Draft minutes approved: October 16, 2025

Attendance
Members
Program Faculty:
- Jillian Garrett, Education Council Chair (Arts)
- Brenda Ridgeley (Business)
- Christopher Torrie (Foundation)
- Morgan Martin (Science and Technology)
- Kelly Brochu (Trades and Apprenticeship)

Regional Faculty:
- Claude Hurtubise (Central Okanagan)
- Leanne Mallory (North Okanagan)
- Bryan White (Shuswap Revelstoke)
- Wendy Wheeler (South Okanagan)

Support Staff:
- Michelle Somerville
- Vivian Moretti

Students:
- Samreet Kaur (Central Okanagan)
- Shirelle Nickoli (North Okanagan)
- Sara Delgado Soto (South Okanagan)

Regrets
- Neil Fassina, President
- Rhea Dupuis, Director, Indigenous Relations & Reconciliation
- Inga Wheeler, Registrar
- Joan Ragsdale, Special Advisor, In-community Program Design

Educational Administrators:
- Samantha Lenci, Provost and Vice President, Academic
- Chris Newitt, Associate Dean, Arts and Foundational
- Danny Marques, Associate Dean, Trades & Apprenticeship

Non-voting:
- Cindy Battersby (Board of Governors)

Recording:
- Elaine Booi, Governance Administrator

Guests
Presenting:
- Danielle Robinson, School of Business Faculty

Guests:
- Paul Martin, Dean, Teaching & Learning Innovations
- Halia Valladares Montemayor, Dean, Science & Technology
- Joe Baker, Dean, School of Business
- Adrian Fontenla, Chair, School of Business
- Scott Overland, School of Business Faculty
- Morgynn Beselt (Executive Office)
- Shannon Hawthorne (Executive Office)
- Kristen Wiebe (Governance)

Topic	Action

1. CALL TO ORDER
Quorum was established and the meeting called to order at 3:02p.m.

2. ACKNOWLEDGEMENT
The Chair provided a land acknowledgement and noted that the Governance Administrator will distribute a land acknowledgement schedule for the upcoming year.

Topic	Action

3. DECLARATION OF CONFLICT

The Chair asked members if they had any declarations of conflict and members did not declare conflicts. The Chair requested members to sign an annual Oath of Office and return it to the Governance Administrator before the end of the meeting.

C. Torrie joined the meeting at 3:03p.m.

The Chair asked members to introduce themselves and noted that this is D. Marques' last meeting and P. Martin will be appointed in his place.

C. Hurtubise joined the meeting at 3:19p.m.

4. APPROVAL OF AGENDA

Approval

The Chair asked members if they have any amendments to the agenda and there were no requests.

The Chair requested an amendment to the agenda and proposed adding item 7.1: Discussion of a Closed Session Item under Section 7: Other Business & Business Arising from Consent Agenda. The Chair noted that the discussion will be held in a Closed Session.

Motion: **BE IT RESOLVED THAT Education Council approves the September 18, 2025 meeting agenda as amended and thereby approves the consent agenda.**

S. Kaur

CARRIED

4.1 Consent Agenda

   i.   Education Council Regular Meeting Minutes – June 5, 2025

Approved with motion for agenda as above

   ii.   Education Council Special Meeting Minutes – June 19, 2025

5. NEW BUSINESS

School of Business

5.1 Program Revisions

D. Robinson presented revisions to the Commercial Aviation Diploma and the Commercial Helicopter Pilot Certificate. Currently, aviation components in these programs appear to be Okanagan College courses but are delivered off-site by external training partners.

The proposed revisions aim to improve flexibility for students. By separating the flight training from the business coursework, students will no longer be required to complete both simultaneously. This change opens more space for student enrollment and allows for more flexible timing of training. The revised model recognizes Transport Canada-certified training, which will be eligible for PLAR credit toward the certificate or diploma. The curriculum remains largely unchanged, with the addition of two business electives to meet residency requirements.

A member asked about the qualifying status language of the programs and D. Robinson noted that the language is consistent across all business programs. The Chair noted that to

Topic	Action

keep consistency across programs, the School of Business Chair may make the edit to all programs as a non-substantive change.

A member raised a concern about the clarity of the program's total length, noting that while flight training is listed in the graduation requirements, it is not mentioned in the program outline. D. Robinson suggested adding a note to the program outline to clarify this.

The Council also discussed math requirements and agreed to retain the existing prerequisites. Regarding the timing of flight training, it was confirmed that students may complete training before, during, or after the business courses. A member clarified that students could apply to graduate once both components are complete and they have up to 10 years to do so. While a member suggested adding a note about the 10-year window, another member noted that departments have discretion in accepting older flight training certificates passed 10-years.

i.   [Commercial Aviation Diploma](#)

There were no further questions regarding the Commercial Aviation Diploma, and the Chair read the motion.

*Recommended Motion: **THAT Education Council approves the revised program: Commercial Aviation Diploma for recommendation to the Board of Governors.***

K. Brochu   *CARRIED*

ii.   [Commercial Helicopter Pilot Certificate](#)

There were no further questions regarding the Commercial Helicopter Pilot Certificate, and the Chair read the motion.

*Recommended Motion: **THAT Education Council approves the revised program: Commercial Helicopter Pilot Certificate for recommendation to the Board of Governors.***

C. Hurtubise

D. Robinson and J. Baker left the meeting at 3:38p.m.   *CARRIED*

Governance

5.2   AGC & ICPR Terms of Reference - Updated Committee Membership

The Chair provided an overview of the AGC and ICPR standing committees of Education Council and noted updates to the Terms of References to ensure that every Council member has the opportunity to join a committee. The Chair also noted that the Dean of Students was added as a designated resource person to AGC to further subject matter expertise on the committee.

A member suggested clarifying the language around reflecting the membership distribution and Council agreed. Another member asked for clarification as to why the ICPR does not have designated resource persons and the Chair noted that the AGC looks at policy that can have impacts across the institution and the committee benefits from a various perspectives.

The Chair outlined the new committee membership noting that P. Martin will be assigned to the ICPR committee and V. Moretti and S. Delgado Soto will be assigned to the AGC.

Members did not have any further questions about the committee terms of references.

Topic	Action

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

B. White   *CARRIED*

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

S. Delgado Soto

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

W. Wheeler   *CARRIED*

The Chair proposed changing the name of the Integrated Curriculum Proposal Review Committee to the Integrated Curriculum Committee and members agreed.

Motion: **THAT the Education Council approves changing the name of the Integrated Curriculum Proposal Review Committee to the Integrated Curriculum Committee.**

C. Hurtubise   *CARRIED*

5.3   Appointment Timelines – Student Council Members

At the March Education Council meeting, the Chair noted that a motion had been passed to change the term dates for two vacant student Education Council seats. Previously, these seats followed a November 1 to October 31 term. The proposed change aligns all Education Council seats, shifting all student terms to August 1 to July 31 going forward.

The Chair reported that one student seat is currently vacant due to a student graduating in the spring, leaving no student representative for September. The Chair did note that the change would disadvantage incoming students, as elections are held in the spring, meaning newly enrolled students are unlikely to be eligible. Instead, students with more experience at the College are more likely to fill these seats.

A member raised concerns about representation from the Salmon Arm campus noting that if the term change is implemented, there may be no eligible students to run as only first-year students may be present. Another member clarified that second-year Arts students would still be eligible to run, alleviating some of the concern.

M. Beselt left the meeting at 3:57p.m

The Chair acknowledged ongoing challenges in recruiting student representatives from all campuses. A proposal was discussed to restructure student representation by creating two seats for Central Okanagan/Penticton and two for Vernon/Salmon Arm campuses, rather than maintaining four separate campus-specific seats.

A member confirmed that there are many second-year students at the Penticton campus who could be eligible. Members discussed the possibility of a by-election if seats remain unfilled. The Chair clarified that it would not be a by-election and instead, the election would remain open until the seats are filled. The Chair also noted that a formal request could be made to the Registrar to review how student seats are defined.

Topic	Action

The Provost added that any suggestions made to the Registrar could be incorporated into the Election Rules. The Chair agreed, referring to a previous change where the Central Okanagan seat was redefined as a member at large position. The Chair further suggested requesting that the election rules specify that elections remain open until a Salmon Arm student is eligible to run.

S. Overland left the meeting at 4:09p.m.

Members did not have any further questions and the Chair proceeded with reading the motions.

*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.***

M. Martin — *CARRIED*

*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.***

C. Torrie — *CARRIED*

5.4 ICPR Curriculum Development Expectations Checklist

The Chair noted that the Terms of Reference for the Integrated Curriculum Committee were approved at the March 2025 Education Council meeting, along with the principles for expectations. Following discussion at the meeting, the Chair and the Governance Administrator converted the expectations document into a checklist. However, as proposers began using the checklist, flaws became apparent. An update from Kuali is expected to begin in October, and the checklist content may be integrated into Kuali to streamline the curriculum development process.

There has been ongoing discussion about how to manage the checklist rollout. While some users have found it helpful for clarification, there is uncertainty about when and how it should be used. The Associate Dean of Teaching & Learning Innovations is currently developing a form to support this consultation process, which would be distributed to both those requesting consultation and those being consulted.

The Chair invited feedback from members, suggesting that the checklist could be paused while exploring how much of it can be operationalized within Kuali. A member expressed appreciation for the increased consultation and asked whether the checklist had been reviewed for potential bottlenecks and workload concerns, noting the importance of maintaining efficiency and speed to market.

The Provost mentioned the possibility of using dropdowns within the checklist to guide users on what is needed and whether additional resources are required. As an example, they referenced the Sustainable Building Technology program revision, which had limited time for redevelopment. The process was expedited by distributing tasks across the development timeline. This experience highlighted the importance of having structured processes in place. However, the Provost agreed that updates to the checklist to streamline the process would be beneficial.

Additionally, the Provost noted that the Director of Indigenous Relations has developed steps that proposers may use to support their work.

Topic	Action

The Chair concluded by stating that updates will be provided to Council as the process continues to evolve.

The Chair called for a recess at 4:28p.m.
H. Valladares Montemayor, A. Fontenla K. Wiebe, and S. Hawthorne left the meeting at 4:28p.m.
J. Garrett called the meeting back to order at 4:56p.m.

6. REPORTS

6.1 Education Council Chair

The Chair welcomed new members of Education Council.

The Chair noted that a Provisional Approval Committee is being established to review the redesign of the Sustainable Building Technology program. This committee is formed under extenuating circumstances. The Operations Committee met on Monday, September 15 to consider the request to strike the committee. The Chair provided an overview of the Provisional Approval Committee processes. The committee is scheduled to meet on Thursday, September 25, to conduct the review. Those contacted are asked to notify the Chair as soon as possible regarding availability to attend.

The Chair also noted that work is underway with the Governance Administrator to develop a process for communicating Council's important decisions and updates to the broader college community. This includes sharing information about consultation processes and ensuring transparency around key items.

The Chair added that the Health and Social Development Education Council representative Brett Wade retired over the summer and an election for his position will open tomorrow.

6.2 Academic Governance Committee

The Chair noted that the committee met this month and discussed policy priorities, engagement, and the Final Assessment Policy.

6.3 Integrated Curriculum Committee

The Chair noted that the committee met this month and reviewed courses revisions.

6.4 Provost and Vice President Academic

The Provost noted that there are concerns among faculty about the Final Assessment Policy and the Registration Office is working to help. The Provost also noted that they are meeting with the Associate Registrar and Governance Coordinator to discuss the policy and processes.

6.5 Registrar

No report was provided.

Strategy

6.6 Program Mapping, Program Vitality, & Budget

The Provost provided a presentation outlining two main goals for Provost Council: relationships and communication, and systems. The Provost also noted that the Data, Analytics and Reporting department is working to develop criteria that can be shared with the College community to assess job market demand.

Topic	Action

The Provost noted that a program costing map template is available for use in discussions related to program mapping. For those interested in conducting a program redesign, support is available through Teaching and Learning portfolios.

A member inquired about the inclusion of micro-credentials in program mapping, and the Provost confirmed that this is possible. Another member asked about the curriculum management system CourseDog and its connection to BCNET. The Dean of Teaching & Learning Innovations acknowledged familiarity with the platform. It was noted that Kuali was selected after reviewing options used by other institutions and integrates well with Banner.

Discussion followed regarding the use of AI software in relation to course learning outcomes. Additional conversation focused on the ability of Data Analytics and Reporting to generate enrollment reports.

The Chair thanked the Provost for the presentation and noted that members may continue their questions at the next meeting.

The Chair made a motion to extend the meeting time to 6:40p.m. and M. Martin moved the motion.

6.7 Professional Development & Strategy Planning

The Chair noted that the December meeting has been set aside as a professional development session. The original plan was to brainstorm ideas for training during this meeting, but this discussion will be moved to the next meeting due to time constraints. A survey will be sent to members to gather input on potential themes. The Chair and Governance Administrator will compile a list of three or four themes for members to rank. The Chair added that Graeme Browbrick previously spoke to the group and could be invited again. A member noted having attended a professional development session on governance led by Tom Teasedale.

The Chair encouraged members to email her and the Governance Administrator with any additional ideas. Final decisions regarding the professional development plan will be made at the next meeting.

P. Martin and C. Newitt left the meeting at 6:12p.m.

7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

7.1 Discussion of a Closed Session Item

The Chair read the following motion to move the meeting into a closed session.

Motion: **BE IT RESOLVED THAT Education Council moves the meeting into a Closed Session pursuant to Section 5.2 of the Education Council Bylaws, for the purpose of discussing confidential matters.**

M. Martin
The meeting moved back into open session.

8. ADJOURNMENT

The meeting was adjourned at 6:26p.m.