

**Attendance** (virtual\*)*Draft minutes approved September 18, 2025***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 (Regional Faculty, Central Okanagan)
- Leanne Mallory (Vice Chair) (North Okanagan)
- Eva Gavaris (South Okanagan)

## Students:

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

**Regrets**

- Neil Fassina, President
- Rhea Dupuis, Director Indigenous Relations & Reconciliation
- Bryan White (Shuswap Revelstoke)
- Michelle Somerville (Support Staff)

## Educational Administrators:

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

## Non-voting:

- Inga Wheeler, Registrar
- Cindy Battersby (Board of Governors)

## Recording:

- Elaine Booi, Governance Administrator

**Guests**

## Presenting:

- Danielle Robinson (School of Business)\*
- Tania Rutt (School of Business)\*
- Warren Edis (Trades & Apprenticeship)\*
- Paul Martin, Dean, Teaching and Learning Innovations\*
- Jake Kennedy (English Department Chair)\*

## Observing:

- Wendy Wheeler (Kinesiology)
- Halia Valladares, Dean, Science & Technology\*
- Joe Baker, Dean, School of Business\*

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

**1. CALL TO ORDER**

Quorum was established and the meeting called to order at 3:31p.m.

**2. ACKNOWLEDGEMENT**

J. Ragsdale provided a land acknowledgement.

**3. DECLARATION OF CONFLICT**

J. Garrett asked members if they had any declarations of conflict. D. Marques and K. Brochu noted that they will abstain from voting on items 6.2.i and 6.2.ii because the items are from their department.

Topic	Action
<p><b>4. APPROVAL OF AGENDA</b> <i>Motion: THAT Education Council approves the June 5, 2025 agenda and thereby approves the consent agenda as presented.</i></p> <p><b>S. Johnston</b></p> <p>4.1. Consent Agenda</p> <p>i. Education Council Minutes – May 1, 2025 Members requested the removal of ENGL 100, CHEM 118, and CHEM 218 from the consent agenda. J. Garrett moved the items to section 7, Other Business &amp; Business Arising from Consent Agenda for further discussion.</p> <p>ii. Course revisions:</p> <p>a) <a href="#">CHEM 128 Water Chemistry</a> <i>Motion: THAT Education Council approves the course revisions for CHEM 128 Water Chemistry as presented.</i></p> <p>b) <a href="#">CHEM 225 Introduction to Analytical Chemistry for WET</a> <i>Motion: THAT Education Council approves the course revisions for CHEM 225 Introduction to Analytical Chemistry for WET as presented.</i></p> <p>c) <a href="#">COSC 224 Projects in Computer Science</a> <i>Motion: THAT Education Council approves the course revisions for COSC 224 Projects in Computer Science as presented.</i></p>	<p><b>CARRIED</b></p>

## 5. BUSINESS ARISING

### Policy

#### 5.1. Final Assessment Policy

I. Wheeler presented revisions to the Final Assessment policy. The policy was sent back to the Academic Regulations and Policy committee after the May 1, 2025 Education Council meeting. The committee reviewed feedback from each portfolio and discussed revisions to the policy. I. Wheeler noted that section 8.3 was removed with plans for further discussion and capstone courses were added as an exception to 8.1.

*K. Riley joined the meeting at 3:39p.m.*

J. Garrett noted that the Final Assessment policy feedback survey was sent to all portfolio Deans and Associate Deans for distribution among faculty and instructors. A member inquired if the School of Business received the feedback survey and J. Garret confirmed that responses were received from the School of Business portfolio.

A member asked for clarification around the policy review schedule, and it was noted that a review of the Final Examination policy was triggered by the review of the Academic Calendar policy.

Members discussed the revisions to the policy and noted that if the Registrar's Office schedules all final assessments there will be fewer scheduling conflicts because all types of assessments will be accounted for when scheduling. A member noted that the last week of classes is a stressful time for students and the Final Assessment policy can help mitigate

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

student's stress. Members also discussed grade submission deadlines and student-centered approaches when setting up their assignments.

A member noted one grammar error in the policy.

Members continued discussion of Final Assessment policy noting benefits to completing final assessments in the same classroom as their lectures. I. Wheeler noted that faculty and instructors may make a request to the Registrar's Office if they have specific scheduling needs.

Members did not have any further questions or comments regarding the Final Assessment policy.

*Motion: **THAT Education Council approves the Final Assessment Policy to replace the Final Examination Policy as recommended by the Academic Regulations and Policy Committee and as presented.***

**S. Johnston**

J. Garrett noted that I. Wheeler will send information about the revisions to the Final Assessment policy soon.

*H. Valladares joined the meeting at 3:52p.m.*

*P. Martin left the meeting at 3:52p.m.*

**CARRIED**

## 6. NEW BUSINESS

### Business

6.1. Program Revision:

[Tourism Management Diploma \(TOURMG\)](#)

D. Robinson noted revisions to the Tourism Management Diploma that include the removal of the co-op component as a requirement because many students are faced with barriers when attempting to complete a co-op placement. D. Robinson also outlined revisions to the tourism sector study to improve registration logistics.

I. Wheeler clarified that the note in the program description about Fall 2025 admission intake for the diploma is not approved by Education Council. The note is for registration purposes only.

Members did not have any questions or comments regarding the Tourism Management Diploma.

*Motion: **THAT Education Council approves the revised program: Tourism Management Diploma (TOURMG) for recommendation to the Board of Governors and thereby approves the following new courses:***

- [TOUR 200A Tourism Sector Study A](#)
- [TOUR 200B Tourism Sector Study B](#)

**B. Ridgeley**

*J. Baker, D. Robinson & T. Rutt left the meeting at 3:59p.m.*

**CARRIED**

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

Trades

6.2. New Programs and Courses:

i. [Solar Photovoltaic Systems Introduction & Installation Micro Credential \(MCSPS\)](#)

W. Edis presented the new program Solar Photovoltaic Systems Introduction and Installation Micro Credential to members noting that federal funding was received to start the program as a pilot project this year. W. Edis emphasized the growing solar industry and demand for this program.

A member asked if this the program is accredited for national standards. W. Edis noted that the program meets the needs of national standards and an application will be completed for accreditation in the future. Another member asked if the program will be offered at all Okanagan College campuses and W. Edis confirmed that the program will be offered at all campuses as there has been a lot of interest.

I. Wheeler noted that it is not normal practice to include course descriptions within the program description and W. Edis agreed to remove the course descriptions.

Members did not have any further questions or comments regarding the proposal.

D. Marques and K. Brochu noted that they will abstain from the motion.

***Motion: THAT Education Council approves the new program: Solar Photovoltaic Systems Introduction & Installation Micro Credential (MCSPS) for recommendation to the Board of Governors and thereby approves the following new courses:***

- [RENW 100 Introduction to Clean Energy Technologies](#)
- [SOLA 100 Introduction to Solar Photovoltaic Systems](#)
- [SOLA 110 Solar Photovoltaic System Installation](#)

**S. Johnston**

**CARRIED**

ii. [Solar Photovoltaic Systems for Professionals Micro Credential \(MCSEI\)](#)

W. Edis presented the new program Solar Photovoltaic Systems for Professionals Micro Credential noting that students may enroll in the program if they complete the Solar Photovoltaic Systems Introduction and Installation Micro Credential and are a Red Seal Technician.

S. Lenci asked for clarification around the costing of the program noting that the number of hours vary for each course but the cost per course remains the same. W. Edis clarified the equipment needed and delivery format of each course to explain the cost. W. Edis also noted that more equipment will be purchased when the funding is received.

I. Wheeler noted that the program description for both Solar Photovoltaic Systems Introduction and Installation Micro Credential and Solar Photovoltaic Systems for Professionals Micro Credential are the same. Members suggested adding a sentence to the Solar Photovoltaic Systems for Professionals Micro Credential indicating that applicants must be Red Seal Technicians and W. Edis agreed to make the changes. W. Edis will also remove the course descriptions from the calendar descriptions. J. Garrett requested that W. Edis bring the programs back to Education Council in the fall to update the program descriptions further.

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

A member asked I. Wheeler if there are differences between admission and program requirements and how the Registration Office knows if an applicant is a Red Seal Technician. I. Wheeler noted that the Trades and Apprenticeship Dean's Office looks up certifications when an applicant requires specific trades certifications.

A member asked if sustainable building technologies was consulted during the program development and W. Edis confirmed that they were consulted.

Members did not have any further questions or comments regarding the proposal.

D. Marques and K. Brochu noted that they will abstain from the motion.

**Motion: THAT Education Council approves the new program: Solar Photovoltaic Systems for Professionals Micro Credential (MCSEI) for recommendation to the Board of Governors and thereby approves the following new courses:**

- [SOLA 116 Solar Photovoltaic Trouble Shooting & Maintenance](#)
- [SOLA 120 Solar Photovoltaic System Electrical Interconnections](#)

**S. Kaur**

**CARRIED**

*W. Edis left the meeting at 4:30p.m.*

Governance

6.3. Education Council Annual Workplan 2025-2026

J. Garrett presented the annual workplan to council noting that strategy, professional development, and planning sessions were included.

I. Wheeler suggested recruiting for Education Council positions in February and holding the elections in March. J. Garrett agreed and the workplan was updated.

Members expressed positive feedback and did not have any further questions or comments.

**Motion: THAT Education Council approves the Education Council Annual Workplan 2025-2026 as presented.**

**M. Martin**

**CARRIED**

*J. Garrett called for a recess at 4:37p.m.*

*H. Valladares, D. Marques, and K. Brochu left the meeting at 4:38p.m.*

*J. Garrett called the meeting back to order at 5:00p.m.*

6.4. Standing Committee Membership

J. Garrett presented the standing committee membership recommendation and asked council members if they had any feedback.

Members discussed the quality of proposals that ICPR will receive, and J. Garrett noted that Deans are receiving an expectations document outlining proposal requirements before ICPR review.

*J. Kennedy joined the meeting at 5:02p.m.*

Members did not have any further questions or comments.

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

*Motion: THAT the Education Council approve the Education Council Standing Committee Membership as presented.*

**S. Kaur**

**CARRIED**

## 6. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

i. [ENGL 100 University Writing](#)

J. Kennedy noted that the revisions to ENGL 100 ensure direct equivalency between Okanagan College and UBCO. A member asked for clarification on the course prerequisites noting the removal of mature student status limiting access to the course. I. Wheeler noted that Kuali does not allow for hyperlinks and a link to alternative courses would not be possible. Members discussed how to improve clarity regarding prerequisites for mature students and I. Wheeler noted that this is an issue across courses and she will investigate better practice.

*Motion: THAT Education Council approves the course revisions for ENGL 100 University Writing as presented.*

**S. Kaur**

**CARRIED**

*J. Kennedy left the meeting at 5:20p.m.*

ii. [CHEM 118 Introductory Chemistry for Water Engineering Technology](#)

A member asked for clarification about the prerequisites for CHEM 118. The previous minutes from the Science and Technology CPRC meeting were reviewed during the meeting and it was confirmed that admitted to WET should be the only prerequisite.

*Motion: THAT Education Council approves the course revisions for CHEM 118 Introductory Chemistry for Water Engineering Technology as amended.*

**M. Martin**

**CARRIED**

iii. [CHEM 218 Applications of Environmental Chemistry](#)

A member asked for clarification around the prerequisites for CHEM 218 noting that the two groups of prerequisites could be confusing for students.

*H. Valladares joined the meeting at 5:22p.m.*

H. Valladares confirmed that the first set of prerequisites are intended for WET students and the second are for students enrolled in science and other programs. Members agreed to adjust the prerequisite listings to indicate which set is intended for each student group.

*Motion: THAT Education Council approves the course revisions for CHEM 218 Applications of Environmental Chemistry as amended.*

**S. Johnston**

**CARRIED**

*H. Valladares left the meeting at 5:29p.m.*

## 7. REPORTS

### 8.1 Education Council Chair

J. Garrett noted that she attended the spring Provincial Academic Governance committee meeting and shared several updates. One institution is establishing an expectation that

Topic	Action
<p>Education Council members are educated on Indigenous frameworks. J. Garrett suggested that council could consider hosting a professional development session on Indigenous frameworks. J. Garrett also noted that another institution engaged in discussions around the approval of delivery modes for courses, debating whether asynchronous and synchronous formats can achieve the same learning outcomes. Members discussed concerns regarding course delivery modes.</p>	
<p>J. Garrett announced that Okanagan College will host the Provincial Academic Governance committee in May 2026. It was also noted that this meeting marks the final regular meeting for E. Gavaris and S. Johnston. Starting in the fall, Education Council meetings will move to the third Thursday of each month.</p>	
<p>8.2 Academic Regulations &amp; Policies Committee</p>	
<p>J. Garrett noted that the ARP Committee met in May to discuss the Final Assessment policy and that the June ARP Committee meeting was cancelled.</p>	
<p>8.3 Provost and Vice President Academic</p>	
<p>S. Lenci noted that work is being done to support conversations where definitions are not provided. S. Lenci is also looking at the process for program design and is working with Continuing Studies to discuss the possibility of laddering micro credentials to degrees. For example, can a diploma be received by a student in Trades that allows them to continue their education to complete a degree in business.</p>	
<p>S. Lenci also noted that she attended UBCO's graduation ceremony and Okanagan College's convocations start Saturday.</p>	
<p>8.4 Registrar</p>	
<p>I. Wheeler noted that nominations are open for the Support Staff Education Council seat. I. Wheeler also noted that there will be updates to Kualii this summer.</p>	
<p>8.5 Board of Governors</p>	
<p>C. Battersby noted the next meeting Board meeting will be a strategy session and Board members will attend the spring convocation ceremonies. C. Battersby also noted that she requested to remain the Education Council Board representative.</p>	

## 9. ADJOURNMENT

The meeting was adjourned at 6:01p.m.

---