



Okanagan College Education Council

Regular Meeting Agenda

Thursday, April 3, 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		M. Somerville		
3. DECLARATION OF CONFLICT		J. Garrett		
4. APPROVAL OF AGENDA <i>Recommended Motion: THAT Education Council approves the April 3, 2025 agenda and thereby approves the consent agenda as presented.</i>	Approval	J. Garrett		1-4
4.1 Consent Agenda				
i. Education Council Minutes – March 6, 2025			Minutes	5-13
ii. Course revisions:	<i>Approved with motion for agenda as above</i>			
a) ELEN 126 Digital Electronics <i>Motion: THAT Education Council approves the course revisions for ELEN 126 Digital Electronics as presented.</i>				
b) STAT 230 Elementary Applied Statistics <i>Motion: THAT Education Council approves the course revisions for STAT 230 Elementary Applied Statistics as presented.</i>				
c) BIOL 202 Elementary Applied Statistics <i>Motion: THAT Education Council approves the course revisions for BIOL 202 Elementary Applied Statistics as presented.</i>				
d) BIOL 260 Pathophysiology for Health Sciences <i>Motion: THAT Education Council approves the course revisions for BIOL 260 Pathophysiology for Health Sciences as presented.</i>				
e) CHEM 211 Physical Chemistry <i>Motion: THAT Education Council approves the course revisions for CHEM 211 Physical Chemistry as presented.</i>				
f) CHEM 212 Organic Chemistry I <i>Motion: THAT Education Council approves the course revisions for CHEM 212 Organic Chemistry I as presented.</i>				
g) CHEM 221 Inorganic Chemistry <i>Motion: THAT Education Council approves the course revisions for CHEM 221 Inorganic Chemistry as presented.</i>				
h) CHEM 226 Introduction to Analytical Chemistry <i>Motion: THAT Education Council approves the course revisions for CHEM 226 Introduction to Analytical Chemistry as presented.</i>				

Topic	Action	Presenter	Attached	Pages
i) CIEN 131 Drafting I <i>Motion: THAT Education Council approves the course revisions for CIEN 131 Drafting I as presented.</i>				
j) CIEN 141 Drafting II <i>Motion: THAT Education Council approves the course revisions for CIEN 141 Drafting II as presented.</i>				
k) CIEN 147 Software Applications for Engineering Technology <i>Motion: THAT Education Council approves the course revisions for CIEN 147 Software Applications for Engineering Technology as presented.</i>				
l) CIEN 232 Construction Estimating <i>Motion: THAT Education Council approves the course revisions for CIEN 232 Construction Estimating as presented.</i>				
m) CIEN 237 Geometric Road Design <i>Motion: THAT Education Council approves the course revisions for CIEN 237 Geometric Road Design as presented.</i>				
n) CIEN 242 Steel Detailing and Estimating <i>Motion: THAT Education Council approves the course revisions for CIEN 242 Steel Detailing and Estimating as presented.</i>				
o) CIEN 249 Subdivision Design <i>Motion: THAT Education Council approves the course revisions for CIEN 249 Subdivision Design as presented.</i>				
p) MECH 239 Automation <i>Motion: THAT Education Council approves the course revisions for MECH 239 Automation as presented.</i>				
q) LAA 100 Litigation Procedures I <i>Motion: THAT Education Council approves the course revisions for LAA 100 Litigation Procedures I as presented.</i>				
r) LSEC 117 Introduction to Litigation <i>Motion: THAT Education Council approves the course revisions for LSEC 117 Introduction to Litigation as presented.</i>				
s) THER 151 Practicum II: OTA and/or PTA Placement <i>Motion: THAT Education Council approves the course revisions for THER 151 Practicum II: OTA and/or PTA Placement as presented.</i>				
t) THER 251 Preceptorship II: Occupational or Physical Therapist Assistant <i>Motion: THAT Education Council approves the course revisions for THER 251 Preceptorship II: Occupational or Physical Therapist Assistant as presented.</i>				

Topic	Action	Presenter	Attached	Pages
5. BUSINESS ARISING				
Governance				
5.1 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	14-19
6. NEW BUSINESS				
Arts and Foundational				
6.1 New Course SOCW 307 Interpersonal Violence and Trauma-Informed Practice <i>Recommended Motion: THAT Education Council approves the new course: SOCW 307 Interpersonal Violence and Trauma-Informed Practice as presented.</i>	Approval	O. Sullivan	Kuali	-
Science & Technology				
6.2 New Courses				
i. MATH 028 Math Skills for Water Engineering Technology <i>Recommended Motion: THAT Education Council approves the new course: MATH 028 Math Skills for Water Engineering Technology as presented.</i>	Approval	S. Sookochoff	Kuali	-
ii. MATH 037 Math Skills for Electronic Engineering Technology <i>Recommended Motion: THAT Education Council approves the new course: MATH 037 Math Skills for Electronic Engineering Technology as presented.</i>	Approval	S. Sookochoff	Kuali	-
Office Administration				
6.3 New Courses				
i. LAA 115 Employment Law <i>Recommended Motion: THAT Education Council approves the new course: LAA 115 Employment Law as presented.</i>	Approval	C. Phillips & D. Nolt	Kuali	-
ii. LSEC 115 Employment Law <i>Recommended Motion: THAT Education Council approves the new course: LSEC 115 Employment Law as presented.</i>	Approval	C. Phillips & D. Nolt	Kuali	-
6.4 Program Revision: Legal Administrative Assistant Certificate (LAA) <i>Recommended Motion: THAT Education Council approves the revised program: Legal Administrative Assistant Certificate (LAA) for recommendation to the Board of Governors.</i>	Recommendation	C. Phillips & D. Nolt	Kuali	-
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
8. REPORTS				
8.1 Education Council Chair	Information	J. Garrett	Verbal	-
8.2 Board of Governors Representative	Information	C. Battersby	Verbal	-

Topic	Action	Presenter	Attached	Pages
8.3 Provost and Vice President Academic	Information	S. Lenci	Verbal	-
8.4 Registrar	Information	I. Wheeler	Verbal	-

9. ADJOURNMENT

Draft Minutes for Approval April 3, 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:

- 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	
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
-------	--------

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.

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.

I. Wheeler noted an error in the ToR, stating that appointments should be made by the Council Chair instead of Council.

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.

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.

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.

T. Rutt and D. Knapp left the meeting at 5:38p.m.

J. Garrett called for a recess at 5:39p.m.

The meeting resumed at 6:01p.m.

D. Marques left the meeting at 6:01p.m.

iv. Operations Committee Terms of Reference

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.

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
<p>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.</p> <p>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.</p> <p>Members did not have questions or feedback regarding the support staff elections and J. Garrett proceeded with reading the motion.</p> <p><i>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></p> <p>K. Riley</p>	<p>CARRIED</p>
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGNENDA	
<p>Members did not raise other business, and no items were moved from the consent agenda for further discussion.</p>	
8. REPORTS	
7.1. Education Council Chair	
<p>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.</p>	
7.2. Provost and Vice President Academic	
<p>S. Lenci noted that Mary Kline is the interim head of Continuing Studies until the end of August 2025.</p>	
<p>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.</p>	
<p>J. Garrett added that we may need to call special Education Council meetings in the future for reduction matters.</p>	
7.3. Registrar	
<p>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.</p>	
<p>I. Wheeler noted that the course schedule will be posted by May 31st or on June 15th at the latest.</p>	
8. ADJOURNMENT	
<p>The meeting was adjourned at 6:47p.m.</p>	



EDUCATION COUNCIL BRIEFING NOTE

April 3, 2025

Agenda #: 5.1

Proposal Summary

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

Background Statement:

The Education Council Terms of Reference were presented for a first reading at the Education Council meeting on March 6, 2025. During the meeting, members engaged in a discussion regarding the language used in the Terms of Reference in relation to the Act. It was suggested that references to specific sections of the Act be included to clarify the correlation between each part of the Terms of Reference and the relevant provisions of the Act. The Chair reviewed recommendations from members and incorporated the revisions for the second reading of the Terms of Reference.

As reported at the March meeting, 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. These Terms of Reference serve to outline and summarize the Council's responsibilities described in the Act and group them under the following areas:

- Academic Quality
- Programming
- Academic Governance
- Advisory Governance
- Joint Governance

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. 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 April meeting. Pending more substantive feedback, the document will be presented at the May 1, 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)
- [Education Council Terms of Reference – redline version](#)

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
Education Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3/6/2025

Terms of Reference

Okanagan College Education Council

April 2025

Purpose

With the authority granted under the College and Institute Act (“CIA” or the “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 (*CIA 24(2)(a-f)*).
- Ensuring that policies and practices are in place and implemented for assurance of quality across all dimensions of the student's academic experience (*CIA 24(2)(a-f)*).
- Related to the policies for academic quality and the student's academic experience, monitoring policy development and actions that support compliance (*CIA 24(2)(a-f)*).

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 (*CIA 23(1)(d)*).
- 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 (*CIA 23(1)(a)(f)*).
- Overseeing the development of curriculum content for courses leading to certificates, diplomas or degrees (*CIA 24(2)(f)*).
- 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 (*CIA 23(1)(a)(e)*).
- Receiving reports on non-credit programs and programs offered through a service contract (*CIA 23(1)(c)*).
- Approving student learning outcomes to ensure a quality academic experience (*CIA 23(1)(n)*).

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 (*CIA 24(2)(a)*);
- Student withdrawal from courses, programs and the institution (*CIA 24(2)(b)*);

- Appeals by students on academic matters and establish a final appeal tribunal for these appeals (*CIA 24(2)(e)*);
- Academic criteria and policies related to student success (*CIA 24(2)(a-c)*);
- Determining qualifications for admission and graduation and making such recommendations to the Board of Governors (*CIA 23(1)(m)*);
- Establishing criteria for academic standing, academic standards and the grading system (*CIA 24(2)(c)*);
- Setting criteria for awards recognizing student academic excellence (*CIA 24(2)(d)*).

Advisory Governance

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

- The mission statement and the educational goals, objectives, strategies and priorities of the College (*CIA 23(1)(a)*).
- Setting priorities for the implementation of new programs and courses leading to certificates, diplomas or degrees (*CIA 23(1)(b)(d)*).
- The evaluation of programs including 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 (*CIA 23(1)(f)*). Admissions and graduation requirements, academic schedules, adjudication of appeals for student discipline, library and resource centres, faculty member qualifications, terms for affiliation with other post secondary bodies, and community consultation on programming (*CIA 23(1)(g-m)*).

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 (*CIA 25(1)(a)*).
- Other matters as agreed upon by both the Education Council and the Board of Governors (*CIA 25(1)(b)*).

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, as amended from time to time.

- Amendments to the Terms of Reference may be proposed by Council members and require approval by the Education Council.

Review History

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