Okanagan College Education Council
Regular Meeting Agenda
Thursday, April 16, 2026
In person, Kelowna Campus, S103B
3:00 – 6:00p.m.

Link to Kuali Resources

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

Topic	Action	Presenter	Attached	Pages
1. CALL TO ORDER		M. Martin		
2. ACKNOWLEDGEMENT		B. Ridgeley		
3. DECLARATION OF CONFLICT		M. Martin		
4. APPROVAL OF AGENDA Recommended Motion: ***THAT the Education Council approves the April 16, 2026 agenda and thereby approves the consent agenda as presented.***	Approval	M. Martin		1-3
4.1 Consent Agenda				
i. Education Council Regular Meeting Minutes – January 22, 2026	*Approved with motion for agenda as above*		Minutes	4-9
ii. Education Council Regular Meeting Minutes – February 19, 2026			Minutes	10-17
iii. Course Revisions: a) COSC 118 Networks and Telecommunications I *Motion: THAT the Education Council approves the revised course: COSC 118 Networks and Telecommunications I as presented.* b) DSCI 490 Data Science Project *Motion: THAT the Education Council approves the revised course: DSCI 490 Data Science Project as presented.* c) DSCI 491 Data Science Research Project *Motion: THAT the Education Council approves the revised course: DSCI 491 Data Science Research Project as presented.* d) PSYC 111 Introduction to Psychology: Basic Processes *Motion: THAT the Education Council approves the revised course: PSYC 111 Introduction to Psychology: Basic Processes as presented.* e) PSYC 121 Introduction to Psychology: Personal Functioning *Motion: THAT the Education Council approves the revised course: PSYC 121 Introduction to Psychology: Personal Functioning as presented.*				

Topic	Action	Presenter	Attached	Pages
5. NEW BUSINESS				
Arts & Sciences				
5.1 New Course				
i. PSYC 345 The Psychology of Murder *Recommended Motion:* ***THAT the Education Council approves and recommends to Board of Governors the new course: PSYC 345 The Psychology of Murder as presented.***	Approve & Recommendation	L. Dahl	Kuali & Resource Plan	18-19
5.2 Program Revision				
i. Post-Diploma Certificate in Data Science (PDCDS) *Recommended Motion:* ***THAT the Education Council approves and recommends to the Board of Governors the program revision: Post-Diploma Certificate in Data Science (PDCDS) as presented.***	Approve & Recommendation	B. Penfound	Kuali	-
ii. Mathematics and Statistics Emphasis (MAST) *Recommended Motion:* ***THAT the Education Council approves and recommends to the Board of Governors the program revision: Mathematics and Statistics Emphasis (MAST) as presented.***	Approve & Recommendation	B. Penfound	Kuali	-
Continuing Studies				
5.3 New Programs and Courses				
i. New Program: Fundamentals in Architecture, Construction and Engineering Micro-credential (MCFACE) New Courses: • FACE 120 Digital Modelling Fundamentals • FACE 121 Introduction to Construction Project Management, Communication and Professionalism • FACE 122 Introduction to Building Technology *Recommended Motion:* ***THAT the Education Council approves and recommends to the Board of Governors the new program: Fundamentals in Architecture, Construction and Engineering Micro-credential (MCFACE) as presented and thereby approves and recommends the following courses:*** • ***FACE 120 Digital Modelling Fundamentals*** • ***FACE 121 Introduction to Construction Project Management, Communication and Professionalism*** • ***FACE 122 Introduction to Building Technology***	Approve & Recommendation	A. Brennan	Kuali & Resource Plan	20-22

Topic	Action	Presenter	Attached	Pages
ii. New Program: Leadership Skills for IT Professionals Micro-credential New Courses: • LSIT 100 Strategic IT Planning and Management • LSIT 101 Emotional Intelligence for Information Technology • LSIT 102 Leadership and Ethics for Information Technology • LSIT 103 Capstone Project *Recommended Motion:* ***THAT the Education Council approves and recommends to the Board of Governors the new program: Leadership Skills for IT Professionals Micro-credential as presented and thereby approves and recommends the following courses:*** • ***LSIT 100 Strategic IT Planning and Management*** • ***LSIT 101 Emotional Intelligence for Information Technology*** • ***LSIT 102 Leadership and Ethics for Information Technology*** • ***LSIT 103 Capstone Project***	Approve & Recommendation	A. Brennan	Kuali & Resource Plan	23-24
Presentation				
5.4 Accessibility Presentation	Information	D. Tedesco	Briefing	25-26
Governance				
5.5 Education Council Evaluation Survey 2025-2026 *Recommended Motion:* ***THAT the Education Council approves the Education Council 2025-2026 Evaluation Survey as presented.***	Approval	M. Martin	Briefing	27-45
6. REPORTS				
6.1 Education Council Chair	Information	M. Martin	Verbal	-
6.2 Academic Governance Committee	Information	M. Martin	Verbal	-
6.3 Integrated Curriculum Committee	Information	M. Martin	Verbal	-
6.4 Provost and Vice President Academic	Information	S. Lenci	Verbal	-
6.5 Registrar	Information	I. Wheeler	Verbal	-
6.6 Board of Governors	Information	J. Fowler	Verbal	-
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
8. ADJOURNMENT				

Link to Kuali

Education Council
Regular Meeting
Thursday, January 22, 2026
Online, Zoom
Draft minutes for approval April 16, 2026

Attendance

Members

Program Faculty:
- Brenda Ridgeley (Business)
- Morgan Martin, Acting Chair (Science and Technology)
- Kelly Brochu (Trades and Apprenticeship)

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

Support Staff:
- Michelle Somerville

Students:
- Chelsey Simmons (Central Okanagan)
- Shirelle Nickoli (North Okanagan)
- Malachi Goosen (South Okanagan Similkameen)

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

Recording:
- Elaine Booi, Governance Administrator

Regrets
- Neil Fassina, President
- Jillian Garrett, Education Council Chair (Arts)
- Vivian Moretti (Support Staff)
- Sara Delgado Soto (Student Representative, South Okanagan)
- Rhea Dupuis, Indigenous Advisor
- Cindy Battersby (Board of Governors)

Guests

Presenting:
- Melissa Gardner, Instructor, Department of Pharmacy Technician
- Kyla Ashman, Vocational Instructor
- Anne-Marie Brennan, Program Administrator, Continuing Studies
- Amanda Langhorn, Associate Director, Continuing Studies
- Youry Khmelevsky, Chair, Computer Science
- Steve Crema, Associate Dean, Science & Technology

Topic	Action

1. **CALL TO ORDER**
   Quorum was established and the meeting called to order at 3:01p.m. The Acting Chair noted that they are covering for the Chair as they are away.

2. **ACKNOWLEDGEMENT**
   W. Wheeler provided a land acknowledgement.
   K. Brochu joined the meeting at 3:04p.m.

3. **DECLARATION OF CONFLICT**
   The Acting Chair asked members if they had any declarations of conflict and no members declared.

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4. APPROVAL OF AGENDA

The Acting Chair asked members if they had any amendments to the agenda or would like to move any items out of the consent agenda. The Acting Chair requested to remove item 5.4 MOU between Okanagan College and Universite Paris-Est Creteil (UPEC) from the agenda because the Provost will speak to the MOU in their report. Members did not have any objections to the amendment.

A member requested that item 4.1.ii. for PHTE 203 Phytopharmaceuticals and OTC was removed from the consent agenda and discussed in Section 8. Other Business & Business Arising from Consent Agenda. The Acting Chair proposed moving Section 8 ahead of Section 5 because the proposer is currently at the meeting to speak to PHTE 203. Members agreed and the Acting Chair proceeded with reading the motion.

Recommended Motion: ***THAT the Education Council approves the January 22, 2026 agenda and thereby approves the consent agenda as amended.***

K. Brochu ***CARRIED***

4.1 Consent Agenda

i. Education Council Professional Development Meeting Minutes – December 11, 2025

5. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

5.1 PHTE 203 Phytopharmaceuticals and OTC

M. Gardner outlined revisions to PHTE 203, noting that the course name was updated to better reflect existing content and the scope of practice.

A member asked for clarification on when course revisions become substantial enough to be classified as a new course. The Provost noted that many programs differentiate between degree-level content and technician-level content, and that this revision aligns the course more with the competencies required of a pharmacy technician rather than a pharmacist. The intent of the revision is to ensure the course reflects the duties of the job it prepares students for rather than classifying a new course.

Members discussed the extent of the revisions and agreed that the changes constitute a course revision rather than the creation of a new course. The Acting Chair proceeded with reading the motion.

Motion: ***THAT the Education Council approves the course revision for PHTE 203 Phytopharmaceuticals and OTC as presented.***

M. Gossen ***CARRIED***

6. NEW BUSINESS

Arts & Foundational

6.1 New Courses

i. LSIN 040 Global Awareness & LSIN 041 World History

K. Ashman provided an overview of the new courses LSIN 040 and 041.

A member asked whether students enrolled in the Supported Access to Modified Education (SAME) program are permitted to take classes outside of their program, and whether the Arts portfolio had been consulted about this. K. Ashman responded that the Arts portfolio was

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consulted and confirmed that SAME students can take additional courses outside their program.

Motion: ***THAT the Education Council approves and recommends to the Board of Governors the new course: LSIN 040 Global Awareness LSIN 041 World History as presented.***

C. Newitt ***CARRIED***

Continuing Studies

6.2 Revised Program and Courses

i. Program Revision: Occupational Health and Safety Certificate (ZOHS)

Course Revisions:

a) OHS 111 Introduction to Health and Safety Systems
b) OHS 112 Management of Health and Safety Systems
c) OHS 113 Health and Safety Legislation
d) OHS 114 Ability Management
e) OHS 115 Human Factors
f) OHS 116 Training, Development and Facilitation
g) OHS 117 Risk Management
h) OHS 118 Investigation and Auditing

A. Brennan noted that the Occupational Health and Safety (OHS) courses were updated only to include existing learning outcomes. A. Brennan also explained that the math requirements for the OHS were revised to reduce access barriers for applicants.

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

Recommended Motion: ***THAT the Education Council approves and recommends to the Board of Governors the program revision for: Occupational Health and Safety Certificate (ZOHS) and thereby approves the following course revisions as presented:***

- ***OHS 111 Introduction to Health and Safety Systems***
- ***OHS 112 Management of Health and Safety Systems***
- ***OHS 113 Health and Safety Legislation***
- ***OHS 114 Ability Management***
- ***OHS 115 Human Factors***
- ***OHS 116 Training, Development and Facilitation***
- ***OHS 117 Risk Management***
- ***OHS 118 Investigation and Auditing***

B. Ridgely ***CARRIED***

Science & Technology

6.3 Program Revision, New Options & New Courses

i. Program Revision & New Options:

Bachelor of Computer Information Systems Degree (BCIS)

Revised Option:

a) Data Engineering and Artificial Intelligence (AI) Option

Topic	Action

New Options:

a) Cybersecurity Option

b) Honours Degree Option

New Courses:

a) COSC 491 Research Methods

b) COSC 492 Computer Information Systems Research Project

The Associate Dean, Science and Technology outlined revisions to the Bachelor of Computer Information Systems Degree (BCIS) program, including the addition of an Honours Degree Option with two new courses and the addition of a Cybersecurity Option. They noted that cybersecurity is a rapidly growing field, and the Cybersecurity Option uses existing courses to create a new pathway for students.

The Provost thanked the Associate Dean, Science and Technology for their work and asked about how increasing course options will impact the overall course enrollment. The Provost also asked whether approval from (Degree Quality Assessment Board) DQAB would be required for the new Cybersecurity Option. The Associate Dean, Science and Technology clarified that the courses used in the Cybersecurity Option already exist and are being organized into a clearer path for students entering the industry. They noted that only two new courses are needed to support the honours pathway. They also confirmed that the revisions do not trigger the criteria for external DQAB review.

The Registrar noted that the courses included in the Data Engineering and Artificial Intelligence (AI) Option do not explicitly include "AI" in the course title and asked whether the options are distinct enough for the option. The Registrar also noted that students could earn multiple options within the allocated 120 credits. The Associate Dean, Science and Technology explained that AI concepts are embedded throughout the courses. Y. Khmelevsky added that students who pursue multiple options could increase enrollment in the program and emphasized that cybersecurity is in high demand.

A member raised concerns about the notes sections specifically where it states that COSC 115, COSC 122, and COSC 180 may not be used as electives had been removed. After discussion, members agreed that the note should remain in the proposal, and Y. Khmelevsky supported this and agreed to update the proposal.

L. Mallory joined the meeting at 3:52p.m.

Members continued their discussion on the name of the Data Engineering and Artificial Intelligence (AI) Option. The Registrar noted that students who have already graduated under the current option may request that their credential be renamed to include AI. The Registrar asked how far back name changes might apply and clarified that students who entered the program two years ago would not graduate under the new option name. Only new students would receive the updated credential. A member questioned whether one option with AI in its title might lead students to assume that AI is not addressed in the other options. They suggested that this distinction may require further review to ensure meaningful differentiation.

The Provost asked whether the use of "options" is a function of the provincial degree system or something developed internally by the College. A member clarified that the structure of program options is a College-created approach to increase flexibility for students. Another member suggested renaming the option to Data Engineering Using Artificial Intelligence (AI) to emphasize that data engineering is the primary focus. The Associate Dean, Science and

Topic	Action

Technology responded that linking the two could imply that AI is relevant only to data engineering, which is not the case. The name had already been widely discussed with the Program Advisory Committee, and they expressed hesitation about making a last-minute change.

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

Recommended Motion: ***THAT the Education Council approves and recommends to the Board of Governors the program revision for: Bachelor of Computer Information Systems Degree (BCIS) including the revised option: Data Engineering and Artificial Intelligence (AI), two new options: Cybersecurity and Honours Degree and thereby approves the following new courses as presented:***

- ***COSC 491 Research Methods***
- ***COSC 492 Computer Information Systems Research Project***

M. Gossen ***CARRIED***

Teaching & Learning Innovations

6.4 Professional Development Follow-up Questions: Teaching & Learning Innovations

The Acting Chair noted that at the December meeting, Council received a presentation from the Dean, Teaching and Learning Innovations, but time ran out for questions. It was agreed that additional time for questions would be provided at this meeting. The Acting Chair invited Council members to ask any remaining questions.

Council did not have further questions and the Dean, Teaching and Learning Innovations added that they are happy to respond to questions outside of the meeting.

7. REPORTS

7.1 Education Council Chair

No report was given.

7.2 Academic Governance Committee

The Acting Chair noted that the Committee met on January 15, 2026 to review an MOU and an Education Council Evaluation Survey. The next Committee meeting is on February 12, 2026.

7.3 Integrated Curriculum Committee

The Acting Chair noted that the Committee reviewed curriculum proposals included on today's agenda at their January meeting and the next meeting is on February 5, 2026.

7.4 Provost and Vice President Academic

The Provost reported on an MOU between Okanagan College and Universite Paris-Est Creteil (UPEC) noting that the Science and Technology portfolio is at the early stages with the partner.

The Provost reported that a Redundancy Notification had been issued for the Sustainable Building Technology Diploma which has been replaced by a newly designed Sustainable Design & Construction Management Technology Diploma and Sustainable Construction Management Certificate. The Provost noted the intention to form a Redundancy Committee under section 33.3 of the Faculty Agreement. The Provost provided an overview of the process and Education Council's role within the process.

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The Provost also provided an update on the provincial review of post-secondary institutions. The review deadline has been extended by two weeks and is now expected at the end of March, 2026. The provincial budget will be released on February 12, and the review will not be completed before decisions for next year's budget are made. The Provost added that information about new funding related to trades programming is still forthcoming.

The Provost added that convocation is occurring in Kelowna on Saturday.

The Acting Chair opened the floor for questions about the Provost's report and members did not have any.

7.5 Registrar

The Registrar reported that two faculty seats on Council, the Health and Social Development and Foundational are vacant. These positions will be posted soon. The Registrar encouraged members to reach out if they know of any faculty who may be interested in joining Council.

A member asked for clarification regarding eligibility for the Foundational seat, and the Registrar provided the requested clarification.

8. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

No other business was raised.

9. ADJOURNMENT

The meeting was adjourned at 4:25p.m.

Education Council

Regular Meeting

Thursday, February 19, 2026

Online, Zoom

Draft minutes for approval April 16, 2026

Attendance

Members

Program Faculty:

- Jillian Garrett, Education Council Chair (Arts)
- Andrea Thiessen (Health and Social Development)
- Brenda Ridgeley (Business)
- Morgan Martin, Vice-Chair (Science and Technology)
- Kelly Brochu (Trades and Apprenticeship)

Regional Faculty:

- 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 Gossen (South Okanagan Similkameen)

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
- Rhea Dupuis, Director, Indigenous Relations
- Cindy Battersby (Board of Governors)

Recording:

- Elaine Booi, Governance Administrator

Regrets

- Neil Fassina, President
- Claude Hurtubise (Faculty Representative, Central Okanagan)
- Chelsey Simmons (Student Representative, Central Okanagan)
- Sara Delgado Soto (Student Representative, South Okanagan)

Guests

Presenting:

- Sofia Sookochoff, Adult Upgrading Instructor
- Leora Dahl, Chair, Psychology
- Youry Khmelevsky, Chair, Computer Science
- Chaoping Guo, Computer Science Faculty
- Steve Crema, Associate Dean, Science & Technology
- Anne-Marie Brennan, Program Administrator, Continuing Studies

Guests:

- Claire Brodrick, Curriculum Coordinator

Topic	Action

1. CALL TO ORDER

Quorum was established and the meeting called to order at 3:00p.m.

2. ACKNOWLEDGEMENT

M. Martin provided a land acknowledgement.

M. Gossen joined the meeting at 3:02p.m.

Topic	Action

3. DECLARATION OF CONFLICT

The Chair asked members if they had any declarations of conflict and no members declared.

4. APPROVAL OF AGENDA

The Chair asked members if they had any amendments to the agenda or would like to move any items out of the consent agenda. The Chair proposed adding a motion under Section 7: Other Business & Business Arising from Consent Agenda to add A. Thiessen to the Integrated Curriculum Committee and members agreed.

A member requested to pull the January 22, 2026 Education Council Regular Meeting Minutes from the consent agenda for review. The Chair noted that they will move the minutes out of the consent agenda and suggested moving Section 7 after Section 5 and members agreed.

Members did not have any further amendments and the Chair proceeded with reading the motion.

A. Thiessen joined the meeting at 3:03p.m.

Motion: ***THAT the Education Council approves the February 19, 2026 agenda and thereby approves the consent agenda as amended.***

M. Martin — ***CARRIED***

4.1 Consent Agenda

i. Course revisions:

a) CMNS 112 Professional Writing I

Motion: THAT the Education Council approves the course revision for CMNS 112 Professional Writing I as presented.

b) PSYC 242 Introduction to Psychopathology

Motion: THAT the Education Council approves the course revision for PSYC 242 Introduction to Psychopathology as presented.

c) COSC 117 Computer Science Fundamentals

Motion: THAT the Education Council approves the course revision for COSC 117 Computer Science Fundamentals as presented.

d) COSC 118 Networks and Telecommunications I

Motion: THAT the Education Council approves the course revision for COSC 118 Networks and Telecommunications I as presented.

5. REPORTS

5.1 Education Council Chair

The Chair thanked M. Martin and B. Ridgeley for chairing Council and committee meetings during their absence.

The Chair reported that the Provincial Academic Governance Council (PAGC) met and discussed policies related to transfer agreements, micro-credentials, and laddering programs.

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The Chair invited the Board Representative to provide an update. The Board Representative noted that at the December Board meeting, a new Board Chair, Dustyn Baulkham, was elected. They also shared that this would be their final Education Council meeting, as they have been appointed Chair of the Campus Planning Committee. JoAnn Fowler will begin serving as the new Board Representative beginning March 2026.

The Chair added that they will meet with Dustyn Baulkham in early March to discuss Board approval of courses. The Governance Office noted that based on the College and Institute Act courses should be going to the Board for approval, which has not been past practices. The Chair will raise this with Dustyn Baulkham to discuss delegation of course approval authority to Council.

5.2 Academic Governance Committee

The AGC met on February 12, 2026 to review the first draft of the Course Syllabus and Common Course Outline Policy, as well as the Education Council Evaluation Survey. The next AGC meeting is scheduled for March 26, 2026.

The Chair invited the Associate Dean, Arts and Foundational to provide an overview of the draft policy. The Associate Dean, Arts and Foundational noted they received good feedback from AGC. They added that a common course outline and syllabus example will be created to provide a clear sense of the intended format. Once AGC reviews the next draft, the syllabus and course outline templates will be shared with Department Chairs for further input. They added that the work is connected to the new LMS implementation as the program has templates for course outlines built into the system.

The Chair added that the goal is to review the Course Syllabus and Common Course Outline Policy at the March 26, 2026 AGC meeting and bring the policy forward for approval at the April 2026 Council meeting.

5.3 Integrated Curriculum Committee

The ICC reviewed the curriculum proposals included on today's agenda at the February meeting. The next ICC meeting is on March 5, 2026.

5.4 Provost and Vice President Academic

The Provost reported that they are reviewing Educational Appeal Policies and the associated processes.

The Provost also noted that the submission deadline for the provincial review of post-secondary institutions has been extended by two weeks and that the report will be made public once finalized.

5.5 Registrar

The Registrar reported that the search for Council's Foundational representative seat is still underway. They added that the postings for the remaining seats will be published in March 2026.

6. NEW BUSINESS

Open Studies

6.1 Open Studies Update

The Registrar provided an update on Open Studies, noting ongoing work related to Prior Learning Assessment and Recognition (PLAR), prerequisites, and assessment of prior learning and experience. Open Studies is not a program or credential but rather replaces

Topic		Action
	the previous “unclassified student” category. Previously, applicants needed a degree before enrolling in courses, which was not accessible for learners without prior education. The Registrar added that College Relations is working closely with Andrew Pulvermacher on this initiative to include Open Studies information on the College’s website. The Chair thanked the Registrar and opened the floor for questions. Members noted concerns about students enrolling in first-year courses without meeting high school prerequisites and discussed which requirements could be waived and emphasized the need for clarity around the approval process. A member noted the importance of keeping Open Studies accessible while also considering student preparation. They stressed that departments should have a role in determining when prerequisites may be waived. Another member added that Open Studies is intended to provide learners with opportunities to explore education, but there must be transparency about who makes waiver decisions. The Dean, Teaching and Learning Innovations commented on reducing barriers, noting that passing a course is not the same as succeeding, and that learners should have opportunities to define success for themselves. Members reflected on the value that mature learners bring to classrooms. One member noted that Open Studies provides an opportunity to shift the narrative around success, emphasizing that not passing a course does not need to be the end of a student’s journey. The Associate Dean, Arts and Foundational added that further discussion is needed at the departmental level and suggested presenting information more broadly to other areas. The Chair added that departments continue to ask whether a policy governing Open Studies will be developed and if not, whether clear written procedures will be provided. The Provost responded that formal policy may not be necessary, but consistent practices are. The Chair agreed that written guidance is needed. The Associate Dean, Arts and Foundational committed to asking Andrew Pulvermacher to prepare clear procedures and FAQs to support departments. The Chair concluded the discussion. *The Chair called for a recess at 4:28p.m.* *The Chair called the meeting back to order at 4:44p.m.* The Chair noted that Council would complete sections 6.3 through 6.6 of the agenda before returning to the regular order of business.	
Governance		
6.2	Education Council Succession Planning	
	The Chair explained that as part of the 2025–2026 Education Council workplan, Council approved a review of membership to support succession planning. Under the Election Rules, the Registrar determines the distribution of elected faculty seats in consultation with the Education Council Chair. The Governance Administrator conducted an audit of all seats and when viewed holistically, it revealed an imbalance with a heavier concentration of representation from Science and Technology. The Chair suggested that Council consider a more flexible approach to allocating faculty seats by requesting that five seats be posted for program areas with the least representation, with the sixth seat designated for an area	

Topic	Action
where a particular need has been identified. The Chair invited input from members, noting Council can make a recommendation. Members discussed several ideas for representation distribution. One member noted that although Science and Technology have many representatives overall, there is currently no representation from the Technology side specifically. They suggested posting the Science and Technology seat with a preference for Technology and posting the remaining five seats to the already allocated areas. Members agreed to this and decided to make the recommendation to the Registrar.	
Arts & Foundational	
6.3 New Course i. MATH 081 Mathematics 081 S. Sookochoff presented MATH 081 noting that the course will replace two existing half courses and that learning outcomes were updated. A member asked how the Attendance Policy applies to the lecture and seminar components of the course. S. Sookochoff explained that the department is transitioning to hybrid delivery models in which students may participate either online or in person at the same time. *Motion:* ***THAT the Education Council approves and recommends to the Board of Governors the new course: MATH 081 Mathematics 081 as presented.*** ***M. Martin*** *S. Sookochoff left the meeting at 5:20p.m.*	***CARRIED***
Science & Technology	
6.4 New Program and Revised Course i. New Program: Practical Analytics & Reporting Micro-Credential (PARMC) Course Revision: a) DSCI 315 Dashboards and Analytic Reporting S. Crema presented the DSCI 315 course revision, noting that the change involves moving a prerequisite to a corequisite. S. Crema also explained that the new Practical Analytics and Reporting Micro-Credential is a structural arrangement of existing courses that can ladder into various credentials and is designed to provide learners with foundational data science skills. A member asked about the wording of the learning outcomes, and a separate question was raised about the listed textbooks. It was clarified that Council is only approving the prerequisite change at this meeting. Since the proposer was unable to attend, the Chair noted that the Governance Administrator can provide feedback, and the proposer may return with revised learning outcomes and updated materials in a future proposal. Council agreed to proceed with approving only the prerequisite change. Members discussed the minimum qualifications to teach the program. They agreed to leave the wording unchanged because it is consistent with related programs. A member pointed out that BIOL 202 Elementary Applied Statistics should be listed in the program outline because it is cross-listed with STAT 230 Elementary Applied Statistics, and S. Crema agreed to make this update.	

Topic	Action
The Registrar asked for clarification regarding residency requirements and proposed revising the statement to read: "Two data science courses will be completed at Okanagan College." Members discussed and supported this revision, and S. Crema agreed to update the residency requirement. A spelling error was noted in the program description, and S. Crema confirmed that it will be corrected.	
Members did not have any further questions or comments and the Chair proceeded with reading the motion.	
Motion: ***THAT the Education Council approves and recommends to the Board of Governors the new program: Practical Analytics & Reporting Micro-Credential (PARMC) and thereby approves the course revision for DSCI 315 Dashboards and Analytic Reporting as presented.***	
P. Martin	***CARRIED***
I. Wheeler & S. Crema left the meeting at 5:16p.m.	
Continuing Studies	

6.5 New Program & Courses

i. New Program: Community Cook Micro Credential (MCCMCK)

New Courses:

a) CMCK 100 Orientation and Industry Certifications
b) CMCK 101 Safety and Hygiene
c) CMCK 102 Prep and Cold Kitchen Basics
d) CMCK 103 Fruits, Vegetables and Grains
e) CMCK 104 Proteins
f) CMCK 105 Pasta and Sauces
g) CMCK 106 Pastries, Sweets, and Breads
h) CMCK 107 Community Events and Celebrations

A. Brennan provided an overview of the Community Cook Micro Credential, noting that the goal is to build confidence and skills in learners in the cooking environment. The program was developed in collaboration with a First Nations group. A. Brennan provided an overview of each new course.

The Director of Indigenous Relations asked about the structure of the program. A. Brennan explained that the First Nations partners applied for funding, and the College worked with them to design the program based on the skills needed in their community. The program is structured so it can be offered both through open enrollment and within Indigenous communities.

A member noted potential confusion in the course outlines and recommended adding the term "training manual" to the end of the required texts so students do not confuse them with prerequisite courses. A. Brennan agreed to make this update.

Another member asked whether the program competes with the College's existing culinary programs. A. Brennan confirmed that it does not compete and that this was discussed during consultations with the Associate Dean, Trades. The courses do not ladder into culinary programs and are intended to prepare learners for entry-level positions rather than replace or compete with existing culinary pathways.

Topic	Action

A member raised concerns about the residency requirement and suggested removing it to avoid confusion. A. Brennan agreed, noting that the program is unique and there is no transfer pathway from other programs. Members agreed to revise the residency requirement to state: "All of the courses must be completed at Okanagan College."

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

Motion: ***THAT the Education Council approves and recommends to the Board of Governors the new program: Community Cook Micro Credential (MCCMCK) and thereby approves the following new courses as presented:***

- ***CMCK 100 Orientation and Industry Certifications***
- ***CMCK 101 Safety and Hygiene***
- ***CMCK 102 Prep and Cold Kitchen Basics***
- ***CMCK 103 Fruits, Vegetables and Grains***
- ***CMCK 104 Proteins***
- ***CMCK 105 Pasta and Sauces***
- ***CMCK 106 Pastries, Sweets, and Breads***
- ***CMCK 107 Community Events and Celebrations***

M. Martin — ***CARRIED***

6.6 Revised Program & Courses

i. Revised Program: LPN Orthopaedic Certificate (ZORTH)

Revised Courses:

a) ORTH 110 Orthopaedic Anatomy and Physiology
b) ORTH 111 Orthopaedic Pathophysiology and Nursing Interventions
c) ORTH 112 Orthopaedic Specialty Skills
d) ORTH 113 Practicum Preparation
e) ORTH 114 Practicum

A. Brennan noted that there are no revisions to the ORTH courses themselves and the proposals is for including missing learning outcomes and adding required details, with no other changes. A. Brennan provided an overview of the program revision, which includes updates to admission requirements.

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

Motion: ***THAT the Education Council approves and recommends to the Board of Governors the revised program: LPN Orthopaedic Certificate (ZORTH) and thereby approves the following course revisions as presented:***

- ***ORTH 110 Orthopaedic Anatomy and Physiology***
- ***ORTH 111 Orthopaedic Pathophysiology and Nursing Interventions***
- ***ORTH 112 Orthopaedic Specialty Skills***
- ***ORTH 113 Practicum Preparation***
- ***ORTH 114 Practicum***

K. Brochu — ***CARRIED***

Topic	Action
A. Brennan left the meeting at 5:40p.m.	

7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

7.1 Education Council Regular Meeting Minutes – January 22, 2026

A member asked for clarification regarding the Redundancy Notification referenced in the Provost's report to confirm the correct naming of the program involved. The Provost and the Registrar agreed to review the matter and verify the accurate program name. The Chair suggested tabling the approval of the minutes until the next meeting, and members agreed.

7.2 Integrated Curriculum Committee Membership

The Chair introduced the new Health & Social Development faculty representative, Andrea Thiessen to council.

The Chair proposed a motion to add Andrea Thiessen to the Integrated Curriculum Committee.

Motion: ***THAT the Education Council approves the addition of Andrea Thiessen to the Integrated Curriculum Committee as a faculty representative, effective upon approval.***

M. Somerville — ***CARRIED***

8. ADJOURNMENT

The meeting adjourned at 5:59p.m.

Okanagan College Provost Office
Resource and Implementation Plan for New Course
Agenda #: 5.1.i
April 2026

Plan Overview

Name of Course:	Psychology 345 The Psychology of Murder
Course Length:	14 weeks
Proposed for First Intake:	September 2026

Financial

Funding Source for Course/Program:	Repositioning of other resources. Alternate offerings with PSYC 255.
The Course/Program is offered at full cost recovery:	Yes
Is funding temporary or ongoing?	Ongoing

Costs	Operating Years after Implementation Date		
	1st Year	2nd Year	3rd Year
Setup:	0	0	0
Operating:	0	0	0
Salary:	12739	12739	12739
Equipment and Supplies:	0	0	0
Promotional:	0	0	0
Total Cost:	$ 12739	$12739	$12739
Total Costs over 3 years:	$ 38217		

Demand

Projected enrolment: (include immediate + future)	We expect this class to fill each offering with a class capacity of 40. We believe that this course will be a popular non-prerequisite elective for degree students. And the nature of the curriculum will make it a popular open studies offering.
Enrolment required for break-even:	32
List similar courses/programs assessed:	We do not have an elective-free 300-level Psychology course as a comparison.
The course/program has a defined target market:	ABA and BBA students for 300-level electives and the public through open studies.
The recruitment/marketing plan aligns with the implementation date.	Yes

Student Fees

Course/Program Tuition Fees:	$399.45
Course/Program Material Fees:	N/A
Other Course/Program Costs:	N/A

Note: This section must include all tuition and material fees that OC students will be assessed by the College for the course or program. Tuition fees must follow the BC Tuition Limit Policy.

Human Resources

Staffing Plan:	existing employees
Number of faculty/instructors required:	1
List any additional staffing requirements if applicable (e.g. Toolroom Attendant, Lab Technician, support, etc.):	N/A
Staffing requirements for each position (continuing, term, contact):	N/A
Semesters/Intakes offered (Winter, Summer, Fall):	Winter

Other Resources

Space & facilities required to offer curriculum (e.g. classrooms, labs, studios, etc.):	Standard classroom
Is the College required to provide new technological resources?	No
Describe how available resources (space, equipment, supplies) are adequate to run the new Course/Program.	The course can be taught in the rooms that other Psychology courses are currently taught in.
List the campuses the Course/Program will be offered.	Kelowna
What are the delivery methods (in-person, online, or hybrid)?	In-person at implementation, other delivery modalities may be developed to meet demand.

Okanagan College Provost Office
Resource and Implementation Plan for New Program
Agenda #: 5.3.i
April 2026

Plan Overview

Name of Program:	Fundamentals in Architecture, Construction and Engineering Micro-credential
Program Length:	135 hours
Proposed for First Intake:	February 2027

Financial

Funding Source for Course/Program:	The tuition for the ACE Certificate tuition is currently fully funded by the BC Workplace Innovation Fund through a partnership with Local Practice Architecture + Design and BCIT. This funding prioritizes under-represented populations in the ACE sector (architecture, construction management, engineering and related fields) including newcomers to Canada with a background in an ACE-related field and recent high school graduates/young adults (18-26) with an interest in exploring a career in ACE. The funding seeks to remove barriers to access to education and work experience.
The Course/Program is offered at full cost recovery:	Yes
Is funding temporary or ongoing?	Funding is temporary and the expectation is that the program will be run as open enrollment/dual credit on a full cost recovery basis.

	Operating Years after Implementation Date		
Costs	**1st Year**	**2nd Year**	**3rd Year**
Setup:			
Operating:			
Salary:	$16,584.75	$16,584.75	$16,584.75
Equipment and Supplies:	$2,500.00	$2,500.00	$2,500.00
Promotional:	$500.00	$500.00	$500.00
Total Cost:	$19,584.75	$19,584.75	$19,584.75
Total Costs over 3 years:	$58,754.25		

Demand

Projected enrolment: (include immediate + future)	12-15
Enrolment required for break-even:	Break-even enrolment of 7 **participants** covers all direct delivery costs including: • contract instructor salary ($16,584.75)

	• equipment and supplies ($2,500.00) • promotional expenses ($500.00) Enrolment beyond 7 participants generates positive contribution margin and improves program sustainability. Direct Costs: 60% Indirect costs: 35% Revenue Margin: 5% Total revenue: $31,752.00
List similar courses/programs assessed:	No directly comparable short-format ACE micro-credentials identified regionally. There is opportunity for students to ladder their courses into BCIT's Diploma program using an identified PLAR process.
The course/program has a defined target market:	Yes, the target market is aimed at underrepresented segments in the field including newcomers to Canada with a background in an ACE-related field and recent high school graduates/young adults (18-26) with an interest in exploring a career in ACE.
The recruitment/marketing plan aligns with the implementation date.	Yes

Student Fees

Course/Program Tuition Fees:	$2646.00
Course/Program Material Fees:	$0.00
Other Course/Program Costs:	$0.00

Note: This section must include all tuition and material fees that OC students will be assessed by the College for the course or program. Tuition fees must follow the BC Tuition Limit Policy.

Human Resources

Staffing Plan:	Qualified contract instructors with demonstrated credentials will be contracted through Continuing Studies processes.
Number of faculty/instructors required:	1-3
List any additional staffing requirements if applicable (e.g. Toolroom Attendant, Lab Technician, support, etc.):	N/A
Staffing requirements for each position (continuing, term, contact):	Contract
Semesters/Intakes offered (Winter, Summer, Fall):	Program will be run as dual credit in high schools during term 2 (February-June) starting in February 2027

Other Resources

Space & facilities required to offer curriculum (e.g. classrooms, labs, studios, etc.):	Delivery will occur in campus classrooms, computer labs and trades areas.
Is the College required to provide new technological resources?	No

Describe how available resources (space, equipment, supplies) are adequate to run the new Course/Program.	All campuses have trades facilities, classroom space and computer labs that can be booked and used to run this program successfully.
List the campuses the Course/Program will be offered.	As demand warrants – the program can be offered in any of OC's locations as well as in communities outside of the Okanagan valley
What are the delivery methods (in-person, online, or hybrid)?	In-person delivery is required due to the applied, hands-on nature of the program.

Okanagan College Provost Office
Resource and Implementation Plan for New Program
Agenda #: 5.3.ii
March 2026

Plan Overview

Name of Program:	Leaderships Skills for IT Professionals Micro-credential
Program Length:	150 hours
Proposed for First Intake:	September 2026

Financial

Funding Source for Course/Program:	This program was funded internally for development.
The Course/Program is offered at full cost recovery:	Yes
Is funding temporary or ongoing?	Funding is temporary. The expectation is that the program will be run as open enrollment on a full cost recovery basis.

Costs	**Operating Years after Implementation Date**		
	1st Year	**2nd Year**	**3rd Year**
Setup:			
Operating:			
Salary:	$13,689.00	$13,689.00	$13,689.00
Equipment and Supplies:	$0.00	$0.00	$0.00
Promotional:	$1,000.00	$500.00	$500.00
Total Cost:	$14,689.00	$14,189.00	$14,189.00
Total Costs over 3 years:	$43,067.00		

Demand

Projected enrolment: **(include immediate + future)**	10-12
Enrolment required for break-even:	Break-even enrolment of **6 participants** covers all direct delivery costs including: • contract instructor salary ($16,689.00) • promotional expenses ($1000.00) Enrolment beyond 6 participants generates positive contribution margin and improves program sustainability. Direct Costs: 49% Indirect Costs: 35% Revenue Margin: 51% Total revenue: $29,940.00

List similar courses/programs assessed:	No directly comparable short-format micro-credentials identified regionally. Market analysis included review of external programming, certificate offerings and private training providers. There has been collaboration and alignment with ICT to ensure that this program supports professional development opportunities beyond current offerings.
The course/program has a defined target market:	Yes
The recruitment/marketing plan aligns with the implementation date.	Yes

Student Fees

Course/Program Tuition Fees:	$2495.00
Course/Program Material Fees:	$0.00
Other Course/Program Costs:	$0.00

Note: This section must include all tuition and material fees that OC students will be assessed by the College for the course or program. Tuition fees must follow the BC Tuition Limit Policy.

Human Resources

Staffing Plan:	Qualified contract instructors with demonstrated IT credentials will be contracted through Continuing Studies processes.
Number of faculty/instructors required:	1-2
List any additional staffing requirements if applicable (e.g. Toolroom Attendant, Lab Technician, support, etc.):	N/A
Staffing requirements for each position (continuing, term, contact):	Contract
Semesters/Intakes offered (Winter, Summer, Fall):	Winter 2027or as corporate training

Other Resources

Space & facilities required to offer curriculum (e.g. classrooms, labs, studios, etc.):	Delivery is online so not space or facilities are required.
Is the College required to provide new technological resources?	No
Describe how available resources (space, equipment, supplies) are adequate to run the new Course/Program.	OC currently has a robust online delivery system with which to deliver this micro-credential.
List the campuses the Course/Program will be offered.	As the program is delivered 100% online, it can be offered across the region and province as well as nationally. It will be offered in Winter 2027 and as demand warrants.
What are the delivery methods (in-person, online, or hybrid)?	Online delivery only.

Okanagan COLLEGE

EDUCATION COUNCIL BRIEFING NOTE

April 16, 2026

Agenda #: 5.4

Proposal Summary	
Subject:	Accessibility Presentation
Presented by:	Delacey Tedesco, Associate Director, Equity, Diversity, Inclusion
Submitted to:	Education Council
Implementation date:	For discussion

Background Statement:

Okanagan College has an institutional commitment to accessibility through its Accessibility Plan (2023–2026) and its broader Equity, Diversity, Inclusion and Social Justice (EDISJ) framework. Accessibility is positioned as a shared institutional responsibility, aligned with the College's mission to transform lives and communities and to embed inclusive practices into structures, policies, and educational design. These commitments provide context for Education Council's discussions related to curriculum development.

Recommendation:

Proposed for information/discussion.

Rationale:

Given the College's formal commitment to inclusive learning environments, universal design for learning, and reducing learning barriers, a shared understanding of what "accessibility" means in the context of curriculum design is important.

A presentation by the Associate Director, Equity, Diversity, Inclusion & Accessibility will support Education Council in clarifying key accessibility principles and how they may apply to curriculum development. This presentation is intended to initiate a discussion on considering curriculum development and review from an accessibility lens.

Supporting Materials:

- Okanagan College Accessibility Plan

Action:	
Motion Required ☐ **Notice of Motion** ☐ **Approval** ☐ **Advice** ☐ **Referral**	No Motion Required ☐ **Discussion/Advice** ☒ **Information**

Recommended Motion
Not applicable

EDUCATION COUNCIL BRIEFING NOTE

April 16, 2026

Agenda #: 5.5

Proposal Summary	
Subject:	Education Council Evaluation Survey
Presented by:	Jillian Garrett, Chair, Education Council
Submitted to:	Education Council
Implementation date:	Upon approval

Background Statement:

At its June 2025 meeting, Education Council approved the Education Council Annual Workplan 2025–2026. This workplan includes a survey where Council members evaluate the effectiveness of Education Council as a governing body.
As a contributor to Council effectiveness, regular evaluations help ensure that Council fulfills its mandate under the College and Institute Act and its Terms of Reference. These evaluations may assess effectiveness at multiple levels, including:

- The Council's overall effectiveness;
- A self-evaluation of one's effectiveness as a Council member;
- An assessment of the Chair's effectiveness through a self-evaluation.

The survey is intended to provide feedback on how well Council performs its governance responsibilities, including curriculum oversight, academic policy review, and clarity of roles in approving versus advising matters. The results will inform the Council's strategic direction and identify areas of improvement or development for the coming year.

At the January, February, and April AGC meetings, members reviewed the Evaluation Survey and Process. The committee made recommendations to improve the survey's functionality and suggested adding a cover page to outline the intention of the survey and how the information will be used.

Recommendation:

That the Education Council review and approves the Education Council Evaluation Survey and Process.

Rationale:

Regular evaluation of the Council's effectiveness supports continuous improvement and accountability in academic governance. The feedback from members is intended to:

- Identify strengths and areas for improvement in Council's operations and decision-making;
- Ensure that Council members understand their roles and responsibilities; and
- Inform professional development and orientation activities to enhance Council effectiveness.

Supporting Materials:

- Education Council Evaluation Process – draft (attached)
- Education Council Evaluation Survey – draft (attached)

Action:

Motion Required

☐ **Notice of Motion** ☒ **Approval** ☐ **Advice** ☐ **Referral**

No Motion Required

☐ **Discussion/Advice**

☐ **Information**

Recommended Motion

THAT the Education Council approves the Education Council 2025-2026 Evaluation Survey as presented.

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
Academic Governance Committee	☒	☐	**1/15/2026**
Academic Governance Committee	☒	☐	**2/12/2026**
Academic Governance Committee	☒	☒	**4/9/2026**

Education Council Evaluation Process

The purpose of the Council evaluation process is to assess the overall effectiveness of the Council. Conducting the evaluation process and review of the results will be based on the following principles:

General Principles:

i. All Council evaluations will be received from Council members as confidential, and submissions will not be identifiable to individual members. The Governance Administrator will receive members' names in confidence for administrative tracking purposes.
ii. The Academic Governance Committee will create a proposed development plan for presentation to the Council, as applicable.
iii. Council members will receive the anonymous survey results as appropriate to contribute to a proposed development plan.
iv. Chair evaluation survey results will be kept confidentially by the Council Chair and consultation may take place with the Provost and Academic Governance Committee Chair to contribute to a proposed development plan.

Feedback and action plan to improve Council effectiveness:

v. The Academic Governance Committee will recommend priority development areas for the Council from the results of the evaluation as appropriate.
vi. The Council will review the development areas proposed by the Committee and have an opportunity to develop an action plan to improve the Council's effectiveness. This review may consist of discussions with the Council as a whole and the development of collective and individual action plans that will contribute to the Council's effectiveness.

Action plan to improve Council Chair effectiveness:

vii. The Council Chair will complete a self-evaluation and reflect and identify areas where they may improve their leadership. This may include discussions with the Provost, seeking mentorship opportunities, and developing an individual action plan that contributes to the leadership and effectiveness of the Council Chair.
viii. The Council Chair may report on their Leadership activities, including professional development undertaken throughout their term in the Chair's regular report to the Council.

Council Evaluation Process and Timeline

Annual Workplan	Council Evaluation Process
April	1. The Governance Office distributes the evaluation forms at the Council meeting or members complete the survey online.
May	2. The Governance Office prepares the survey results for presentation to the Academic Governance Committee.
June	3. Results are reviewed as follows: i. Council and Member Effectiveness - the Academic Governance Committee will identify key priorities for development and provide any recommendations to the Council. ii. Council Chair Effectiveness - the Council Chair will keep a copy of their results for reflection and to action as necessary. The Provost and Academic Governance Committee Chair will be available to discuss the results and develop an action plan for improvement, as required.
September	4. The Council will discuss any recommendations and actions resulting from the evaluation process and survey. This may include development of collective and individual action plans to improve Council effectiveness, as required. 5. The Academic Governance Committee will identify any updates to the survey for the next annual evaluation process.
January	6. The Council will receive for approval, requested updates to the survey to be distributed in March.

Education Council Evaluation Survey Cover Letter

Purpose of the survey:

i. The Education Council Evaluation Survey is being conducted to support the ongoing development and effectiveness of Education Council.
ii. The feedback collected will help identify strengths, highlight opportunities for improvement, and guide future professional development activities for Council and its committees.
iii. The results will inform planning related to Council operations, member support, curriculum review, and governance.

Confidentiality and anonymity:

iv. Survey responses are anonymous. While the survey captures the names of respondents, this information will be visible only to the Governance Administrator for administrative tracking purposes.
v. Names will not be shared with Council members, the Academic Governance Committee, the Chair, or any other individuals.
vi. All reporting will be aggregated to ensure that individual responses cannot be identified.

How the information will be used:

vii. The Academic Governance Committee will review the aggregated results to understand Council's current effectiveness, identify areas where additional support or training may be beneficial, and strengthen practices that contribute to governance.
viii. The aggregated results and the Academic Governance Committee's recommendations will be shared with Council.
ix. The Council Chair will conduct a self-evaluation. Those results will only be accessible by the Chair. The Provost and Academic Governance Committee Chair will be available to discuss the results and develop an action plan for improvement, as required.

Your participation is important and appreciated. Thank you for contributing to the growth and continual improvement of Education Council.

Education Council Evaluation

Pre-Survey Question – Council Experience

Evaluation period: January 1, 2025 (or the start of your term on Council if after January 1, 2025) – April 16, 2026

The following question helps provide context about the length of experience each Council member has, to support a better understanding of their time on Council. The aggregated results will show responses based on Council experience, with all answers remaining anonymous.

Council Experience

1. How long have you been a member of Education Council?

Less than 1 year	More than 1 year
☐	☐

EDUCATION COUNCIL EVALUATION

PART 1 – ROLES AND RESPONSIBILITIES

Evaluation period: January 1, 2025 (or the start of your term on Council if after January 1, 2025) – April 16, 2026

The following questions are aligned with assessing the Council's effectiveness as it relates to their role and responsibilities outlined in the Education Council Terms of Reference. For each section of the evaluation a brief preamble of the Council's responsibilities has been provided for context. Members may also find it helpful to review the Terms of Reference while completing the evaluations.

Please use the following rating scale to assess each area of Council effectiveness:

4 - Strongly Agree - at a "best practices" level

3 - Agree - quite well and does not require attention

2 - Disagree - less than adequate and needs some improvement

1 - Strongly Disagree - needs much improvement

N/A - Don't know / Not Applicable

If an answer is Disagree, Strongly Disagree, or Don't Know, members are asked to include a comment to help the Academic Governance Committee understand their answer.

For **open-ended questions**, please feel free to provide any general comments or suggestions.

Curriculum Oversight

Part of the Council's role is to ensure the quality of Okanagan College's curriculum. This is achieved by reviewing and approving curriculum content and ensuring that student learning outcomes support academic experiences either directly or through the committee structures that lead to Education Council. The Council also ensures the integrity of academic standards and educational quality are maintained.

1. The Council evaluates curriculum to ensure academic integrity, vitality, and quality, in alignment with the College's strategic direction.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

2. The Council ensures that programming developed and offered by Okanagan College is in compliance with College policies and procedures, including the Program Quality Review and Renewal, Admissions, Registration and Courses, and Transfer Credit policies.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

3. **If applicable, please share any examples of where the Council is effective or could increase its effectiveness in its oversight of curriculum review and development.**

Academic Policy Oversight

Council provides governance oversight of academic policies by ensuring that policies related to curriculum, programming, and the student academic experience are in place with compliance with the College and Institute Act and institutional standards.

Education Council's advisory role to the Board of Governors is outlined in section 23 of the College and Institute Act and generally includes the evaluation of programs and educational services.

1. The Council ensures that academic policies are clear, current, and support curriculum quality and, where applicable, the student experience.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
	Comments:			

2. The Council provides informed advice on academic policies to the Board of Governors in its advisory role.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
	Comments:			

3. The Council understands when a policy is brought to Council, it is clear whether the policy is for advice or approval.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
	Comments:			

4. **If applicable, please share any examples where the Council is effective or could increase its effectiveness in ensuring OC's academic policies align with the College's mission and vision.**

Advisory, Approval, and Joint Approval Roles

Council has three distinct roles under the College and Institute Act and as outlined in its Terms of Reference: 1) Approval, 2) Advisory, and 3) Joint Approval. Council's understanding of the distinction between these roles is important for their role in effective governance.

1. The Council understands the difference between its approval responsibilities, advisory role, and joint approval responsibilities.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

2. The Council is consistent in the assessment of academic matters within its mandate (e.g., curriculum changes, new programs, academic policies).

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

3. **If applicable, please share any feedback on how the Council meets or could be more effective in meeting its approval and advisory roles.**

Council Operations & Culture

The Council is responsible under the College and Institute Act to oversee curriculum offerings and academic policies of the College. To carry out its responsibilities, the Council and its delegated committees must operate effectively and consider the impact of their decisions to the College. Council culture is also an important factor in ensuring that the Council is operating effectively through the contributions of members.

How the Council Operates:

1. Council discussions focus on issues of significance and are of sufficient quality.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

2. The Council seeks all available information when making decisions.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

3. All Council members have a voice in meetings.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

4. **If applicable, please provide any suggestions on how Council operations are effective or could be made more effective.**

How Committees Operate:

1. The Committee(s) I sit on understand their roles and responsibilities.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

2. Committee members contribute at meetings.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

3. The Committee(s) of which I am a member are effective overall.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

4. **If applicable, please provide any suggestions on how the Council's committees are effective or could be made more effective.**

Council Culture:

1. The Council environment creates a sense of belonging for members.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

2. I feel comfortable contributing at Council meetings.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

3. Council members treat each other with respect and are collaborative in Council's work.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

4. The Council demonstrates cultural awareness and sensitivity.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

5. **If applicable, please provide any feedback or reflections on the Council's culture.**

Professional Development

The Council participates in Professional Development opportunities that are intended to increase the effectiveness of the Council as a whole.

1. Council professional development activities are directed toward improving the effectiveness of the Council.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

2. Members receive sufficient orientation to the Council and the institution to effectively participate as a member.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

3. **If applicable, please provide suggestions on Professional Development activities that would support Council effectiveness.**

4. **If applicable, please provide suggestions on Professional Development activities that would support your contributions as a Council member.**

Education Council Evaluation

PART 2 - Council Member Self-Evaluation

Evaluation period: January 1, 2025 (or the start of your term on Council if after January 1, 2025). – April 16, 2026

Please use the following rating scale to assess yourself on each statement.

4 - Strongly Agree

3 - Agree

2 - Disagree

1 - Strongly Disagree

N/A – Don't Know / Not Applicable

If an answer is Disagree, Strongly Disagree, or Don't Know, members are asked to include a comment to help the Academic Governance Committee understand their answer.

Roles and Responsibilities

Once on a Council, members must maintain a common interest in the governance of the institution and its post-secondary community, rather than represent a specific constituency. Likewise, they have a fiduciary duty to act in the best interests of the College.

1. I understand my duties and responsibilities as a Council member.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

2. I am familiar with the mission, values, key directions, and academic policies of the College.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

3. My knowledge of the College is sufficient to enable me to be an effective Council member.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

4. I keep current on academic issues facing Okanagan College and post-secondary education.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

5. I speak as one with the Council after the Council makes a decision.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

Participation

In conducting Council business, members should:

- Be prepared for the meeting and discussion,
- Ask probing questions that ensure a full understanding of the issues in question and the consequences of the actions proposed,
- Be willing to articulate independent views and provide constructive feedback in an effective manner,
- Be respectful of and remain open to the views of others; and
- Contribute broadly to Council discussions, even if beyond their own area of expertise.

6. I contribute during Council meetings.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

7. I come to Council meetings prepared having read agenda materials.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

8. I find Council membership stimulating and rewarding.

4 - Strongly Agree	3 - Agree	2 - Disagree	1 - Strongly Disagree	Don't know / Not Applicable
☐	☐	☐	☐	☐
Comments:				

9. **If applicable, please provide suggestions for how the Council could enhance your participation as a Council member.**

10. **If applicable, please share any contributions you are proud of as a Council member over the past year (or the start of your term on Council).**

11. **Is the Council missing any opportunities to use your knowledge, skills, and abilities in furthering the work of the Council? If applicable, please explain how your competencies could further the work of the Council.**

12. **Would you be interested in serving in a leadership role on the Council (e.g. Chair, Vice Chair, Committee Chair)? Why or why not?**

Note: this is a question included for general interest to support Council Succession Planning.

Education Council Evaluation

PART 3 - Council Chair Self Evaluation

Evaluation period: August 1, 2025 – April 16, 2026

Role of the Council Chair

The Chair evaluation is an opportunity to identify areas for leadership development that could support the Council as a whole. As you consider each question in relation to the Role of the Chair, please provide any comments that would support the overall leadership, communication and functioning of the Council.

Leadership

The principal role of the Council Chair is to provide leadership to the Education Council. The Council Chair is accountable to the Council, acts as a direct liaison between the Council and the Board of Governors, the Council and Administration, and represents the Council internally and externally, including acting as a spokesperson for Council decisions where appropriate.

1. **Please reflect on your leadership experiences as Chair as it relates to the Council.**

2. **Please reflect how you have supported the development of Council leadership skills.**

3. **Describe any specific ways you would feel supported as a Council Chair to ensure full utilization of your individual capacities as Chair. This may include professional development, institutional supports, and Council supports etc.**

Communication

The Council Chair ensures effective relationships and communications among members, and between the Council and the institution's leadership and Board of Governors on matters impacting academic governance. The Chair also act as the primary liaison between the Education Council and the President, and ensures the Vice-Chair and other Council members are informed of current and pending Council issues and initiatives.

4. **If applicable, please reflect on your effectiveness in managing relationships and communication with the Council.**

5. **If applicable, please reflect on any supports that would help you in facilitating communication between Council members.**

Council Functioning

Individually, Council members are responsible to participate in meetings, offer their perspectives in the best interests of the Council, and ensure they have the knowledge required to make decisions at the Council table.

As part of effective meetings, the Chair is responsible to facilitate meeting participation, including discussions, and ensure that the Council deliberates on appropriate topics while supporting members in making the distinction between governance and administration.

6. **Please share how you are successful in ensuring that Council meetings are effective.**

7. **Please share any reflections on the following statements:**

   S1: I support member accountability in carrying out their duties and responsibilities under the College and Institute Act, Council Terms of Reference, and as prescribed in the Bylaws, Oath of Office, and Council Code of Conduct.

   S2: Where required to understand and respect the legislation, bylaws, policies, and practices of the Council, I support members in accessing appropriate resources.