



Okanagan College Education Council

Regular Meeting Agenda

Thursday, October 16, 2025

Vernon Campus (D347)

3:00 – 5:00p.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. Ragsdale		
3. DECLARATION OF CONFLICT		J. Garrett		
4. APPROVAL OF AGENDA <i>Recommended Motion: THAT Education Council approves the October 16, 2025 agenda and thereby approves the consent agenda as presented.</i>	Approval	J. Garrett		1-3
4.1 Consent Agenda				
i. Education Council Regular Meeting Minutes – September 18, 2025	<i>Approved with motion for agenda as above</i>		Minutes	4-10
ii. Course revisions:				
a) DSCI 300 Data Wrangling and Visualization Motion: THAT Education Council approves the course revisions for DSCI 300 Data Wrangling and Visualization as presented.				
b) DSCI 321 Health Care Analytics Motion: THAT Education Council approves the course revisions for DSCI 321 Health Care Analytics as presented.				
c) DSCI 322 Comparative Health Systems Motion: THAT Education Council approves the course revisions for DSCI 322 Comparative Health Systems as presented.				
d) DSCI 323 Epidemiology and Health Analytics Motion: THAT Education Council approves the course revisions for DSCI 323 Epidemiology and Health Analytics as presented.				
e) DSCI 324 Health Care Information Systems Motion: THAT Education Council approves the course revisions for DSCI 324 Health Care Information Systems as presented.				
f) DSCI 325 Encryption Algorithms for Data Protection Motion: THAT Education Council approves the course revisions for DSCI 325 Encryption Algorithms for Data Protection as presented.				

Topic	Action	Presenter	Attached	Pages
g) MATH 212 Calculus III Motion: THAT Education Council approves the course revisions for MATH 212 Calculus III as presented.				
h) MATH 314 Calculus and Linear Algebra with Business Applications Motion: THAT Education Council approves the course revisions for MATH 314 Calculus and Linear Algebra with Business Applications as presented.				
i) LSEC 130 Litigation Law Office Practicum Motion: THAT Education Council approves the course revisions for LSEC 130 Litigation Law Office Practicum as presented.				
j) STAT 310 Regression Analysis Motion: THAT Education Council approves the course revisions for STAT 310 Regression Analysis as presented.				
k) WET 202 Wet Capstone Project Motion: THAT Education Council approves the course revisions for WET 202 Wet Capstone Project as presented.				

5. BUSINESS ARISING

Governance

5.1 Professional Development Planning	Discussion/Advice	J. Garrett	Briefing	11-12
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6. NEW BUSINESS

Science & Technology

6.1 Course Cancellations

i. MATH 136 Mathematics for Analytical Chemistry Technology, MATH 149 Math for Network & Telecom Engineering Tech II & STAT 240 Applied Statistics II	Recommendation	B. Penfound	Kuali	-
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Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the cancellation of the inactive courses, with an end date of Fall 2025:

- **MATH 136 Mathematics for Analytical Chemistry Technology**
- **MATH 149 Math for Network & Telecom Engineering Tech II**
- **STAT 240 Applied Statistics II**

Health & Social Development

6.2 Early Childhood Education Course Revisions:	Approval	T. Russell	Kuali	-
<ul style="list-style-type: none"> • ECDE 117 Practicum I • ECDE 129 Practicum II • ECDE 213 Working with Families and Community • ECDE 219 Practicum III • ECDE 223 Administration • ECDE 224 Inclusive Practice Theories 				

Topic	Action	Presenter	Attached	Pages
<ul style="list-style-type: none"> • ECDE 225 Inclusive Practice Strategies • ECDE 229 Practicum IV • ECDE 239 Practicum V <p><i>Recommended Motion: THAT the Education Council approves the revisions for the following courses as presented:</i></p> <ul style="list-style-type: none"> • ECDE 117 Practicum I • ECDE 129 Practicum II • ECDE 213 Working with Families and Community • ECDE 219 Practicum III • ECDE 223 Administration • ECDE 224 Inclusive Practice Theories • ECDE 225 Inclusive Practice Strategies • ECDE 229 Practicum IV • ECDE 239 Practicum V 				
6.3 Early Childhood Education – Inclusive Child Care Certificate (ECDEIC) <i>Recommended Motion: THAT the Education Council approves the revised program: Early Childhood Education – Inclusive Child Care Certificate (ECDEIC) for recommendation to the Board of Governors as presented.</i>	Recommendation	T. Russell	Kuali	-
Presentation				
6.4 Open Studies Option	Information	A. Pulvermacher & I. Wheeler	Briefing	13-17
7. REPORTS				
7.1 Education Council Chair	Information	J. Garrett	Verbal	-
7.2 Academic Governance Committee	Information	J. Garrett	Verbal	-
7.3 Integrated Curriculum Committee	Information	J. Garrett	Verbal	-
7.4 Provisional Approval Committee	Information	J. Garrett	Verbal	-
7.5 Provost and Vice President Academic	Information	S. Lenci	Verbal	-
7.6 Registrar	Information	I. Wheeler	Verbal	-
7.7 Board of Governors	Information	C. Battersby	Verbal	-
8. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
9. ADJOURNMENT				

Draft minutes for approval 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
<p>1. CALL TO ORDER</p> <p>Quorum was established and the meeting called to order at 3:02p.m.</p>	
<p>2. ACKNOWLEDGEMENT</p> <p>The Chair provided a land acknowledgement and noted that the Governance Administrator will distribute a land acknowledgement schedule for the upcoming year.</p>	

Topic	Action
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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

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

Approval

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

*Approved with
motion for agenda
as above*

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
<p>keep consistency across programs, the School of Business Chair may make the edit to all programs as a non-substantive change.</p> <p>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.</p> <p>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.</p> <p>i. Commercial Aviation Diploma</p> <p>There were no further questions regarding the Commercial Aviation Diploma, and the Chair read the motion.</p> <p>Recommended Motion: THAT Education Council approves the revised program: Commercial Aviation Diploma for recommendation to the Board of Governors.</p> <p>K. Brochu</p>	CARRIED
<p>ii. Commercial Helicopter Pilot Certificate</p> <p>There were no further questions regarding the Commercial Helicopter Pilot Certificate, and the Chair read the motion.</p> <p>Recommended Motion: THAT Education Council approves the revised program: Commercial Helicopter Pilot Certificate for recommendation to the Board of Governors.</p> <p>C. Hurtubise</p> <p><i>D. Robinson and J. Baker left the meeting at 3:38p.m.</i></p>	CARRIED
Governance	
<p>5.2 AGC & ICPR Terms of Reference - Updated Committee Membership</p> <p>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.</p> <p>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.</p> <p>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.</p>	

Topic	Action
<p>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.</p> <p><i>S. Overland left the meeting at 4:09p.m.</i></p> <p>Members did not have any further questions and the Chair proceeded with reading the motions.</p> <p>Recommended Motion: <i>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></p> <p>M. Martin</p> <p>Recommended Motion: <i>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></p> <p>C. Torrie</p>	<p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p>
<p>5.4 ICPR Curriculum Development Expectations Checklist</p> <p>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 Kualii is expected to begin in October, and the checklist content may be integrated into Kualii to streamline the curriculum development process.</p> <p>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.</p> <p>The Chair invited feedback from members, suggesting that the checklist could be paused while exploring how much of it can be operationalized within Kualii. 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.</p> <p>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.</p> <p>Additionally, the Provost noted that the Director of Indigenous Relations has developed steps that proposers may use to support their work.</p>	

Topic	Action
<p>The Chair concluded by stating that updates will be provided to Council as the process continues to evolve.</p> <p><i>The Chair called for a recess at 4:28p.m.</i></p> <p><i>H. Valladares Montemayor, A. Fontenla K. Wiebe, and S. Hawthorne left the meeting at 4:28p.m.</i></p> <p><i>J. Garrett called the meeting back to order at 4:56p.m.</i></p>	
6. REPORTS	
6.1 Education Council Chair	
<p>The Chair welcomed new members of Education Council.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
6.2 Academic Governance Committee	
<p>The Chair noted that the committee met this month and discussed policy priorities, engagement, and the Final Assessment Policy.</p>	
6.3 Integrated Curriculum Committee	
<p>The Chair noted that the committee met this month and reviewed courses revisions.</p>	
6.4 Provost and Vice President Academic	
<p>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.</p>	
6.5 Registrar	
<p>No report was provided.</p>	
Strategy	
6.6 Program Mapping, Program Vitality, & Budget	
<p>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.</p>	

Topic	Action
<p>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.</p> <p>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 Kualii was selected after reviewing options used by other institutions and integrates well with Banner.</p> <p>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.</p> <p>The Chair thanked the Provost for the presentation and noted that members may continue their questions at the next meeting.</p> <p><i>The Chair made a motion to extend the meeting time to 6:40p.m. and M. Martin moved the motion.</i></p>	
<p>6.7 Professional Development & Strategy Planning</p> <p>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.</p> <p>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> <p><i>P. Martin and C. Newitt left the meeting at 6:12p.m.</i></p>	
<p>7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA</p>	
<p>7.1 Discussion of a Closed Session Item</p> <p>The Chair read the following motion to move the meeting into a closed session.</p> <p><i>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.</i></p> <p>M. Martin</p> <p><i>The meeting moved back into open session.</i></p>	
<p>8. ADJOURNMENT</p>	
<p>The meeting was adjourned at 6:26p.m.</p>	



EDUCATION COUNCIL BRIEFING NOTE

October 16, 2025

Agenda #: 5.1

Proposal Summary

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

Through a survey, the Chair sought feedback from current Council members on topic areas for the professional development session. Education Council is asked to consider the results and provide additional feedback and direction to ensure the session is relevant and topical to the Council's 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.

Proposed themes included for the Council's consideration were ranked by members in order as follows:

1. **Teaching & Learning Innovations:** Developing the Council's understanding of curriculum development and review, including program mapping, and course and program outcomes.
2. **Academic Governance and Accountability:** Clarifying the roles, responsibilities, and decision-making frameworks of an Education Council in the BC post-secondary environment.
3. **Registration Office:** Reviewing curriculum development as it relates to registration processes, including block registration, open enrolment, admissions, PLAR and prerequisites/transfer credit.
4. **Policy:** Understanding an Education Council's role in approving academic policies that align with institutional priorities and legislative requirements.

Members who responded to the survey also proposed the following topics:

1. Proposer process (start to finish): The process for putting a course through Education Council with a focus on what Education Council should look for when receiving a proposal.
2. The program review process.
3. How to identify and address program changes after going through Education Council.

Recommendation:

Education Council is asked to discuss professional development topics and priorities to inform planning for the upcoming professional development session.

Members are also asked to provide feedback that may inform or clarify topics in support of the Council's professional development, and discuss appropriate presenters for the topics prioritized.

Supporting Materials:

- [Education Council Terms of Reference](#) (link)

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	☒	☒	10/9/25



EDUCATION COUNCIL BRIEFING NOTE

October 16, 2025

Agenda #: 5.2

Proposal Summary

Subject:	Open Studies Procedures
Proposed by:	Andrew Pulvermacher, Associate Dean, Arts & Foundational and Inga Wheeler, Registrar
Submitted to:	Education Council
Implementation date:	For discussion

Background Statement:

An Open Studies Option at Okanagan College provides domestic students with access to credit-bearing courses without requiring formal admission into a credentialed program. Students may take up to two courses per semester, with eligibility determined by individual course prerequisites rather than program-level requirements. This flexible pathway supports learners seeking professional development, and academic engagement, and allows for credit accumulation that may later be applied toward a credential.

Recommendation:

Proposed for information/discussion.

Rationale:

The presentation to Education Council will outline the structure, admissions process, and advising supports associated with the Open Studies Option. It will highlight the value of Open Studies in expanding access to post-secondary education, supporting community-responsive learning, and accommodating diverse learner goals. The proposal also addresses administrative considerations, including advising, registration prioritization, and term fee that supports enhanced services such as PLAR coordination and tailored advising.

Supporting Materials:

- Open Studies Option Proposal (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 type="checkbox"/> Discussion/Advice <input checked="" type="checkbox"/> Information
Recommended Motion	
Not applicable	

Open Studies Option

The Open Studies Option is an admissions and registration option for individuals who wish to take one or more credit courses without enrolling in a credentialed program. This option is open to domestic students only.

Open Studies students can take no more than two courses in any one semester.

Please be advised that courses taken within the Open Studies option are credit-bearing and will appear on students' academic transcripts.

Admissions Process & Requirements

Students will apply and be admitted to the Open Studies option. However, the Open Studies Option does not itself have program admissions requirements; rather, students' requirements must be satisfied at the course level, based on individual course prerequisites. Courses available to Open Studies students are those identified in the Open Studies Calendar.

*Prerequisite/transcript expiry dates (i.e., stale dates) do not apply within the Open Studies option.

There are three categories of course prerequisites within Open Studies:

1. Open Studies courses without pre-requisites

For example, [BUAD123 - Management Principles](#)

There are no admissions requirements for students who wish to take individual courses without pre-requisites; however, it is advised that all Open Studies students have the skills needed for success in a college-level course such as the ability to:

- Read and understand college-level textbooks, articles, and online research materials.
- Recognize and share key points and examples during lectures and discussions.
- Summarize and analyze texts or arguments in clear and organized essays, paragraphs, and research papers.
- Effectively use word processors like Microsoft Word or Google Docs, the Internet, and email.
- Apply digital literacy skills to utilize a variety of online tools and software to gather, evaluate and use information effectively and ethically.

2. Open Studies courses with general English, math, or science requirements (i.e., program-level admissions requirements as prerequisites).

For example, [CRWR 116- Introduction to Creative Writing I](#) has English 12 or equivalent with a minimum score of 60 as a prerequisite.

There are no admissions requirements for students who wish to take individual courses with basic, high school program-level admissions requirements; however, it is advised that all Open Studies students have the skills needed for success in a college-level course such as the ability to:

- Read and understand college-level textbooks, articles, and online research materials.
- Recognize and share key points and examples during lectures and discussions.
- Summarize and analyze texts or arguments in clear and organized essays, paragraphs, and research papers.
- Effectively use word processors like Microsoft Word or Google Docs, the internet, and email.
- Apply digital literacy skills to utilize a variety of online tools and software to gather, evaluate and use information effectively and ethically.

3. Open Studies courses with college- or university-level prerequisites.

For example, [BUAD 210 - Introduction to Marketing Research](#) has BUAD 116 Introduction to Marketing as a prerequisite.

Prerequisite completion can be satisfied in one of the following ways:

1. If the prerequisite has been completed at Okanagan College, Open Studies students can register.
2. If the prerequisite course has been completed at an institution other than Okanagan College, Open Studies students can either
 - a. submit official transcripts showing they have credit for the pre-requisite from another post-secondary institution, or
 - b. demonstrate equivalency through OC Prior Learning Assessment and Recognition (PLAR), which gives credit for the prerequisite, or
 - c. request and receive approval for an Open Studies pre-requisite waiver (following standard OC pre-requisite waiver process), which does not give credit for the prerequisite.
3. If the prerequisite course has not been completed, Open Studies students may still register for a course provided they either
 - a. demonstrate equivalency through OC Prior Learning Assessment and Recognition (PLAR), which gives credit for the prerequisite, or
 - b. request and receive approval for an Open Studies pre-requisite waiver (following standard OC pre-requisite waiver process), which does not give credit for the prerequisite.

Fees

Students taking courses through Open Studies will incur regular tuition, ancillary and student association fees, and any applicable material fees. They will also have an additional administrative fee of **\$50 per term**. This administrative fee supports the added service demands of the Open Studies Option:

1. Coordination of community responsive informal programs, *a la carte* educational purposes and pathways, low residency opportunities, summer institutes and intensives, and community building for dynamic learning environments.
2. Nuanced Educational Advising, supporting Open Studies students' *a la carte* educational purposes and pathways (i.e., distinct from pre-determined, program outline-based advising)
3. Coordination of PLAR and/or Open Studies pre-requisite waivers for registration requires additional Dean's Office supports
4. Self-assessment and/or PLAR based admissions bears additional student services and learning services supports:
 - a. Indigenous Services
 - b. Student Services
 - c. Library and Learner Support Services

Open Studies Option Requirements and Restrictions

Students who complete 15 credits within the Open Studies option and wish to continue taking credit courses **should** meet with an Education Advisor to confirm their educational goals given the following conditions on additional credits earned apply:

1. Open Studies students who are interested in gaining a College credential and who have earned 50% of the credits toward that program should to apply to be admitted into that program.
2. Open Studies students who are *not* interested in completing a credential and who wish to continue taking Open Studies courses beyond this initial 15 credits are advised that some programs allow a maximum of 50% of the credits earned in Open Studies to be counted toward the respective program requirements.

Students within designated programs who are pursuing a College credential will have priority enrolment in program-related courses. This will be managed via Registration time ticket order:

1. returning students in a designated program
2. new admit students in a designated program
3. Open Studies students

Most university studies courses at Okanagan College are eligible for full transfer credit at many BC universities (refer to the [BC Transfer Guide](#) for course by course eligibility).