Okanagan College Education Council
Regular Meeting Agenda
Thursday, May 1, 2025
Penticton Campus (PC 113)
3:00 – 6:00p.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		J. Ragsdale		
3. DECLARATION OF CONFLICT		J. Garrett		
4. APPROVAL OF AGENDA *Recommended Motion: **THAT Education Council approves the May 1, 2025 agenda and thereby approves the consent agenda as presented.***	Approval	J. Garrett		1-3
4.1 Consent Agenda				
i. Education Council Minutes – April 3, 2025	*Approved with motion for agenda as above*		Minutes	4-10
ii. Procedures for Education Council Chair and Vice Chair Elections *Motion: THAT Education Council approves the Procedures for Education Council Chair and Vice Chair Elections as presented.*	Approval		Briefing	11-15
iii. Course revisions: a) BIOL 011 Biology: Life Sciences 011 *Motion: THAT Education Council approves the course revisions for BIOL 011 Biology: Life Sciences 011 as presented.* b) BIOL 012 Biology: Anatomy and Physiology 012 *Motion: THAT Education Council approves the course revisions for BIOL 012 Biology: Anatomy and Physiology 012 as presented.*				
5. BUSIENSS ARISING				
Governance				
5.1 Provisional Approval Committee *Recommended Motion: **THAT the Education Council approve the Okanagan College Education Council Provisional Approval Committee Terms of Reference as presented.***	Approval	J. Garrett	Briefing	16-21

Topic	Action	Presenter	Attached	Pages
6. NEW BUSINESS				
Science and Technology				
6.1 New Course:				
[MATH 022 Math Skills for Science and Calculus](#)	Approval	S. Sookochoff	Kuali	-
Recommended Motion: **THAT Education Council approves the new course: MATH 022 Math Skills for Science and Calculus as presented.**				
Arts and Foundational				
6.2 New Courses				
i. [GSWS 275 Feminist Art Studies](#)	Approval	N. Bowman	Kuali	-
Recommended Motion: **THAT Education Council approves the new course: GSWS 275 Feminist Art Studies as presented.**				
ii. [GSWS 310 Gender and Sex Work](#)	Approval	N. Bowman	Kuali	-
Recommended Motion: **THAT Education Council approves the new course: GSWS 310 Gender and Sex Work as presented.**				
iii. [CMNS 225 Content Creation and Strategy for Social Media](#)	Approval	M. Saad	Kuali	-
Recommended Motion: **THAT Education Council approves the new course: CMNS 225 Content Creation and Strategy for Social Media as presented.**				
iv. [CMNS 385 AI and Strategic Communication](#)	Approval	A. Nieoczym	Kuali	-
Recommended Motion: **THAT Education Council approves the new course: CMNS 385 AI and Strategic Communication as presented.**				
v. [EAP 100 Introduction to Academic Discourse in the Canadian Context](#)	Approval	M. Landry & V. Albrecht	Kuali	-
Recommended Motion: **THAT Education Council approves the new course EAP 100 Introduction to Academic Discourse in the Canadian Context as presented.**				
School of Business				
6.3 Block Transfer Agreement with Vancouver Community College	Approval & Recommendation	J. Baker	Briefing	22-27
Recommended Motion: **THAT Education Council approves the Block Transfer Agreement with Vancouver Community College for recommendation to the Board of Governors.**				
Policy				
6.4 Final Assessment Policy				
Recommended Motion: **THAT Education Council approves the Final Assessment Policy to replace the Final Examination Policy as presented.**	Approval	I. Wheeler & P. Martin	Briefing	28-36

[Link to Kuali](#)

Topic	Action	Presenter	Attached	Pages
Education Council Schedule				
6.5 Education Council 2025-2026 Meeting Schedule				
Recommended Motion: **THAT Education Council approves the Education Council 2025-2026 Meeting Schedule as presented.**	Approval	J. Garrett	Briefing	37-40
Elections				
6.6 Chair and Vice Chair Elections	Vote	I. Wheeler	Verbal	-
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
8. REPORTS				
8.1 Education Council Chair	Information	J. Garrett	Verbal	-
8.2 Academic Regulations & Policies Committee	Information	J. Garrett	Verbal	-
8.3 Provost and Vice President Academic	Information	S. Lenci	Verbal	-
8.4 Registrar	Information	I. Wheeler	Verbal	-
9. ADJOURNMENT				

Okanagan COLLEGE

Attendance *(virtual*)*

Draft Minutes for Approval May 1, 2025

Members

Program Faculty:
- Jillian Garrett, Education Council Chair (Arts)
- Brenda Ridgeley (Business)
- 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
- Brett Wade (Health and Social Development)
- Christopher Torrie (Foundation)
- Cindy Battersby (Board of Governors)

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
- Inga Wheeler, Registrar

Recording:
- Elaine Booi, Governance Administrator

Guests
Presenting:
- Olivia Sullivan (Chair, Interdisciplinary Studies)*
- Sofia Sookochoff (Adult Upgrading)
- Dawn Nolt (Office Administration)
- Observing:
- Danielle Robinson, Associate Dean, School of Business
- Joanna Campbell (Governance)
- Kristen Wiebe (Governance)
- Shannon Hawthorne (Executive Assistant)
- Bryan Penfound (Chair, Mathematics & Statistics)
- Ken Langedyk (Chair, Civil Engineering Technology)
- Kevin Bradshaw (Chair, Electronic Engineering Technology)

Topic	Action

1. CALL TO ORDER

Quorum was established and the meeting called to order at 4:03p.m.

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Okanagan College Education Council
Regular Meeting Agenda
Thursday, April 3, 2025

Topic	Action

2. ACKNOWLEDGEMENT

M. Somerville provided a land acknowledgement.

3. DECLARATION OF CONFLICT

J. Garrett asked members if they had any declarations of conflict.

B. Ridgeley noted that she will abstain from voting on LAA 115 Employment Law, LSEC 115 Employment Law, and Legal Administration Assistant Certificate (LAA) as these motions are from her department.

4. APPROVAL OF AGENDA

A member asked J. Garrett if section 33 of the Okanagan College Faculty Association agreement will be discussed at this meeting. J. Garrett emphasized the confidential nature of the topic and proposed holding a closed meeting immediately after the regular Education Council meeting.

Motion: THAT Education Council approves the April 3, 2025 agenda and thereby approves the consent agenda as presented.

M. Somerville   *CARRIED*

4.1. Consent Agenda

i.   Education Council Minutes – March 6, 2025

ii. Course Revisions:

  a) ELEN 126 Digital Electronics

  Motion: THAT Education Council approves the course revisions for ELEN 126 Digital Electronics as presented.

  b) STAT 230 Elementary Applied Statistics

  Motion: THAT Education Council approves the course revisions for STAT 230 Elementary Applied Statistics as presented.

  c) BIOL 202 Elementary Applied Statistics

  Motion: THAT Education Council approves the course revisions for BIOL 202 Elementary Applied Statistics as presented.

  d) BIOL 260 Pathophysiology for Health Sciences

  Motion: THAT Education Council approves the course revisions for BIOL 260 Pathophysiology for Health Sciences as presented.

  e) CHEM 211 Physical Chemistry

  Motion: THAT Education Council approves the course revisions for CHEM 211 Physical Chemistry as presented.

  f) CHEM 212 Organic Chemistry I

  Motion: THAT Education Council approves the course revisions for CHEM 212 Organic Chemistry I as presented.

Link to Kuali

Education Council Meeting Minutes – April 3, 2025
Draft for approval: May 1, 2025 (pg. 2/7)

Topic	Action

g) CHEM 221 Inorganic Chemistry

Motion: THAT Education Council approves the course revisions for CHEM 221 Inorganic Chemistry as presented.

h) CHEM 226 Introduction to Analytical Chemistry

Motion: THAT Education Council approves the course revisions for CHEM 226 Introduction to Analytical Chemistry as presented.

i) CIEN 131 Drafting I

Motion: THAT Education Council approves the course revisions for CIEN 131 Drafting I as presented.

j) CIEN 141 Drafting II

Motion: THAT Education Council approves the course revisions for CIEN 141 Drafting II as presented.

k) CIEN 147 Software Applications for Engineering Technology

Motion: THAT Education Council approves the course revisions for CIEN 147 Software Applications for Engineering Technology as presented.

l) CIEN 232 Construction Estimating

Motion: THAT Education Council approves the course revisions for CIEN 232 Construction Estimating as presented.

m) CIEN 237 Geometric Road Design

Motion: THAT Education Council approves the course revisions for CIEN 237 Geometric Road Design as presented.

n) CIEN 242 Steel Detailing and Estimating

Motion: THAT Education Council approves the course revisions for CIEN 242 Steel Detailing and Estimating as presented.

o) CIEN 249 Subdivision Design

Motion: THAT Education Council approves the course revisions for CIEN 249 Subdivision Design as presented.

p) MECH 239 Automation

Motion: THAT Education Council approves the course revisions for MECH 239 Automation as presented.

q) LAA 100 Litigation Procedures I

Motion: THAT Education Council approves the course revisions for LAA 100 Litigation Procedures I as presented.

r) LSEC 117 Introduction to Litigation

Motion: THAT Education Council approves the course revisions for LSEC 117 Introduction to Litigation as presented.

s) THER 151 Practicum II: OTA and/or PTA Placement

Motion: THAT Education Council approves the course revisions for THER 151 Practicum II: OTA and/or PTA Placement as presented.

t) THER 251 Preceptorship II: Occupational or Physical Therapist Assistant

Motion: THAT Education Council approves the course revisions for THER 251 Preceptorship II: Occupational or Physical Therapist Assistant as presented.

Topic	Action

B. Penfound, K. Langedyk, and K. Bradshaw left the meeting at 4:07p.m.

5. BUSINESS ARISING

Governance

5.1. Education Council Terms of Reference

J. Garrett presented updates to the Education Council Terms of Reference from the first reading at the March 6, 2025 Education Council meeting noting the addition of references to the College and Institute Act.

A member expressed that they thought the updates were well put together.

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

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

J. Campbell, K. Wiebe, and S. Hawthorne left the meeting at 4:11p.m.

O. Sullivan joined the meeting at 4:11p.m.

CARRIED

6. NEW BUSINESS

Arts and Foundational

6.1. New Course:
   SOCW 307 Interpersonal Violence and Trauma-Informed Practice

O. Sullivan presented the new course SOCW 307 to members.

Members did not have any questions or comments for O. Sullivan.

C. Newitt noted that he will abstain from this motion because he recommended the development of a trauma-informed course.

Motion: **THAT Education Council approves the new course: SOCW 307 Interpersonal Violence and Trauma-Informed Practice as presented.**

M. Somerville

O. Sullivan left the meeting at 4:14p.m.

CARRIED

Office Administration

6.2. New Courses:
   i.   LAA 115 Employment Law

D. Nolt outlined the new course LAA 115 noting that students will learn an overview of employment law and how to complete contracts.

M. Martin joined the meeting at 4:16p.m.

Members did not ask questions or provide feedback regarding LAA 115 and J. Garrett proceeded with reading the motion.

B. Ridgeley noted that she will abstain from the motion as the course is from her department.

Topic	Action

Motion: **THAT Education Council approves the new course: LAA 115 Employment Law as presented.**

S. Kaur

CARRIED

   ii.   LSEC 115 Employment Law

D. Nolt noted the similarities between LAA 115 and LSEC 115.

Members did not ask questions or provide feedback regarding LSEC 115 and J. Garrett proceeded with reading the motion.

B. Ridgeley noted that she will abstain from the motion as the course is from her department.

Motion: **THAT Education Council approves the new course: LSEC 115 Employment Law as presented.**

S. Johnston

CARRIED

S. Sookochoff joined the meeting at 4:18p.m.

6.3 Program Revision: Legal Administration Assistant Certificate (LAA)

D. Nolt presented the revisions to LAA noting the addition of LAA 115 and LSEC 115 to the program.

Members did not ask questions or provide feedback regarding LAA and J. Garrett proceeded with reading the motion.

B. Ridgeley noted that she will abstain from the motion as the program is from her department.

Motion: **THAT Education Council approves the revised program: Legal Administrative Assistant Certificate (LAA) for recommendation to the Board of Governors.**

M. Somerville

CARRIED

D. Nolt left the meeting at 4:22p.m.

Science and Technology

6.4. New Courses

   i.   MATH 028 Math Skills for Water Engineering Technology

S. Sookochoff noted that Adult Upgrading was approached to review the Water Engineering program regarding filling skills gaps in math courses. Although students were meeting admission requirements, there is difficulty in demonstrating math skills highlighting a gap in the program.

The Registrar asked why math prerequisites are included when students are already admitted to the program. S. Sookochoff noted that if the admission requirements for the program are reviewed, there may be an impact on the course. After further discussion, it was decided that admission to the Water Engineering Technology Diploma is sufficient as a prerequisite.

A member inquired whether there is an initial assessment as part of the course or if students select which course they want to take. S. Sookochoff noted that currently, students are allowed to choose their courses.

Topic	Action

Another member asked why many specific math courses are offered instead of one general course. S. Sookochoff noted that the aim is to allow students to self-select topics relevant to their program.

A member questioned whether the course is part of the Water Engineering program or recommended to ensure student success. S. Sookochoff confirmed that the course is recommended for students to take. Students can enroll in the course during anytime of the year, and the goal is to run the course throughout the year.

Council members did not have any further questions or feedback regarding MATH 028 and J. Garrett proceeded with reading the motion.

Motion: **THAT Education Council approves the new course: MATH 028 Math Skills for Water Engineering Technology as presented.**

B. Ridgeley   *CARRIED*

    ii.   MATH 037 Math Skills for Electronic Engineering Technology

S. Sookochoff presented MATH 037 noting the similarities to MATH 028. S. Sookochoff also noted that she will update the prerequisites to reflect admission to the Electronic Engineering Technology Diploma.

Council members did not have any questions or feedback regarding MATH 037 and J. Garrett proceeded with reading the motion.

Motion: **THAT Education Council approves the new course: MATH 037 Math Skills for Electronic Engineering Technology as presented.**

M. Martin   *CARRIED*

S. Sookochoff left the meeting at 4:36p.m.

7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGNENDA

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

8. REPORTS

8.1 Education Council Chair

J. Garrett noted there will be a special Education Council meeting with OC executives on Tuesday, May 27, 2025 from 2:00-4:00p.m. at the Kelowna Campus. Executives will provide a presentation and there will be time for council members to ask questions.

J. Garrett noted that the May 1, 2025 Education Council meeting will take place at the Penticton Campus. A member asked if the meeting could be held earlier in the day because many members will need to travel far. J. Garrett requested E. Booi to send a poll asking for members availability to hold the meeting earlier.

8.2 Provost and Vice President Academic

S. Lenci referred to the Program Redundancy notification that was previously sent to council members and noted that Education Council will receive a report to review from the Redundancy Committee after the committee meets.

Topic	Action

A member asked for clarification regarding the composition of the Redundancy Committee. S. Lenci noted the composition and added that an OCFA resource person may attend the meeting.

Members raised concerns about section 33.3.3 of the Okanagan College Faculty Association collective agreement suggesting that relevant information or data that motivated the request was not provided in the Program Redundancy notification. S. Lenci stated that she will take members' concerns under advisement and noted that the data is intertwined with people and Education Council's role is advisement on academics.

8.3 Registrar

I. Wheeler noted that the nomination period is open for the North and South Okanagan student representatives for the new trial terms of August 1, 2025-July 31, 2026. The call for nominations also opened for the regional faculty and the Central Okanagan seat is open to faculty from any region.

9. ADJOURNMENT

The meeting was adjourned at 4:49p.m.

Okanagan COLLEGE

EDUCATION COUNCIL BRIEFING NOTE

May 1, 2025

Agenda #: **4.1.ii**

Proposal Summary	
Subject:	Procedures for Education Council Chair and Vice Chair Elections
Proposed by:	Inga Wheeler, Registrar
Submitted to:	Education Council
Implementation date:	May 2025

Background Statement:

The Procedures for Education Council Chair and Vice Chair Elections were developed as a supporting document in the Education Council governance review. The purpose of the new document is to establish and document clear and consistent procedures for the election of the Chair and Vice Chair positions on the Okanagan College Education Council. As the election process is conducted by the Registrar under the Bylaws, the procedures were developed by the Registrar in consultation with the Council Secretary and Education Council Chair.

The Procedures outline the nomination and election processes for Chair and Vice Chair elections, and are consistent with best practice and the new Education Council Bylaws approved at the January 9, 2025 Education Council meeting.

Recommendation:

Given that the Procedures follow previous practices for elections, it is recommended that Education Council review and approves the proposed Procedures for Education Council Chair and Vice Chair Elections and adopt them for the 2025 election cycle.

Rationale:

Although not formally documented the proposed election procedures are consistent with previous practices used for Chair and Vice Chair elections. The Procedures for Education Council and Vice Chair Elections provide a transparent, efficient, and fair process for Council Chair and Vice Chair elections.

Supporting Materials:

- Procedures for Education Council Chair and Vice Chair Elections (draft)
- Bylaws of the Okanagan College Education Council

Action:	
Motion Required ☐ **Notice of Motion** ☒ **Approval** ☐ **Advice** ☐ **Referral**	**No Motion Required** ☐ **Discussion/Advice** ☐ **Information**

Recommended Motion
Motion: "THAT the Education Council approve the new Procedures for Education Council Chair and Vice Chair Elections as presented."

Consultation History:			
Group/Individual, Title	**Reviewed**	**Recommended**	**Date**
I. Wheeler, Registrar	☒	☒	4/23/25
J. Garrett, Education Council Chair	☒	☒	4/23/25

Procedures for Education Council Chair and Vice Chair Elections

Parent Policy:	*Bylaws of the Okanagan College Education Council*
Procedure Reference	
Procedure Sponsor:	Registrar
Procedure Contact:	Education Council Secretary
Applies to:	Members of the Okanagan College Education Council
Approved by:	Education Council
Effective Date:	May 1, 2025
Last reviewed:	New Scheduled review date: May 2028

1.   Purpose

These procedures set out the process by which the elections for the Chair and Vice Chair positions of the Okanagan College Education Council will be conducted.

2.   Scope and Application

This procedure applies to the annual elections or by-elections of the Chair and Vice Chair positions on Okanagan College Education Council. The election process is governed by the Council Bylaws and in the absence of a rule or procedure, the process defers to Robert's Rules of Order (Parliamentary Procedure).

3.   Procedures for Chair and Vice Chair Elections

Responsibility

3.1   The Registrar or their designate is responsible for conducting the Chair and Vice Chair elections for Education Council.

Elections

3.2   Elections will normally be conducted annually at a Regular Open Meeting of the Council, normally by May each year.

3.3   Where there is a vacancy for the position of Chair or Vice Chair, a byelection to fill that vacancy will be held during the next Regular Open Meeting of the Council.

Eligibility to Serve as Chair or Vice Chair

3.4 Voting Employee Members are eligible to serve as Chair or Vice Chair.

Nomination Process

3.5 Any Council Member may make a nomination for Chair or Vice Chair.

3.6 Any nomination requires a mover and does not require a seconder.

3.7 Nominations for the position of Chair will be called for by the Registrar. The Registrar continues such calls until three successive calls produce no further nominations. At that point, the Registrar declares the call for nominations closed.

3.8 The Registrar asks the nominee(s) if they are prepared to stand and accepts nominations only where the reply is affirmative.

3.9 If only one candidate is nominated and that nominee is willing to serve, then that nominee will be elected without conducting a vote.

3.10 Following election by acclamation or the Voting Process, the Nomination and Voting Processes are repeated for the position of Vice Chair.

Voting Process

3.11 The Voting Process for elections will be conducted at the Regular Meeting of Council where the Nomination Process occurred.

3.12 Voting, if necessary, is by secret ballot at the Regular Meeting of Council where the nomination process occurred. Each Voting Member present is entitled to one vote for each position.

3.13 Ballots will be distributed by the Council Secretary. Where any member is participating in the vote electronically, all ballots will be distributed electronically.

3.14 The votes are tallied by the Registrar.

3.15 The election of the Chair or Vice Chair requires the affirmative votes of a majority of Voting Members present at a meeting in which a quorum is present.

3.16 If no candidate obtains the necessary majority on the first ballot, a second ballot election will be held between the two candidates with the highest number of votes.

3.17 In the event of a tie vote, the tie will be broken by drawing lots.

Election Results

3.18 The Registrar will announce the election results. The total number of votes received by each candidate are not announced.

3.19 Following the elections, the Registrar or their designate will notify the Council that the ballots will be destroyed.

4. Related Acts and Regulations

College and Institute Act

5. Supporting References, Policies, Procedures and Forms

Bylaws of the Okanagan College Education Council

History / Revisions

Date	Action
2025-XX-XX	*New Procedure Approved by Education Council*

EDUCATION COUNCIL BRIEFING NOTE

May 1, 2025

Agenda #: **5.1**

Proposal Summary	
Subject:	Education Council Provisional Approval Committee Terms of Reference
Proposed by:	Jillian Garrett, Education Council Chair
Submitted to:	Education Council
Implementation date:	June 2025

Background Statement:

At the February 2025 Education Council meeting, the Education Council Chair outlined principles and goals used to inform the development of a revised committee structure. At the March 6, 2025 Education Council meeting members reviewed and approved the Terms of References for the following sub-committees of Education Council:

- Academic Governance Committee (AGC)
- Integrated Curriculum Proposals Review Committee (ICPR)
- Operations Committee

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.

Members also reviewed and provided feedback on the Provisional Approval Committee Terms of Reference at the February 2025 meeting. Members suggested that clear criteria for when the committee can be used should be developed prior to implementation. From the members' recommendations the Criteria for Appearing Before the Provisional Approval Committee supporting document was developed. Both this document and the Terms of Reference are being presented at the May 1, 2025 Education Council meeting for the Council's consideration.

Since those meetings, J. Garrett consulted with the Education Council Chair at North Island College. The Chair reported that they established a Fast Track Committee under their Bylaws and have made use of the Committee to address items that timelines don't allow for normal timelines. They were interested to hear about the documents we are in the process of creating and as they establish guidelines.

Recommendation:

The Education Council Chair is requesting Council's feedback on the Provisional Approval Committee Terms of Reference with the understanding that the Criteria for Appearing Before the Provisional Approval Committee document will be applied to each proposal to ensure the Council is effectively carrying out its governance responsibilities. Provided the Council supports this document in principle, the criteria would be applied to each proposal before a Provisional Approval Committee is established.

Should Council members support the Terms of Reference as presented, or with non-substantive changes, a motion for approval may be made at the May meeting. Pending substantive feedback, the revised document(s) would be presented at the June 5, 2025 Education Council meeting for review.

Subject to approval of the Provisional Approval Committee's Terms of Reference, this would be included in the updated Committee structure with planned implementation through summer 2025. It is recommended that the Council also assess the structure and effectiveness of this Committee after one year to ensure it is meeting the needs of the Council.

Rationale:

The Provisional Approval Committee Council Terms of Reference serve in concert with the approved Education Council Terms of Reference, Education Council's sub-committees Terms of References, and recently updated Bylaws to define the Committee's governance responsibilities on behalf of the Council. The Terms of Reference were revised based on Council's feedback in addition to the principles presented in February and March 2025 meetings including aligning with best practices, providing clear direction regarding governance responsibilities, ensuring that the roles and duties for effective operations, and that the structure appropriately reflects the Council's membership and the authority of the Act.

The goal of the Provisional Approval Committee is to provide a one-time-only review of curriculum when timelines of the normal approval process cannot be met for extenuating circumstances. Proposals qualifying for approval by this committee are outlined in the new Criteria for Appearing Before the Provisional Approval Committee document. Proposers will be required to provide a rationale to request a review through the Provisional Approval Committee, fulfilling requirements outlined in the criteria document. The Provisional Approval Committee will not be a standing committee and would only be utilized on the rare occasion where convening the entire Council is impractical, with the Education Council Chair in consultation with the Operations Committee determining when this process is appropriate. It is important to note that Provisional Approval is intended as an exceptional procedure and not standard practice. As such, proposers will be required to have made their submissions to the Kuali workflow, and careful consideration will be given to assess the urgency and impact of delaying a proposal to the next regular Council meeting. All approvals granted through the provisional process will be documented and reported on the consent agenda at the next Education Council meeting, ensuring transparency and proper record-keeping. This allows subsequent approvals related to the proposal to follow the normal procedures.

Supporting Materials:

The follow table demonstrates the Provisional Approval Committees membership depending on the employment position held by the Chair of Education Council and the Chair of the Integrated Curriculum Committee to ensure a minimum of 50% of members are Faculty/Instructors.

Committee Membership	Non-Faculty/Instructor	Faculty/Instructor	Non-Faculty/Instructor	Faculty/Instructor	Non-Faculty/Instructor	Faculty/Instructor
Provost VP	1		1		1	
Support/Student	1		1		1	
Educational Administrator	1		1		1	
Chair – Ed Council		1	1		1	
Chair – Integrated Curriculum Committee		1		1	1	
Faculty/Instructor Members required		2		3		5
Total Committee Membership	**7**		**8**		**10**	

- Education Council Provisional Approval Terms of Reference (New)

Action:	
Motion Required ☐ Notice of Motion ☒ Approval ☐ Advice ☐ Referral	**No Motion Required** ☐ Discussion/Advice ☐ Information

Recommended Motion
Motion: "THAT the Education Council approve the Okanagan College Education Council Provisional Approval Committee Terms of Reference as presented."

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett – Education Council Chair	☒	☒	**2/25/2025**
Education Council	☒	☐	**3/6/2025**

Terms of Reference
Provisional Approval Committee
Education Council
2025

Purpose

The purpose of the Provisional Approval Committee is to provide a quick and nimble **one-time-only** approval of curriculum or transfer agreements when the timelines of the normal approval process cannot be met. This ensures that changes to or the development of curriculum or transfer agreements 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 Chair of which no less than fifty percent[1] are faculty or instructional employees:

Standing members:
- Chair, Integrated Curriculum Proposal Review Committee (ex officio)
- Chair, Education Council (ex officio)
- Provost & Vice President (ex officio)

Members appointed as needed:
- Minimum of two (2) to a maximum of five (5) Faculty/Instructor members selected from elected Faculty/Instructor members on the Council.[1]
- 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 member of 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, Educational 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 the 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.

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[1] The number will be dependent on whether the Chair of Education Council and the Integrated Curriculum Proposal Review Committee are members of faculty.

Duties and Responsibilities

Subject to the powers and duties of the Council established in the College and Institute Act, and following an assessment of a proposals' rationale by the Operations Committee, the Committee will perform the following on matters submitted for expedited provisional approval:

- Review and evaluate proposals to ensure they meet established educational policies and standards.
- Review and evaluate proposals for new certificates, diplomas, and degrees.
- Review and evaluate proposals as necessary to meet required timelines for transfer agreements, accreditation, or one-time funding.
- 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 curriculum or agreement be approved 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)

Criteria for Appearing Before the Provisional Approval Committee:

The purpose of the Provisional Approval Committee is to provide a quick and nimble one-time-only approval of curriculum or agreements when the timelines of the normal approval process cannot be met. The following must be submitted by the Dean to the Governance Administrator. The information will be provided to the Chair, Education Council to determine if the proposal qualifies for this process.

To be considered, proposers must provide a written rationale (500 words or less) that addresses the following criteria:

1. **Urgency of Proposal:**
   - The rationale must demonstrate a clear need for expedited approval due to time-sensitive factors that cannot be accommodated by the normal approval process.

2. **Impact Assessment**:
   - The proposal must include an assessment of its potential impact on students, faculty/instructors, and the institution if the expedited process isn't followed.

3. **Alignment with Educational Policies**:
   - The rationale must outline how the proposal adheres to established educational policies and standards confirming that it maintains the integrity and quality of the College's educational offerings.

4. **Consistency with Institutional Priorities**:
   - The rationale should outline how the proposal aligns with the Inspire Plan, reflecting its commitment to academic excellence and innovation.

Along with the rationale:

1) The course and program material should be submitted and workflow completed (up to Education Council approval) using the normal Kuali form.
2) Agreement routing should be completed in Etrieve up to the Governance Office.

Okanagan COLLEGE

EDUCATION COUNCIL BRIEFING NOTE

May 1, 2025

Agenda #: 6.3

Proposal Summary	
Subject:	Block transfer agreement with VCC
Proposed by:	Christine Sjolander, Associate Dean, School of Business
Submitted to:	Education Council
Implementation date:	Fall 2025

Background Statement:

This is a proposed agreement between Okanagan College and Vancouver Community College (VCC) for students in their diploma in accounting and diploma in technical marketing programs to transfer into the Okanagan College Bachelor of Business Administration (BBA) program with 60 credits into third year standing. Each individual course included within this agreement was reviewed by a faculty subject matter expert for equivalency and appropriateness for the BBA program.

Recommendation:

Seeking approval from Education Council to move forward with this agreement.

Rationale:

By establishing this block transfer agreement, OC can attract a steady stream of well-prepared students from VCC. This reliable pipeline of transfer students supports sustainable enrollment targets and contributes to the growth of OC's BBA program.

The well-defined transfer structure provides clarity and confidence for both institutions and students. VCC students can plan their academic journey knowing they will receive full recognition for their diploma coursework. OC, in turn, can ensure that admitted transfer students possess the foundational knowledge needed for success in upper-year BBA courses.

A formalized articulation agreement with VCC fosters stronger collaborative ties between the two colleges. These partnerships can lead to further joint initiatives, enhanced curriculum development, and the sharing of best practices, ultimately benefiting faculty, staff, and students at both institutions.

Supporting Materials:

- VCC Block Transfer Agreement

Action:	
Motion Required ☐ **Notice of Motion**　　☒ **Approval**　　☐ **Advice**　　☐ **Referral**	**No Motion Required** ☐ **Discussion/Advice** ☐ **Information**
Recommended Motion	
Motion: "THAT Education Council approves the Block Transfer Agreement with Vancouver Community College for recommendation to the Board of Governors."	

Consultation History:			
Group/Individual, Title	**Reviewed**	**Recommended**	**Date**
C. Sjolander, Associate Dean, School of Business	☒	☒	4/14/25

MEMORANDUM OF UNDERSTANDING
OKANAGAN SCHOOL OF BUSINESS

THIS AGREEMENT is made as of April 1, 2025

MEMORANDUM OF UNDERSTANDING between Okanagan College and Vancouver Community College regarding block transfer credit.

This Memorandum of Understanding constitutes an agreement between Okanagan College and the Vancouver Community College. The participating units at the respective institutions are the Okanagan School of Business at Okanagan College and the School of Hospitality, Food Studies & Business at the Vancouver Community College.

Agreement Objective

Okanagan College (OC) agrees to facilitate the block transfer of credits for students with appropriate prerequisite qualifications from Vancouver Community College (VCC) into the 120-credit (40 courses) Bachelor of Business Administration (BBA) degree program at OC.

By this agreement, applicants from VCC who meet the requirements outlined below will be eligible for admission to OC with a block transfer into the 3rd year of the BBA degree program.

Requirements

Successful completion of one of the following two-year VCC diplomas:
- Marketing Technology Diploma
- Accounting Diploma

Vancouver Community College agrees to:
- make information about this agreement and the OC BBA degree option available to students.
- provide the opportunity for representatives of OC to visit appropriate forums at VCC to disseminate information about the OC BBA degree program.
- provide OC with updated information about the VCC diploma programs when changes occur.
- notify OC, with as much lead time as possible, about any changes to the VCC diploma program requirements that are anticipated or approved.

Okanagan College agrees:
- that applicants from VCC who meet the requirements outlined above will be eligible for admission to OC with block transfer credit into the 3rd year of the BBA degree program.
- to grant all applicants from VCC who meet the requirements outlined above transfer credits into the OC BBA as set out in Appendices A and B to this agreement.
- whenever possible, count any undefined transfer credits towards the BBA degree program requirements to avoid students from having to unnecessarily take courses to qualify for graduation.
- to provide VCC with updated information about the OC BBA degree program when changes occur.

- to notify VCC, with as much lead time as possible, about any changes to the BBA degree program that are anticipated or approved.

Other Aspects of this Agreement

This block transfer agreement will be promoted by both OC and VCC and communicated to current and prospective students of both institutions, and to business and industry partners. Promotion will include, but not be limited to, publication in each institution's promotional and communication materials, use of logos, and direct linkages between institutional websites. Consent will be obtained before using the other party's logo or trademarks.

While transfer students from VCC will be eligible for both the OC academic exchange programs and the dual degrees offered by OC and their partners throughout the world, transfer students will not be eligible to take part in those programs until they have completed 9 credits at OC. This restriction can be waived by the Dean of the School of Business at OC on an individual basis.

Liaison

Implementation of this agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective business programs.

Terms of the Agreement

This agreement shall be in place for an initial period of three years commencing April 1, 2025. At the end of this time, the agreement may be extended for an additional period subject to review and approval by OC and/or VCC. Either party may terminate this Memorandum of Understanding upon 90 days advance notice in writing.

OC in its sole discretion retains the right to limit the number of students admitted under this agreement.

IN WITNESS WHEREOF, this Agreement is executed by the Parties on the date first above written.

OKANAGAN COLLEGE, by its duly authorized signatories:

Christine Sjolander
Christine Sjolander (Apr 9, 2025 15:35 PDT)

Dr. Christine Sjolander
Associate Dean
Okanagan School of Business

Samantha Lenci (Apr 9, 2025 18:48 PDT)

Dr. Samantha Lenci
Provost and Vice President Academic
Okanagan College

VANCOUVER COMMUNITY COLLEGE, by its duly authorized signatory:

_____

David Wells
Vice President of Academic and Research
Vancouver Community College

Name: __VCC_Accounting Diploma_____ **Student #** _____ **Contact:** _____

Required Courses		Credits			Notes	
BUAD 111	Financial Accounting I	3	TC		1	ACCT 1035_____
BUAD 116	Marketing	3			2	_____
BUAD 123	Management Principles	3	CR		3	Course learning outcomes met with completed diploma
BUAD 128	Computer Applications I	3	TC		4	MGMT 1021_____
BUAD 195	Financial Management	3	TC		5	MGMT 2014_____
MGMT	Business Law	3	TC		6	MGMT 2017_____
BUAD 262	Organizational Behaviour	3			7	_____
BUAD 264	Management Accounting	3	TC		8	ACCT 2035_____
BUAD 269	Human Resources Management	3			9	_____
BUAD **272** BUAD 293	Business Simulation or Entrepreneurship (a)	3			10	_____
BUAD 315	Management Science	3			11	_____
BUAD 340	Strategic Management I	3			12	_____
BUAD 425	Business & Canadian Government Policy	3			13	_____
ECON 115	Principles of Microeconomics	3			14	_____
ECON 125	Principles of Macroeconomics	3			15	_____
CMNS 112	Professional Writing I	3	CR		16	Course learning outcomes met with completed diploma_____
CMNS 122	Professional Writing II	3			17	_____
MATH 114	Business Mathematics	3	CR		18	Course learning outcomes met with completed diploma_____
PHIL 350	Business Ethics	3			19	_____
STAT 124	Business Statistics (or STAT 121)	3	TC		20	MATH 1111_____
Total Required Credits		**60**	27			

Elective Courses						
Course #	Course Name					
ECON 1XX	MGMT 1002 Intro to Economics	3	CR		21	Non-Business Elective, CMNS/ENGL recommended_
		3			22	Non-Business Elective
		3			23	Non-Business Elective
BUAD 121	ACCT 1045	3	TC		24	Non-Business or Business Elective
		3			25	Non-Business or Business Elective – 300 or 400 level
		3			26	Non-Business or Business Elective – 300 or 400 level
		3			27	Non-Business or Business Elective – 300 or 400 level
		3			28	Non-Business or Business Elective – 300 or 400 level
BUAD 208	ACCT 2002	3	TC		29	Business Elective
BUAD 263	ACCT 2045	3	TC		30	Business Elective
BUAD 273	ACCT 2055	3	TC		31	Business Elective
BUAD 226	ACCT 2030	3	TC		32	Business Elective
BUAD 283	MGMT 2006	3	TC		33	Business Elective
BUAD 352	ACCT 2004	3	TC		34	Business Elective – 300 or 400 level
		3			35	Business Elective – 300 or 400 level
		3			36	Business Elective – 300 or 400 level
		3			37	Business Elective – 300 or 400 level
BUAD 3XX	ACCT 2040	3	CR		38	Business Elective – 300 or 400 level
BUAD 3XX	ACCT 2050	3	CR		39	Business Elective – 300 or 400 level
BUAD 3XX	ACCT 2060	3	CR		40	Business Elective – 300 or 400 level
Total Elective Credits		**60**	33			

Total Credits for BBA	**120**

Name: VCC Marketing Diploma_____ Student # _____ Contact: _____

Required Courses		Credits		Notes
BUAD 111	Financial Accounting I	3		1 _____
BUAD 116	Marketing	3	TC	2 MGMT 1006_____
BUAD 123	Management Principles	3	TC	3 MGMT 1003_____
BUAD 128	Computer Applications I	3	TC	4 MGMT 1021_____
BUAD 195	Financial Management	3		5 _____
BUAD 209	Business Law	3		6 _____
BUAD 262	Organizational Behaviour	3		7 _____
BUAD 264	Management Accounting	3		8 _____
BUAD 269	Human Resources Management	3		9 _____
BUAD **272** BUAD 293	Business Simulation or Entrepreneurship (a)	3	TC	10 MKTG 2099_____
BUAD 315	Management Science	3		11 _____
BUAD 340	Strategic Management I	3		12 _____
BUAD 425	Business & Canadian Government Policy	3		13 _____
ECON 115	Principles of Microeconomics	3		14 _____
ECON 125	Principles of Macroeconomics	3		15 _____
CMNS 112	Professional Writing I	3	CR	16 Course learning outcomes met with completed diploma_____
CMNS 122	Professional Writing II	3		17 _____
MATH 114	Business Mathematics	3	CR	18 Course learning outcomes met with completed diploma_____
PHIL 350	Business Ethics	3	CR	19 Course learning outcomes met with completed diploma_____
STAT 124	Business Statistics (or STAT 121)	3		20 _____
Total Required Credits		**60**	21	

Elective Courses				
Course #	Course Name			
CMNS 2XX	MKTG 2009	3	CR	21 Non-Business Elective, CMNS/ENGL recommended
		3		22 Non-Business Elective
		3		23 Non-Business Elective
BUAD 176	MKTG 2004	3	TC	24 Non-Business or Business Elective
BUAD 3XX	MKTG 1024	3	CR	25 Non-Business or Business Elective – 300 or 400 level
		3		26 Non-Business or Business Elective – 300 or 400 level
		3		27 Non-Business or Business Elective – 300 or 400 level
		3		28 Non-Business or Business Elective – 300 or 400 level
BUAD 283	MKTG 1011	3	TC	29 Business Elective
BUAD 200	MKTG 1034	3	TC	30 Business Elective
BUAD 231	MKTG 2068	3	TC	31 Business Elective
BUAD 200	MKTG 2078	3	TC	32 Business Elective
BUAD 210		3		33 Business Elective
BUAD 335	BMKT 2008	3	TC	34 Business Elective – 300 or 400 level
BUAD 344	BMKT 2077	3	TC	35 Business Elective – 300 or 400 level
BUAD 470	MKTG 2031	3	TC	36 Business Elective – 300 or 400 level
BUAD 3XX	MKTG 2005	3	CR	37 Business Elective – 300 or 400 level
BUAD 3XX	MKTG 2069	3	CR	38 Business Elective – 300 or 400 level
BUAD 3XX	MKTG 2006	3	CR	39 Business Elective – 300 or 400 level
		3		40 Business Elective – 300 or 400 level
Total Elective Credits		**60**	39	

Total Credits for BBA	**120**

EDUCATION COUNCIL BRIEFING NOTE

May 1, 2025

Agenda #: 6.4

Proposal Summary	
Subject:	Final Assessment Policy
Proposed by:	Inga Wheeler, Registrar
Submitted to:	Education Council
Implementation date:	Upon Approval

Background Statement:

In its advisory role to the Board, Education Council and its sub-committee Academic Regulations and Polices Committee (ARP) are asked to provide advice on the Final Assessment Policy to replace the Final Exam Policy in relation to the Academic Year Policy. The Final Assessment Policy is a policy approved by Education Council and the Academic Year Policy was approved by the Board at the March 11, 2025 meeting as recommended by Education Council.

A review of the Academic Year Policy and how it worked with the Final Examination Policy was conducted at an ARP Committee meeting on November 4, 2024. From the Committee's recommendations, updates were made to the Final Assessment Policy (previously the Final Examination Policy) to include more inclusive definitions of final assessments. The committee continued their review of the Final Assessment Policy at the November 18, 2024 and December 2, 2024 meetings.

At the February 3, 2025 ARP meeting the committee reviewed recommendations for the percentages outlined in section 8, End of Term Course Evaluation. The Education Council Chair asked Paul Martin, Dean, Teaching and Learning Innovations to conduct research regarding percentages for section 8 pertaining to the percentages of assessments scheduled by instructors during the last five teaching days of the semester/term and the percentages of assessments during the final assessment period. Paul Martin's proposed changes to the Final Assessment Policy are grounded in evidence-informed practice and mirror similar policies across the post-secondary sector. At the April 14, 2025 ARP meeting members supported Paul Martin's findings are recommended the approval of the Final Assessment Policy to Education Council.

Recommendation:

To receive advice from Education Council members on the proposed Final Assessment Policy to replace the Final Examination Policy.

The Registrar is requesting that members provide feedback on the Final Assessment Policy. Should Council members support the Final Assessment Policy as drafted or with non-substantive changes, a motion for approval may be made at the May meeting. Pending more substantive feedback, the document will be presented at the June 5, 2025 Council meeting for final review and approval.

Rationale:

The new Final Assessment Policy includes provisions for types of assessments more than written exams for inclusion in the scheduled assessment period (previously the examination period) with the intention of distributing the workload of students and instructors during the assessment period scheduled by the Registrar. Final Assessments have been included to clarify what types of evaluations occur during the final assessment period scheduled by the Registrar.

Paul Martin, Dean of Teaching & Learning's Research

Following a review of similar policies at 14 different colleges and universities across Canada along with scholarship on assessment, feedback, and academic integrity, it is recommended that Education Council approve the proposed changes to the Final Assessment Policy, including those proposing limits to the percentage of assessments that can occur within the last five teaching days of the semester prior to a final assessment.

Academic policies on assessment and student learning typically include stipulations that clarify expectations for both students and instructors as to the timing and weighting of final assessments of learning. Based upon a review of similar policies at 14 colleges and universities in Canada the following types of regulations are present across the sector.

1) <u>Required breaks between the submission of assessments at the end of the semester and the date of the final exam.</u>

    Every one of the institutional academic policies reviewed had a clear policy as to the timing of submission (and return) of end-of-term coursework prior to the final exam.

    Douglas College's policy states that "In the interest of planned student learning, no evaluations can be conducted in class that, individually or in combination, are worth more than 10% of the final course grade during the final 14 calendar days of classes (this 14-day period will be pro-rated for courses shorter or longer than a regular semester length)." Thompson Rivers University states that "In the last week of instruction, no on-campus course may include an examination which makes up more than fifteen percent (15%) of the student's final grade, with the exception of laboratory and Law examinations." The University of Calgary has a nearly identical policy to TRU except that their timeline is two weeks rather than one.

    The rationale for these policies is twofold: first, they help students to plan ahead and to ensure that they have ample time to prepare for their final exams, which are often more heavily weighted than other assignments in their course. Second, they also help faculty to ensure that they have ample time to grade any assignments or tests prior to when students take their final exams. This timing is crucial for student learning and feedback as it allows the student the opportunity to learn from the assessment of all submitted work prior to the completion of the final assessment.

    After discussion at the April 14, 2025 ARP meeting members suggested that a test, exam, and assessment should not exceed the same percentage during the last week of class to ensure all assessments are weighed equally. Paul Martin agreed to the change and recommended 15% percent for all assessments.

    Recommendation: That Okanagan College include in its policy a clause that states that in the last week of class instructors may not require students to complete a test, exam, or assessment worth more than 15% of the student's final grade.

2) Maximum weighting of final assessments

While the minimum and maximum weighting for final exams can vary somewhat across institutions, all of the policies consulted have clear guidelines as to how much work must be complete before the writing of final exams.

Some policies state that no assignment (final exam or otherwise) should account for more than 30-50% of a final grade. Others simply state that no final exam can be worth more than 50% of the final mark.

As scholars such as James Lang (2013) and Sarah Eaton have noted, the use of high stakes assessments such as heavily-weighted final assessments can also lead to increased academic integrity issues and have an impact on student mental health and academic performance.

Recommendation: That Okanagan College stipulate that no assessment should be worth more than 40% of the final grade, unless it is for courses or industries that may require students to demonstrate their learning through a more heavily weighted final assessment.

Supporting Materials:

Boud, D. (2013). *Enhancing Learning Through Self-assessment*. Routledge. https://doi.org/10.4324/9781315041520

Douglas College—Evaluation Policy. (n.d.). Retrieved March 31, 2025, from https://www.douglascollege.ca/sites/default/files/docs/educational-policies/Evaluation%20Policy.pdf

Eaton, S. E. (2022). Contract Cheating in Canada: A Comprehensive Overview. In S. E. Eaton & J. Christensen Hughes (Eds.), *Academic Integrity in Canada: An Enduring and Essential Challenge* (pp. 165–187). Springer International Publishing. https://doi.org/10.1007/978-3-030-83255-1_8

Fischer, J., Bearman, M., Boud, D., & Tai, J. (2023). How does assessment drive learning? A focus on students' development of evaluative judgement. *Assessment & Evaluation in Higher Education*, *0*(0), 1–13. https://doi.org/10.1080/02602938.2023.2206986

George Brown College Assessment of Student Learning Policy. (n.d.). Retrieved March 30, 2025, from https://www.georgebrown.ca/sites/default/files/policies/assessment-of-student-learning-policy.pdf

Lang, J. M. (2013). *Cheating Lessons: Learning from Academic Dishonesty*. Harvard University Press.

Policy 166: Course Management. (n.d.). Toronto Metropolitan University (TMU). Retrieved March 31, 2025, from https://www.torontomu.ca/senate/policies/course-management-policy-166/

Student Assessment Policy | Mohawk College. (2014, September 17). https://www.mohawkcollege.ca/about-mohawk/leadership-and-administration/policies/student-assessment-policy

Institutional policies reviewed:
Douglas College, George Brown College, Lethbridge Polytechnic, Mohawk College, Simon Fraser University, Sheridan College, Thompson Rivers University, Toronto Metropolitan University, University of Calgary, University of Lethbridge, University of Manitoba, University of Ottawa, University of Saskatchewan, and Western University.

- Final Assessment Policy – draft
- Final Examination Policy (link)
- Academic Year Policy (link)

Action:	
Motion Required	**No Motion Required**
☐ **Notice of Motion** ☒ **Approval** ☐ **Advice** ☐ **Referral**	☐ **Discussion/Advice** ☐ **Information**
Recommended Motion	
"THAT Education Council approves the Final Assessment Policy to replace the Final Examination Policy as presented."	

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
Inga Wheeler, Registrar	☒	☒	**11/4/2024**
Academic Regulations and Policies Committee	☒	☐	**11/4/2024**
	☒	☐	**11/18/2024**
	☒	☐	**2/3/2025**
	☒	☒	**4/14/2025**

FINAL ASSESSMENT POLICY

Policy Area:	Academic
Policy Number:	FNXPL_2402N_ED/PVPA
Policy Sponsor:	Provost and Vice-President Academic
Policy Contact:	Registrar
Stakeholders:	Students and Employees
Authority:	*College and Institute Act*
Approval Authority:	Education Council
Approval Date:	February 1, 2024
Effective Date:	September 1, 2024
Replaces:	OC Calendar - Examinations Policy / Out-of-Time Final Examinations
Last reviewed:	February 2024 Scheduled review date: February 2029

Procedures:	*None*

1. Policy Statement

Student learning is evaluated through different approaches and the College acknowledges that Final Assessments are one of the many ways in which Students can demonstrate their learning.

A Final Assessment is a summative evaluation used to measure a learner's overall understanding, skills, or competencies at the end of a course. Final Assessments can take many forms, including but not limited to written Final Examinations, Final Papers/Projects/Portfolios, and Final Presentations/Practical Assessments (hands-on or lab-based evaluations), or a combination of these methods.

The results of a Final Assessment often contribute significantly to the student's final grade or academic standing. A Final Assessment is scheduled by the Registrar during the Final Assessment Period.

2. Purpose

The purpose of this policy is to provide direction to departments, instructors, and Students on the rights and responsibilities with respect to Final Assessments and conditions around rescheduling Final Assessments.

3.   Scope and Application

This policy applies to all College courses in which there are Final Assessments at the end of the course, and where those Final Assessments are scheduled by the Registrar during the Final Assessment Time Period.

This policy also applies when determining the total value of end of term evaluations that contribute to the Student's final grade including term assignments, presentations, group projects, or any other form of evaluation scheduled in the five teaching days prior to the Final Assessment Time Period.

This policy does not apply to examinations that are administered by authorized professional governing bodies, trade licensure bodies, or industry training authorities.

4.   Definitions

Examination Reschedule	Means granting a Student, under exceptional circumstances, to write their Final Examination at a date or time other than the scheduled date and time of the examination.
Exceptional Circumstances	Means instances that are beyond a Student's control and may negatively impact a Student's academic performance.
Final Assessment	Means an assessment of Student learning that is formally scheduled during the Final Assessment Time Period by the Registrar (see also 1. Policy Statement).
Final Assessment Schedule	Means a schedule listing all Final Assessments, their date, time, duration, designated location, and assigned invigilators.
Final Assessment Time Period	Means the period during which Final Assessments are scheduled.
Final Examination	Means a written exam scheduled within the Final Assessment Time Period.
Final Grade Appeal	Means a request for a Final Grade to be reviewed or changed based on the presence of grounds for appeal and evidence supplied by the student to support their case.
Final Paper/Project/Portfolio	Means a body of work that is scheduled to be due during the Final Assessment Time Period. Often students can submit their work early.
Final Presentation/Practical Assessment	Means a group or individual presentation or practical assessment (hands-on or lab-based evaluations) scheduled during the Final Assessment Time Period.
Instructor	Means College professor, vocational instructor, or continuing education instructor.
Student	Means any person enrolled as a student at Okanagan College. For the purpose of this policy means a Student who is on the official class list.
Support Person	Means someone who can assist a Student in understanding the College's policies and procedures and help a Student identify questions that they may have throughout institutional processes.

Examples include Student Services employees, Student Association representative, elder, friend.

5.   Principles

5.1   The Final Assessment Time Period is published annually by the Registrar's Office and found at *www.okanagan.bc.ca/dates*.

5.2   Any Final Assessment scheduled during the Final Assessment Time Period, must be scheduled by the Registrar.

5.3   The Registrar is responsible to prepare the Final Assessment Schedule with the primary goal of ensuring the minimum number of schedule conflicts for Students.

5.4   Students are required to write or complete Final Examinations or Final Presentations/Practical Assessments at the time, date, and designated examination location indicated on the Final Assessment Schedule. Students should be aware that these may be scheduled on days and times that differ from regular class schedules, including evenings and weekends.

5.5   Subject to an Instructor's discretion and specific exam protocols, students are expected to begin the Final Examinations on time and latecomers will not be admitted after thirty (30) minutes. Students who arrive late for a Final Examination are not allowed additional time. Students may not leave the Final Examination setting within the first 30 minutes or the final thirty (30) minutes of the examination period.

5.6   Student requirements for Final Presentations/Practical Assessments are outlined by the Instructor and/or their department.

5.7   Final Papers/Projects/Portfolios that are scheduled by the Registrar during the Final Assessment Time Period, can generally be submitted earlier by Students to their Instructors up to the scheduled date and time.

6.   Rescheduling

In the event of an Exceptional Circumstance that meets the criteria outlined below, Students may apply to write or complete a Final Examination or Final Presentation/Practical Assessment at a time other than the scheduled time using the *Request For Out-Of-Time Assessment form*. For Final Papers/Projects/Portfolios, Students must speak with their Instructor directly Requests must be received in advance of the assessment.

Criteria:

6.1   Assessments Schedule Conflict:

a)   two or more Final Assessments scheduled at the same time;

b)   three or more Final Assessments scheduled within a 24-hour period; or

c)   insufficient time to travel between campuses for the purpose of writing or completing Final Examinations or Presentations/Practical Assessments.

6.2   Unforeseen Circumstances:

a)   Medical/Health: Student has been injured, or hospitalized or is under the care of a health or care professional/practitioner for a condition which prevents the Student from writing or completing Final Examinations or Presentations/Practical Assessments at the scheduled time.

b) Compassionate Reasons: a death, serious illness or injury of a member of the Student's immediate family, or other emergency situations.

c) Legal Obligations which include but are not restricted to jury duty or court appearances.

6.3 The Final Assessment Schedule conflicts with a recognized religion and spiritual days practiced by the Student.

6.4 The Final Assessment Schedule conflicts with Student participation in competitions (International, National, Provincial level), College-approved student competitions/events, and/or extraordinary employment opportunity (i.e confirmation of a job overseas).

6.5 At the discretion of the Program Dean/Director, or designate, consideration or alternative arrangements may also be given for other unforeseen events beyond the Student's control.

7. Assessment Papers and Documentation

7.1 Final Assessment papers and documentation including Instructor notes will be destroyed after a period of no less than one year.

7.2 In the event of a Final Grade Appeal, all Final Assessment papers and documentation will be retained by the College for twelve (12) months beyond the resolution of the appeal and will be destroyed after such date.

8. End of Term Course Evaluation

8.1 The College recognizes that the results of Final Assessments may contribute significantly to a Student's final grade and academic standing. Therefore, Students shall not be required to complete any other test exam, or other assessment which contributes more than fifteen percent (15%) toward the final grade in a course during the last five teaching days of the semester/term as outlined in the Academic Year schedule created by the Registrar based on the *Academic Year Policy*.

8.2 No assessments shall have an assigned due date in the period between the end of the semester/term and the beginning of Final Assessment Time Period.

8.3 Cumulatively, any combination of assessments during the last five teaching days of the semester/term and during the exam period, cannot exceed forty percent (40%) of the final grade, unless it is for courses or industries that may require students to demonstrate their learning through a more heavily weighted final assessment.

8.4 Section 8.1 does not apply to laboratory examination or field courses and other courses whose schedules do not match that of the regular timetable, whether summer session or regular term.

8.5 Section 8.1. does not apply ongoing participation marks and self-assessments completed by the students.

9. Related Acts and Regulations

None.

10. Supporting References, Policies, Procedures and Forms

Academic Year Policy
Grading Practices (Grading Policy under review)
Accessibility Academic Accommodation for Students Policy
Final Grade Appeal Policy

History / Revisions

Date	Action
2025-XX-XX	
	Final Assessment Policy
2024-02-01	Approved by Education Council: *Final Examination Policy (FNXPL_2402N_ED/PVPA)*
	Replaces OC Calendar - Examinations Policy / Out-of-Time Final Examinations

EDUCATION COUNCIL BRIEFING NOTE

May 1, 2025

Agenda #: **6.5**

Proposal Summary	
Subject:	Education Council Meeting Schedule
Proposed by:	Jillian Garrett, Education Council Chair
Submitted to:	Education Council
Implementation date:	Upon Approval

Background Statement:

At the January 9, 2025 Education Council meeting members approved the revised Education Council Bylaws that state Education Council will establish the date, time, and location of Regular Meetings by resolution. Education Council also approved the terms of reference for the Integrated Curriculum Proposal Review Committee (ICPR) and the Academic Governance Committee (AGC) at the March 6, 2025 Education Council meeting.

The Education Council Chair is proposing the September 2025 to December 2026 meeting schedule, with meetings scheduled for Thursdays at 3:00p.m. to provide consistent dates and timing. The ICPR meetings are proposed for the first Thursday of the month, followed by the AGC and Education Council meetings on the second and third Thursdays of the month, respectively.

Recommendation:

The Education Council Chair is requesting that members provide feedback on the Education Council meeting schedule from September 2025 to December 2026. Should Council members support the meeting schedule as drafted or with non-substantive changes, a motion for approval may be made at the May meeting. Pending more substantive feedback, the meeting schedule will be revised and presented at the June 5, 2025 Council meeting for final review and approval.

Rationale:

The proposed meeting schedule for the Education Council and its sub-committees is structured to improve the efficiency of Council's operations and help members plan their schedules in advance.

The schedule allows for a two-week period between the ICPR and Education Council meetings to ensure that proposers have sufficient time to make any non-substantive revisions prior to issuing the agenda for that month's Education Council meeting. As Council work delegated to the AGC is generally less time-sensitive to implement than curriculum proposals, these meetings are scheduled one week prior to the Education Council meetings. This scheduling approach will allow for flexibility in prioritizing agenda items that move through each Committee to Education Council based on their urgency and importance.

The Education Council workplan is being developed and will align with the schedule. The schedule and workplan will include strategy and professional development sessions in September, December, and June. These sessions are intended to provide opportunities for members to engage in long-term strategic

planning and aligning the Council's activities with its strategic goals. Designating meetings for strategy and professional development topics will allow members to contribute more effectively, and to derive additional value from their roles on Education Council.

Supporting Materials:

- Okanagan College Education Council Meeting Schedule

Action:					
Motion Required				**No Motion Required**	
☐ **Notice of Motion**	⊠ **Approval**	☐ **Advice**	☐ **Referral**	☐ **Discussion/Advice**	
				☐ **Information**	
Recommended Motion					
Motion: "THAT the Education Council approve the Okanagan College Education Council September 2025 to December 2026 Meeting Schedule as presented."					

Consultation History:			
Group/Individual, Title	**Reviewed**	**Recommended**	**Date**
Jillian Garrett, Education Council Chair	⊠	⊠	4/15/25

Okanagan College Education Council Meeting Schedule

September 2025 – December 2026

Month	Committee Meetings			Education Council (submissions due)	Board
Regular Meetings (unless otherwise specified)	Meeting / Submission Dates	Integrated Curriculum	Academic Governance		
Time		3:00 – 6:30pm	3:00 – 5:00pm	3:00 – 6:00pm	
2025					
September (Strategy)	**Meeting**	Thu, Sep 4, 2025 virtual	Thu, Sep 11, 2025 virtual	**Thu, Sep 18, 2025 Kelowna**	**Tue, Dec 9, 2025**
	Proposals due	*Thu, Aug 21, 2025*	*Thu, Aug 28, 2025*	*Thu, Sep 4, 2025[1]*	
October	**Meeting**	Thu, Oct 2, 2025 virtual	Thu, Oct 9, 2025 virtual	**Thu, Oct 16, 2025 Vernon**	
	Proposals due	*Thu, Sep 18, 2025*	*Thu, Sep 25, 2025*	*Thu, Oct 2, 2025*	
November	**Meeting**	Thu, Nov 6, 2025 virtual	Thu, Nov 13, 2025 virtual	**Thu, Nov 20, 2025 Kelowna**	
	Proposals due	*Thu, Oct 23, 2025*	*Thu, Oct 30, 2025*	*Thu, Nov 6, 2025*	
December (Strategy / Professional Development)	**Meeting**	Thu, Dec 4, 2025 virtual	*No Meeting*	**Thu, Dec 11, 2025 virtual**	**Tue, Mar 3, 2026**
	Proposals due	*Thu, Nov 20, 2025*		*Thu, Nov 27, 2025[1]*	
2026					
January	**Meeting**	Thu, Jan 8, 2026 virtual	Thu, Jan 15, 2026 virtual	**Thu, Jan 22, 2026 virtual**	
	Proposals due	*Thu, Dec 18, 2025*	*Mon, Dec 29, 2025*	*Thu, Jan 8, 2026*	
February	**Meeting**	Thu, Feb 5, 2026 virtual	Thu, Feb 12, 2026 virtual	**Thu, Feb 19, 2026 virtual**	
	Proposals due	*Thu, Jan 22, 2026*	*Thu, Jan 29, 2026*	*Thu, Feb 5, 2026*	
March	**Meeting**	Thu, Mar 5, 2026 virtual	*No Meeting*	**Thu, Mar 12, 2026 Kelowna**	*May 2026 Date TBD*
	Proposals due	*Thu, Feb 19, 2026*		*Thu, Feb 26, 2026*	
April	**Meeting**	Thu, Apr 2, 2026 virtual	Thu, Apr 9, 2026 virtual	**Thu, Apr 16, 2026 Kelowna**	
	Proposals due	*Thu, Mar 19, 2026*	*Thu, Mar 26, 2026*	*Thu, Apr 2, 2026*	
May	**Meeting**	Thu, May 7, 2026 virtual	Thu, May 14, 2026 virtual	**Thu, May 21, 2026 Salmon Arm**	*September 2026 Date TBD – awaiting Board schedule*
	Proposals due	*Thu, Apr 23, 2026*	*Thu, Apr 30, 2026*	*Thu, May 7, 2026*	
June (Strategy)	**Meeting**	Thu, Jun 4, 2026 virtual	*No Meeting*	**Thu, Jun 18, 2026 Penticton**	
	Proposals due	*Thu, May 21, 2026*		*Thu, Jun 4, 2026[1]*	

For approval through December 2026

[1] Only urgent proposals, as determined by the Education Council Chair will be presented at Education Council Strategy and Professional Development Meetings.

Month		Committee Meetings		Education Council (submissions due)	
	Meeting / Submission Dates	Integrated Curriculum	Academic Governance		
	Time	3:00 – 6:30pm	3:00 – 5:00pm	3:00 – 6:00pm	
2026					
September (Strategy)	**Meeting**	Thu, Sep 10, 2026 virtual	Thu, Sep 17, 2026 virtual	**Thu, Sep 24, 2026 Kelowna**	
	Proposals due	*Thu, Aug 27, 2026*	*Thu, Sep 3, 2026*	*Thu, Sep 10, 2026[1]*	
October	**Meeting**	Thu, Oct 1, 2026 virtual	Thu, Oct 8, 2026 virtual	**Thu, Oct 15, 2026 Vernon**	*Date TBD – awaiting Board schedule*
	Proposals due	*Thu, Sep 17, 2026*	*Thu, Sep 24, 2026*	*Thu, Oct 1, 2026*	
November	**Meeting**	Thu, Nov 5, 2026 virtual	Thu, Nov 12, 2026 virtual	**Thu, Nov 19, 2026 Kelowna**	
	Proposals due	*Thu, Oct 22, 2026*	*Thu, Oct 29, 2026*	*Thu, Nov 5, 2026*	
December (Strategy / Professional Development)	**Meeting**	Thu, Dec 3, 2026 virtual	*No Meeting*	**Thu, Dec 10, 2026 virtual**	
	Proposals due	*Thu, Nov 19, 2026*		*Thu, Nov 26, 2026[1]*	

[1] Only urgent proposals, as determined by the Education Council Chair will be presented at Education Council Strategy and Professional Development Meetings.