



Okanagan College Education Council

Strategy Meeting Agenda

Thursday, September 18, 2025

Kelowna Campus (S103B)

3:00 – 6:00p.m.

[Link to Kuali Resources](#)

Okanagan College respectfully acknowledges that the Penticton, Kelowna and Vernon campuses are located on the lands of the Syilx Okanagan People and the Salmon Arm campus is located on the lands of the Secwépemc People. We honour our relations and hold up their knowledge, welcoming all to our house of learning.

Topic	Action	Presenter	Attached	Pages
1. CALL TO ORDER		J. Garrett		
2. ACKNOWLEDGEMENT		J. Garrett		
3. DECLARATION OF CONFLICT		J. Garrett		
4. APPROVAL OF AGENDA <i>Recommended Motion: THAT Education Council approves the September 18, 2025 agenda and thereby approves the consent agenda as presented.</i>	Approval	J. Garrett		2
4.1 Consent Agenda				
i. Education Council Regular Meeting Minutes – June 5, 2025	<i>Approved with motion for agenda as above</i>		Minutes	3-9
ii. Education Council Special Meeting Minutes – June 19, 2025			Distributed via email	-
5. NEW BUSINESS				
School of Business				
5.1 Program Revisions				
i. Commercial Aviation Diploma <i>Recommended Motion: THAT Education Council approves the revised program: Commercial Aviation Diploma for recommendation to the Board of Governors.</i>	Approval	D. Robinson	Kuali	-
ii. Commercial Helicopter Pilot Certificate <i>Recommended Motion: THAT Education Council approves the revised program: Commercial Helicopter Pilot Certificate for recommendation to the Board of Governors.</i>	Approval	D. Robinson	Kuali	-
Governance				
5.2 AGC & ICPR Terms of Reference - Updated Committee Membership <i>Recommended Motion: THAT the Education Council approve the revised Okanagan College Education Council Academic Governance Committee Terms of Reference as presented.</i> <i>Recommended Motion: THAT the Education Council approve the revised Okanagan College Education Council Integrated Curriculum Proposal Committee Terms of Reference as presented.</i>	Approval	J. Garrett	Briefing	10-16

Topic	Action	Presenter	Attached	Pages
<i>Recommended Motion: THAT the Education Council approve the Education Council Standing Committee Membership as presented.</i>				
5.3 Appointment Timelines – Student Council Members <i>Recommended Motion: BE IT RESOLVED that Education Council recommends to the Registrar the posting of the Fall 2025 election cycle for two student representatives for a 9-month cycle with terms of office concluding on July 31, 2026.</i> <i>Recommended Motion: BE IT RESOLVED that Education Council recommends to the Registrar set the start date for the term of office for all elected Education Council members as August 1st.</i>	Approval	J. Garrett	Briefing	17-19
5.4 ICPRC Curriculum Development Expectations Checklist	Discussion/Advice	J. Garrett	Briefing	20-27
6. REPORTS				
6.1 Education Council Chair	Information	J. Garrett	Verbal	-
6.2 Academic Governance Committee	Information	J. Garrett	Verbal	-
6.3 Integrated Curriculum Proposal Review Committee	Information	J. Garrett	Verbal	-
6.4 Provost and Vice President Academic	Information	S. Lenci	Verbal	-
6.5 Registrar	Information	I. Wheeler	Verbal	-
Strategy				
6.6 Program Mapping, Program Vitality, & Budget	Information/ Discussion	S. Lenci	Verbal	-
6.7 Professional Development & Strategy Planning	Discussion/Advice	J. Garrett	Briefing	28-30
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
8. ADJOURNMENT				

Attendance *(virtual*)*
Draft Minutes for Approval 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
4. APPROVAL OF AGENDA <i>Motion: THAT Education Council approves the June 5, 2025 agenda and thereby approves the consent agenda as presented.</i> S. Johnston	CARRIED
4.1. Consent Agenda	
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 & Business Arising from Consent Agenda for further discussion.	
ii. Course revisions:	
a) CHEM 128 Water Chemistry <i>Motion: THAT Education Council approves the course revisions for CHEM 128 Water Chemistry as presented.</i>	
b) CHEM 225 Introduction to Analytical Chemistry for WET <i>Motion: THAT Education Council approves the course revisions for CHEM 225 Introduction to Analytical Chemistry for WET as presented.</i>	
c) COSC 224 Projects in Computer Science <i>Motion: THAT Education Council approves the course revisions for COSC 224 Projects in Computer Science as presented.</i>	

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
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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
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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
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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
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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 & 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.



EDUCATION COUNCIL BRIEFING NOTE

September 18, 2025

Agenda #: 5.2

Proposal Summary

Subject:	AGC & ICPR Terms of Reference - Updated Committee Membership
Proposed by:	Jillian Garrett, Education Council Chair
Submitted to:	Education Council
Implementation date:	Upon Approval

Background Statement:

At its March 6, 2025 meeting, the Education Council approved the terms of reference for two of its standing committees: the Academic Governance Committee (AGC) and the Integrated Curriculum Proposal Review Committee (ICPRC).

The Committees were established on June 5, 2025, ahead of the Fall 2025 implementation date for the new governance structure. In the process of determining the committee membership including new Education Council members with terms starting August 1st, it was noted that the membership in the current terms of reference does not support participation by all Council members. Specifically, the roles of the Education Council Chair and the Provost & Vice President were included in the maximum number of committee members and only half of student members were able to serve on a committee due to the number of positions available. The proposed revision to the membership of each committee allows for the equal distribution of members from each group represented on the Council.

Recommendation:

It is recommended that the Education Council reviews and approves the revisions to the membership for the AGC and ICPR Committees by approving their Terms of Reference. The proposed changes include:

- increasing the maximum membership for each committee by two members;
- adjusting the number of each representative group to reflect the distribution of Council;
- adding clarifying language to reflect that the Education Council Chair and Provost and Vice President are not counted towards the representative groups as they are already eligible for the Committee through their positions;
- To the ICPRC: adding a designate option to the Provost & Vice President member seat; and
- To the AGC: adding the Dean of Students (or designate) as a Designated Resource Person.

Following approval of the Terms of Reference, Education Council will be asked to approve the committee membership to accommodate the new members on Council to the standing committees under the revised membership.

Rationale:

The proposed clarifying language around the membership increase and ex-officio positions reflects the membership distribution on Council, allowing all Council members to participate and contribute to the Council’s governance processes. It also allows the Provost and Vice President the ability to delegate their seat on the ICPRC to another Council member.

Adding the Dean, Students (or delegate) to the AGC membership as a Designated Resource Person would provide the AGC with subject-matter expertise in student support and academic success strategies as it relates to policies and academic standards.

Supporting Materials:

- Revised Academic Governance Committee Terms of Reference (attached)
- [Academic Governance Committee Terms of Reference](#) (linked)
- Revised Integrated Curriculum Proposal Review Committee Terms of Reference (attached)
- [Integrated Curriculum Proposal Review Committee Terms of Reference](#) (linked)

Action:	
<p><u>Motion Required</u></p> <p><input type="checkbox"/> Notice of Motion <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral</p>	<p><u>No Motion Required</u></p> <p><input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information</p>
Recommended Motion	
<p>Motion: “THAT the Education Council approve the revised Okanagan College Education Council Academic Governance Committee Terms of Reference as presented.”</p> <p>Motion: “THAT the Education Council approve the revised Okanagan College Education Council Integrated Curriculum Proposal Committee Terms of Reference as presented.”</p> <p>Motion: “THAT the Education Council approve the Education Council Standing Committee Membership as presented.”</p>	

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
Jillian Garrett, Education Council Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/11/25

Terms of Reference

Academic Governance Committee

Education Council

March 2025

Purpose

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

Membership

The Committee shall have a maximum of twelve (12) voting members appointed by the Council comprised of:

- A minimum of three (3) to a maximum of five (5) members selected from elected Faculty/Instructor members on the Council
- One member selected from elected Support Staff on the Council
- A minimum of One member selected from elected Students on the Council
- A minimum of One member from the appointed Educational Administrator members on the Council

In addition, the following shall be members of the Committee and not be included as representative of the groups above:

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

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

- Registrar (ex officio)

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

Designated Resource Persons

The Committee is supported by:

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

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

Meetings

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

Voting at Committee Meetings

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

Duties and Responsibilities

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

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

Accountability

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

Review

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

Review History

Date	Action
2024-03-06	New Terms of Reference Approved by the Okanagan College Education Council: <i>Academic Governance Committee Terms of Reference</i>

Terms of Reference

Integrated Curriculum Proposal Review Committee

Education Council

March 2025

Purpose

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

Membership

The Committee shall have a maximum of ~~ten~~twelve (12) voting members appointed by the Council comprised of:

- A minimum of three (3) to a maximum of five (5) members selected from elected Faculty/Instructor members on the Council
- One member selected from elected Support Staff on the Council
- A minimum of One member selected from elected Students on the Council
- A minimum of One member from the appointed Educational Administrator members on the Council

In addition, the following shall be members of the Committee and not be included as representative of the groups above:

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

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

- Registrar (ex officio)

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

Designated Resource Persons

The Committee is supported by:

- Governance Administrator

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

Meetings

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

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

Voting at Committee Meetings

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

Duties and Responsibilities

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

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

Accountability

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

Review

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

Review History

Date	Action
2025-03-06	New Terms of Reference Approved by the Okanagan College Education Council: <i>Integrated Curriculum Proposal Review Committee Terms of Reference</i>



Okanagan College Education Council Committee Membership

Name	Representing	Membership	AGC	Committees		Integrated Curriculum Proposal Review
				Academic Governance	ICPR	
Jillian Garrett	Faculty / Program	Council Chair	1	Member (X)	1	Member (X)
Samantha Lenci	Education Administrator	Appointed (Provost)	2	Member (X)	2	Member (X)
Morgan Martin	Faculty / Program	Council Vice Chair	3	Member (F)		
Chris Newitt	Education Administrator	Appointed			3	Member (ED)
Paul Martin	Education Administrator	Appointed				Member (ED)
Joan Ragsdale	Education Administrator	Appointed	4	Member (ED)		
Brenda Ridgeley	Faculty / Program	Elected			4	Member (F)
Vacant	Faculty / Program	Elected				
Chris Torrie	Faculty / Program	Elected			5	Member (F)
Kelly Brochu	Faculty / Program	Elected	5	Member (F)		
Bryan White	Faculty / Region	Elected	6	Member (F)		
Claude Hurtubise	Faculty / Region	Elected			6	Member (F)
Leanne Mallory	Faculty / Region	Elected			7	Member (F)
Wendy Wheeler	Faculty / Region	Elected	7	Member (F)		
Vacant	Student	Elected				
Samreet Kaur	Student	Elected			8	Member (ST)
Shirelle Nickoli	Student	Elected	8	Member (ST)		
Sara Delgado	Student	Elected		TBD		TBD
Michelle Somerville	Support	Elected			9	Member (SU)
Vivan Moretti	Support	Elected	9	Member (SU)		
Inga Wheeler	Non-voting	Non voting		Non voting		Non voting

= New members for approval: September 18, 2025



EDUCATION COUNCIL BRIEFING NOTE

September 18, 2025

Agenda #: 5.3

Proposal Summary

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

Background Statement:

At its March 6, 2025 meeting, the Education Council passed a motion recommending that the Registrar post two vacant student representative seats for a trial term running from August 1, 2025, to July 31, 2026. The Registrar held elections for the North Okanagan and South Okanagan Similkameen student representative seats, and both were successfully filled.

Currently, the Central and North Okanagan student representative seats follow a term cycle from November 1, 2024, to October 31, 2025. Student representatives' elections typically conclude in October which results in newly elected students attending their first meeting in November while the remainder of Council attends their first regular Education Council meeting in September as their terms begin on August 1st.

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

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

Recommendation:

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

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

Align the two student member terms ending on October 31, 2025. Elections for the two student positions would be fully aligned in Spring 2026.

For this option the Council would pass a resolution to hold a fall 2025 election for the two student positions on Education Council to start November 1, 2025 to July 31, 2026 for a 9-month term. Education Council would also pass a resolution to set the start date for the term of office for all elected members as August 1st.

Rationale:

College and Institute Act

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

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

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

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

Supporting Materials:

- [Election Rules](#) (link)
- [College and Institute Act](#) (link)

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

Consultation History:			
Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett – Education Council Chair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/10/25



EDUCATION COUNCIL BRIEFING NOTE

September 18, 2025

Proposal Summary

Subject:	ICPRC Curriculum Development Expectations Checklist
Proposed by:	Jillian Garrett, Education Council Chair
Submitted to:	Education Council
Implementation date:	Not applicable

Background Statement:

At the March 6, 2025, Education Council meeting, Council approved the Terms of Reference to establish the Integrated Curriculum Proposal Review Committee (ICPRC). Along with the Terms of Reference, the Council also reviewed and endorsed principles in the Curriculum Development Expectations document that set out the standards for review that proposals must meet to be considered by the ICPRC and Council.

Based on the Terms of Reference and Curriculum Development Expectations, an ICPRC Checklist was developed as an interim document to support proposers in meeting these expectations and ensuring the quality of proposals. The Checklist content will be integrated into Quali forms to streamline the development and review process for future curriculum proposals. Until the Quali forms can be updated, evidence of proposals meeting the Curriculum Development Expectations will be through completion of the ICPRC Checklist.

Recommendation:

That Education Council reviews the content of the ICPRC Checklist to align with the ICPRC and Council's responsibilities under their Terms of Reference and established Curriculum Development Expectations principles.

Rationale:

The ICPRC is tasked with ensuring the quality, and alignment of curriculum proposals with institutional priorities, including the College's Mission, Vision, and Inspire Strategic Plan. The committee serves as a central body for evaluating new and revised programs and courses, making recommendations to the Education Council.

The ICPRC Checklist is intended to summarize the development process for curriculum proposals submitted to the Council and how each proposal meets the requirements established under the Curriculum Development Expectations document. Completing the Checklist will ensure that proposals reviewed by the ICPRC are prepared to a standard sufficient to be reviewed the Council, thereby making an effective use of the ICPR and Council's time.

The Checklist includes detailed curriculum design requirements, such as clear and accessible course descriptions, measurable learning outcomes, curriculum design elements, accreditation standards, assessment plans, and estimated implementation timelines as outlined in the Curriculum Development

Expectations. Another key component of the Checklist in alignment with the Curriculum Development Expectations document is consultation. To ensure a thorough curriculum review has occurred, additional consultation was added to the Checklist including with Indigenous Advisors and Teaching and Learning.

Supporting Materials:

- ICPRC Curriculum Development Expectations Checklist (attached)
- [ICPRC Terms of Reference](#) (link)
- ICPRC Curriculum Development – Expectations (attached)

Action:	
<u>Motion Required</u> <input type="checkbox"/> Notice of Motion <input type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral	<u>No Motion Required</u> <input checked="" type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Recommended Motions	
Not applicable.	

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett, Education Council Chair	☒	☒	9/11/25

Curriculum Development – Expectations

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

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

Required Parties:

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

Interested Parties:

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

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

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

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



Okanagan College Education Council

Integrated Curriculum Proposal Review Committee

Curriculum Development Expectations Checklist

This document is awaiting review from Education Council.

To ensure curriculum proposals are accepted for submission to the ICPR Committee for review and recommendation to Education Council, the following requirements must be met.

Select proposal type. Proposal for: *Enter Name of Course or Program	Requirements by Proposal Type			
Proposal Expectations	New Program	Program Revision	New Course	Course Revision
<i>Estimated time for implementation once submitted to ICPR: See the Education Council Meeting Schedule for submission dates.</i>	3-6 months	3-6 months	1-2 months & next applicable semester	1-2 months & next applicable semester
<i>Approval required by:</i>	ICPR, EdCo & the Board ¹		ICPR & EdCo	
Academic Priorities & Resource Allocation				
Alignment with Institutional Goals: The curriculum/program aligns with the <i>College's Inspire Strategic Plan</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs Assessment: A needs assessment has been conducted to justify the necessity of the new or revised curriculum. For programs, this includes a description of the anticipated contribution of the proposed program to the mandate and strategic plan of the institution, an overview of risks and mitigation strategies, and learners/communities served by the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget and Financial Plan: A detailed budget and financial plan has been developed to support the implementation and sustainability of the program. Under the <i>BC Tuition Limit Policy</i> , Okanagan College may set tuition and fees for new and significantly revised credit programs with Board approval.	<input type="checkbox"/>	<i>As needed</i>	<i>As needed</i>	<i>As needed</i>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource Availability: The necessary resources (faculty, facilities, technology, etc.) are available to support the new program or revisions.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Not Required</i>	
Proposal Quality				
Documentation: The proposal and necessary documentation is prepared to an exceptional standard and the proposal submission includes a comprehensive rationale, syllabus, supporting materials, and a fully complete Quali form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum Requirements				
Description: Is written in plain language and uses complete sentences. Describes the course/program in a way that appeals to prospective students while accurately reflecting the course/program content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

= indicates a required expectation

¹ Some new or revised programs require PSIPS and DQAB review (normally for a 30 day-period once posted). If required, the approval process timeline may be extended and will impact the implementation date.

Select proposal type. **Proposal for: *Enter Name of Course or Program**

Proposal Expectations	New Program	Program Revision	New Course	Course Revision
<i>Estimated time for implementation once submitted to ICPR: See the Education Council Meeting Schedule for submission dates.</i>	3-6 months	3-6 months	1-2 months & next applicable semester	1-2 months & next applicable semester
<i>Approval required by:</i>	ICPR, EdCo & the Board ¹		ICPR & EdCo	
Learning Outcomes: Are consistent with the course description and topics, entered directly in Quali, and are clearly articulated to ensure they are measurable, achievable, and follow current best practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum Design: Is comprehensive and includes course descriptions, prerequisites, and credit hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accreditation Standards: The curriculum meets relevant accreditation standards and regulatory requirements, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<i>As needed</i>	<i>As needed</i>
			<input type="checkbox"/>	<input type="checkbox"/>
Assessment Plan: A robust assessment plan has been developed to evaluate the effectiveness of the curriculum, and course and program learning outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility: Accessibility standards have been considered including a review of the <i>College's EDISJ Principles</i> and access to open education resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation Timeline: A realistic timeline is included for the implementation of the new program and course or curriculum changes. The proposed implementation date should be following the approval date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal/External Transfer: Has been considered into or from other courses/programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laddering: The proposal identifies how the course or program ladders into or from other credentials including laddering from Continuing Studies courses. PLAR has been considered. Note: For programs that ladder, PSIPS approval should be considered in relation to the implementation dates for new and revised programs. ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Listing: Has been reviewed and the proposal clearly identifies cross-listed courses.	<i>Not required</i>	<i>Not required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Student Transition Plan: Current students are able to graduate under the proposed changes.	<i>Not required</i>	<input type="checkbox"/>	<i>As needed</i>	<input type="checkbox"/>
			<input type="checkbox"/>	
Credential Completion: The graduation requirements are outlined and indicate the minimum grade or GPA needed to obtain the credential.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Not required</i>	<i>Not required</i>

= indicates a required expectation

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Select proposal type. **Proposal for: *Enter Name of Course or Program**

Proposal Expectations	New Program	Program Revision	New Course	Course Revision
<i>Estimated time for implementation once submitted to ICPR: See the Education Council Meeting Schedule for submission dates.</i>	3-6 months	3-6 months	1-2 months & next applicable semester	1-2 months & next applicable semester
<i>Approval required by:</i>	ICPR, EdCo & the Board ¹		ICPR & EdCo	

Consultation with Required and Interested Parties
 Please allow up to **10 business days** for consultation with required and interested parties prior to the ICPR submission deadline. If consultation does not occur within Kuali, written proof of consultation must be uploaded in the "Consultation Documentation" section in Kuali. Engage interested parties to gather input and support as appropriate but not limited to:

<ul style="list-style-type: none"> Required Review in Kuali: The curriculum has the support/input from the following parties: <ul style="list-style-type: none"> Portfolio/Department Dean Library Services IT Services Education Technology Co-op 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Services as needed <input type="checkbox"/>
	<input type="checkbox"/>			
<ul style="list-style-type: none"> Program Department/Portfolio The curriculum has the support/input of the department or portfolio where the curriculum was proposed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation			
<ul style="list-style-type: none"> Related Program Departments/Portfolios The curriculum has the support/input of Deans and departments from related portfolios. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation			
<ul style="list-style-type: none"> Information Systems: Course and program codes are provided for new programs and courses. 	<input type="checkbox"/>	Not required	<input type="checkbox"/>	Not required
	Date consulted: Click or tap to enter the date of consultation			
<ul style="list-style-type: none"> Adult Upgrading The curriculum for which the admission requirements or prerequisites include high school course credit has the support/input of Adult Upgrading. 	<input type="checkbox"/>	As needed <input type="checkbox"/>	<input type="checkbox"/>	As needed <input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation if needed			
<ul style="list-style-type: none"> Program Advisory Committees The curriculum has the support/input of the appropriate PAC(s). 	<input type="checkbox"/>	<input type="checkbox"/>	As needed <input type="checkbox"/>	As needed <input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation if needed			
<ul style="list-style-type: none"> Indigenous Advisors The curriculum has the input of Indigenous Advisors. 	<input type="checkbox"/>	As needed <input type="checkbox"/>	As needed <input type="checkbox"/>	As needed <input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation if needed			
<ul style="list-style-type: none"> Teaching and Learning The curriculum has the input of Teaching & Learning. 	<input type="checkbox"/>	<input type="checkbox"/>	As needed <input type="checkbox"/>	As needed <input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation if needed			

= indicates a required expectation

¹ Some new or revised programs require PSIPS and DQAB review (normally for a 30 day-period once posted). If required, the approval process timeline may be extended and will impact the implementation date.

Select proposal type. **Proposal for: *Enter Name of Course or Program**

Requirements by Proposal Type

Proposal Expectations	New Program	Program Revision	New Course	Course Revision
<i>Estimated time for implementation once submitted to ICPR: See the Education Council Meeting Schedule for submission dates.</i>	3-6 months	3-6 months	1-2 months & next applicable semester	1-2 months & next applicable semester
<i>Approval required by:</i>	ICPR, EdCo & the Board ¹		ICPR & EdCo	
<ul style="list-style-type: none"> Financial Aid The program meets requirements to be eligible for financial assistance or grant funding. 	As needed	As needed	As needed	As needed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation if needed			
<ul style="list-style-type: none"> Community Partners The curriculum has input from community partners including but not limited to employers, local businesses, Indigenous organizations, healthcare providers, and trades associations. 	<input type="checkbox"/>	<input type="checkbox"/>	As needed	As needed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation if needed			
<ul style="list-style-type: none"> Provost Council New curriculum has input from Provost Council to ensure alignment with academic priorities. 	<input type="checkbox"/>	Not required	As needed	Not required
	<input type="checkbox"/>		<input type="checkbox"/>	
	Date consulted: Click or tap to enter the date of consultation if needed			
<ul style="list-style-type: none"> Registrar's Office The curriculum aligns with academic policies, admissions, scheduling, registration systems, and credentialing requirements to support the curriculum's implementation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As needed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date consulted: Click or tap to enter the date of consultation if needed			

Form submitted by:	Name, Title	Click or tap to enter a date.
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Please upload this form as a consultation document in *Kuali* once complete.

= indicates a required expectation

¹ Some new or revised programs require PSIPS and DQAB review (normally for a 30 day-period once posted). If required, the approval process timeline may be extended and will impact the implementation date.



EDUCATION COUNCIL BRIEFING NOTE

September 18, 2025

Agenda #: 6.7

Proposal Summary

Subject:	Professional Development & Strategy Session Planning
Proposed by:	Jillian Garrett
Submitted to:	Education Council
Implementation date:	October 2025

Background Statement:

In developing its annual schedule and workplan, Education Council has scheduled professional development during its December 2025 meeting. The intent of this session is to provide the Council with an opportunity to receive training on topics relevant to development of knowledge or skills that will support the Council in carrying out its governance responsibilities as outlined in its Terms of Reference.

Within the Education Council Committee Preference Survey circulated to Council members in June 2025 feedback was requested on professional development priorities to support their role on Council. Council members who completed the survey expressed interest in topics such as governance, policy, and innovative approaches to teaching and learning.

The Chair is seeking feedback from current Council members on key topic areas and guiding principles to support the development of topics for the professional development session. Education Council is asked to consider topics and presenters that will ensure the session is relevant and topical to the Council needs.

Rationale:

A discussion on professional development priorities will support the Council in developing knowledge areas that will help the Council fulfill its governance responsibilities effectively.

Recommendation:

Education Council is asked to discuss and identify professional development priorities to inform planning for the upcoming professional development session. Proposed themes are included for the Council's consideration, however Council members are invited to provide feedback that may inform any additional topics in support of the Council's professional development. Based on the priority areas identified, Council may consider the proposed speaker or other appropriate presenters to present on the topics. A profile of a previous facilitator of governance training is attached for the Council's consideration.

Possible Session Themes

To support a productive and engaging professional development session, the following themes are proposed for consideration:

- Academic Governance and Accountability: Clarifying the roles, responsibilities, and decision-making frameworks of an Education Council in the BC post-secondary environment.
- Policy: Understanding an Education Council’s role in approving academic policies that align with institutional priorities and legislative requirements.

A proposal that includes the Council’s feedback will be presented at Education Council in October.

Supporting Materials:

- [Education Council Terms of Reference](#) (link)
- Proposed presenter – Graeme Bowbrick (attached)

Action:	
<u>Motion Required</u> <input type="checkbox"/> Notice of Motion <input type="checkbox"/> Approval <input type="checkbox"/> Advice <input type="checkbox"/> Referral	<u>No Motion Required</u> <input checked="" type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Recommended Motions	
Not applicable	

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
J. Garrett – Education Council Chair	☒	☒	9/11/25

Proposed Speaker:

Graeme Bowbrick, Faculty Member at Douglas College

Topic areas – Governance Training

Bio:

Graeme Bowbrick is a Canadian lawyer, educator, and former politician. He served as a Member of the Legislative Assembly of British Columbia for New Westminster from 1996 to 2001, holding cabinet positions including as Attorney General and Minister responsible for Human Rights.

Graeme holds degrees from Simon Fraser University, the University of Victoria Faculty of Law, and an LL.M. from the University of British Columbia.

Currently, Graeme Bowbrick is a faculty member in the Criminology and Legal Studies programs at Douglas College, where he previously chaired the Education Council. He is an adjunct professor at Simon Fraser University and is recognized for his expertise in governance, legal education, and public policy.