



Okanagan College Education Council

Regular Meeting Agenda

Thursday, September 17, 2026

In person, Kelowna Campus, S103B

3:00 – 4:30p.m.

[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.

Timing	Topic	Action	Presenter	Attached	Pages
3:00pm	1. CALL TO ORDER		J. Garrett		
	1.1 Welcome and Introductions		J. Garrett		
	2. ACKNOWLEDGEMENT		J. Garrett		
	3. DECLARATION OF CONFLICT		J. Garrett		
	4. APPROVAL OF AGENDA				
	<i>Recommended Motion: THAT the Education Council approves the September 17, 2026 agenda and thereby approves the consent agenda as presented.</i>	Approval	J. Garrett		1-2
	4.1 Consent Agenda				
	i. Education Council Special Open Meeting Minutes – June 11, 2026	Approved with motion for agenda as above		Minutes	3-6
	ii. Education Council Regular Meeting Minutes – June 18, 2026			Minutes	7-10
	5. NEW BUSINESS				
	Arts & Sciences				
3:15pm	5.1 Program Revision				
	i. Paralegal Diploma	Approval	T. Becker	Kuali	-
	<i>Recommended Motion: THAT the Education Council approves the program revisions for the Paralegal Diploma as presented.</i>				
3:25pm	5.2 New Program and Courses				
	i. New Program: Essentials of Artificial Intelligence Microcredential	Recommendation	B. Penfound & J. Hobart	Kuali & Resource Plan Attached	11-12
	New Courses:				
	• AIML 100 Artificial Intelligence for Everyone				
	• AIML 101 Decision Making with Artificial Intelligence				
	• AIML 110 Data-Driven Storytelling				
	• AIML 180 Artificial Intelligence for Everyone with Applications				
	• AIML 181 Decision Making with Artificial Intelligence with Applications				
	• AIML 190 Data-Driven Storytelling with Applications				

Timing	Topic	Action	Presenter	Attached	Pages
	Recommended Motion: <i>THAT the Education Council approves and recommends to the Board of Governors the new program: Essentials of Artificial Intelligence Microcredential and thereby approves and recommends the following new courses as presented:</i> • <i>AIML 100 Artificial Intelligence for Everyone</i> • <i>AIML 101 Decision Making with Artificial Intelligence</i> • <i>AIML 110 Data-Driven Storytelling</i> • <i>AIML 180 Artificial Intelligence for Everyone with Applications</i> • <i>AIML 181 Decision Making with Artificial Intelligence with Applications</i> • <i>AIML 190 Data-Driven Storytelling with Applications</i>				
	Presentation				
3:40pm	5.3 Course-Based Research Ethics Board Process	Information	K. Vrabic	Briefing	13-17
	Governance				
3:55pm	5.4 Committee Assignments	Approval	J. Garrett	Briefing	18-20
	Recommended Motion: <i>THAT the Education Council approve the Education Council Standing Committee Membership as presented.</i>				
	6. REPORTS				
4:00pm	6.1 Education Council Chair	Information	J. Garrett	Verbal	-
	i. Integrated Curriculum Committee Special Meetings				
	6.2 Academic Governance Committee				
	6.3 Integrated Curriculum Committee				
4:10pm	6.4 Provost and Vice President Academic	Information	S. Lenci	Verbal	-
4:20pm	6.5 Registrar	Information	I. Wheeler	Verbal	-
	i. Kualī Update	Information	I. Wheeler	Verbal	-
	ii. Elections Update	Information	I. Wheeler	Verbal	-
	7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
4:30pm	8. ADJOURNMENT				

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:

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

Support Staff:

- Michelle Somerville
- Vivian Moretti

Educational Administrators:

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

Regrets

- Neil Fassina, President
- Rhea Dupuis, Director, Indigenous Relations
- Chelsey Simmons (Student Representative, Central Okanagan)
- Shirelle Nickoli (Student Representative, North Okanagan)
- Malachi Gossen (Student Representative, South Okanagan Similkameen)
- Sara Delgado Soto (Student Representative, South Okanagan Similkameen)

Non-voting:

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

Recording:

- Elaine Booi, Governance Administrator

Guests:

- Erin Radomske, Chair, Water Engineering Technology & Faculty, Biology
- Sean Johnston, First VP, Chief Steward, Okanagan College Faculty Association
- Stacey Sakakibara, Faculty, Biology
- Tim Walters, Faculty, English
- Kristen Wiebe (Governance)
- Shannon Hawthorne (Executive Assistant)

Topic	Action
1. CALL TO ORDER	
Quorum was established and the meeting called to order at 5:01p.m.	
2. DECLARATION OF CONFLICT	
The Chair suggested that if there is a vote on the Education Plan, the Provost should abstain. M. Martin noted that they have a conflict with the cancellation of the Viticulture Technician Diploma as it pertains to their designated department.	

Topic	Action
The Chair added that B. Ridgely will have a conflict with the cancellation of the office administration programs as they are from their respective department.	
3. APPROVAL OF AGENDA <i>Recommended Motion: THAT the Education Council approves the June 11, 2026 open special meeting agenda.</i> K. Brochu	CARRIED
4. NEW BUSINESS Education Plan	
4.1 Education Plan 2026-2027 The Provost presented the Education Plan to Council noting that minor changes were updated based on written feedback. The Chair opened discussion based on each section. Section 1: 2026/2027 Program Offerings A member noted that the Education Plan provides important transparency for learners regarding what programs and courses are offered. They emphasized that this clarity is beneficial for students. The Registrar added that there have been challenges with students thinking they may enroll in courses that remain listed but are no longer offered. They noted that maintaining an accurate and current catalogue is important from a student perspective. A member reflected on their experience in student advising, noting that it can be frustrating for students to plan for programs that are not actually available. They emphasized that it is better to clearly communicate current offerings and remove those that are no longer being delivered and expressed support for moving forward with this approach. The Chair noted that Council's advice to the Board could include that the Education Plan is a positive development for both students and the institution, particularly in improving clarity. Section 2: 2026/2027 Programs Recommended for Intake Suspension A member asked about the Environmental Studies Diploma, noting that enrolment did not appear low. The Provost responded that enrolment has been declining and the curriculum is currently under review for potential updates. Another member added that class averages for the program are significantly lower than expected, indicating opportunities for redevelopment. A member asked about the Post-Baccalaureate Diploma in Data Analytics and Economics and the Post-Baccalaureate Diploma in Marketing and Data Analytics, noting that there had been feedback regarding a lack of consultation. Members discussed concerns about limited knowledge of the consultation process and acknowledged that they don't know exactly what consultation occurred. The Chair declared a conflict of interest with respect to the Communications, Culture and Journalism Studies Diploma, which is recommended for intake suspension.	

Topic	Action
Section 3: 2026/2027 Programs Recommended for Cancellation Due to Low Enrolment	
A member suggested that Business Administration programming, particularly the post-baccalaureate programs, are valuable. They acknowledged that these programs have relatively low enrolment but observed that there is minimal cost to run them. The member expressed concern that discontinuing the programs prior to introducing replacement curriculum may be premature and noted that there may be student demand during the redesign process.	
A member suggested that the Viticulture Technician Diploma be removed from the cancellation list. Members discussed including advice to delay cancellation of this program until further consultation has taken place. Discussion also referenced new programming with Niagara College and noted that the Viticulture Technician Diploma has been offered only once.	
A member emphasized the College's responsibility for academic stewardship, noting that programs which have not been offered for several years may warrant removal. They added that, if programs are to be retained, they should undergo a renewal process and be reviewed by Education Council.	
<i>S. Lenci left the meeting at 5:31p.m.</i>	
The Chair suggested including a recommendation in Education Council's advice that the Viticulture Technician Diploma not be cancelled until further consultation has occurred. The Chair also suggested emphasizing the importance of clear processes and meaningful consultation with relevant stakeholders before programs are recommended for suspension or cancellation. Members expressed general support for including this advice.	
A member noted that the cancellation of the Office Administration program may impact community stakeholders who value the program. It was acknowledged that enrolment has been low and offerings at other campuses have already been reduced. Members also noted that similar programs are being discontinued at other institutions across the province. Members agreed to include a statement recognizing potential stakeholder impacts.	
A member expressed difficulty in providing meaningful advice due to limited information and the pace of the process. The Chair acknowledged this concern and suggested that Council could include feedback that the process felt rushed and involved reviewing multiple evolving documents.	
A member reiterated the importance of academic stewardship and recommended including advice that supports removing outdated programs and reintroducing them through a renewal process with updated curriculum and rigor. The Chair agreed this should be reflected in Council's advice.	
A member noted that these decisions do not prevent future renewal and that program changes reflect strategic priorities within individual portfolios. They added that the documentation the Provost provided was helpful in outlining the rationale and that this context should be acknowledged in Council's advice.	
A member suggested that refining the process would support more consistent and effective consultation moving forward.	

Topic	Action
The Chair noted that the policies regarding cancellation and implementation currently under review will help clarify processes and roles. A member suggested including this as part of Council's advice. A member recommended that Council request improved communication regarding strategic shifts within portfolios, noting that this would support Education Council's role in providing advice on strategic direction. Section 4: 2026/2027 Courses Recommended for Cancellation A member noted that they were pleased to see evidence of communication with Chairs, as some courses had been removed following further consultation. The Chair acknowledged that S. Johnston had their hand raised but emphasized the need to prioritize comments from Council members. The Registrar expressed support for the updates, noting that a more accurate and streamlined calendar is beneficial, as it is not helpful for students to see courses listed that are not currently offered. A member asked about certain Adult Upgrading and Foundational courses, noting that some faculty outside of Council had expressed interest in keeping them available as electives. It was noted that these electives are not currently being offered, as efforts are focused on targeted upgrading to support student entry into specific programs at the College. The Chair invited S. Johnston to speak, and they noted the value of retaining some Arts and Sciences courses. The Chair emphasized the importance of Council feeling confident and satisfied with the review process to provide informed advice to the Board. They expressed hope that concerns regarding the process this year, particularly those not serving on Education Council, will be addressed and improved in future cycles. The Chair called for a vote, and Council agreed to generally support the Education Plan, with comments to be provided to the Board.	
5. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA No other business was raised.	
6. ADJOURNMENT The meeting adjourned at 6:04p.m.	

Attendance**online***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:

- **Bryan White (Faculty Representative Shuswap Revelstoke)***

Regrets

- Neil Fassina, President
- Claude Hurtubise (Faculty Representative, Central Okanagan)
- Wendy Wheeler (Faculty Representative, South Okanagan Similkameen)
- Leanne Mallory (Faculty Representative, North Okanagan)
- Chelsey Simmons (Student Representative, Central Okanagan)
- Malachi Gossen (Student Representative, South Okanagan Similkameen)
- Sara Delgado Soto (Student Representative, South Okanagan Similkameen)
- Rhea Dupuis, Director, Indigenous Relations
- Mary Kline, Director, Continuing Studies
- Inga Wheeler, Registrar
- JoAnn Fowler (Board of Governors)

Support Staff:

- Michelle Somerville
- Vivian Moretti

Students:

- Shirelle Nickoli (North Okanagan)

Educational Administrators:

- Samantha Lenci, Provost and Vice President, Academic
- Paul Martin, Dean, Teaching & Learning Innovations
- **Chris Newitt, Associate Dean, Arts and Sciences***

Recording:

- Elaine Booi, Governance Administrator

Guests**Presenting:**

- Jenn Goodwin, Vice President, Enrolment & College Relations
- Louise Blaise, Faculty, Kinesiology

Guests:

- Mary Ann Knoll, Faculty, Business Administration

Topic	Action
1. CALL TO ORDER	
Quorum was established and the meeting called to order at 2:03p.m.	
2. ACKNOWLEDGEMENT	
P. Martin provided a land acknowledgement.	

Topic	Action
3. DECLARATION OF CONFLICT The Chair asked whether members had any conflicts to declare. No conflicts were declared.	
4. APPROVAL OF AGENDA A member requested that the June 2, 2026 Special Meeting Minutes be pulled from the consent agenda. The minutes were moved to item 7. Other Business and Business Arising from Consent Agenda. The Chair added that the June 11, 2026 Special Meeting Minutes were removed from the agenda and will be distributed separately. Members did not have any further amendments and the Chair proceeded with reading the motion. <i>Motion: THAT the Education Council approves the June 18, 2026 agenda and thereby approves the consent agenda as amended.</i> M. Somerville	CARRIED
4.1 Consent Agenda i. Education Council Special Meeting Minutes – June 2, 2026 ii. Education Council Special Meeting Minutes – June 11, 2026 <i>This item was removed from the agenda.</i>	
5. NEW BUSINESS Presentation	
5.1 Enrolment Report J. Goodwin presented the Enrolment Report to Council. <i>S. Nickoli joined the meeting at 2:12p.m.</i> Members asked questions regarding full-time equivalent (FTE) enrolment and headcount figures, and J. Goodwin provided clarification. Discussion highlighted the importance of FTE data in supporting institutional planning, including subscriptions, library resources, and other operational functions. J. Goodwin acknowledged and thanked the teams that contributed to the development of the report. <i>J. Goodwin left the meeting at 2:22pm.</i>	
Activity	
5.2 Kinesiology Activity L. Blais lead Council in a Kinesiology activity.	
Recess <i>The Chair called for a recess at 3:30p.m.</i> <i>The Chair called the meeting back to order at 4:00p.m.</i> <i>C. Newitt and L. Mallory joined the meeting at 4:00p.m.</i>	

Topic	Action
Governance	
5.3 Workplan 2026-2027 The Chair presented the Education Council workplan to Council and members did not have any questions or comments. The Chair proceeded with reading the motion. <i>Motion: THAT the Education Council approve Education Council Annual Workplan 2026-2027 as presented.</i> M. Martin	CARRIED
5.4 Committee Assignments The Chair presented the committee assignments to Council and members did not have any questions or comments. <i>Motion: THAT the Education Council approve the Education Council Standing Committee Membership as presented.</i> P. Martin	CARRIED
5.5 Education Council Communications A member noted that at a previous meeting they raised concerns that had been shared by another department but were advised against this. The member expressed concern about how perspectives from individuals or groups not represented on Council could be brought forward for consideration and asked whether there were other avenues available for communicating concerns to Education Council. The Chair noted that this was an important discussion, as Education Council sometimes receives feedback and correspondence from members of the College community. Members discussed the composition and distribution of Education Council seats in relation to the <i>College and Institute Act</i>, the Education Council Bylaws, and the Election Rules. The Chair observed that individuals outside of Council wish to have input into decisions and acknowledged concerns that some members of the College community may feel they lack opportunities to contribute. The Chair asked what approaches Council could consider to ensure people can share their perspectives in a way that is transparent and appropriate. The Provost noted that this was the first year the Education Plan had been brought to Education Council in its current format and that the process by which it is brought to Education Council may be reviewed. A member noted the importance of maintaining clear and consistent processes and cautioned against creating a situation where Council is expected to hear individual views on every issue. The member emphasized the value of established governance processes and suggested that some processes could be strengthened moving forward. Members discussed process-related considerations, including how Council can ensure its processes are transparent and understood by the wider College community. The Chair concluded the discussion, noting that it had been a valuable conversation regarding governance processes and communication. The Chair indicated that the matter may be revisited.	

Topic	Action
6. REPORTS 6.1 Education Council Chair The Chair noted that elections for the Vice Chair position would take place in the fall. The Chair also acknowledged those attending their final Education Council meeting and thanked them for their contributions, service, and commitment to Council during their terms. i. Education Council Proposal Presentation Guidelines The Chair noted that the Governance Administrator developed Proposal Presentation Guidelines to support proposers in preparing and presenting proposals to Education Council. The guidelines will be posted on the Education Council website as a resource for future proposers. A member suggested including a statement clarifying that Education Council considers all aspects of a proposal during its review, not solely the specific element being presented for approval. Members agreed with the suggestion and supported incorporating the clarification into the guidelines. 6.2 Provost and Vice President Academic The Provost thanked members for their engagement and contributions throughout the year. The Provost noted that consultation does not always result in agreement but emphasized the value of open discussion about teaching and learning. 6.3 Registrar No report was given. 7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA i. Education Council Special Meeting Minutes – June 2, 2026 Members discussed proposed revisions to Section 5.7: Education Plan of the minutes regarding the information provided to members with the Education Plan. A member clarified that they would like additional information to be included in future Education Plans and specified the information they had referenced during the discussion. The member requested that this clarification be reflected in the minutes and members agreed. Following the clarification, the Chair proceeded with reading the motion. <i>THAT the Education Council approves the Education Council Special Meeting Minutes – June 2, 2026 as amended.</i> <i>B. Ridgeley</i>	
8. ADJOURNMENT The meeting adjourned at 4:51p.m.	CARRIED

Okanagan College Provost Office
Resource and Implementation Plan for New Program
August 2026

Plan Overview

Name of Program:	Essentials of Artificial Intelligence Micro-credential
Program Length:	Three courses, 12 credits
Proposed for First Intake:	September 2027

Financial

Funding Source for Program:	Student tuition- Micro Credential and Elective
The 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:	3 TLUs development; \$17,913 x 3= \$53739		
Operating:			
Salary:	1.33 TLU= \$20,090	2 courses=\$40,181	3 courses=\$60,272
Equipment and Supplies:			
Promotional:	\$5000		
Total Cost:	\$ 78,829	\$ 40,181	\$60,272
Total Costs over 3 years:	\$ 179,282		

Demand

Projected enrolment: (include immediate + future)	See EdCo Checklist for details. ~50 first year (industry folks and internal OC students), 40 ongoing (industry folks and internal OC students- can't repeat the course)
Enrolment required for break-even:	Set at 20 with \$251 per credit tuition.
List similar courses/programs assessed:	See EdCo Checklist. Programs at UBCV, BCIT, UNBC, SAIT, UCalgary, McGill
The course/program has a defined target market:	Yes, two markets; Industry professionals seeking AI education they can immediately apply to their occupation. Existing OC students seeking AI education to accompany their main academic credential. These students could take the courses as electives, or complete the MC.

The recruitment/marketing plan aligns with the implementation date.	Yes
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Student Fees

Course/Program Tuition Fees:	\$251.13 per credit hour. 4 credit course combo= \$1,004.50 3 credit elective= \$753.38
Course/Program Material Fees:	\$0
Other Course/Program Costs:	NONE

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. New courses fit into proposed teaching assignments in MATH.
Number of faculty/instructors required:	No new; all existing faculty.
List any additional staffing requirements if applicable (e.g. Toolroom Attendant, Lab Technician, support, etc.):	NONE
Staffing requirements for each position (continuing, term, contact):	No new; all existing faculty.
Semesters/Intakes offered (Winter, Summer, Fall):	Fall to start, with plans to expand to Fall and Winter.

Other Resources

Space & facilities required to offer curriculum (e.g. classrooms, labs, studios, etc.):	Standard classroom or computer lab.
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.	No special or unique equipment or software. Existing classrooms and computer labs have appropriate space and equipment.
List the campuses the Course/Program will be offered.	Kelowna
What are the delivery methods (in-person, online, or hybrid)?	In-person, schedule in the evening to accommodate work schedules.



EDUCATION COUNCIL BRIEFING NOTE

September 17, 2026

Agenda #: 5.3

Proposal Summary	
Subject:	Course-Based Research Ethics Board Process
Provided by:	Mary Butterfield, Director, Applied Research; Kaylah Vrabic, Research Officer (Research Ethics Board Administrator)
Submitted to:	Education Council
Implementation date:	Not applicable

Background Statement:

Course-based Research Ethics Board (REB) approval is a streamlined ethics review process in which the REB reviews and approves an instructor-led course protocol rather than individual student projects. It is typically limited to minimal-risk research involving human participants or biological materials. Approval may remain valid for several years. Once approval is provided from the REB, instructors are responsible for ensuring student projects remain within the approved ethical framework. Okanagan College does not currently have a course-based REB process. As a result, instructors must complete the standard REB application, which often requires information that is not yet available at the course design stage. This can create confusion, increase the administrative burden on instructors, and require additional support from the REB Chair and Administration.

This item is being presented to Education Council to keep Council informed of ongoing work and developments related to the Research Ethics Board (REB) across the College.

Recommendation:

No recommendation is required.

Supporting Materials:

- Course-Based_REB Comparison (attached)

Action:				
<u>Motion Required</u> ☐ Notice of Motion ☐ Approval ☐ Advice ☐ Referral				<u>No Motion Required</u> ☐ Discussion/Advice ☒ Information
Recommended Motion				
Not Applicable				

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
Provost's Council	☐	☒	8/19/24
Research Ethic's Board Chair & Incumbent Chair	☐	☒	9/3/2026

APPENDIX D

Background

Course-based REB approval is a streamlined ethics review process for student research conducted as part of academic coursework. Instead of requiring each student to submit an individual ethics application, the Research Ethics Board (REB) reviews and approves the course, research activities, and supporting materials. Once approved, the instructor is responsible for ensuring that all student projects adhere to the approved protocol and are conducted ethically.

Course-based research involves instructor-designed projects that allow students to develop practical research skills that are transferable to workplace settings while minimizing risk to participants.

Examples of Course-Based Research

- **Research Methods Assignment:** Students design and conduct surveys or interviews on a low-risk topic, such as studying consumer preferences or student experiences. The instructor reviews the research tools for ethical suitability before students collect, analyze, and report on the data. This provides hands-on experience with research design, data collection, and analysis.
- **Community or Industry-Based Project:** Students work with a community organization or business partner on a real-world project, such as analyzing organizational data, assessing program outcomes, or gathering stakeholder feedback. The partner organization agrees to participate, and students apply research and analytical skills to support organizational decision-making while gaining practical experience.

Environmental Scan

A review of Canadian institutions indicates that course-based REB approval is an established practice.

Institution	Applicant	Approval Duration
Niagara College	Instructor	1 year
Cambrian College	Instructor	1 year
Capilano University	Instructor	1 year
Vancouver Island University	Instructor	1 year
Douglas College	Instructor/Curriculum Committee	1 year
College of the Rockies	Instructor	2 years

Common Practices

The environmental scan identified several common elements across institutional course-based REB processes:

- The REB reviews and approves the course rather than individual student research projects.
- Course-based approval is restricted to minimal risk research.
- Following REB approval, the course instructor is responsible for ensuring that student projects remain within the approved ethical framework.
- Institutions provide standardized ethics resources, including approved consent forms, recruitment scripts, and participant information templates.
- Course approvals are typically valid for one to two years, replacing the need for semester-by-semester ethics applications.
- Student projects that fall outside the approved scope or exceed minimal risk require a separate individual REB application.

Benefits

Implementing a course-based ethics review process would:

- Reduce administrative workload for instructors, students, and the REB.
- Improve the timeliness of ethics approvals for course-based research.
- Increase consistency in ethics practices through standardized templates and documentation.
- Support student learning by embedding ethical research practices within coursework.
- Allow the REB to focus its review efforts on higher-risk and more complex research projects.

Risks

- Instructors may argue that preparing and managing REB applications adds administrative work beyond existing teaching duties without corresponding workload recognition or compensation.
- Some faculty may view mandatory REB review as an additional layer of oversight that could affect how they approach teaching methods or course design.
- Faculty associations may argue that activities requiring REB review are research related duties rather than normal instructional activities.
- REB requirements may create disproportionate burden for some programs that regularly involve human participant research (e.g., nursing, psychology, social sciences, business).
- Vocational Instructor Concerns: Because the vocational agreement contains limited language regarding research activities, mandatory REB processes may be viewed as outside the traditional scope of instructional duties.

Recommendations

It is recommended that the College develop and implement a course-based REB approval process through the following initiatives:

1. Develop Course-Based Ethics Review Guidelines
 - Create institutional guidelines outlining eligibility criteria, instructor responsibilities, approval requirements, renewal timelines, and circumstances requiring individual REB review.
2. Develop Standardized Ethics Templates
 - Create REB-approved consent forms, recruitment materials, participant information letters, and other templates that instructors can adapt for use in approved courses.
3. Create a Course-Based Ethics Review Application
 - Develop a course-based ethics review form within Etrieve, modelled on the existing REB Form 1, to streamline submission and review.
4. Provide Research Ethics Training
 - Develop Brightspace training modules for instructors and students that explain:
 - Course-based ethics review requirements;
 - Instructor responsibilities;
 - Appropriate use of approved templates;
 - Examples of eligible and ineligible research activities.



EDUCATION COUNCIL BRIEFING NOTE

September 17, 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.

The committee membership was approved by Education Council in June 2026. The membership is currently being reviewed to include members who have joined Council since the committee membership was established.

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:		
<u>Motion Required</u> ☐ Notice of Motion ☒ Approval ☐ Advice ☐ Referral		<u>No Motion Required</u> ☐ Discussion/Advice ☐ Information
Recommended Motion Motion: <i>"THAT the Education Council approve the Education Council Standing Committee Membership as presented."</i>		

Consultation History:

Group/Individual, Title	Reviewed	Recommended	Date
	☐	☐	-



Okanagan College Education Council Committee Membership

Committees

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

New members for approval: September 17, 2026