. A member noted that the student base is largely unaware of Education Council and suggested improving advertising efforts. J. Garrett proposed testing the two vacant seats this spring with advertising. Members agreed to revise the recommended motion to post the two vacant student representative seats for a term from August 1, 2025, to July 31, 2026, to test uptake.

*Motion: **BE IT RESOLVED that Education Council recommend to the Registrar the posting of the two vacant student representative seats for a term of office of August 1, 2025 to July 31, 2026.***

K. Brochu

CARRIED

6.8. Support Staff Election

J. Garrett discussed the plan to stagger terms for support staff Education Council representatives. Currently, faculty and support staff seats come up for election simultaneously. J. Garrett is

Topic	Action
-------	--------

suggesting alternating the elections so that there is a support staff election every year for each position. One support staff member is on leave and is no longer on Education Council due to the number of meetings they have missed. The plan is to run the election for the vacant seat now, and M. Somerville's seat would be up for election next year to stagger the seats.

J. Garrett also confirmed with I. Wheeler that they will proceed with a member at large for the regional faculty position. We can elect a member at large so long as there is someone else on Education Council that is based in Central Okanagan.

Members did not have questions or feedback regarding the support staff elections and J. Garrett proceeded with reading the motion.

*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.***

K. Riley

CARRIED

7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGNENDA

Members did not raise other business, and no items were moved from the consent agenda for further discussion.

8. REPORTS

7.1. Education Council Chair

J. Garrett referred members to the Chair's written report attached to the agenda. J. Garrett also reminded members that before the April 3, 2025 meeting there is an Education Council social.

7.2. Provost and Vice President Academic

S. Lenci noted that Mary Kline is the interim head of Continuing Studies until the end of August 2025.

S. Lenci also noted that she is learning the processes around reductions at the college and is working with People Services on written responses. E. Booi will send an email to Education Council members outlining the language of Section 33 of the OCFA Collective Agreement for review.

J. Garrett added that we may need to call special Education Council meetings in the future for reduction matters.

7.3. Registrar

I. Wheeler noted that there will be a call for Education Council seats on March 17, 2025 that includes the regional faculty, support staff, and two vacant student representatives.

I. Wheeler noted that the course schedule will be posted by May 31st or on June 15th at the latest.

8. ADJOURNMENT

The meeting was adjourned at 6:47p.m.