



Okanagan College Education Council

Regular Meeting Agenda

Thursday, November 20, 2025

Kelowna Campus (S103B)

3:00 – 5:30p.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		S. Lenci		
3. DECLARATION OF CONFLICT		J. Garrett		
4. APPROVAL OF AGENDA <i>Recommended Motion: THAT Education Council approves the November 20, 2025 agenda and thereby approves the consent agenda as presented.</i>	Approval	J. Garrett		1-5
4.1 Consent Agenda				
i. Education Council Regular Meeting Minutes – October 16, 2025	<i>Approved with motion for agenda as above</i>		Minutes	6-13
ii. Course revisions:				
a) BUAD 223 Selected Topics: Finance <i>Motion: THAT the Education Council approves the course revision for: BUAD 223 Selected Topics: Financial Services under the new course name BUAD 223 Selected Topics: Finance as presented.</i>				
b) STAT 121 Elementary Statistics <i>Motion: THAT the Education Council approves the course revisions for STAT 121 Elementary Statistics as presented.</i>				
c) STAT 124 Business Statistics <i>Motion: THAT the Education Council approves the course revisions for STAT 124 Business Statistics as presented.</i>				
d) STAT 443 Time Series Analysis and Forecasting <i>Motion: THAT the Education Council approves the course revisions for STAT 443 Time Series Analysis and Forecasting as presented.</i>				
5. NEW BUSINESS				
Health & Social Development				
5.1 Program Revisions				
i. Access to Practical Nursing Diploma (APN) <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: APN Access to Practical Nursing Diploma as presented.</i>	Approve & Recommendation	L. Postowski	Kuali	-

Topic	Action	Presenter	Attached	Pages
ii. Practical Nursing Diploma (PNSG) <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: PNSG Practical Nursing Diploma as presented.</i>	Approve & Recommendation	L. Postowski	Kuali	-
Continuing Studies				
5.2 New Courses				
i. NTE 104 Nail Technician Industry Essentials & Career Readiness <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the new course: NTE 104 Nail Technician Industry Essentials & Career Readiness as presented.</i>	Approval & Recommendation	A. Brennan	Kuali	-
5.3 Program and Course Revisions				
i. Program Revision: Nail Technician Micro-Credential (MCNTE) Course Revisions: <ul style="list-style-type: none"> • NTE 101 Natural Nail Treatments – Manicures and Pedicures • NTE 102 Nail Enhancements <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: MCNTE Nail Technician Micro-credential and thereby approves the following course revisions as presented:</i> <ul style="list-style-type: none"> • NTE 101 Natural Nail Treatments – Manicures and Pedicures • NTE 102 Nail Enhancements 	Approval & Recommendation	A. Brennan	Kuali	-
ii. Program Revision: Esthetics and Spa Therapy Micro-credential (MCEST) Course Revisions: <ul style="list-style-type: none"> • EST 100 Skin Care and Facials • EST 102 Make-up Foundations • EST 103 Hair Removal Techniques • EST 104 Introduction to Specialty Spa Treatments • EST 105 Esthetics Industry Essentials & Career Readiness <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: MCEST Esthetics and Spa Therapy Micro-credential and thereby approves the following course revisions as presented:</i> <ul style="list-style-type: none"> • EST 100 Skin Care and Facials • EST 102 Make-up Foundations • EST 103 Hair Removal Techniques • EST 104 Introduction to Specialty Spa Treatments • EST 105 Esthetics Industry Essentials & Career Readiness 	Approval & Recommendation	A. Brennan	Kuali	-

Topic	Action	Presenter	Attached	Pages
School of Business				
5.4 Course Cancellations				
i. Financial Planning Fundamentals (BUAD 233) <i>Recommended Motion: THAT the Education Council recommends to Board of Governors the cancellation of the course: BUAD 233 Financial Planning Fundamentals with an end date of Fall 2025.</i>	Approval & Recommendation	A. Fontenla	Kuali	-
ii. Canadian Financial Institutions (BUAD 360) <i>Recommended Motion: THAT the Education Council recommends to Board of Governors the cancellation of the course: BUAD 360 Canadian Financial Institutions with an end date of Fall 2025.</i>	Approval & Recommendation	A. Fontenla	Kuali	-
5.5 Program Revisions & New & Revised Courses				
i. Program Revision: Post-Baccalaureate Diploma in Accounting (BUPBDA) New courses: <ul style="list-style-type: none"> • BUAD 130 Accelerated Financial Accounting • BUAD 252 Organizational Dynamics and People Practices • BUAD 255 Financial Decision Making and Analysis • BUAD 467 Accounting Capstone <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: BUPBDA Post-Baccalaureate Diploma in Accounting and thereby approves the following new courses as presented:</i> <ul style="list-style-type: none"> • BUAD 130 Accelerated Financial Accounting • BUAD 252 Organizational Dynamics and People Practices • BUAD 255 Financial Decision Making and Analysis • BUAD 467 Accounting Capstone 	Approval & Recommendation	E. Creagh, M. Knoll & S. Krulitski	Kuali	-
ii. Course Revisions: <ul style="list-style-type: none"> • BUAD 111 Financial Accounting I • BUAD 121 Financial Accounting II • BUAD 195 Financial Management • BUAD 263 Intermediate Accounting I • BUAD 352 Data Analytics in Accounting • BUAD 365 Costing Accounting <i>Recommended Motion: THAT the Education Council approves and recommends the course revisions for the following courses as presented:</i> <ul style="list-style-type: none"> • BUAD 111 Financial Accounting I • BUAD 121 Financial Accounting II • BUAD 195 Financial Management 	Approval	E. Creagh, M. Knoll & S. Krulitski	Kuali	-

Topic	Action	Presenter	Attached	Pages
<ul style="list-style-type: none"> • BUAD 263 Intermediate Accounting I • BUAD 352 Data Analytics in Accounting • BUAD 365 Costing Accounting 				
iii. Program Revision: Business Administration Diploma: Financial Services Specialty (FINS) <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: FINS Business Administration Diploma: Financial Services Specialty as presented.</i>	Approval & Recommendation	A. Fontenla	Kuali	-
iv. Program Revision: Business Studies Certificate: Financial Services Specialty (FINS) <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: FINS Business Studies Certificate: Financial Services Specialty as presented.</i>	Approval & Recommendation	A. Fontenla	Kuali	-
v. Program Revision: Bachelor of Business Administration: Entrepreneurship Specialty (ENTR) <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: ENTR Bachelor of Business Administration: Entrepreneurship Specialty as presented.</i>	Approval & Recommendation	A. Fontenla	Kuali	-
5.6 Memorandum of Understanding (MOU)				
i. MOU between Okanagan College and Coast Mountain College <i>Recommended Motion: THAT the Education Council approves and recommends to the Board of Governors the Memorandum of Understanding between Okanagan College and Coast Mountain College as presented.</i>	Approval & Recommendation	C. Sjolander	Attached	14-24
Policy				
5.7 Faculty and Instructor Qualifications Policy	Advice	S. Lenci	Briefing	25-29
Governance				
5.8 Committee Membership <i>Recommended Motion: THAT the Education Council approves the Education Council Integrated Curriculum Committee Membership as presented.</i>	Approval	J. Garrett	Attachment	30
6. REPORTS				
6.1 Education Council Chair	Information	J. Garrett	Verbal	-
6.2 Academic Governance Committee	Information	J. Garrett	Verbal	-
6.3 Integrated Curriculum Committee	Information	J. Garrett	Verbal	-
6.4 Provost and Vice President Academic	Information	S. Lenci	Verbal	-

Topic	Action	Presenter	Attached	Pages
6.5 Registrar	Information	I. Wheeler	Verbal	-
6.6 Board of Governors	Information	C. Battersby	Verbal	-
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
8. ADJOURNMENT				

Attendance *(virtual*)***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

Students:

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

Regrets

- Neil Fassina, President
- Vivian Moretti (Support Staff Representative)

Educational Administrators:

- Samantha Lenci, Provost and Vice President, Academic
- Paul Martin, Dean, Teaching & Learning Innovations
- Chris Newitt, Associate Dean, Arts and Foundational
- Joan Ragsdale, Special Advisor, In-community Program Design

Non-voting:

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

Recording:

- Elaine Booi, Governance Administrator

Guests

Presenting:

- Bryan Penfound, Chair, Mathematics & Statistics
- Terri-Lynn Russell, Associate Dean, Health & Social Development*
- Andrea Thiessen, Instructor, Early Childhood Education*
- Andrew Pulvermacher, Associate Dean, Arts and Foundational

Topic	Action
1. CALL TO ORDER	
Quorum was established and the meeting called to order at 3:05p.m.	
2. ACKNOWLEDGEMENT	
The J. Ragsdale provided a land acknowledgment.	
3. DECLARATION OF CONFLICT	
The Chair asked members if they had any declarations of conflict. C. Hurtubise noted an abstention from the Mathematics and Statistics proposals as the proposals originated from his respective department.	

Topic	Action
<p>4. APPROVAL OF AGENDA</p> <p>The Chair asked members if they had any amendments to the agenda. The Chair noted that B. Penfound will be late and proposed moving the Health and Social Development proposals ahead of the Mathematics and Statistics proposals. The members agreed to this amendment and the Chair read the motion.</p> <p><i>Recommended Motion: THAT Education Council approves the October 16, 2025 agenda and thereby approves the consent agenda as amended.</i></p>	
<p>K. Brochu</p>	CARRIED
<p>4.1 Consent Agenda</p> <ul style="list-style-type: none">i. Education Council Regular Meeting Minutes – September 18, 2025ii. Course revisions:<ul style="list-style-type: none">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.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.	

Topic	Action
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

The Chair noted that part of the Education Council Workplan includes a discussion of professional development planning. Although this topic was originally intended for the September meeting, time constraints led to its deferral. In the interim, the Governance Administrator distributed a survey outlining various professional development priorities and received responses from eight members. The priorities were ranked as follows:

1. Teaching & Learning
2. Academic Governance and Accountability
3. Registration Office
4. Policy

The Chair proposed inviting an external speaker to provide governance training and coordinating a presentation with the Dean of Teaching and Learning Innovations. The Chair also clarified that curriculum proposals will not be reviewed at the Professional Development meeting unless necessary. Members had no questions or comments, and the Chair confirmed that this plan will move forward as outlined for the December 2025 meeting.

6. NEW BUSINESS

Health & Social Development

6.1 Early Childhood Education Course Revisions:

- [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](#)

T. Russell presented ECDE course revisions, noting a shift to a pass/fail grading system to better align with practices in other Early Childhood Education (ECE) programs. The revisions also included updated language in course descriptions and outcomes.

C. Newitt and A. Pulvermacher joined the meeting at 3:14p.m.

Topic	Action
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Members discussed the practicum hours listed in Quali, noting that the system does not currently have a separate field for practicum hours. As a result, total hours are typically entered under contact hours. Members explored the possibility of modifying Quali to include a dedicated field for practicum hours. The Chair shared that this issue had been discussed with the Associate Registrar, and that a workaround will be used until a system update is implemented. For now, seminar hours will be used to capture the total number of practicum hours. The Curriculum Coordinator will provide T. Russell with access to enter the total hours into the seminar section.

Recommended Motion: THAT the Education Council approves the revisions for the following courses as presented:

- **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**

P. Martin

CARRIED

6.2 Early Childhood Education – Inclusive Child Care Certificate (ECDEIC)

T. Russell presented a proposal to reopen the Inclusive Child Care Certificate program, noting that the government is currently offering incentives for individuals in the community to upgrade their credentials. The College previously offered this pathway, and there has been consistent community interest in its return. T. Russell worked with Teaching and Learning Innovations to update course descriptions and learning outcomes to reflect current standards. The Registrar noted that the implementation date was listed as Fall 2025, but T. Russell will update it to Winter 2026.

B. Penfound joined the meeting at 3:28 p.m.

T. Russell explained that the revised language aligns with the new ECE learning framework expected to be released in 2026. Although the framework is still in draft form, the updates are designed to align with their anticipated direction. A member asked whether the proposal includes new courses. T. Russell clarified that the courses currently exist, but they are being grouped to create a formal admissions pathway to the certificate.

A member suggested that the certificate be treated as a new program to allow for tuition updates. The Registrar responded that since some of the courses are part of the existing diploma, tuition must remain consistent across those courses.

T. Russell noted that if the new competencies are introduced next year, they will apply for the diploma, not the certificate pathways. The Chair asked whether additional revisions are expected, and T. Russell confirmed that more substantial changes are forthcoming. A member who was involved with these proposals in the past added that this proposal represents the final piece of the modularization process, with five pathways integrated into the diploma and

Topic	Action
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offered in various formats. The certificate provides a “ladder out” rather than a “ladder in,” offering three distinct opportunities for students. However, this revision could not be delayed further, as it has been in development for some time. A full redesign will follow to ensure alignment with the new competencies. T. Russell emphasized that the push for this revision is driven by the need for a clear admissions and registration pathway, requiring a significant overhaul.

A member raised a concern about mark equivalency, noting that it does not match Okanagan College’s grading system. T. Russell explained that the program follows a vocational grading system, which differs from the college’s standard.

The Registrar noted that moving practicum courses to a pass/fail grading system will require updates to graduation requirements for the diploma and related certificates. This change could be considered a minor update rather than a full program revision. Members discussed whether the change should be submitted as a minor or substantial revision and decided to move forward with a substantial change.

The Chair read the following motions:

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.

S. Kaur

CARRIED

Recommended Motion: THAT the Education Council approves the revised graduation requirements for recommendation to the Board of Governors as presented for the following programs as presented:

- **Early Childhood Education Diploma (ECED)**
- **Early Childhood Education - Infant Toddler Certificate (ECEDIT)**
- **Early Childhood Education Certificate (ECEC)**
- **Early Childhood Education Assistant Certificate (ECEA)**

M. Somerville.

CARRIED

T. Russell and A. Thiessen left the meeting at 3:58p.m.

Science & Technology

6.3 Course Cancellations

B. Penfound presented the proposed course cancellations, noting that the courses are no longer taught.

A member asked whether any of the courses are integrated with other programs. B. Penfound responded that STAT 240 is currently part of the Post Diploma Certificate in Data Science. However, a program revision is scheduled for next fall, and changes to the course list are already underway.

The Chair noted that removing STAT 240 from the program would affect how the outline is structured in Kualu. After discussion, members agreed to wait and remove STAT 240 at the same time as the broader program revision to ensure consistency.

- i. [MATH 136 Mathematics for Analytical Chemistry Technology](#), [MATH 149 Math for Network & Telecom Engineering Tech II](#)

Topic	Action
<p>Recommended Motion: <i>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:</i></p> <ul style="list-style-type: none"><i>MATH 136 Mathematics for Analytical Chemistry Technology</i><i>MATH 149 Math for Network & Telecom Engineering Tech II</i> <p>S. Delgado Soto</p> <p><i>C. Hurtubise abstained from the motion.</i></p>	<p>CARRIED</p>

Presentation

6.4 Open Studies Option

A. Pulvermacher provided a presentation of Open Studies, clarifying that it is an admissions pathway rather than a new program. Progress is steady, with a soft launch planned for Winter 2026 and full implementation expected to begin in Fall 2026.

Members discussed potential impacts on classroom dynamics, particularly concerns about students not pursuing a credential affecting the flow of targeted programs. A. Pulvermacher acknowledged that this may shift how instructors engage with students but emphasized the opportunity to become more inclusive educators.

Several members expressed support for the initiative, noting that diverse perspectives can enrich classroom experiences. The Registrar explained that the College currently offers unclassified student designations, but these require transcript submissions and a completed degree.

Questions were raised about the application process for Open Studies students. A. Pulvermacher clarified that while the process differs from standard program applications, it would use the time ticket system to ensure that credential-seeking students have priority access to registration.

Members asked whether Open Studies would be available across all programs, including technical fields. A. Pulvermacher responded that implementation is ready for the School of Business, which has already identified eligible courses for an Open Studies calendar. The Registrar added that the system can support this structure.

Concerns about prerequisites were addressed. A. Pulvermacher noted that the proposal include examples of how prerequisites would be managed, and that prerequisite waiver forms and Prior Learning Assessment and Recognition (PLAR) are available for admissions. Tuition for Open Studies is still under discussion due to varying course fees across the college.

A member proposed creating a separate calendar description for Open Studies courses to better communicate expectations to different student groups.

The Provost thanked A. Pulvermacher for championing the Open Studies initiative. The Provost reflected on the value of allowing students to experience what learning looks like outside of traditional work environments, suggesting that Open Studies offers a unique opportunity to explore education in a more flexible and exploratory way.

Topic	Action
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7. REPORTS

7.1 Education Council Chair

Acknowledgements: The Chair thanked S. Kaur for her contributions to Education Council, as this is her final meeting in her current term.

Education Council Resources: The Governance Administrator created an Education Council SharePoint page containing all relevant Education Council resources. The page can be accessed through Education Council meeting invitations.

Integrated Curriculum Committee (ICC) Checklist and Kuali Update: Feedback is being gathered from members of the School of Business, and revisions to the checklist are ongoing. Kuali is scheduled for a full system upgrade in spring or summer, and the checklist will be integrated into Kuali to streamline processes. The system will likely be offline in mid-July during the upgrade.

Provincial Academic Governance Council (PAGC): The Chair was unable to attend the first AGC meeting, but the Vice Chair participated instead. The next meeting is scheduled for November and we will host the Academic Governance Council in May. Recent discussions have focused on procedures for program cancellations and suspensions across institutions.

Exam Procedures and Academic Integrity: The Vice Chair raised concerns about inconsistencies in recently published exam procedures, particularly in-person exams for online courses due to academic integrity issues. The Provost noted the need for a consistent approach and added that the School of Business has already requested some exceptions to the procedures by working with Alison Gibson and James Coble. Cases were noted where students performed well on online exams but poorly on in-person exams, highlighting potential academic integrity issues. Although challenges remain due to the lack of testing centers, which limits accommodation options for students in various locations. There is currently a search for more testing center solutions.

7.2 Academic Governance Committee

The Chair noted that the October AGC meeting was cancelled and the next meeting is on November 13.

7.3 Integrated Curriculum Committee

The Chair noted that ICC met on October 2 and reviewed course proposals for STAT 240 and LSEC 130.

7.4 Provisional Approval Committee

The Chair noted that the PAC met on September 25 and reviewed and approved the Sustainable Building Technology program redesign. This included:

- Approving the new Sustainable Construction Management Certificate
- Approving the new Sustainable Construction Management Technology Diploma
- Approving new SBMT courses

The Chair reported that the PAC meeting was successful and discussion during the meeting was highly productive and thorough. The Chair expressed appreciation to those who participated and noted feeling fully satisfied with the outcome. The proposals discussed at the meeting were presented at a special Board meeting in October.

Topic	Action
	<p>The Chair noted that there has been interest in the committee since the meeting. To support the committee's role and manage participation, the Governance Administrator created an application form to demonstrate the importance and critical nature of the committee's work.</p>
7.5 Provost and Vice President Academic	
	<p>The Provost reported that work is currently underway on budgeting for the upcoming year, with the next few weeks dedicated to reviewing and refining budget plans.</p>
	<p>In addition, the Provost is developing a credential framework that spans from micro-credentials to degree-level programs. The framework will align with Canadian standards for academic credentials. Micro-credentials are being developed in accordance with seven principles accepted by Colleges and Institutes Canada (CICan). As many program changes are currently in progress, the Academic Governance Committee (AGC) may review elements of the credential framework in future meetings.</p>
	<p>The Provost Council recently met with the Registrar's Office to address longstanding issues with system integration. Efforts are now focused on improving communication between systems and strengthening relationships across departments.</p>
	<p>The Provost also noted that program outcomes are currently being looked at and how program redesign impacts outcomes.</p>
7.6 Registrar	
	<p>The Registrar noted that they are working on scheduling for next year.</p>
	<p>The Registrar also noted that the nomination period was extended for the Education Council Student and Health and Social Development seats.</p>
7.7 Board of Governors	
	<p>The Board of Governors Representative provided updates on their last regular meeting on September 23 and noted that a special meeting was held on October 7.</p>
8. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA	
	<p>No items were discussed.</p>
9. ADJOURNMENT	
	<p>The meeting was adjourned at 5:08p.m.</p>



MEMORANDUM OF UNDERSTANDING OKANAGAN COLLEGE SCHOOL OF BUSINESS

THIS AGREEMENT is made as of September 1, 2025

MEMORANDUM OF UNDERSTANDING between Okanagan College and Coast Mountain College regarding block transfer credit.

This Memorandum of Understanding constitutes an agreement between Okanagan College and Coast Mountain College. The participating units at the respective institutions are the Okanagan College School of Business at Okanagan College and the Business School at the Coast Mountain College.

Agreement Objective

Okanagan College (OC) agrees to facilitate the block transfer of credits for students with appropriate prerequisite qualifications from Coast Mountain College (CMTN) into either the 60-credit (20 courses) Business Administration (BuAd) Diploma or 120-credit (40 courses) Bachelor of Business Administration (BBA) degree program at OC.

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

Requirements

Successful completion of the following CMTN programs:

- Business Administration Certificate
- Business Administration Diploma – Accounting
- Business Administration Diploma – Human Resources
- Business Administration Diploma – General Management

Coast Mountain College agrees to:

- make information about this agreement and the OC program options available to students.
- provide the opportunity for representatives of OC to visit appropriate forums at CMTN to disseminate information about the OC programs.
- provide OC with updated information about the CMTN programs when changes occur.
- notify OC, with as much lead time as possible, about any changes to the CMTN program requirements that are anticipated or approved.

Okanagan College agrees:

- that applicants from CMTN who meet the requirements outlined above will be eligible for admission to OC with block transfer credit as follows:
- Business Administration certificate (30 credits) into the 2nd year of the BuAd Diploma or 2nd year of the BBA degree program.
- Business Administration Diplomas (60 credits) into the 3rd year of the BBA



- to grant all applicants from CMTN who meet the requirements outlined above transfer credits into the OC programs as set out in Appendices A, B, C, D and E to this agreement. Appendix A outlines
- the required courses in CMTN's certificate program to OC's BBA and BuAd diploma program. Appendices B, C and D map the required courses in each of CMTN's diploma programs to OC's BBA program. Appendix E outlines the transferability of elective courses in CMTN's programs to OC's programs.
- whenever possible, count any undefined transfer credits towards the OC business program requirements to avoid students from having to unnecessarily take courses to qualify for graduation.
- to provide CMTN with updated information about the OC BuAd Diploma and BBA degree program when changes occur.
- to notify CMTN, with as much lead time as possible, about any changes to the OC business programs that are anticipated or approved.

Other Aspects of this Agreement

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

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

Liaison

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

Terms of the Agreement

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

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



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

OKANAGAN COLLEGE, by its duly authorized signatories

Coast Mountain College, by its duly authorized signatory

Dr. Christine Sjolander
Associate Dean
Okanagan School of Business

Colin Elliott
Dean of Business, Access Education & IT Programs
Coast Mountain College

Dr. Samantha Lenci
Provost and Vice President Academic
Okanagan College

Dr. Tit Kunkel
Vice President Academic, Students, and International
Coast Mountain College

Name: CMC BuAd Certificate _____ **Student #** _____ **Contact:** _____

Required Courses				Notes
		Credits		
BUAD 111	Financial Accounting I	3	TC	1 ACCT 150 _____
BUAD 116	Marketing	3	TC	2 MARK 150 _____
BUAD 123	Management Principles	3	TC	3 MGMT 150 _____
BUAD 128	Computer Applications I	3	TC	4 BCPT 150 _____
BUAD 195	Financial Management	3		5 _____
BUAD 209	Business Law	3	TC	6 BLAW 152 _____
BUAD 262	Organizational Behaviour	3		7 _____
BUAD 264	Management Accounting	3		8 _____
BUAD 269	Human Resources Management	3		9 _____
BUAD 272	Business Simulation or	3		10 _____
BUAD 293	Entrepreneurship (a)	3		11 _____
BUAD 315	Management Science	3		12 _____
BUAD 340	Strategic Management I	3		13 _____
BUAD 425	Business & Canadian Government Policy	3		14 _____
ECON 115	Principles of Microeconomics	3	TC	14 ECON 150 _____
ECON 125	Principles of Macroeconomics	3	TC	15 ECON 151 _____
CMNS 112	Professional Writing I	3	TC	16 BENG 150 _____
CMNS 122	Professional Writing II	3		17 _____
MATH 114	Business Mathematics	3	TC	18 MATH 150 _____
PHIL 350	Business Ethics	3		19 _____
STAT 124	Business Statistics (or STAT 121)	3		20 _____
Total Required Credits		60		

Elective Courses			
Course #	Course Name		
		3	21 <u>Non-Business Elective, CMNS/ENGL recommended</u>
		3	22 <u>Non-Business Elective</u>
		3	23 <u>Non-Business Elective</u>
		3	24 <u>Non-Business or Business Elective</u>
		3	25 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3	26 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3	27 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3	28 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3	29 <u>Business Elective</u>
		3	30 <u>Business Elective</u>
		3	31 <u>Business Elective</u>
		3	32 <u>Business Elective</u>
		3	33 <u>Business Elective</u>
		3	34 <u>Business Elective – 300 or 400 level</u>
		3	35 <u>Business Elective – 300 or 400 level</u>
		3	36 <u>Business Elective – 300 or 400 level</u>
		3	37 <u>Business Elective – 300 or 400 level</u>
		3	38 <u>Business Elective – 300 or 400 level</u>
		3	39 <u>Business Elective – 300 or 400 level</u>
		3	40 <u>Business Elective – 300 or 400 level</u>
Total Elective Credits		60	
Total Credits for BBA		120	

Appendix B - CMTN BuAd Diploma Accounting to OC BBA Personal Degree Plan (PDP)

Transfers 20 courses/60credits depending upon elective chosen in diploma.

Name: BuAd Diploma Accounting _____ **Student #** _____ **Contact:** _____

Required Courses	Notes
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		Credits		
BUAD 111	Financial Accounting I	3	TC	1 ACCT 150 _____
BUAD 116	Marketing	3	TC	2 MARK 150 _____
BUAD 123	Management Principles	3	TC	3 MGMT 150 _____
BUAD 128	Computer Applications I	3	TC	4 BCPT 150 _____
BUAD 195	Financial Management	3	TC	5 BFIN 250 _____
BUAD 209	Business Law	3	TC	6 BLAW 152 _____
BUAD 262	Organizational Behaviour	3	TC	7 MGMT 251 _____
BUAD 264	Management Accounting	3	TC	8 ACCT 252 _____
BUAD 269	Human Resources Management	3		9 _____
BUAD 272	Business Simulation or	3		10 _____
BUAD 293	Entrepreneurship (a)	3		11 _____
BUAD 315	Management Science	3		12 _____
BUAD 340	Strategic Management I	3		13 _____
BUAD 425	Business & Canadian Government Policy	3		14 ECON 150 _____
ECON 115	Principles of Microeconomics	3	TC	15 ECON 151 _____
ECON 125	Principles of Macroeconomics	3	TC	16 BENG 150 _____
CMNS 112	Professional Writing I	3		17 _____
CMNS 122	Professional Writing II	3		18 MATH 150 _____
MATH 114	Business Mathematics	3	TC	19 _____
PHIL 350	Business Ethics	3		20 MATH 251 _____
STAT 124	Business Statistics (or STAT 121)	3	TC	
Total Required Credits		60		

Elective Courses

Course #	Course Name			
		3		21 <u>Non-Business Elective, CMNS/ENGL recommended</u>
		3		22 <u>Non-Business Elective</u>
		3		23 <u>Non-Business Elective</u>
		3		24 <u>Non-Business or Business Elective</u>
		3		25 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3		26 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3		27 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3		28 <u>Non-Business or Business Elective – 300 or 400 level</u>
BUAD 121	ACCT 151	3	TC	29 <u>Business Elective</u>
BUAD 263	ACCT 250	3	TC	30 <u>Business Elective</u>
BUAD 273	ACCT 251	3	TC	31 <u>Business Elective</u>
BUAD 296	BFIN 251	3	TC	32 <u>Business Elective</u>
BUAD 283	MGMT 280	3	TC	33 <u>Business Elective</u>
BUAD 208	TAXN 250	3	TC	34 <u>Business Elective – 300 or 400 level</u>
BUAD 3XX	BPOL 250	3		35 <u>Business Elective – 300 or 400 level</u>
		3		36 <u>Business Elective – 300 or 400 level</u>
		3		37 <u>Business Elective – 300 or 400 level</u>
		3		38 <u>Business Elective – 300 or 400 level</u>
		3		39 <u>Business Elective – 300 or 400 level</u>
		3		40 <u>Business Elective – 300 or 400 level</u>
Total Elective Credits		60		

Total Credits for BBA **120**

Honours BBA

Honours BBA requires BUAD 491 & 492 (see note)

(a) Tourism & Hospitality Management Degree Students must take BUAD 293 Entrepreneurship

Important notes and BBA Specialties requirements are listed on the back of this page.

Notes:	
Non-Business Credits: a minimum of 30 is required, while a maximum of 45 is allowed. Non-business electives must be courses that are part of a diploma or degree program.	Business Credits: a minimum of 75 business credits is required, while a maximum of 90 is allowed. Business electives include all BUAD courses except BUAD 113.
BBA Honours Program: To qualify for the honours degree students must complete BUAD 491 and complete BUAD 492 with a minimum grade of 76% per course and graduate from the BBA program with a minimum graduating grade average of 76%.	
Accounting Specialty	
Required courses:	
BUAD 121	Financial Accounting II
BUAD 208	Canadian Income Tax I
BUAD 263	Intermediate Accounting I
BUAD 273	Intermediate Accounting II
Plus four of:	
BUAD 236	Accounting Computer Applications
BUAD 352	Data Analytics in Accounting (start date W22)
BUAD 359	Contemporary Perspectives & Issues in Accounting
BUAD 363	Audit Planning
BUAD 365	Cost Accounting
BUAD 367	Fraud Examination
BUAD 368	Selected Topic: Advanced Accounting
BUAD 369	Canadian Income Tax II
BUAD 462	Advanced Financial Accounting
BUAD 463	Internal Control and Auditing
BUAD 466	Advanced Managerial Accounting
BUAD 469	Selected Topics: Advanced Accounting
Finance Specialty	
Eight courses from the following:	
BUAD 208	Canadian Income Tax I
BUAD 234	Retirement Income Planning
BUAD 235	Insurance and Estate Planning
BUAD 250	Canadian Securities
BUAD 251	Personal Financial Planning
BUAD 296	Long Term Capital Management
BUAD 350	Capital Markets
BUAD 353	Derivative Securities
BUAD 354	Financial Modelling for Equity Analysis and Valuation
BUAD 356	Taxation and Investment Planning
BUAD 360	Canadian Financial Institutions
BUAD 361	Selected Topics: Finance
BUAD 369	Canadian Income Tax II
BUAD 450	Investment Management
BUAD 460	Investing in Financial Institutions
BUAD 461	Applied Corporate Finance
BUAD 468	Selected Topics: Finance
Management Specialty	
Required courses:	
BUAD 176	Professional Sales
BUAD 283	Management Information Systems
BUAD 370	Leadership
BUAD 382	Operations Management
Plus four of:	
BUAD 201	Conflict Resolution and Negotiation
BUAD 289	Purchasing and Materials Management
BUAD 298	Small Business Management
BUAD 305	Logistics and Supply Chain Management
BUAD 306	Managing Professional Service Firms
BUAD 307	Managing Innovation
BUAD 308	Multicultural Management
BUAD 309	Social Entrepreneurship
BUAD 330	International Business
BUAD 331	Project Management
BUAD 334	Events Planning
BUAD 339	Selected Topics: Management
BUAD 341	Introduction to Non-Profit Management
BUAD 346	Environmentally Sustainable Enterprise
BUAD 440	Advanced Business Strategy
BUAD 410	Organization Change and Development
BUAD 412	Strategic Performance Management
BUAD 415	New Product Development
BUAD 439	Selected Topics: Management
BUAD 480	Strategic Management II
Human Resources Management Specialty	
Required courses:	
BUAD 246	Recruitment and Selection
BUAD 247	Training and Development
BUAD 248	Occupational Health and Safety
BUAD 375	Strategic Human Resource Planning
BUAD 376	Compensation & Benefits
Plus three of the following, of which one must be at the 4XX level:	
BUAD 201	Conflict Resolution and Negotiation
BUAD 279	Industrial Relations
BUAD 374	Employment Law
BUAD 379	Selected Topics: Human Resources
BUAD 410	Organization Change & Development
BUAD 411	HR Metrics & Analytics
BUAD 412	Strategic Performance Management
BUAD 418	HR Analytics (start date 2024)
BUAD 479	Selected Topics: Human Resources Management
Tourism & Hospitality Management Specialty (a)	
Required courses:	
BUAD 115	Introduction to Tourism**
BUAD 215	Restaurant Management
BUAD 220	Hotel Management
BUAD 230	Wine and Culinary Tourism
Plus four of:	
BUAD 308	Multicultural Management
BUAD 332	Selected Topics: Tourism and Hospitality
BUAD 351	Tourism Planning and Development
BUAD 358	Global Trends in Tourism and Hospitality
BUAD 432	Selected Topics: Tourism and Hospitality
BUAD 449	Sustainable Tourism and Stewardship
Consider the following courses when selecting additional electives: BUAD 309, 335, 392, 334, 336, 345, 370, 390 or 470	
**Students with credit for BUAD 206 or TOUR 105 may not take BUAD 115 for credit.	
Marketing Specialty	
Required courses:	
BUAD 176	Professional Sales
BUAD 200	Digital Marketing
BUAD 210	Introduction to Marketing Research *
BUAD 266	Advertising & Marketing Communications
Plus four of:	
BUAD 278	Marketing Management
BUAD 297	Retailing
BUAD 305	Logistics and Supply Chain Management
BUAD 333	Search Marketing
BUAD 334	Events Planning
BUAD 335	Electronic Commerce
BUAD 336	Services Design
BUAD 338	Selected Topics: Marketing
BUAD 344	Marketing Analytics and Data Analysis *
BUAD 345	Consumer Behaviour
BUAD 415	New Product Development
BUAD 433	Applied Search Marketing
BUAD 438	Selected Topics: Marketing
BUAD 470	Customer Relationship Management
Other Business 300/400 Electives: BUAD 330 International Business BUAD 390 Properties Management BUAD 401 International Trade Management BUAD 430 Institutions of International Trade	
Honours (All Specialties) Required Courses: BUAD 491 Business Research Methods / BUAD 492 Business Res Project 201	
* Students with credit for BUAD 268: Marketing Research are NOT required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.	

Appendix C - CMTN BuAd Diploma Human Resources to OC BBA Personal Degree Plan (PDP)

Transfers at least 19 courses/57 credits depending upon elective chosen in diploma.

Name: BuAd Diploma HR _____ **Student #** _____ **Contact:** _____

Required Courses			Notes
	Credits		
BUAD 111	Financial Accounting I	3	TC 1 ACCT 150 _____
BUAD 116	Marketing	3	TC 2 MARK 150 _____
BUAD 123	Management Principles	3	TC 3 MGMT 150 _____
BUAD 128	Computer Applications I	3	TC 4 BCPT 150 _____
BUAD 195	Financial Management	3	TC 5 BFIN 250 _____
BUAD 209	Business Law	3	TC 6 BLAW 152 _____
BUAD 262	Organizational Behaviour	3	TC 7 BUAD 262 _____
BUAD 264	Management Accounting	3	TC 8 ACCT 252 _____
BUAD 269	Human Resources Management	3	TC 9 MGMT 255 _____
BUAD 272	Business Simulation or	3	10 _____
BUAD 293	Entrepreneurship (a)	3	11 _____
BUAD 315	Management Science	3	12 _____
BUAD 340	Strategic Management I	3	13 _____
BUAD 425	Business & Canadian Government Policy	3	14 ECON 150 _____
ECON 115	Principles of Microeconomics	3	TC 15 ECON 151 _____
ECON 125	Principles of Macroeconomics	3	TC 16 BENG 150 _____
CMNS 112	Professional Writing I	3	17 _____
CMNS 122	Professional Writing II	3	18 MATH 150 _____
MATH 114	Business Mathematics	3	19 _____
PHIL 350	Business Ethics	3	20 _____
STAT 124	Business Statistics (or STAT 121)	3	
Total Required Credits		60	

Elective Courses		
Course #	Course Name	
		21 <u>Non-Business Elective, CMNS/ENGL recommended</u>
		22 <u>Non-Business Elective</u>
		23 <u>Non-Business Elective</u>
		24 <u>Non-Business or Business Elective</u>
		25 <u>Non-Business or Business Elective – 300 or 400 level</u>
		26 <u>Non-Business or Business Elective – 300 or 400 level</u>
		27 <u>Non-Business or Business Elective – 300 or 400 level</u>
		28 <u>Non-Business or Business Elective – 300 or 400 level</u>
		29 <u>Business Elective</u>
BUAD 246	MGMT 257	30 <u>Business Elective</u>
BUAD 247	MGMT 258	31 <u>Business Elective</u>
BUAD 279	MGMT 279	32 <u>Business Elective</u>
		33 <u>Business Elective</u>
BUAD 376	MGMT 259	34 <u>Business Elective – 300 or 400 level</u>
BUAD 3XX	BPOL 250	35 <u>Business Elective – 300 or 400 level</u>
		36 <u>Business Elective – 300 or 400 level</u>
		37 <u>Business Elective – 300 or 400 level</u>
		38 <u>Business Elective – 300 or 400 level</u>
		39 <u>Business Elective – 300 or 400 level</u>
		40 <u>Business Elective – 300 or 400 level</u>
Total Elective Credits		60

Total Credits for BBA **120**

Honours BBA
Honours BBA requires BUAD 491 & 492 (see note)

(a) Tourism & Hospitality Management Degree Students must take BUAD 293 Entrepreneurship

Important notes and BBA Specialties requirements are listed on the back of this page.

Notes:			
Non-Business Credits: a minimum of 30 is required, while a maximum of 45 is allowed. Non-business electives must be courses that are part of a diploma or degree program.		Business Credits: a minimum of 75 business credits is required, while a maximum of 90 is allowed. Business electives include all BUAD courses except BUAD 113.	
BBA Honours Program: To qualify for the honours degree students must complete BUAD 491 and complete BUAD 492 with a minimum grade of 76% per course and graduate from the BBA program with a minimum graduating grade average of 76%.			
Accounting Specialty		Human Resources Management Specialty	
Required courses:		Required courses:	
BUAD 121	Financial Accounting II	BUAD 246	Recruitment and Selection
BUAD 208	Canadian Income Tax I	BUAD 247	Training and Development
BUAD 263	Intermediate Accounting I	BUAD 248	Occupational Health and Safety
BUAD 273	Intermediate Accounting II	BUAD 375	Strategic Human Resource Planning
Plus four of:		BUAD 376	Compensation & Benefits
BUAD 236	Accounting Computer Applications	Plus three of the following, of which one must be at the 4XX level:	
BUAD 352	Data Analytics in Accounting (start date W22)		
BUAD 359	Contemporary Perspectives & Issues in Accounting	BUAD 201	Conflict Resolution and Negotiation
BUAD 363	Audit Planning	BUAD 279	Industrial Relations
BUAD 365	Cost Accounting	BUAD 374	Employment Law
BUAD 367	Fraud Examination	BUAD 379	Selected Topics: Human Resources
BUAD 368	Selected Topic: Advanced Accounting	BUAD 410	Organization Change & Development
BUAD 369	Canadian Income Tax II	BUAD 411	HR Metrics & Analytics
BUAD 462	Advanced Financial Accounting	BUAD 412	Strategic Performance Management
BUAD 463	Internal Control and Auditing	BUAD 418	HR Analytics (start date 2024)
BUAD 466	Advanced Managerial Accounting	BUAD 479	Selected Topics: Human Resources Management
BUAD 469	Selected Topics: Advanced Accounting	Tourism & Hospitality Management Specialty (a)	
Finance Specialty		Required courses:	
Eight courses from the following:		BUAD 115	Introduction to Tourism**
BUAD 208	Canadian Income Tax I	BUAD 215	Restaurant Management
BUAD 234	Retirement Income Planning	BUAD 220	Hotel Management
BUAD 235	Insurance and Estate Planning	BUAD 230	Wine and Culinary Tourism
BUAD 250	Canadian Securities	Plus four of:	
BUAD 251	Personal Financial Planning	BUAD 308	Multicultural Management
BUAD 296	Long Term Capital Management	BUAD 332	Selected Topics: Tourism and Hospitality
BUAD 350	Capital Markets	BUAD 351	Tourism Planning and Development
BUAD 353	Derivative Securities	BUAD 358	Global Trends in Tourism and Hospitality
BUAD 354	Financial Modelling for Equity Analysis and Valuation	BUAD 432	Selected Topics: Tourism and Hospitality
BUAD 356	Taxation and Investment Planning	BUAD 449	Sustainable Tourism and Stewardship
BUAD 360	Canadian Financial Institutions		
BUAD 361	Selected Topics: Finance		
BUAD 369	Canadian Income Tax II	Consider the following courses when selecting additional electives: BUAD 309, 335, 392, 334, 336, 345, 370, 390 or 470	
BUAD 450	Investment Management	**Students with credit for BUAD 206 or TOUR 105 may not take BUAD 115 for credit.	
BUAD 460	Investing in Financial Institutions	Marketing Specialty	
BUAD 461	Applied Corporate Finance	Required courses:	
BUAD 468	Selected Topics: Finance	BUAD 176	Professional Sales
Management Specialty		BUAD 200	Digital Marketing
Required courses:		BUAD 210	Introduction to Marketing Research *
BUAD 176	Professional Sales	BUAD 266	Advertising & Marketing Communications
BUAD 283	Management Information Systems	Plus four of:	
BUAD 370	Leadership	BUAD 278	Marketing Management
BUAD 382	Operations Management	BUAD 297	Retailing
Plus four of:		BUAD 305	Logistics and Supply Chain Management
BUAD 201	Conflict Resolution and Negotiation	BUAD 333	Search Marketing
BUAD 289	Purchasing and Materials Management	BUAD 334	Events Planning
BUAD 298	Small Business Management	BUAD 335	Electronic Commerce
BUAD 305	Logistics and Supply Chain Management	BUAD 336	Services Design
BUAD 306	Managing Professional Service Firms	BUAD 338	Selected Topics: Marketing
BUAD 307	Managing Innovation	BUAD 344	Marketing Analytics and Data Analysis *
BUAD 308	Multicultural Management	BUAD 345	Consumer Behaviour
BUAD 309	Social Entrepreneurship	BUAD 415	New Product Development
BUAD 330	International Business	BUAD 433	Applied Search Marketing
BUAD 331	Project Management	BUAD 438	Selected Topics: Marketing
BUAD 334	Events Planning	BUAD 470	Customer Relationship Management
BUAD 339	Selected Topics: Management	Other Business 300/400 Electives:	
BUAD 341	Introduction to Non-Profit Management	BUAD 330 International Business	
BUAD 346	Environmentally Sustainable Enterprise	BUAD 390 Properties Management	
BUAD 440	Advanced Business Strategy	BUAD 401 International Trade Management	
BUAD 410	Organization Change and Development	BUAD 430 Institutions of International Trade	
BUAD 412	Strategic Performance Management	Honours (All Specialties) Required Courses:	
BUAD 415	New Product Development	BUAD 491 Business Research Methods / BUAD 492 Business Res Project 201	
BUAD 439	Selected Topics: Management	* Students with credit for BUAD 268: Marketing Research are NOT required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.	
BUAD 480	Strategic Management II		

Appendix D – CMTN BuAd Diploma Management to OC BBA Personal Degree Plan (PDP)

Transfers at least 14 courses/42credits depending upon elective chosen in diploma.

Name: BuAd Diploma Management _____ Student # _____ Contact: _____

Required Courses				Notes
		Credits		
BUAD 111	Financial Accounting I	3	TC	1 ACCT 150 _____
BUAD 116	Marketing	3	TC	2 MARK 150 _____
BUAD 123	Management Principles	3	TC	3 MGMT 150 _____
BUAD 128	Computer Applications I	3	TC	4 BCPT 150 _____
BUAD 195	Financial Management	3	TC	5 BFIN 250 _____
BUAD 209	Business Law	3	TC	6 BLAW 152 _____
BUAD 262	Organizational Behaviour	3	TC	7 MGMT 251 _____
BUAD 264	Management Accounting	3	TC	8 ACCT 252 _____
BUAD 269	Human Resources Management	3		9 _____
BUAD 272	Business Simulation or	3		10 _____
BUAD 293	Entrepreneurship (a)	3		11 _____
BUAD 315	Management Science	3		12 _____
BUAD 340	Strategic Management I	3		13 _____
BUAD 425	Business & Canadian Government Policy	3		14 _____
ECON 115	Principles of Microeconomics	3	TC	14 ECON 150 _____
ECON 125	Principles of Macroeconomics	3	TC	15 ECON 151 _____
CMNS 112	Professional Writing I	3	TC	16 BENG 150 _____
CMNS 122	Professional Writing II	3		17 _____
MATH 114	Business Mathematics	3	TC	18 MATH 150 _____
PHIL 350	Business Ethics	3		19 _____
STAT 124	Business Statistics (or STAT 121)	3		20 _____
Total Required Credits		60		

Elective Courses			
Course #	Course Name		
		3	21 <u>Non-Business Elective, CMNS/ENGL recommended</u>
		3	22 <u>Non-Business Elective</u>
		3	23 <u>Non-Business Elective</u>
		3	24 <u>Non-Business or Business Elective</u>
		3	25 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3	26 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3	27 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3	28 <u>Non-Business or Business Elective – 300 or 400 level</u>
		3	29 <u>Business Elective</u>
		3	30 <u>Business Elective</u>
		3	31 <u>Business Elective</u>
		3	32 <u>Business Elective</u>
		3	33 <u>Business Elective</u>
BUAD 3XX	BPOL 250	3	34 <u>Business Elective – 300 or 400 level</u>
		3	35 <u>Business Elective – 300 or 400 level</u>
		3	36 <u>Business Elective – 300 or 400 level</u>
		3	37 <u>Business Elective – 300 or 400 level</u>
		3	38 <u>Business Elective – 300 or 400 level</u>
		3	39 <u>Business Elective – 300 or 400 level</u>
		3	40 <u>Business Elective – 300 or 400 level</u>
Total Elective Credits		60	

Total Credits for BBA **120**

Honours BBA
Honours BBA requires BUAD 491 & 492 (see note)

(a) Tourism & Hospitality Management Degree Students must take BUAD 293 Entrepreneurship

Important notes and BBA Specialties requirements are listed on the back of this page.

Notes:			
Non-Business Credits: a minimum of 30 is required, while a maximum of 45 is allowed. Non-business electives must be courses that are part of a diploma or degree program.		Business Credits: a minimum of 75 business credits is required, while a maximum of 90 is allowed. Business electives include all BUAD courses except BUAD 113.	
BBA Honours Program: To qualify for the honours degree students must complete BUAD 491 and complete BUAD 492 with a minimum grade of 76% per course and graduate from the BBA program with a minimum graduating grade average of 76%.			
Accounting Specialty		Human Resources Management Specialty	
Required courses:		Required courses:	
BUAD 121	Financial Accounting II	BUAD 246	Recruitment and Selection
BUAD 208	Canadian Income Tax I	BUAD 247	Training and Development
BUAD 263	Intermediate Accounting I	BUAD 248	Occupational Health and Safety
BUAD 273	Intermediate Accounting II	BUAD 375	Strategic Human Resource Planning
Plus four of:		BUAD 376	Compensation & Benefits
BUAD 236	Accounting Computer Applications	Plus three of the following, of which one must be at the 4XX level:	
BUAD 352	Data Analytics in Accounting (start date W22)		
BUAD 359	Contemporary Perspectives & Issues in Accounting	BUAD 201	Conflict Resolution and Negotiation
BUAD 363	Audit Planning	BUAD 279	Industrial Relations
BUAD 365	Cost Accounting	BUAD 374	Employment Law
BUAD 367	Fraud Examination	BUAD 379	Selected Topics: Human Resources
BUAD 368	Selected Topic: Advanced Accounting	BUAD 410	Organization Change & Development
BUAD 369	Canadian Income Tax II	BUAD 411	HR Metrics & Analytics
BUAD 462	Advanced Financial Accounting	BUAD 412	Strategic Performance Management
BUAD 463	Internal Control and Auditing	BUAD 418	HR Analytics (start date 2024)
BUAD 466	Advanced Managerial Accounting	BUAD 479	Selected Topics: Human Resources Management
BUAD 469	Selected Topics: Advanced Accounting	Tourism & Hospitality Management Specialty (a)	
Finance Specialty		Required courses:	
Eight courses from the following:		BUAD 115	Introduction to Tourism**
BUAD 208	Canadian Income Tax I	BUAD 215	Restaurant Management
BUAD 234	Retirement Income Planning	BUAD 220	Hotel Management
BUAD 235	Insurance and Estate Planning	BUAD 230	Wine and Culinary Tourism
BUAD 250	Canadian Securities	Plus four of:	
BUAD 251	Personal Financial Planning	BUAD 308	Multicultural Management
BUAD 296	Long Term Capital Management	BUAD 332	Selected Topics: Tourism and Hospitality
BUAD 350	Capital Markets	BUAD 351	Tourism Planning and Development
BUAD 353	Derivative Securities	BUAD 358	Global Trends in Tourism and Hospitality
BUAD 354	Financial Modelling for Equity Analysis and Valuation	BUAD 432	Selected Topics: Tourism and Hospitality
BUAD 356	Taxation and Investment Planning	BUAD 449	Sustainable Tourism and Stewardship
BUAD 360	Canadian Financial Institutions		
BUAD 361	Selected Topics: Finance		
BUAD 369	Canadian Income Tax II	Consider the following courses when selecting additional electives: BUAD 309, 335, 392, 334, 336, 345, 370, 390 or 470	
BUAD 450	Investment Management	**Students with credit for BUAD 206 or TOUR 105 may not take BUAD 115 for credit.	
BUAD 460	Investing in Financial Institutions	Marketing Specialty	
BUAD 461	Applied Corporate Finance	Required courses:	
BUAD 468	Selected Topics: Finance	BUAD 176	Professional Sales
Management Specialty		BUAD 200	Digital Marketing
Required courses:		BUAD 210	Introduction to Marketing Research *
BUAD 176	Professional Sales	BUAD 266	Advertising & Marketing Communications
BUAD 283	Management Information Systems	Plus four of:	
BUAD 370	Leadership	BUAD 278	Marketing Management
BUAD 382	Operations Management	BUAD 297	Retailing
Plus four of:		BUAD 305	Logistics and Supply Chain Management
BUAD 201	Conflict Resolution and Negotiation	BUAD 333	Search Marketing
BUAD 289	Purchasing and Materials Management	BUAD 334	Events Planning
BUAD 298	Small Business Management	BUAD 335	Electronic Commerce
BUAD 305	Logistics and Supply Chain Management	BUAD 336	Services Design
BUAD 306	Managing Professional Service Firms	BUAD 338	Selected Topics: Marketing
BUAD 307	Managing Innovation	BUAD 344	Marketing Analytics and Data Analysis *
BUAD 308	Multicultural Management	BUAD 345	Consumer Behaviour
BUAD 309	Social Entrepreneurship	BUAD 415	New Product Development
BUAD 330	International Business	BUAD 433	Applied Search Marketing
BUAD 331	Project Management	BUAD 438	Selected Topics: Marketing
BUAD 334	Events Planning	BUAD 470	Customer Relationship Management
BUAD 339	Selected Topics: Management	Other Business 300/400 Electives:	
BUAD 341	Introduction to Non-Profit Management	BUAD 330 International Business	
BUAD 346	Environmentally Sustainable Enterprise	BUAD 390 Properties Management	
BUAD 440	Advanced Business Strategy	BUAD 401 International Trade Management	
BUAD 410	Organization Change and Development	BUAD 430 Institutions of International Trade	
BUAD 412	Strategic Performance Management	Honours (All Specialties) Required Courses:	
BUAD 415	New Product Development	BUAD 491 Business Research Methods / BUAD 492 Business Res Project 201	
BUAD 439	Selected Topics: Management	* Students with credit for BUAD 268: Marketing Research are NOT required to take BUAD 210 or 344 and must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may be BUAD 344.	
BUAD 480	Strategic Management II		

Appendix E: elective courses			
CMTN Course Number	CMTN Course Name	OC Course Number	OC Course Name
ACCT 150	Financial Accounting I (3)	BUAD 111	Financial Accounting I (3)
ACCT 151	Financial Accounting II (3)	BUAD 121	Financial Accounting II (3)
ACCT 250	Intermediate Financial Accounting I (3)	BUAD 263	Intermediate Accounting I (3)
ACCT 251	Intermediate Financial Accounting II (3)	BUAD 273	Intermediate Accounting II (3)
ACCT 252	Management Accounting (3)	BUAD 264	Management Accounting (3)
ACCT 253	Intermediate Management Accounting (3)	BUAD 365	Cost Accounting (3)
ACCT 255	Advanced Management Accounting (3)	BUAD 466	Advanced Management Accounting (3)
ACCT 270	Data Analytics for Accounting (3)	BUAD 352	Data Analytics in Accounting (3)
ACCT 299	Strategy and Performance Management (3)	BUAD 340	Strategic Management I (3)
BCPT 150	Business Computers (3)	BUAD 128	Computer Applications I (3)
BENG 150	Business Communications (3)	CMNS 112	Professional Writing I (3)
BFIN 250	Business Finance I (3)	BUAD 195	Financial Management (3)
BFIN 251	Business Finance II (3)	BUAD 296	Long-term Capital Management (3)
BLAW 152	Canadian Business Law (3)	BUAD 209	Business Law (3)
BPOL 250	Business Policy (3)	BUAD 3XX	General Business Elective (3)
ECON 150	Micro Economics (3)	ECON 115	Principles of Microeconomics (3)
ECON 151	Macro Economics (3)	ECON 125	Principles of Macroeconomics (3)
ETHC 150	Business Ethics (3)	PHIL 350	Business Ethics (3)
INTB 200	International Business (3)	BUAD 330	International Business (3)
MARK 150	Introduction to Marketing (3)	BUAD 116	Marketing (3)
MARK 250	Social Media and Marketing (3)	BUAD 200	Digital Marketing (3)
MATH 150	Mathematics of Finance (3)	MATH 114	Business Mathematics (3)
MATH 251	Statistics (3)	STAT 124	Business Statistics (3)
MGMT 150	Principles of Management (3)	BUAD 123	Management Principles (3)
MGMT 251	Organizational Behaviour (3)	BUAD 262	Organizational Behaviour (3)
MGMT 253	Labour Relations (3)	BUAD 279	Industrial Relations (3)
MGMT 255	Human Resource Management (3)	BUAD 269	Human Resource Management (3)
MGMT 257	Recruitment and Selection (3)	BUAD 246	Recruitment and Selection (3)
MGMT 258	Organizational Training and Development (3)	BUAD 247	Training and Development (3)
MGMT 259	Compensation and Benefits (3)	BUAD 376	Compensation and Benefits (3)
MGMT 280	Management Information Systems (3)	BUAD 283	Management Information Systems (3)
TAXN 250	Personal Taxation (3)	BUAD 208	Canadian Income Tax I (3)
TAXN 251	Corporate Taxation (3)	BUAD 369	Canadian Income Tax II (3)



EDUCATION COUNCIL BRIEFING NOTE

November 20, 2025

Agenda #: 5.7

Proposal Summary

Subject:	Faculty/Instructor Qualifications – Draft Policy
Proposed by:	Sam Lenci, Provost & Vice President Academic
Submitted to:	Education Council
Implementation date:	To be determined

Background Statement:

Okanagan College currently relies on collective agreements to guide the hiring of faculty and instructors. However, the absence of a formal, college-wide policy outlining minimum qualifications for instructional roles, required under the College and Institute Act (23.1.i) presents a gap in the institution's hiring framework. Addressing this gap offers a valuable opportunity to strengthen recruitment practices and promote consistency across departments.

Identified under the Okanagan College Board Policy Workplan for development in 2025/26, the Faculty and Instructor Qualifications Policy will establish a clear, structured, and transparent framework for setting and reviewing credentials during hiring. This will also ensure that all instructional staff meet the academic and professional standards required to uphold accreditation and regulatory expectations. In doing so, it reinforces the College's commitment to delivering high-quality education and maintaining its reputation for excellence.

The authority to implement this policy resides with the Board, with advice from Education Council. The Board has allocated time during its December 2025 meeting to review the draft policy. In accordance with the College and Institute Act, the Board will take into consideration any advice provided by the Education Council as part of its deliberations.

The draft policy has been shared with both the Okanagan College Faculty Association (OCFA) and BCGEU (Vocational). Comments from the OCFA included a statement that overall, they were supportive of the policy but noted a couple of items where they felt the language could be strengthened. The changes they requested were incorporated as appropriate. No other feedback was received.

The draft policy was presented and reviewed by the Academic Governance Committee on November 13, 2025. The Committee provided valuable feedback and as a result changes were made to the draft. The updated draft is presented to Education Council for review and advice.

Recommendation:

No recommendation required. Education Council is asked to review the draft policy so as to provide advice to the Board of Governors.

Rationale:

The development of this policy will ensure that students receive instruction from qualified educators, helping to uphold the College’s reputation and credibility.

Supporting Materials:

- Draft Faculty and Instructor Qualifications Policy (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 Motion	
Not required	

Consultation History:

Group/Individual, Title	Reviewed	Recommended (if required)	Date
Academic Governance Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/13/2025
Caroline Gilchrist, President OCFA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/31/25
Provost Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/22/25



FACULTY & INSTRUCTOR QUALIFICATIONS POLICY

Policy Area:	Academic		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	Provost & Vice President Academic		
Policy Contact:	Provost's Office		
Stakeholders:	Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Okanagan College Board of Governors		
Approval Date:			
Effective Date:			
Replaces or New:	New		
Last reviewed:	Month Year	Scheduled review date:	Month Year
Procedures:	<i>None</i>		

1. Policy Statement

Okanagan College is dedicated to delivering excellence in teaching, fostering student success, and providing excellent educational support services. This policy will guide the College in appointing Faculty/Instructors with the appropriate credentials and experience to meet the academic, professional, and industry standards of their disciplines, as well as the requirements of the educational programs, courses, services, and community engagement activities in which they participate on behalf of the College.

2. Purpose

To ensure that all Faculty/Instructors possess the necessary qualifications and expertise to deliver high-quality education and uphold the College's academic standards.

3. Scope and Application

This policy applies to all Faculty/Instructors, including full-time, part-time, emeritus, and visiting instructional staff, and those responsible for the hiring of these employees.

If this policy conflicts with an existing collective agreement, the collective agreement takes precedence.

4. Definitions

College	Means Okanagan College.
Faculty /Instructor(s)	Means Faculty as defined under the College and Institute Act, including any faculty member or vocational instructor employed by Okanagan College and represented by the OC Faculty Association (OCFA) or the BC General Employees' Union (BCGEU) Vocational collective agreements.
Undergraduate Course(s)	Means a course that is part of a program leading to an undergraduate credential such as a degree, associate degree or diploma.

5. Principles

- 5.1 That College students should receive instruction from Faculty/Instructors who meet the qualification criteria outlined below and are therefore appropriately qualified to teach in their subject area.
- 5.2 That to uphold the College's reputation and credibility, it is essential programs and educational services are delivered by Faculty/Instructors who are subject matter experts. These individuals must possess the appropriate scholarly preparation and maintain professional currency including an applied knowledge of learning science to meet the expectations of learners and external peers involved in accreditation, program approval, and program review processes.
- 5.3 That at an institutional level the College ensures that Faculty/Instructors' academic and professional qualifications are diverse and inclusive, reflecting the diversity of our community and programs offered.
- 5.4 That established qualifications, skills and experiences can incorporate a broad range of perspectives that reflect the mission and vision of the College.

6. Qualification Criteria

- 6.1 The College recognizes that portfolios and departments are best placed to establish the specific qualifications required to teach each course and expects individuals to exercise discretion in accordance with the intent and spirit of this Policy when making hiring decisions.

Academic Qualifications:

- a) Faculty/Instructors teaching Undergraduate Courses are required to hold at least a master's degree in the relevant discipline. Exceptions may be made for individuals with a bachelor's degree and professional qualifications and/or substantial professional experience directly related to the subject area.
- b) Faculty/Instructors teaching non-Undergraduate Courses must meet the minimum qualifications as defined by regional accrediting bodies or relevant governing authorities.

Professional Experience:

- c) For disciplines or subject areas where professional practice is essential, Faculty/Instructors may substitute advanced academic credentials with substantial, demonstrable industry experience and/or recognized professional certifications.
- d) Substitutions of qualification criteria that recognize professional experience are contingent upon the hiring committee's evaluation of the candidate's practical expertise and with approval of the Provost and Vice President Academic.

Certifications and Licenses:

- e) For fields requiring licensure or certification (e.g. trades, healthcare), Faculty/Instructors must possess valid and current credentials relevant to their teaching assignments.

Demonstrated Expertise:

- f) Evidence of expertise may include clear, tangible, and verifiable proof of someone's skills, knowledge, or proficiency in a particular field or subject area. It goes beyond simply claiming to have expertise and involves showing results that one is capable and highly competent through actions, achievements, experience, or a parchment from an accredited higher education institution.

7. Verification of Credentials:

Credential Evaluation:

- 7.1 To ensure all documents are authentic, People Services, in collaboration with chairs of hiring committees, will verify all required credentials before employment

Documentation Requirements:

- 7.2 Candidates must provide official transcripts, copies of licenses or certifications, and a detailed curriculum vitae or resume highlighting relevant experience as requested.

Review:

- 7.3 To ensure compliance with evolving accreditation standards and institutional needs, qualifications and experience may be reviewed periodically.

8. Related Acts and Regulations

College and Institute Act

Okanagan College Faculty Associate Collective Agreement

BC General Employees Union (Vocational) Collective Agreement

9. Supporting References, Policies, Procedures and Forms

List any related policies, and supporting procedures / documents (do not include procedures under the policy as those are listed above)

History / Revisions

Date	Action
Click or tap to enter a date.YYYY-MM-DD	Approval by Board, Education Council, Executive Team: <i>Title of Policy</i>



Okanagan College Education Council Committee Membership

Committees

Name	Representing	Membership	Committees	
			Academic Governance	Integrated Curriculum
Jillian Garrett	Faculty / Program	<i>Council Chair</i>	Member (X)	Member (X)
Samantha Lenci	Education Administrator	<i>Appointed (Provost)</i>	Member (X)	Member (X)
Morgan Martin	Faculty / Program	<i>Council Vice Chair</i>	Member (F)	
Chris Newitt	Education Administrator	<i>Appointed</i>		Member (ED)
Paul Martin	Education Administrator	<i>Appointed</i>		Member (ED)
Joan Ragsdale	Education Administrator	<i>Appointed</i>	Member (ED)	
Brenda Ridgeley	Faculty / Program	<i>Elected</i>		Member (F)
<i>Vacant</i>	Faculty / Program	<i>Elected</i>		
Chris Torrie	Faculty / Program	<i>Elected</i>		Member (F)
Kelly Brochu	Faculty / Program	<i>Elected</i>	Member (F)	
Bryan White	Faculty / Region	<i>Elected</i>	Member (F)	
Claude Hurtubise	Faculty / Region	<i>Elected</i>		Member (F)
Leanne Mallory	Faculty / Region	<i>Elected</i>		Member (F)
Wendy Wheeler	Faculty / Region	<i>Elected</i>	Member (F)	
Malachi Gossen	Student	<i>Elected</i>		Member (ST)
Chelsey Simmons	Student	<i>Elected</i>		Member (ST)
Shirelle Nickoli	Student	<i>Elected</i>	Member (ST)	
Sara Delgado	Student	<i>Elected</i>	Member (ST)	
Michelle Somerville	Support	<i>Elected</i>		Member (SU)
Vivan Moretti	Support	<i>Elected</i>	Member (SU)	
Inga Wheeler	Non-voting	<i>Non voting</i>	<i>Non voting</i>	<i>Non voting</i>

 = New members for approval: November 20, 2025