



Okanagan College Education Council

Open Special Meeting Agenda

Thursday, June 11, 2026

Online, Microsoft Teams

4:45 – 5:30p.m.

Please contact the Education Council [Governance Administrator](#) for virtual meeting information.

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

Topic	Action	Presenter	Attached	Pages
1. CALL TO ORDER		J. Garrett		
2. DECLARATION OF CONFLICT		J. Garrett		
3. APPROVAL OF AGENDA <i>Recommended Motion: THAT the Education Council approves the June 11, 2026 open special meeting agenda.</i>	Approval	J. Garrett		1
4. NEW BUSINESS Education Plan				
4.1 Education Plan 2026-2027	Advice	S. Lenci	Briefing	2-20
5. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
6. ADJOURNMENT				



EDUCATION COUNCIL BRIEFING NOTE

June 11, 2026

Agenda #: 4.1

Proposal Summary	
Subject:	Education Plan – 2026/2027 – Updated
Proposed by:	Sam Lenci, Provost and Vice President Academic
Submitted to:	Education Council
Implementation date:	Upon Approval

Background Statement:

The Education Plan was provided to Education Council on May 21, 2026 and June 2, 2026 and provided for written advice from June 4-8, 2026 for Education Council's information and advice to the Board of Governors. The Education Plan was updated between meetings, with the latest version attached.

The Provost & Vice President Academic has developed a 2026–2027 Education Plan to outline the College's proposed academic programming and related decisions for the upcoming academic year. The Plan is grounded in the College's commitment to student success, academic excellence, and responsive programming, and reflects analysis of enrolment trends across all academic portfolios.

The document is organized into four main sections:

- Section 1 – 2026/2027 Program Offerings:**
 Identifies all programs proposed to be offered in the 2026/2027 academic year across Arts & Sciences, Business, Health, Trades, and Continuing Studies, reflecting the College's current academic portfolio.
- Section 2 – Programs Recommended for Intake Suspension:**
 Outlines programs where a temporary pause in new student intake is recommended due to factors such as enrolment patterns, labour market alignment, and resource considerations, supported by enrolment data.
- Section 3 – Programs Recommended for Cancellation Due to Low Enrolment:**
 Identifies programs proposed for cancellation where sustained low or non-viable enrolment no longer supports delivery, including analysis of multi-year enrolment trends and program viability.
- Section 4 – Courses Recommended for Cancellation Due to Inactivity:**
 Provides a list of courses that have not been offered for three or more years and are recommended for formal discontinuation, establishing an annual reporting approach for inactive curriculum moving forward.

Recommendation:

Education Council is asked to provide advice to the Board on the proposed 2026/27 Education Plan.

Rationale:

Council reviewed the updated Education Plan at the June 2, 2026 Special Education Council meeting. The Chair recommended that the Education Plan be circulated electronically for the Council to provide any additional advice since quorum was lost at the meeting. A discussion followed that indicated the Council's general support for the Education Plan. It was also suggested that Associate Deans may be contacted regarding specific inclusions on the list.

The Chair requested that additional advice on the Education Plan be provided at the June 11, 2026 Special Education Council meeting.

Supporting Materials:

- 2026/27 Education Plan - updated (attached)

Action:				
<u>Motion Required</u> ☐ Notice of Motion ☐ Approval ☐ Advice ☐ Referral				<u>No Motion Required</u> ☒ Discussion/Advice ☐ Information
Recommended Motion				
<i>None required.</i>				

Consultation History:			
Group/Individual, Title	Reviewed	Recommended	Date
Education Council	☒	☐	5/21/2026
Education Council	☒	☐	6/2/2026
Education Council	☒	☐	6/4/2026 - 6/8/2026

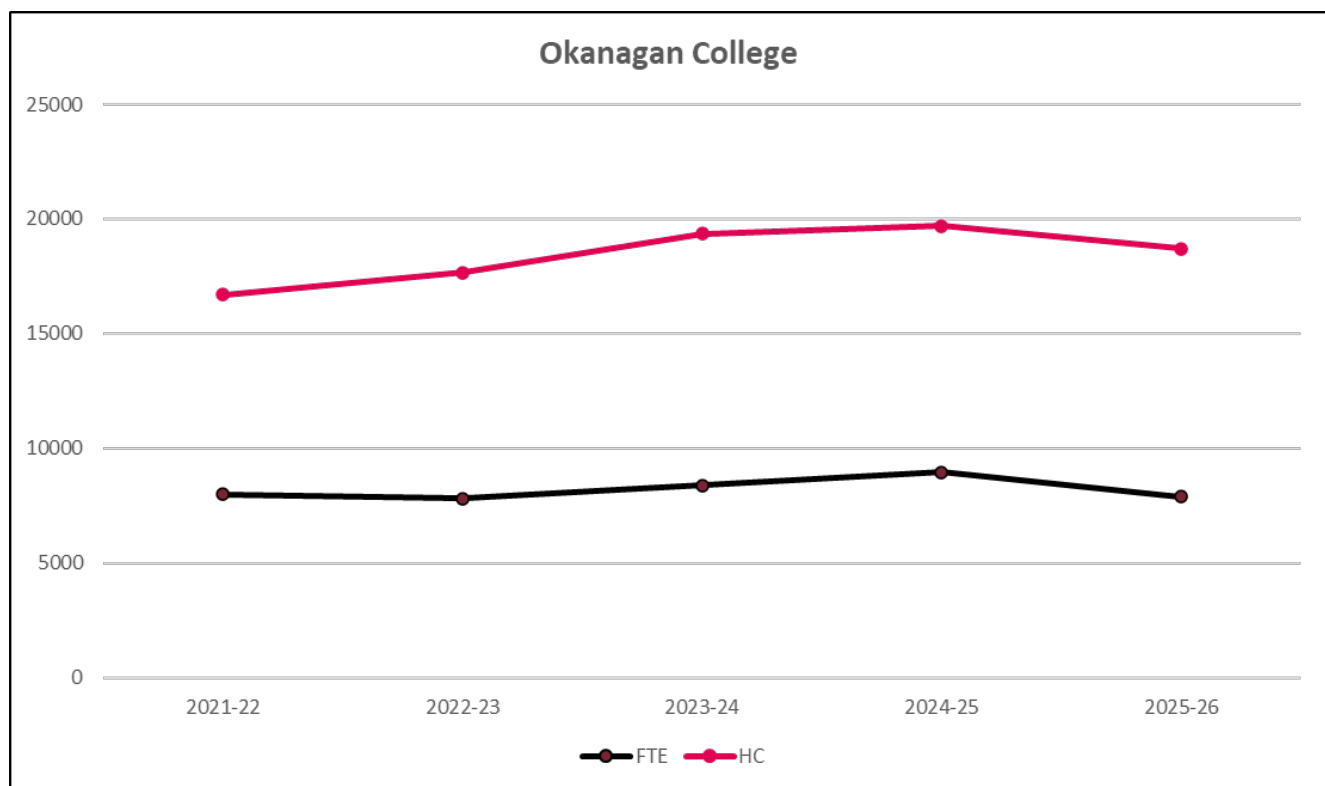
Provost & VP Academic Education Plan

2026 - 2027

Message from the Provost & Vice President Academic

Welcome to the 2026-2027 Education Plan. This plan reflects our shared commitment to student success, academic excellence, and responsive, future-focused learning. It has been shaped by the voices and efforts of our learning community, and it will guide how we teach, support, and innovate together in the years ahead. Thank you for your continued dedication to creating inclusive, engaging, and meaningful educational experiences for our students.

Enrolment Highlight



OC - Grand totals	2021-22	2022-23	2023-24	2024-25	2025-26
FTE Fulltime Equivalent	7991.41	7829.86	8392.87	8968.89	7883.94
HC Head Count	16713	17673	19359	19693	18702

Section #1:

2026/2027 Program Offerings

Under the College and Institute Act, the Board of Governors has responsibility for the management of the institution, including decisions related to the approval and discontinuation of programs. The following are the programs that will be continued to be offered for the 2026/2027 Academic Year.

Arts & Sciences Programs

- Accessible Education Certificate - Fundamentals
- Advanced Certificate in Communication
- Animation Diploma
- Applied Bachelor of Arts: Community Research and Evaluation Degree
- Associate of Arts Diploma
 - *Emphases include: Communications, Creative Writing, Economics, English, Environmental Studies, Geography, History, Philosophy Political Science & Economics (PPE), Psychology and Sociology.*
- Associate of Science Diploma
 - *Emphases include: Biology, Chemistry, Computer Science, Mathematics and Statistics, and Physics and Mathematics*
- Bachelor of Computer Information Systems Degree
 - *Emphases include: Database & Big Data Management and Software Design & Development*
- Building Employment Skills and Training
- Civil Engineering Technology Diploma
- Common First Year Engineering Certificate
- Computer Information Systems Diploma
- Criminal and Social Justice Diploma
- Electronics Engineering Technology Diploma
- English for Academic Purposes Certificate
- English Language Certificate
- English for Specific Purposes Certificate
- General Studies Diploma
- Infrastructure and Computing Technology Diploma
- Kinesiology Diploma
- Legal Administrative Assistant Certificate
 - *Emphases include: Corporate Conveyancing, and Litigation*
- Mechanical Engineering Technology Diploma
- Paralegal Diploma
- Post-Baccalaureate Diploma in Health Analytics
- Supported Access to Modified Education Certificate
- Water Engineering Technology Diploma
- Writing and Publishing Diploma

Hall School of Business and Entrepreneurship Programs

- Commercial Aviation Pilot Diploma
- Bachelor of Business Administration Degree
 - *Emphases include: Accounting, Entrepreneurship, Finance, General Studies Human Resources, Management and Marketing*
- Bookkeeping/Accounting Technician Certificate
- Business Administration Certificate
- Business Administration Diploma
 - *Emphases include: Accounting, General Studies, Human Resources Management, Management and Marketing*
- Business Studies Certificate
 - *Emphases include: Financial Services, Small Business Computer Accounting and Small Business Development*
- Commercial Helicopter Pilot Certificate
- Post-Baccalaureate Diploma in Accounting
- Tourism Management Diploma

Health & Social Development Programs.

- Access to Practical Nursing Diploma
- Certified Dental Assistant Certificate
- Early Childhood Education Certificate
- Early Childhood Education Diploma
- Health Care Assistant Certificate
- Human Service Work Diploma
- Pharmacy Technician Certificate
- Practical Nursing Diploma
- Recreation Therapist Assistant Certificate
- Therapist Assistant Diploma

Trades & Apprenticeship Programs

- Aircraft Maintenance Engineer - Mechanical
- Aircraft Maintenance Engineer - Structures
- Auto Body and Collision Repair Apprenticeship
- Auto Body and Collision Repair Foundation
- Automotive Glass Technician Apprenticeship
- Automotive Refinishing Technician Apprenticeship
- Automotive Service Technician Apprenticeship
- Automotive Service Technician Foundation
- Carpenter Apprenticeship
- Carpenter Foundation

- Carpenter and Joiner Foundation
- Collision Repair Foundation
- Electrician Apprenticeship
- Electrician Foundation
- Gasfitter Class B Apprenticeship
- Heavy Duty Equipment Technician Apprenticeship
- Heavy Mechanical Trades Foundation
- Plumber Apprenticeship
- Plumbing and Piping Trades Foundation
- Recreation Vehicle Service Technician Apprenticeship
- Refrigeration and A/C Mechanic Apprenticeship
- Refrigeration and A/C Mechanic Foundation
- Sheet Metal Worker Apprenticeship
- Steamfitter/Pipefitter Apprenticeship
- Truck and Transport Mechanic Apprenticeship
- Welder Apprenticeship
- Welder Foundation
- Welder Modular (A/B)

Continuing Studies Programs

- 3D Modeling & Remote Sensing in GIS Micro-credential
- Audio Engineering & Music Production Certificate
- AutoCAD Skills Certificate
- Bookkeeping Certificate
- Dental Office Administrative Assistant Certificate
- Education Assistant Certificate
- GIS Database Management Micro-credential
- GIS Essentials Micro-credential
- Graphic Design Essentials Micro-credential
- Landscape Horticulture Certificate
- Leadership Skills for IT Professionals Micro-credential
- LPN Orthopaedic Certificate
- Medical Device Reprocessing Technician Certificate
- Medical Office Assistant Certificate
- Nursing Unit Assistant Certificate
- Occupational Health & Safety Certificate
- PeriAnaesthesia Nursing Certificate
- Practical Cybersecurity for IT Professionals Micro-credential
- Trauma-Informed Practice Micro-credential

Section #2:

2026/2027 Programs Recommended for Intake Suspension

In an increasingly dynamic post-secondary environment, characterized by shifting enrolment patterns, evolving labour market demands, and ongoing financial pressures, the College must regularly assess the viability, quality, and relevance of its academic offerings. Further to the programs identified for delivery in the 2026/2027 Academic Year, the following programs are recommended for suspension of intake, in order to support responsible resource allocation and ensure continued alignment with institutional priorities.

Arts & Sciences Programs:

- Communications, Culture and Journalism Studies Diploma
- Environmental Studies Diploma
- International Development Diploma
- Post Baccalaureate Diploma in Data Analytics and Economics
- Post Baccalaureate Diploma in Marketing and Data Analytics
- Post-Diploma Certificate in Video Game Development
- Video Game Design Post-Baccalaureate Diploma

The recommendations for intake suspension in the Arts and Science Programs outlined will not result in any loss of employment for College staff.

See Appendix 1 for enrolment data to support these recommendations.

Continuing Studies Programs

- Esthetics & Spa Therapy Micro-credential
- Indigenous Community Support Worker Certificate
- IT User Support Micro-credential
- Nail Technician Micro-credential
- Spa Foundations Micro-credential
- Spa Operations Micro-credential
- Videogame Prototyping Micro-credential¹

The recommendations for intake suspension in the Continuing Studies Programs may result in the loss of some term contracts.

¹ This micro-credential will continue to be offered to Dual Credit students upon demand.

Section #3:

2026/2027 Programs Recommended for Cancellation Due to Low Enrolment

Further to the programs recommended for intake suspension, the following programs are recommended for cancellation due to sustained low enrolment, where demand no longer supports viable delivery. Cancellation is proposed to ensure responsible stewardship of College resources and to maintain a focused portfolio of programs aligned with student demand and institutional priorities.

Hall School of Business & Entrepreneurship Programs

Business Administration Programming

The recommendations for intake suspension in the Business Administration programs outlined below will not result in loss of employment for College staff.

See Appendix 2 for enrolment data to support these recommendations.

- Bachelor of Business Administration – Honours
- Bachelor of Business Administration – Tourism Specialty
- Business Administration Diploma – Tourism and Hospitality Option
- Business Studies Certificate – Business Computer Applications
- Business Studies Certificate – Financial Services
- Business Studies Certificate – Healthcare Professionals
- Business Studies Certificate – Human Resources Management
- Business Studies Certificate – Management
- Business Studies Certificate – Marketing
- Business Studies Certificate – Tourism and Hospitality
- Culinary Arts Dual Credit
- Culinary Management Certificate
- Culinary Management Diploma
- Office Management Certificate
- Pathway to Professional Accounting
- Post Baccalaureate Certificate in Human Resources Management
- Post Baccalaureate Diploma in Human Resources Management
- Post Baccalaureate Diploma in Marketing
- Post Baccalaureate Certificate in Operations Management
- Post Baccalaureate Diploma in Operations Management
- Post Diploma Certificate in Business Administration
- Qualifying Year – Business Diploma
- Vineyard Establishment and Sustainability Micro-Credential
- Viticulture Technician Diploma

Office Administration Programming

The Hall School of Business and Entrepreneurship is recommending the cancellation of four Office Administration programs due to low enrolment and the changing strategic focus of the Portfolio. These recommendations are based on a review of three years of enrolment data (See Appendix 3) and the comparison of direct delivery costs versus tuition revenue.

The recommendations for intake suspension in the Office Administration programs outlined below will result in loss of employment for College staff.

- Administrative Assistant Certificate (ADAC)
- Medical Administrative Assistant Certificate (MAA)
- Office Administrative Assistant Certificate (OAC)
- Virtual Assistant Certificate (VA)

DRAFT

Section #4:

2026/2027 Courses Recommended for Cancellation Due to Inactivity

Going forward, an annual report will be provided to the Board identifying inactive programs and courses that have not been offered for three or more years. This will support ongoing oversight of the College's academic portfolio and ensure timely decisions regarding formal program and course retirement. As this is the first year such a report has been presented, the list is longer than would typically be expected, reflecting a number of programs and courses that have remained inactive for an extended period and now require formal discontinuation. Periods of inactivity may arise for a variety of reasons, including where a program or course has been replaced by a revised offering, or where delivery is no longer possible due to changes in available instructional expertise.

Arts & Sciences Courses

Course Number	Course Name
ANIM 101	Co-op Work Term
ANIM 255	Introduction to Video Game Asset Creation and Animation
ANIM 312	2D Asset Creation & Animation
ANIM 322	3D Asset Creation & Animation
ANTH 214	The Family in Cross-cultural Perspective
ANTH 218	Anthropology & Modern Society
ANTH 219	Cultures in the Middle East
BIOL 150	Natural History of the Okanagan
BIOL 160	Introductory Biology for Viticulture
CHEM 122	Introductory Chemistry II
CHEM 151	Introductory Chemistry for Viticulture
CHEM 161	Industrial Chemical Processes I
CHEM 163	Analysis Quality Assurance and Quality Control
CHEM 251	Industrial Chemical Process II
CHEM 252	Chromatographic Analysis II
CHEM 253	Physical Chemical Processes
CHEM 254	Spectroscopic Analysis
CHEM 255	Applied Organic Chemistry
CHEM 261	Laboratory Instrumentation
CHEM 262	Chromatographic Analysis II
CHEM 263	Applied Biochemistry
CHEM 264	Mineral Processing and Assaying
CHEM 265	Petroleum Chemistry
CHEM 266	Laboratory Management
CMNS 146	Technical Writing & Communications for SBT II
CMNS 219	Communication for Video Game Designers
CMNS 265	Environmental Communications
COSC 107	Introduction to Game Engines
COSC 210	Game Engine Scripting
COSC 480	Project in Game Design I
COSC 481	Project in Game Design II
CRIM 204	Women, Crime and Justice
CRWR 218	Inter Creative Writing: Drama

Course Number	Course Name
CRWR 307	Creative Non-Fiction Writing for Canadian Markets
CRWR 311	Writing Drama
CRWR 383	Creative Writing Fiction
CRWR 410	Writing the Novel
ECON 164	Economics for Entrepreneurs
ECON 220	Competitiveness in the Canadian Economy
ECON 260	Poverty and Inequality
EESC 118	Natural Hazards
EESC 200	Mineralogy
EESC 201	Optical Mineralogy and Petrology
EESC 220	Environmental Physics
EESC 250	Exploration Geophysics
ENGL 218	Intermediate Workshop in Creative Writing - Drama
ENGL 307	Creative Non-Fiction Writing for Canadian Markets
ENGL 309	Shakespeare in Context
ENGL 311	Writing Drama
ENGL 383	Creative Writing Fiction
ENGL 406	Literary Journalism I: History, Theory, Practice
ENGL 407	Literary Journalism II: The Art of the Interview, Review & Profile
ENGL 409	Writing the Novel
ENGL 416	Publishing Project
FINA 100	Survey of Music History I
FINA 101	Survey of Music History II
FINA 110	Introduction to Drawing and Visual Storytelling
FINA 134	Nineteenth-Century Art History
FINA 144	Twentieth-Century Art History
FINA 160	Introduction to Canadian and Aboriginal Art History
FINA 211	Topics in Music
FINA 213	Music for Film and Stage
FINA 310	Visual Communication & Culture
GEOG 110	The Geography of Viticulture
GEOG 117	Introduction to Human Geography I
GEOG 118	Natural Hazards
GEOG 127	Introduction to Human Geography II
GEOG 211	Social and Cultural Geography
GEOG 213	Geography of Wine
GEOG 217	Regional Geography of British Columbia
GEOG 221	Economic Geography
GEOG 222	Geomorphology
GEOG 223	Physical Geography of the US Southwest
GEOG 265	Tourism and Recreation Geography
GEOG 274	Introduction to GIS Analysis
GEOG 275	The Earth from Above: Remote Sensing of the Environment
GEOG 276	Geodatabases: Effective Data Management in a Spatial World
GEOG 277	Applied Geospatial Technology and Environmental Challenges
GEOG 278	Applied GIScience and Environmental Project Management
GEOG 374	Fundamentals of GIS
HIST 116	History of Western Civilization, 1450 to 1789
HIST 126	History of Western Civilization 1789 to Present

Course Number	Course Name
HIST 218	History of Science
HIST 219	History of Technology
HIST 236	History of the Canadian Prairies
HIST 240	Pre-Independence Latin American History
HIST 250	Post-Independence Latin American History
HIST 301	Reading: A Social and Technological History
HKIN 275	Exercise Physiology
IDST 101	Resistance and Revolution in the Colonial Period
IDST 102	Resistance and Revaluation in the Neocolonial Period
IDST 201	Strategies of Resistance and Revolution
IDST 202	Praxis of Resistance and Revolution
MATH 125	Mathematics for Viticulture
MATH 136	Mathematics for Analytical Chemistry Technology
MATH 149	Math for Network & Telecom Engineering Tech II
PHIL 125	Introduction to Scientific Reasoning
PHIL 231	Symbolic Logic
PHYS 117	Physics for Analytical Chemistry Technology
PHYS 219	Methods of Measurement I
PHYS 227	Instrumentation Physics for Analytical Chemistry Technology
PHYS 229	Methods of Measurement II
POLI 210	Canada and the United States
POLI 231	Canadian Politics & Indigenous Peoples
POLI 326	Politics in the Middle East
SBT 225	High Performance Retrofits
SBT 232	Building Certifications and Rating Systems
WET 121	Introduction to Water and Wastewater Management

Adult Upgrading & Foundational Courses

Course Number	Course Name
COMP 11	Composition 011
COST 11	Computer Studies 011
COST 12	Computer Studies 012
COST 60	Computer Studies 60
COST 70	Computer Studies 070
DRWS 10	Developing Reading & Writing
EAPD 40	Academic Discussion Skills 4
EAPR 10	Academic Reading Skills 1
EAPR 20	Academic Reading Skills 2
EAPR 30	Academic Reading Skills 3
EAPR 40	Academic Reading Skills 4
EAPW 10	Academic Writing Skills 1
EAPW 20	Academic Writing Skills 2
EAPW 30	Academic Writing Skills 3
EAPW 40	Academic Writing Skills 4
EDCP 12	Education and Career Planning
ELR 20	English Language Reading Level 2
ELR 30	English Language Reading Level 3
ELR 40	English Language Reading Level 4

Course Number	Course Name
ELW 20	English Language Writing Level 2
ELW 30	English Language Writing Level 3
ELW 40	English Language Writing Level 4
ENGL 40	English 040
ENGL 41	English 041
ENGL 42	English 042
ENGL 51	English 051
ENGL 52	English 052
ENGL 61	English 061
ENGL 62	English 062
ENGL 71	English 071
ENGL 72	English 072
ENGL 81	English 081
ENGL 82	English 082
ENGL 85	Selected Topics in English
ERWS 10	Exploring Reading & Writing
FNS 12	First Nations Studies 012
GEOG 12	Geography 012
IALG 11	Introductory Algebra 011
LAW 12	Law 012
MATH 2	Mathematics 002
MATH 5	Topics in Mathematics
MATH 13	Introduction to Calculus
MATH 40	Mathematics 040
MATH 41	Mathematics 041
MATH 42	Mathematics 042
MATH 51	Mathematics 051
MATH 52	Mathematics 052
MATH 61	Mathematics 061
MATH 62	Mathematics 062
MATH 71	Mathematics 071
MATH 72	Mathematics 072
MATH 071A	Whole Numbers & Fractions
MATH 071B	Ratio and Proportion
MATH 071C	Percent
MATH 071E	Perimeter, Area & Volume
MATH 071F	Geometry: Angles, Triangles, Parallel Lines
MATH 072A	Geometry: Constructions
MATH 072B	Rational Numbers
MATH 072C	Equations and Applied Problems
MATH 072D	Powers, Roots and Scientific Notation
MATH 072E	Trigonometry
MATH 072F	Graphs
MATH 072G	Statistics
MATH 81	Mathematics 081
MATH 84	Mathematics 084
MATH 85	Mathematics 085
MATH 86	Mathematics 086
PSYC 012	Psychology 012

Course Number	Course Name
SOST 11	Social Studies 11
SOST 12	Social Studies 12

Hall School of Business & Entrepreneurship Courses

Course Number	Course Name
AVIA 104	Introduction to Aviation Theory
AVIA 105	Aviation Language Proficiency
AVIA 106	Pilot Skills Lab I
AVIA 107	Pilot Skills Lab II
AVIA 112	Navigation and Air Regulations I
AVIA 113	Meteorology I
AVIA 114	Flight and Aircraft Systems I
AVIA 115	Flight Lab I
AVIA 115B	Flight Lab - Build Up
AVIA 123	Meteorology II
AVIA 124	Flight and Aircraft Systems II
AVIA 125	Flight Lab II
BUAD 206	The Business of Tourism
BUAD 231	Project Management in an Information Technology Environment
BUAD 290	Introduction to Merchandising
BUAD 291	Designing Retail Environment
BUAD 292	Merchandise Display
BUAD 299	Conventions Management
BUAD 319	Introduction to Management Consulting
BUAD 343	Strategies for Personal Success
BUAD 371	Organizations and Society
BUAD 413	Finance for Entrepreneurship
BUAD 416	International Entrepreneurship
BUAD 417	Marketing for Entrepreneurs
BUAD 430	Institutions of International Trade
BUAD 491	Business Research Methods
BUAD 492	Business Research Project
BUAD 499	Entrepreneurship Experience
HELI 110	Pilot Skills Lab I
HELI 120	Pilot Skills Lab II
HELI 130	Pilot Skills Lab III
ONOL 210	Wine Chemistry and Microbiology
ONOL 230	Winery Operations
TOUR 200	Tourism Sector Study
TOUR 299	Conventions Management
VITT 125	Introduction to Viticulture and Wine
VITT 130	Introduction to Viticulture
VITT 135	Grapevine Science
VITT 140	Vineyard and Canopy Establishment
VITT 150	Integrated Pest Management
VITT 160	Irrigation Technology and Water Management
VITT 170	Vineyard Technologies and Operations

Course Number	Course Name
VITT 199	Sustainable Viticulture Workshops
VITT 200	VITT Co-op Work Term
VITT 210	Soil Management and Plant Nutrition
VITT 220	Grape Harvest Sensory Principles
VITT 250	Vineyard Management
VITT 270	Research Methods in Viticulture

DRAFT

Appendix 1

Arts + Science Pause Programs Headcount Data

	2021/2022		2022/2023		2023/24		2024/25		2025/26	
	Fall	Winter	Fall	Winter	Fall	Winter	Fall	Winter	Fall	Winter
Communications, Culture and Journalism Studies Diploma	47	53	55	63	59	61	57	50	41	34
Environmental Studies Diploma	88	95	110	130	130	130	97	117	104	101
International Development Diploma	34	36	39	36	39	57	58	57	26	17
Post Baccalaureate Diploma in Data Analytics and Economics	0	0	0	0	2	3	6	8	7	7

Appendix 2

Business Administration Programs 3-Year Enrolment Data

Program Name	2023/2024	2024/2025	2025/2026
Bachelor of Business Administration - Honours	0	0	0
Bachelor of Business Administration - Tourism specialty	1	2	1
Business Studies Certificate - Business Computer Applications	0	0	0
Business Studies Certificate - Financial Services	0	0	0
Business Studies Certificate - Healthcare Professionals	0	0	0
Business Studies Certificate - Human Resources Management	2	3	2
Business Studies Certificate - Management	0	1	0
Business Studies Certificate - Marketing	2	2	3
Business Studies Certificate - Tourism and Hospitality	0	0	0
Business Administration Diploma - Tourism and Hospitality	1	0	4
Culinary Arts Dual Credit (CULLV1)	0	0	0
Culinary Management Diploma (CULMGT)	38	18	9
Pathway to Professional Accounting (BUSPPA)	0	0	0
Post Baccalaureate Diploma in HR	29*	18*	Paused
Post Baccalaureate Certificate in HR	0	4	Paused
Post Baccalaureate Diploma in Operations	0	1	Paused
Post Baccalaureate Certificate in Operations	0	0	Paused
Post Baccalaureate Diploma in Marketing (BUPBDM)	24*	14*	Paused
Post Diploma Certificate in Business Administration (BUADPD)	4	9	10
Qualifying year - Business Diploma (QUALBUAD)	0	0	0
Vineyard Establishment and Sustainability Micro-Credential	0	0	0
Viticulture Technician Diploma	0	0	0

* Enrolment in these programs was more than 85% international students.

Appendix 3

Office Administration Data

Table 1 below shows the enrolment for the four programs combining face-to-face and online delivery as applicable. Less than half of the students currently complete the programs, resulting in reduced enrolments in the later courses; additionally, most students are taking two to three years to complete the programs meaning that enrolment is often reflective of two to three years of part-time students rather than full-time tuition.

Table 1: Four Years of Actual Registration of New Students in Office Admin Programs

	New Students Entering the Program			
	21/22	22/23	23/24	24/25
Administrative Assistant Certificate	83	69	66	66
Office Administrative Assistant Certificate	130	64	46	49
Virtual Assistant Certificate	0	8	9	2
Medical Administrative Assistant Certificate	11	10	23	27

Enrolment in the Office Administration programs is stagnant or declining (Table 2). Compounding the declining enrolment are low completion rates and the length of time students take to complete the one-year certificates, resulting in courses early in the programs being fuller than those further into the program.

Table 2: Head Count of All Students Enrolled in Office Admin Programs

	All students Enrolled in Program			
	21/22	22/23	23/24	24/25
Administrative Assistant Certificate	199	182	176	175
Office Administrative Assistant Certificate	241	147	108	111
Virtual Assistant Certificate	0	9	9	3
Medical Administrative Assistant Certificate	22	21	39	48

Calculations of enrolment patterns and graduation rates from 2020 to 2025 showed graduations rates at: 46% for OAC students, 41% for ADAC students, and 48% for MAA students. Graduation rates for VA were not calculated due to the enrolment levels and length of time the program has been offered.