Okanagan College Education Council
Regular Meeting Agenda
Thursday, June 18, 2026
In person, Penticton Campus PE C16
2:00 – 5:00p.m.

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.

Timing	Topic	Action	Presenter	Attached	Pages
2:00pm	**1. CALL TO ORDER**		J. Garrett		
	2. ACKNOWLEDGEMENT		C. Newitt		
	3. DECLARATION OF CONFLICT		J. Garrett		
	4. APPROVAL OF AGENDA *Recommended Motion:* ***THAT the Education Council approves the June 18, 2026 agenda and thereby approves the consent agenda as presented.***	Approval	J. Garrett		1-2
	4.1 Consent Agenda				
	i. Education Council Special Meeting Minutes – June 2, 2026	*Approved with motion for agenda as above*		Minutes	3-11
	ii. Education Council Special Meeting Minutes – June 11, 2026			Circulated by email	-
	5. NEW BUSINESS				
	Presentation				
2:05pm	5.1 Enrolment Report	Information	J. Goodwin	Report circulated by email & briefing attached	12-13
	Activity				
2:45pm	5.2 Kinesiology Activity	Information	L. Blais	-	-
3:30pm	*Recess*				
	Governance				
3:45pm	5.3 Workplan 2026-2027 *Recommended Motion:* ***THAT the Education Council approve Education Council Annual Workplan 2026-2027 as presented.***	Approval	J. Garrett	Briefing	14-16
4:00pm	5.4 Committee Assignments *Recommended Motion:* ***THAT the Education Council approve the Education Council Standing Committee Membership as presented.***	Approval	J. Garrett	Briefing	17-19
4:10pm	5.5 Education Council Communications	Verbal	M. Martin	-	-

Timing	Topic		Action	Presenter	Attached	Pages
	6.	**REPORTS**				
4:25pm	6.1	Education Council Chair	Information	J. Garrett	Verbal	-
		i. Education Council Proposal Presentation Guidelines	Information	J. Garrett	Attached	20
4:35pm	6.2	Provost and Vice President Academic	Information	S. Lenci	Verbal	-
4:45pm	6.3	Registrar	Information	I. Wheeler	Verbal	-
4:55pm	**7.**	**OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA**				
5:00pm	**8.**	**ADJOURNMENT**				

Link to Kuali

Okanagan College

Education Council
Special Open Meeting Minutes
Tuesday, June 2, 2026
Online, Zoom
Draft minutes for approval June 18, 2026

Attendance

Members

Program Faculty:

- Jillian Garrett, Education Council Chair (Arts)
- Brenda Ridgeley (Business)
- Morgan Martin, Vice-Chair & Acting Chair (Science and Technology)
- Kelly Brochu (Trades and Apprenticeship)

Regional Faculty:

- Leanne Mallory (North Okanagan)
- Wendy Wheeler (South Okanagan Similkameen)

Regrets

- Neil Fassina, President
- Andrea Thiessen (Faculty Representative, Health and Social Development)
- Bryan White (Faculty Representative Shuswap Revelstoke)
- Claude Hurtubise (Faculty Representative, Central Okanagan)
- Chelsey Simmons (Student Representative, Central Okanagan)
- Malachi Gossen (Student Representative, South Okanagan Similkameen)
- Sara Delgado Soto (Student Representative, South Okanagan Similkameen)
- Paul Martin, Dean, Teaching & Learning Innovations
- Rhea Dupuis, Director, Indigenous Relations

Support Staff:

- Michelle Somerville
- Vivian Moretti

Students:

- Shirelle Nickoli (North Okanagan)

Educational Administrators:

- Samantha Lenci, Provost and Vice President, Academic
- Chris Newitt, Associate Dean, Arts and Foundational
- Joan Ragsdale, Special Advisor, In-community Program Design

Non-voting:

- Inga Wheeler, Registrar
- JoAnn Fowler (Board of Governors)

Recording:

- Elaine Booi, Governance Administrator

Guests

- Sean Johnston, First VP, Chief Steward, Okanagan College Faculty Association
- Jake Kennedy, Chair, English
- Joanna Campbell (Governance)
- Kristen Wiebe (Governance)

Topic	Action

1. CALL TO ORDER

Quorum was established and the meeting called to order at 9:01a.m.

2. ACKNOWLEDGEMENT

J. Ragsdale provided a land acknowledgement.

Topic	**Action**

3. DECLARATION OF CONFLICT

The Chair asked whether members had any conflicts to declare. No conflicts were declared.
In reference to their report, the Provost noted when advice is provided they will not comment.

4. APPROVAL OF AGENDA

The Chair asked if members had any amendments to the agenda. A member noted that they sent two small changes for the June 2, 2026 meeting minutes to the Governance Administrator. Members agreed that the minor changes may be updated without further discussion.
Another member asked why the report section was not on the agenda. The Chair noted that reports could be added if the Council has time.
The Chair proceeded with reading the motion.
Recommended Motion: ***THAT the Education Council approves the June 2, 2026 agenda and thereby approves the consent agenda as presented.***

M. Somerville — ***CARRIED***

4.1 Consent Agenda

i. Education Council Regular Meeting Minutes – May 21, 2026

5. BUSINESS ARISING

Governance

5.1 Education Council Meeting Schedule

The Chair presented the 2026-2027 Education Council Meeting Schedule.

The Chair asked members whether there were concerns with the proposed meeting schedule times by a show of hands. No hands were raised.

Members suggested that the workload of the Academic Governance Committee had occurred more towards the end of year and indicated a preference for receiving earlier drafts of policies where possible.

The Chair noted that most policies reviewed by Council are brought forward by the Provost and the Registrar as sponsors and suggested that a request could be made to distribute the workload more evenly.

A member noted their willingness to move forward with the proposed schedule and suggested that consideration be given to workload. They emphasized the importance of ensuring that the Academic Governance Committee has sufficient time for meaningful discussion and suggested monitoring the schedule over the coming year.

The Chair asked about planning for a strategy session and noted that further discussion will take place at the June 18, 2026 regular meeting in the context of the workplan.

There were no further questions or comments, the Chair proceeded with reading the motion.

Recommended Motion: ***THAT the Education Council approve the 2026-2027 Meeting Schedule as presented.***

M. Martin — ***CARRIED***

Topic	Action

5.2 Education Council Chair and Vice-Chair Elections

The Registrar conducted the elections for Education Council Chair according to the procedures.

J. Garrett accepted the nomination of Education Council Chair for the August 1, 2026 – July

31, 2027 term and was acclaimed to the position.

The Registrar conducted the elections for Education Council Vice-Chair according to the procedures.

No nominations were received. The elections for Vice-Chair were postponed.

Policy

5.3 Policy Advice

The Provost provided an overview of the Policy Advice.

The Chair noted that the Academic Governance Committee recommended revising the suspension period from three years to two years. Members discussed the updated flowchart.

A member asked whether the Provost is involved in decisions regarding offerings placed on the inactive list. The Provost clarified that they are responsible for presenting the report to the Board.

A member noted that feedback from the Academic Governance Committee suggested the suspension category lacks clarity, specifically whether suspension is intended for the purpose of renewal or cancellation. The member suggested that this distinction should be clear when proposals are brought forward to the Board. The Provost confirmed that suspension may occur for both renewal and cancellation purposes.

Members suggested that the definition of suspension be updated to improve clarity.

Members did not provide additional feedback and the Chair concluded the discussion.

5.4 New Credit Course and Program Implementation Policy

The Chair noted that the Governance Administrator suggested three possible structures for presenting Education Council's advice to the Board:

1. Education Council generally supports the Education Plan with no changes suggested.
2. Education Council generally supports the Education Plan but wishes to note the following.
3. Education Council does not support the Education Plan for the following reasons.

The Provost presented an overview of updates to the New Credit Course and Program Implementation Policy since the Academic Governance Committee meeting.

Members discussed the definitions of the policy. They also suggested that approval of the policy would introduce substantive changes to how the College operates. The definition of academic credit was noted to be broader than those typically used at other institutions. Council agreed to include related advice to the Board.

A member raised a governance question regarding the Credential Framework and where it may fit within academic policy. They noted that the framework may have a significant impact on educational practices and sought clarity on Education Council's role. Members referenced

Topic	Action

previous discussions on the Learning Framework and suggested that Council's role was likely advisory.

The Provost noted that the Credential Framework was removed from the policy as it remains in draft form and will be brought to Education Council at a later time. The Provost added that a Provincial Credential Framework is under development.

A member asked for clarification of section 6.1 (k) in the policy noting that the Procedures for the Common Course Outline and Course Syllabus was previously presented as a policy. J. Campbell clarified that, under section 19.1(e) of the College and Institute Act, a new parent policy is being developed which these Procedures will fall under. The Chair asked for clarification on why course outlines are addressed in procedures rather than policy. It was highlighted that the priority at this time is to provide advice on the policies as required to meet Board deadlines.

The Provost indicated that this point around procedures could be included in Council's advice to the Board.

The Chair noted that some feedback from the Academic Governance Committee may already have been addressed through revisions and would not need to be included in the advice to the Board if that advice was incorporated.

The Chair suggested that Education Council generally support the policy with comments, and members did not express opposition.

A member noted that clauses 23(1)(b), (m), and (o) of the College and Institute Act had been discussed at the Academic Governance Committee for inclusion in the policy but were not included. J. Campbell explained that these clauses were reviewed, with adjustments made to section (l) to reflect an advisory role, while section (m) retains language related to confirmation, which is consistent with Council's responsibilities.

The Provost confirmed support for including clauses 23(1)(b) and (m) in the policy. It was confirmed by the Chair that if these changes are incorporated, they would not need to be included as part of Council's formal advice.

A member proposed that definitions for credit and non-credit microcredentials are not clearly defined, despite being referenced within the non-credit program definition. Another member noted that the definition of academic calendar remains unclear in its current form, particularly in relation to credit and non-credit microcredentials.

A member identified inconsistencies in definitions across policies. It was confirmed that these will be reviewed to ensure consistency.

A member expressed support for aligning College definitions with provincial definitions, while noting that provincial definitions are intentionally broad and may require further refinement at the institutional level.

The Provost indicated support for maintaining broad definitions, noting that consistency is important and that the breadth is intentional.

The Chair summarized Education Council's advice as follows:

- Review the definition of non-credit program.

Topic	**Action**

- Note that the policy introduces new definitions of academic calendar and academic credit, and recommend ongoing review of these definitions.
- Flag the reference to procedures for course outlines and request the opportunity to review associated procedures.
- Note that the definition of microcredential is intentionally broad, while suggesting that the College may consider developing a more specific institutional definition if appropriate.

The Chair suggested reviewing advice from the Academic Governance Committee to ensure alignment and recommended adding a statement supporting ongoing review of the concept and definition of academic credit as programming evolves.

Members did not raise further comments and agreed to proceed with the outlined advice.

The Chair confirmed that Education Council’s advice to the Board is to generally approve the policy with comments.

Council discussed agenda items out of sequence.

5.6 Credit Program and Course Suspension and Cancellation Policy

The Provost outlined updates to the Credit Program and Course Suspension and Cancellation Policy since the Academic Governance Committee (AGC) meeting. Members noted that the agenda was out of sequence and deferred back to item 5.5.

5.5 Implementation and Cancellation of Non-credit and Service Contract Courses and Programs Policy

The Provost outlined updates to the Implementation and Cancellation of Non-credit and Service Contract Courses and Programs Policy since the Academic Governance Committee (AGC) meeting.

J. Campbell left the meeting at 10:40 a.m.

The Chair raised concerns about the implications of granting the President authority to implement and cancel non-credit courses and programs and that this may go against the College and Institute Act. The Chair expressed concern that if authority is delegated to the President, no governance body reviews the implementation.

A member added that it is not clear from a layperson's perspective that this is a new change. The member noted that the policy appears to delegate a significant amount of authority and suggested that the delegation should include an expiry date requiring the Board to reaffirm it.

The Provost suggested that Education Council's advice pertain to the reporting section of the policy. The Chair responded that Education Council rejects any limitations to providing advice on only a specific portion of the policy.

A member noted concerns regarding using "Education Plan" as a determination of time within the policy.

A member highlighted the importance of recognizing that, within the new policies, programs go through two separate processes which could create confusion.

Members discussed the definition of the academic calendar. The Provost noted that they did not see an issue with the definition and asked the Registrar whether there is a rule that only Education

Topic	Action

Council approved courses and programs may be included in the calendar. The Registrar noted that the calendar includes everything offered by the institution and there is no reason non-credit offerings cannot be included in the calendar.

The Provost noted the importance for the Board to understand that non-credit and credit offerings are two different ways the institution delivers programming. The Provost suggested including in the advice that there are concerns with Section 6.1 regarding the offering of programs and offered to provide information on credit and non-credit offerings with the Chair.

A member asked whether the policy should include a definition of "academic calendar" within the policy.

A member noted support for an inclusive calendar. The member expressed concern that creating two different processes could lead to inconsistency. They acknowledged that the landscape is evolving and that the institution is determining how best to govern the delivery of programs. The member emphasized the importance of clarity in supporting the sustainability of the institution.

The Chair asked the Board representative how they would interpret Section 6.1 of the policy. The Board representative stated that it would be helpful for Board members to better understand the distinction between credit and non-credit offerings. The Provost noted they would be happy to support a presentation to the Board.

Members engaged in further discussion regarding concerns that the Board cannot delegate authority in relation to Section 6.1. It was noted that this policy defines what does and does not go to the Board. Under Section 19(1)(d) of the College and Institute Act (CIA), there is no distinction between credit and non-credit offerings. The policy was developed to define current practice and ensure that matters requiring Education Council review are brought forward. The Chair noted that the CIA is silent on whether offerings are credit or non-credit, and that this is important information for the Board to understand.

The Chair asked Council whether this concern should be included in the Board note or whether she should raise it herself at the Board. Members did not provide a definitive answer.

The Chair added that they believe all programming falls under credit.

A member suggested that the non-credit area competes with credit because it can operate on a cost-recovery basis while credit programming cannot. The member stated that this creates direct competition with academic programming and suggested this is an issue that needs to be addressed.

The Registrar noted that the definition of non-credit courses and programs could be revised to include an exception for courses or programs deemed to be of general interest. The Registrar stated that they wanted to make it clear that Camp OC would not be included in the calendar. Council then discussed the definition of a program. The Chair noted that if the definition of non-credit courses and programs is all-encompassing, anything offered through Continuing Studies would bypass the governance process under the new policy.

A member noted that non-credit programming is also delivered through other portfolios. The member wished there were greater clarity regarding which portfolios follow which process. The member cautioned that one possible solution would be to provide examples of the types of

Topic	Action

offerings to which the policy applies and suggested that a report including examples could be helpful.

A member noted that the policy contains several issues that have not yet been resolved. The member stated that they would not support the policy because they viewed these as significant concerns.

The Chair noted that policies are reviewed by the Board Governance Committee before reaching the Board, and they are not privy to those discussions. The Chair proposed that a detailed discussion does not typically occur at the full Board table and that policies are often approved without changes. The Chair suggested that Council's comments may be the primary opportunity for concerns to be raised.

The Chair called for a vote asking members whether they generally supported or did not support the policy. Members generally did not support although there was not full consensus.

The Chair suggested moving on to item 5.6, Credit Program and Course Suspension and Cancellation Policy, taking a break, and then returning to item 5.5, Implementation and Cancellation of Non-credit and Service Contract Courses and Programs Policy to determine how Council wished to proceed.

The Chair called a recess at 11:30 a.m.

The meeting proceeded at 11:35 a.m.

Council discussed agenda items out of sequence.

5.6 Credit Program and Course Suspension and Cancellation Policy

Following the break, the Chair returned discussion to item 5.6, Credit Program and Course Suspension and Cancellation Policy

The Provost presented the Credit Program and Course Suspension and Cancellation Policy and outlined updates made since AGC.

Council engaged in discussion about the history of the Education Plan and clarified that this process has previously been reviewed by Education Council several years ago.

A member flagged the need to review the definition of “suspension” within the policy.

Members discussed Adult Upgrading (AU) courses in the context of the policy. A member noted that there are provincial articulation guidelines that set AU course requirements. The Provost clarified that AU is not a College program and is delivered as part of the College’s access mandate.

A member noted that many students in AU are using it as a pathway into other programs and may not complete a program within AU. It was also noted that some students are concurrently enrolled in Adult Upgrading and other programs.

The Chair asked if AU is outside of existing policies, what this would look like in relation to curriculum approval processes.

It was noted that Adult Upgrading serves as a pathway into the College rather than a standalone College program.

Topic	Action

The Provost noted that the curriculum for Adult Upgrading is externally governed and including it in the policy would not affect how or when it is offered. They noted that Council could consider this as part of their advice to the Board.

The Chair noted that Council should flag this as a gap in policy and recommend that it be addressed. They emphasized that this is a broader issue that should be recognized and resolved.

Members discussed the use of the Education Plan as a measure of time within the policy. It was noted that the Education Plan is used as a decision trigger. J. Campbell indicated this would be reviewed for clarity.

The Chair noted that timing related to the Education Plan could be flagged in Council's advice, allowing time for revisions if needed.

Members discussed Section 8.2(a) and (b) and noted inconsistencies. J. Campbell agreed to review this section.

The Chair noted that, due to time constraints and the potential loss of quorum, the remaining policy review would proceed with quorum, and the Education Plan would be addressed through written resolution and members agreed.

S. Johnston raised concerns regarding Section 5.7, noting that "transparency" is not defined and that language such as "abridged" or "expedited" timelines is vague.

Members discussed this issue, including the role of the Provisional Approvals Committee of Education Council. Members suggested removing the term "abridged" or providing a clear definition.

The Provost recommended that advice to the Board include a request for clearer definitions or examples of what constitutes an abridged or expedited process.

The Chair concluded discussion on the policy and noted that Education Council generally supports the policy, with the following items to be flagged in its advice:

- Review and clarify the definition of "academic year"
- Remove or define the term "abridged"

Discussion returned to item 5.5, Implementation and Cancellation of Non-credit and Service Contract Courses and Programs Policy.

5.5 Implementation and Cancellation of Non-credit and Service Contract Courses and Programs Policy

The Chair conducted another vote regarding support for the policy, and a majority of members did not support the policy.

A member suggested that the rationale behind the policy aligns with the one OC model and that the policy would move the institution back toward division.

The Provost noted that the policy does not divide the institution but instead establishes parameters that recognize existing distinctions. The Provost respectfully disagreed and stated that the Board would receive support in understanding the issue.

The Chair suggested moving on to a brief discussion regarding Education Plan operating without quorum.

Topic	Action
Education Plan	

5.7 Education Plan

C. Newitt left the meeting at 12:29p.m.

The Provost noted updates to the Education Plan.

W. Wheeler left the meeting at 12:30p.m. and quorum was lost.

The Chair suggested that Department Chairs felt they did not have sufficient time to provide feedback on the Education Plan. The Chair asked whether the list was still being updated and if changes could be made before its submission to the Board. The Provost advised that minor changes could still be made and encouraged members to connect with their Associate Deans for these changes or any concerns. It was noted that any proposed revisions must meet Board submission deadlines.

The Registrar noted the timing of when the inactive list is generated can be adjusted for future Education Plans.

A member raised a question regarding a winery course, which was resolved during the discussion.

The Chair suggested that Council did not appear to have substantive advice at this time and that Council generally supports the Education Plan.

A member referenced the inactive course and program procedures included in the May agenda package. They noted that the enrolment data referenced in the procedures had not been provided and expressed support for including this information in future. The Provost agreed, noting that this is the first time the information has been presented in this format and that the procedures are a work in progress.

The Chair noted that the inclusion of this data is an important aspect of Council's discussion and should be reflected as such.

A member asked about the timeline for providing advice to the Board. The Chair asked the Governance Office who confirmed that the deadline is Monday, June 8, 2026.

6. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA

No other business was raised.

7. ADJOURNMENT

The meeting adjourned at 12:42p.m.

EDUCATION COUNCIL BRIEFING NOTE

June 18, 2026

Agenda #: 5.1

Proposal Summary	
Subject:	Enrolment Report
Proposed by:	Jenn Goodwin, Vice President, Enrolment & College Relations
Submitted to:	Education Council

Background Statement:

In December 2025, the College adopted a public reporting framework for enrolment activity that includes three reports each year: a snapshot by headcount in December, detailing Fall enrolment activity; a fiscal year summary in FTE and headcount in May; and, an academic year summary in September. These reports offer highlights of enrolment information at different points in the year.

The May Enrolment report provides a summary of actual enrolment activity at Okanagan College for fiscal year 2025-26.

It includes both FTE and headcount metrics as appropriate and provides a source of institutional enrolment information that will be posted on OC's public website.

Highlights of the May 2025-26 Enrolment Report

- The College served 18,702 students and generated 7883.94 FTEs.
- Total enrolment activity has declined from the post-pandemic high reached in 2024/25.
- In 2025/26, OC's total headcount decreased by 5 per cent, and FTE decreased by 12.1 per cent.
- Proportionally, there were 30 per cent fewer international students (headcount) in 2025/26 as compared to the previous year, and 1.5 per cent fewer domestic students (headcount).
- Diplomas, Certificates, and Apprenticeships remain the College's most-awarded credentials; microcredentials show modest, but promising, growth.
- Learner demographics remain stable over five years: 2025-26 saw continued growth in youth programming and steady gender participation patterns.
- There is opportunity to grow enrolment among learners over age 25, as evidenced by comparing OC demographics to broader regional population demographics.

This report is marked "draft" until year-end reviews of enrolment data are completed in June.

Supporting Materials:

- 2025-26 Enrolment Report (draft) - attached

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

Recommended Motion
None required.

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
	☐	☐	-

EDUCATION COUNCIL BRIEFING NOTE

June 18, 2026

Agenda #: 5.3

Proposal Summary	
Subject:	Education Council Annual Workplan 2026-27
Proposed by:	Jillian Garrett, Education Council Chair
Submitted to:	Education Council
Implementation date:	Upon approval

Background Statement:

The proposed Education Council Annual Workplan consists of the recurring responsibilities as outlined in the Council's bylaws, terms of reference, and standing committees' terms of reference, in addition to any planned activities. It serves as a planning and accountability tool that guides the Council's setting of agendas throughout the year, ensuring that key decisions and reviews are scheduled and completed.

Recommendation:

That Education Council review and approve the proposed Education Council Annual Workplan for 2026-2027. The Annual Workplan is intended as a guide and may be revised throughout the year.

Rationale:

The Education Council Annual Workplan provides a structured approach to managing the Council's responsibilities throughout the year which supports the Council's effectiveness and timely execution of its academic governance responsibilities. The inclusion of recurring responsibilities based on past practices and annual planning supports effective governance.

Supporting Materials:

- Education Council Annual Workplan 2026-27

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

Recommended Motion

Motion: ***"THAT the Education Council approve Education Council Annual Workplan 2026-2027 as presented."***

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
	☐	☐	-

Okanagan College
Education Council Workplan 2026/27

	Schedule											
	August	September	October	November	December	January	February	March	April	May	June	As required
August												
Welcome Back / Orientation												
September												
Oath of Office												
EdCo Terms of Reference Review												
Bylaws Review												
Policy Workplan Review (AGC)												
October												
Committee Terms of Reference Review												
Role of the Chair Review												
November												
Competency Matrix Evaluation												
December												
Professional Development Session												
January												
Education Council Succession Planning												
February												
Member Recruitment (Employee / Students)												
Education Council Evaluation by Members												
March												
Member Elections												
Strategic Planning												
April												
Annual Schedule Review												
Chair Elections												
Review Results of Evaluation by Members												
May												
Education Plan Review												
June												
Strategic Planning: Executive Update												
Annual Workplan Review												
Committee Membership Assignments												
As required												
By-elections												
Education Council Report to the Board												
Review proposals: course deletions												
Review proposals: new programs												
Review proposals: program deletions												
Review proposals: revised courses												
Review proposals: revised programs												
Chair & Committee Reports to Education Council												
Policy - Admission Policy												
Policy - Grading Policy												
Policy - Transfer Credit Policy												
Policy - Academic Year Policy												
Policy - Final Examination (Assessment) Policy												
Policy - Cross-Listing of Courses												
Policy - Final Grade Appeal Policy												
Policy - Prior Learning Assessment & Recognition Policy												
Policy - Student Progression Policy												

Okanagan College

EDUCATION COUNCIL BRIEFING NOTE

June 18, 2026

Agenda #: 5.4

Proposal Summary	
Subject:	Education Council Standing Committee Membership
Proposed by:	Jillian Garrett, Education Council Chair
Submitted to:	Education Council
Implementation date:	September 2026

Background Statement:

As outlined in the Education Council Bylaws, Committee membership is established by a resolution of the Council. The Role of the Education Council Chair outlines that the Chair makes committee assignment recommendations to the Council considering the skills, expertise, and alignment with the Council and each Committee's Terms of Reference.

In making the recommended committee assignments, the Chair has applied the following principles:

- That Council members normally serve on at least one (1) committee, but not two (2) committees unless required for governance continuity (e.g., when council vacancies exist). This principle does not apply to the Ex-officio, Non-voting, and Operations Committee members.
- That the Chair may consider the personal interests expressed by Council members to serve on certain committees when determining committee membership
- As per the Committees' Terms of Reference, the Education Council Chair and Provost & Vice President serve as ex-officio members on all committees and the Registrar serves as a non-voting member of the Academic Governance and Integrated Curriculum Committees.

On June 4, 2026 the Governance Administrator sent a form requesting that members indicate their committee participation preference and provide information on their knowledge and skills to be considered in relation to each Council Committee.

Recommendation:

That Education Council review and approve the proposed committee membership of the Academic Governance Committee and the Integrated Curriculum Committee.

Rationale:

The membership of both the Academic Governance Committee and Integrated Curriculum Committee includes a representative distribution of Faculty/Instructor, Support Staff, Student, and Educational Administrator members defined within their Terms of Reference. The Operations Committee' membership is based on positions on the Council.

- Academic Governance Committee Terms of Reference
- Integrated Curriculum Committee Terms of Reference
- Operations Committee Terms of Reference

Supporting Materials:

- Education Council Bylaws
- Role of the Chair

Action:

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

Recommended Motion

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

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
	☐	☐	-

Okanagan College Education Council Committee Membership

Name	Representing	Membership	Committees: Academic Governance	Committees: Integrated Curriculum
Jillian Garrett	**Faculty / Program**	***Council Chair***	**Member (X)**	**Member (X)**
Samantha Lenci	**Education Administrator**	***Appointed (Provost)***	**Member (X)**	**Member (X)**
Chris Newitt	**Education Administrator**	*Appointed*	**Member (ED)**	
Paul Martin	**Education Administrator**	*Appointed*		**Member (ED)**
Mary Kline	**Education Administrator**	*Appointed*	**Member (ED)**	
Mary Ann Knoll	**Faculty / Program**	*Elected*		**Member (F)**
Erin Radomske	**Faculty / Program**	*Elected*		**Member (F)**
Vacant	**Faculty / Program**	*Elected*		
Vacant	**Faculty / Program**	*Elected*		
Vacant	**Faculty / Program**	*Elected*		
Bryan White	**Faculty / Region**	*Elected*	**Member (F)**	
Claude Hurtbuise	**Faculty / Region**	*Elected*	**Member (F)**	
Leanne Mallory	**Faculty / Region**	*Elected*		**Member (F)**
Wendy Wheeler	**Faculty / Region**	*Elected*	**Member (F)**	
Vacant	**Student**	*Elected*		
Malachi Gossen	**Student**	*Elected*		**Member (ST)**
Shirelle Nickoli	**Student**	*Elected*	**Member (ST)**	
Jade Ilkiw	**Student**	*Elected*		**Member (ST)**
Katrina Green	**Support**	*Elected*	**Member (SU)**	
Vivian Moretti	**Support**	*Elected*		**Member (SU)**
Inga Wheeler	**Non-voting**	*Non voting*	*Non voting*	*Non voting*

Education Council
Proposal Presentation Guidelines

These guidelines are intended to support curriculum proposers in presentations to the Integrated Curriculum Committee (ICC) and Education Council.

Presentation Overview

Presentation Requirements:	To be invited for a presentation, proposers should work with the Curriculum Coordinator to meet all Kuali requirements prior to the applicable ICC meeting submission deadline. See the Education Council and Committee Meeting Schedule for more details.
Presentations to:	1. ICC; and 2. Education Council (on approval/recommendation of the ICC)
Recommended Presentation Length:	2-3 minutes for revisions and courses 5 minutes for new programs

Expectations for Presentation

Proposers to the ICC and Education Council are expected to:

- Provide a clear and concise presentation of their proposal.
- Be prepared to answer questions and provide clarification. A subject matter expert may be invited to support if needed.
- Be willing to incorporate feedback and make revisions where applicable.

Key Content to Include

- **Overview:** Provide an executive summary of the proposed curriculum or revisions and how they were developed. This may include the program/course description, a description of the learning outcomes, admissions and graduation requirements, pre-requisites, and the impacts of new or revised programs on students as applicable.
- **Why the proposal matters:** Describe the need or opportunity addressed by the new or revised curriculum.
- **Consultation process:** Provide an overview of the feedback received and considered, and whether it informed any inclusions or changes to the curriculum.
- **Institutional alignment:** Describe how the curriculum proposal aligns with the College's Inspire Plan, mission, and academic priorities, where applicable.
- **Implementation timeline:** Describe when the curriculum will be offered and when students are expected to enroll.

Common Questions from the ICC and Education Council

While the following information may already be included in your presentation, proposers should be prepared to answer the following questions:

1. How do the proposed learning outcomes align with the new or revised content?
2. How does the curriculum reflect current trends and needs in the relevant field or industry?
3. If the proposed curriculum is similar to other courses or programs, how does the new program or course fill a demonstrated need at the College?
4. How is the curriculum aligned with provincial or national standards, where applicable?
5. What are the anticipated outcomes, including career or education pathways, for students?