

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 Similkameen)

Support Staff:

- Michelle Somerville
- Vivian Moretti

Students:

- Shirelle Nickoli (North Okanagan)
- Malachi Goosen (South Okanagan Similkameen)
- Sara Delgado Soto (South Okanagan)

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

Regrets

- Neil Fassina, President
- Chelsey Simmons (Student Representative, Central Okanagan)

Non-voting:

- Inga Wheeler, Registrar
- Rhea Dupuis, Indigenous Advisor
- Cindy Battersby (Board of Governors)

Recording:

- Elaine Booi, Governance Administrator

Guests

Presenting:

- Bryan Penfound, Chair, Mathematics & Statistics
- Leigh-Ann Postowski, Associate Dean, Health & Social Development
- Anne-Marie Brennan, Program Administrator, Continuing Studies
- Chea Elton, Program Coordinator, Continuing Studies
- Trina M. Goebel, Instructor, Esthetics & Nail*
- Erin Creagh, School of Business Faculty*
- Mary Ann Knoll, School of Business Faculty
- Samantha Krulitski, School of Business Faculty*
- Adrian Fontenla, Chair, School of Business
- Christine Sjolander, Associate Dean, School of Business*

Guests:

- Steve Crema, Associate Dean, Science & Technologies
- Cindy Meissner, Interim Associate Dean, Continuing Studies*
- Mike Hazen, School of Business Faculty*

Topic	Action
1. CALL TO ORDER Quorum was established and the meeting called to order at 3:05p.m.	
2. ACKNOWLEDGEMENT S. Lenci provided a land acknowledgment. <i>P. Martin joined the meeting at 3:08p.m.</i> R. Dupuis led the Council in a welcome song. <i>M. Knoll joined the meeting at 3:14p.m.</i>	
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.	
4. APPROVAL OF AGENDA The Chair asked members if they had any amendments to the agenda. A member requested that BUAD 223 Selected Topics: Finance be pulled from the consent agenda and moved to Section 7: Other Business & Business Arising From Consent Agenda. Council agreed and the Chair proceeded with reading the motion. <i>Motion: THAT Education Council approves the November 20, 2025 agenda and thereby approves the consent agenda as amended.</i>	
K. Brochu	CARRIED
4.1 Consent Agenda <ul style="list-style-type: none">i. Education Council Regular Meeting Minutes – October 16, 2025 ii. Course revisions:<ul style="list-style-type: none">a) STAT 121 Elementary Statistics <i>Motion: THAT the Education Council approves the course revisions for STAT 121 Elementary Statistics as presented.</i>b) STAT 124 Business Statistics <i>Motion: THAT the Education Council approves the course revisions for STAT 124 Business Statistics as presented.</i>c) 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>	

Topic	Action
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S. Crema left the meeting at 3:16p.m.

5. NEW BUSINESS

Health & Social Development

5.1 Program Revisions

i. [Access to Practical Nursing Diploma \(APN\)](#)

L. Postowski provided an overview of the program revisions for APN, noting that admission requirements have been updated to align with provincial standards and to remove barriers for applicants. Starting the January 2027 intake, applicants will no longer be ranked and instead admission will follow a first-qualified, first-accepted process.

A member asked for clarity about the wording for the 2027 selection process. L. Postowski noted that offers will be extended as soon as applicants meet all admission requirements. All academic requirements must be complete before an offer is issued. Members discussed how non-academic requirements such as criminal record checks should not delay offers, as these can take longer for some applicants. It was suggested that applicants could provide proof they have initiated these processes, such as confirmation of a criminal record check application.

After discussion, members agreed that the following wording satisfies the application process for the 2027 selection process:

This program admits on a First Qualified, First Accepted basis. Once an applicant meets all academic admission requirements, or shows they are enrolled in the required courses, offers are made in the order applicants qualify until the program is full.

The Registrar noted that selection processes for all health programs criminal record checks may need to be reviewed, and this could be brought forward as a broader motion in the future. Members had no further questions, and the Chair read the motion.

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.

C. Torrie

CARRIED

ii. [Practical Nursing Diploma \(PNSG\)](#)

L. Postowski noted that revisions to the PNSG program are similar to those made to the APN program and added that the wording for the 2027 selection process will also need to be updated to match APN and Council agreed. A member suggested aligning the order of the admission process sections with APN, and L. Postowski agreed.

The Chair observed that the qualifications to teach the program section was empty. L. Postowski confirmed that they will update the qualifications to match the APN.

A member asked about the list of campuses where the program is offered and noted that the Salmon Arm campus was not listed. L. Postowski agreed to update the list to include Salmon Arm.

Members did not have any further questions or comments about the proposal and the Chair proceeded with reading the motion.

Topic	Action
<p><i>Motion: THAT the Education Council approves and recommends to the Board of Governors the program revisions for: PNSG Practical Nursing Diploma as presented.</i></p> <p>M. Somerville</p> <p><i>L. Postowski left the meeting at 3:41p.m.</i></p>	<p>CARRIED</p>
Continuing Studies	
<p>A. Brennan provided an overview of the program revisions for the Esthetics and Spa Therapy and Nail Technical Micro-credentials.</p> <p>A member noted that specifics for assessments were not included in the proposal and the Chair clarified that Council does not evaluate specific assessments.</p> <p>A member also noted that there are two course outlines attached to the proposal and A. Brennan added that they will remove the outdated course outline to improve clarity.</p>	
5.2 New Courses	
<p>i. NTE 104 Nail Technician Industry Essentials & Career Readiness</p> <p>Members did not have any questions or comments about the proposal and the Chair proceeded with reading the motion.</p> <p><i>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></p> <p>B. Ridgeley</p>	<p>CARRIED</p>
5.3 Program and Course Revisions	
<p>i. Program Revision: Nail Technician Micro-Credential (MCNTE)</p> <p>Course Revisions:</p> <ul style="list-style-type: none">• NTE 101 Natural Nail Treatments – Manicures and Pedicures• NTE 102 Nail Enhancements <p>Members did not have any questions or comments about the proposal and the Chair proceeded with reading the motion.</p> <p><i>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></p> <ul style="list-style-type: none">• NTE 101 Natural Nail Treatments – Manicures and Pedicures• NTE 102 Nail Enhancements <p>M. Gossen</p>	<p>CARRIED</p>

Topic	Action
<p>ii. Program Revision: Esthetics and Spa Therapy Micro-credential (MCEST)</p> <p>Course Revisions:</p> <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 <p>Members did not have any questions or comments about the proposal and the Chair proceeded with reading the motion.</p> <p>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:</p> <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 <p>B. Ridgeley</p> <p>A. Brennan, C. Elton, C. Meissner, and T. Goebel left the meeting at 3:49p.m.</p> <p>C. Sjolander joined the meeting at 3:49p.m.</p>	<p>CARRIED</p>
School of Business	
<p>5.4 Course Cancellations</p> <p>A. Fontenla noted that both BUAD 233 and 360 have not been offered in about 15 years, and the department does not have any intention of offering them.</p> <p>Members did not have any questions or comments about the proposals and the Chair proceeded with reading the motions.</p> <p>i. Financial Planning Fundamentals (BUAD 233)</p> <p>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.</p> <p>M. Martin</p> <p>ii. Canadian Financial Institutions (BUAD 360)</p> <p>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.</p> <p>L. Mallory</p> <p>S. Krulitski joined the meeting at 3:52p.m.</p>	<p>CARRIED</p> <p>CARRIED</p>

Topic	Action
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5.5 Program Revisions & New & Revised Courses

i. Program Revision: [Post-Baccalaureate Diploma in Accounting \(BUPBDA\)](#)

New courses:

- [BUAD 130 Accelerated Financial Accounting](#)
- [BUAD 252 Organizational Dynamics and People Practices](#)
- [BUAD 255 Financial Decision Making and Analysis](#)
- [BUAD 467 Accounting Capstone](#)

M. Knoll provided an overview of the Post-Baccalaureate Diploma in Accounting (BUPBDA) program redesign, noting that the Chartered Professional Accountants (CPA) program is updating its competency map, making this an ideal time to revise the program to align with the new standards. A competitive analysis was conducted to address gaps, and the redesign aims to attract career changers.

E. Creagh outlined the new accounting courses included in the program redesign. The Registrar asked about the requirement for students to hold a bachelor's degree recognized by CPA to enter their program. A. Fontenla clarified that the program description includes a note stating it is the student's responsibility to ensure their degree qualifies for CPA. The undergrad requirement does not affect admission to the BUPBDA program.

A member asked whether the new courses will be available through Open Studies. M. Knoll confirmed that this is the goal. C. Sjolander added that the BUPBDA will launch next year alongside Open Studies and noted that BUAD 130 could also be made available to other Business programs.

E. Creagh provided an overview of BUAD 252, highlighting a shift toward developing soft skills to meet industry demand. A member requested clarification on which courses students may enroll in if they already have credit for BUAD 252, and M. Knoll provided clarification.

Members had no further questions or comments regarding the BUPBDA program redesign, and the Chair proceeded to read the motion.

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:

- **BUAD 130 Accelerated Financial Accounting**
- **BUAD 252 Organizational Dynamics and People Practices**
- **BUAD 255 Financial Decision Making and Analysis**
- **BUAD 467 Accounting Capstone**

M. Martin

C. Battersby left the meeting at 4:13p.m.

CARRIED

ii. Course Revisions:

M. Knoll outlined course revisions impacted by the BUPBDA program redesign noting that new courses were included in the prerequisites for existing courses. The Registrar had a prerequisite question about BUAD 352, and A. Fontenla provided clarification.

Members had no further questions or comments regarding the course revisions, and the Chair proceeded to read the motion.

- [BUAD 111 Financial Accounting I](#)
- [BUAD 121 Financial Accounting II](#)
- [BUAD 195 Financial Management](#)

Topic	Action
<ul style="list-style-type: none"> • BUAD 263 Intermediate Accounting I • BUAD 352 Data Analytics in Accounting • BUAD 365 Cost Accounting 	
<p><i>Motion: THAT the Education Council approves the course revisions for the following courses as presented:</i></p> <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 Cost Accounting 	
<p>C. Hurtubise</p> <p><i>E. Creagh, M. Hazen, M. Knoll, and S. Krulitski, left the meeting at 4:19p.m.</i></p> <p>iii. Program Revision: Business Administration Diploma: Financial Services Specialty (FINS)</p> <p>A. Fontenla provided an overview of the program revision. A member noted the variety in electives and A. Fontenla provided clarification.</p> <p>Members had no further questions or comments regarding the program revision, and the Chair proceeded to read the motion.</p>	CARRIED
<p><i>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></p>	
<p>B. Ridgeley</p> <p>iv. Program Revision: Business Studies Certificate: Financial Services Specialty (FINS)</p> <p>A. Fontenla provided an overview of the program revision.</p> <p>Members had no further questions or comments regarding the program revision, and the Chair proceeded to read the motion.</p>	CARRIED
<p><i>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></p>	
<p>M. Martin</p> <p>v. Program Revision: Bachelor of Business Administration: Entrepreneurship Specialty (ENTR)</p> <p>A. Fontenla provided an overview of the program revision. A member asked about the recommended electives list within the program outline. A. Fontenla clarified that this format is consistent with other business specialties and helps academic advisors provide students with more information.</p> <p>Another member asked for clarification regarding the number of courses required within a specialization. A. Fontenla explained that there are two different approaches to specializations within Business programs.</p> <p>Members had no further questions or comments regarding the program revision, and the Chair proceeded to read the motion.</p>	CARRIED

Topic	Action
<p><i>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></p>	
<p>P. Martin</p>	CARRIED
<p>5.6 Memorandum of Understanding (MOU)</p>	
<p>i. MOU between Okanagan College and Coast Mountain College</p>	
<p>C. Sjolander provided an overview of the Memorandum of Understanding (MOU) between Okanagan College and Coast Mountain College. The Registrar raised concern about the number of credits listed, and C. Sjolander confirmed that this was an error with the Personal Degree Planner (PDP) and will be corrected. The Chair noted an additional error in the agreement regarding the communication transfer course and C. Sjolander agreed to correct this.</p>	
<p>A member expressed concerns about inaccuracies in the PDPs and emphasized that these issues should be addressed to avoid confusion and potential risk to the organization. They suggested relying on the BC Transfer Guide for individual course transfers rather than including detailed course listings in the agreement. The Provost clarified the distinction between course-to-course equivalence and block transfer.</p>	
<p>Members discussed the potential impact of changes to Coast Mountain College's curriculum including course changes within the program. The importance of ensuring students receive the credits needed for graduation was highlighted, noting that while the agreement specifies 30 and 60 credits, students must confirm alignment.</p>	
<p>C. Sjolander noted that course alignment is less significant for business programs than other programs such as science and added that the block transfer agreement also serves as a marketing tool. They confirmed that the appendices will be corrected before submission to the Board. A member suggested removing the appendices entirely to make the MOU more flexible.</p>	
<p>The Provost proposed that once the revised version is complete, the agreement be approved by written consent via electronic means so it can proceed to the December Board meeting. Members and C. Sjolander agreed to this approach.</p>	
<p><i>The Provost recommended that item 7: Other Business & Business Arising From Consent Agenda be moved to item 5.7 and Council agreed.</i></p>	
<p>5.7 Other Business & Business Arising From Consent Agenda</p>	
<p>i. BUAD 223 Selected Topics: Finance</p>	
<p>A. Fontenla provided an overview of the course revision for BUAD 223, noting the change to the course name. A member asked for clarification on the prerequisites, and A. Fontenla explained the requirements. The Chair asked the Registrar how prerequisites are applied operationally for selected topics courses, and the Registrar confirmed that they are added at the section level rather than to the course itself.</p>	
<p>The Chair also noted that the minimum qualifications to teach the course were not included.</p>	
<p>A. Fontenla confirmed that this will be updated to match the general BBA requirements. Members had no further questions or comments, and the Chair proceeded to read the motion.</p>	

Topic	Action
<p><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></p> <p>M. Martin</p> <p><i>A. Fontenla & C. Sjolander left the meeting 5:05p.m.</i></p> <p><i>The Chair called for a recess at 5:05p.m.</i></p> <p><i>The Chair called the meeting back to order at 5:27p.m.</i></p>	CARRIED
Policy	
<p>5.8 Faculty and Instructor Qualifications Policy</p> <p>The Provost provided an overview of the Faculty and Instructor Qualifications Policy, adding that Education Council is providing advice to the Board on the policy. The Provost provided an overview of policy consultation and noted that the policy was reviewed by the Academic Governance Committee (AGC), where extensive discussion occurred.</p> <p>The Chair opened the floor for discussion. A member noted that the AGC had previously discussed how to capture teaching excellence and expressed support for the inclusion of language addressing this in the revised policy. Another member highlighted that AGC had raised concerns about sections 6.1(a) and (b) regarding undergraduate course qualifications, and these concerns were addressed by adding a definition of undergraduate courses.</p> <p>The Registrar confirmed that they were consulted on the definition of undergraduate courses and presented an updated version to Council, which members supported. A member asked whether Continuing Studies instructors are included within the policy, and the Provost confirmed that the policy applies to all faculty instructors across the institution.</p> <p>A member referenced practices in Newfoundland, where faculty must hold a teaching certificate recognized by the college, and suggested this as a good model. The Provost agreed it is a strong practice but noted that it is not feasible for Okanagan College at this time.</p> <p>The Chair confirmed that Council’s advice to the Board will include the updated definition of undergraduate courses. Members discussed the term used in the policy, “non-undergraduate courses,” agreeing that it was unclear and should be replaced with “trades, apprenticeship, developmental, or vocational training” from the definition of undergraduate courses.</p> <p>The Chair concluded that Council will advise the Board to incorporate the recommended updates to the definition of undergraduate courses and revise the terminology used for non-undergraduate courses. The Chair added that Council’s advice will be included in the briefing note about the policy to the Board. Members expressed support for this approach and for moving the policy forward to the Board with these revisions.</p>	
Governance	
<p>5.9 Committee Membership</p> <p>The Chair presented the updated Committee membership noting that C. Simmons and M. Gossen will be added to the Integrated Curriculum Committee. Members did not have any questions or comments, and the Chair proceeded with reading the motion.</p>	

Topic	Action
<p><i>Motion: THAT the Education Council approves the Education Council Integrated Curriculum Committee Membership as presented.</i></p> <p>C. Torrie</p>	CARRIED
6. REPORTS	
6.1 Education Council Chair	
<p>The Chair provided an update on the December Education Council professional development session noting that Graeme Bowbrick has confirmed that he will provide a governance training session and P. Martin will present on program mapping and learning outcomes.</p> <p>The Chair noted that the Health and Social Development (HSD) Education Council faculty seat remains vacant and requested members to reach out to HSD faculty to inform them of the position.</p> <p>The Chair provided an update on the Kuali workflow and revisions to the curriculum expectations documents and noted this is ongoing.</p> <p>The Chair added that the Provincial Academic Governance Council (PAGC) is meeting next week and the college is hosting the in-person PAGC meeting in May.</p>	
6.2 Academic Governance Committee	
<p>The Chair noted that the Committee reviewed policy engagement strategies, the Faculty and Instructor Qualifications Policy, and the definition of tutor used within the college's policies at the November meeting. The next AGC meeting is on January 15.</p>	
6.3 Integrated Curriculum Committee	
<p>The Chair noted that the Committee met in November to review the curriculum proposals presented at this meeting and the next ICC meeting is on December 4.</p>	
6.4 Provost and Vice President Academic	
<p>The Provost informed Council that several new policies are in development and will be coming forward for review. Jane Lister is currently drafting initial versions, which will be reviewed by the Academic Governance Committee before reaching Education Council.</p> <p>The Provost shared that Kelowna has recently been designated as a UNESCO City of Gastronomy. Additionally, the College announced a partnership with KF Aerospace, which will contribute \$22 million toward the construction of a new teaching facility.</p> <p>The Provost also noted that Yvonne Moritz is leading work on program mapping and learning outcomes. A team will be assembled to support faculty in designing outcomes and aligning them to programs effectively.</p>	
6.5 Registrar	
<p>The Registrar announced that the Curriculum Coordinator will be leaving their position and that a posting for the role will be published soon.</p>	
6.6 Board of Governors	
<p>No report was given.</p>	
7. ADJOURNMENT	
<p>The meeting was adjourned at 6:05p.m.</p>	