



Okanagan College Education Council

Regular Meeting Agenda

Thursday, October 15, 2026

Online, MS Teams

3:00 – 4:00p.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.

Timing	Topic	Action	Presenter	Attached	Pages
3:00pm	1. CALL TO ORDER		L. Mallory		
	2. ACKNOWLEDGEMENT		L. Mallory		
	3. DECLARATION OF CONFLICT		L. Mallory		
	4. APPROVAL OF AGENDA <i>Recommended Motion: THAT the Education Council approves the October 15, 2026 agenda and thereby approves the consent agenda as presented.</i>	Approval	L. Mallory		1-2
	4.1 Consent Agenda				
	i. Education Council Regular Meeting Minutes – September 17, 2026 <i>Motion: THAT the Education Council approves the September 17, 2026 Education Council Regular Meeting Minutes as presented.</i>			Minutes	3-8
	5. NEW BUSINESS				
	Arts & Sciences				
3:10pm	5.1 New Program and Courses				
	i. New Program: Essentials of Artificial Intelligence Microcredential	Recommendation/Advice	B. Penfound & J. Hobart	Kuali & Resource Plan Attached	9-10
	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: Extended Topics				
	• AIML 181 Decision Making with Artificial Intelligence with Applications: Extended Topics				
	• AIML 190 Data-Driven Storytelling with Applications: Extended Topics				

Timing	Topic	Action	Presenter	Attached	Pages
	<i>Recommended Motion: 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> • 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: Extended Topics • AIML 181 Decision Making with Artificial Intelligence with Applications: Extended Topics • AIML 190 Data-Driven Storytelling with Applications: Extended Topics				
	Governance				
3:25pm	5.2 Committee Assignments	Approval	L. Mallory	Briefing	11-13
	<i>Recommended Motion: THAT the Education Council approve the Education Council Standing Committee Membership as presented.</i>				
3:30pm	5.3 Education Council Priorities	Information/ Discussion	L. Mallory	Briefing	14-15
	6. REPORTS				
3:50pm	6.1 Education Council Chair	Information	L. Mallory	Verbal	-
3:55pm	6.2 Provost and Vice President Academic	Information	S. Lenci	Verbal	-
	7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA				
4:00pm	8. ADJOURNMENT				

Attendance**online***Members****Program Faculty:**

- Jillian Garrett, Education Council Chair (Arts)
- Andrea Thiessen (Health & Social Development)
- Mary Ann Knoll (Business)
- Erin Radomske (Science and Technology)

Regional Faculty:

- Claude Hurtubise (Central Okanagan)
- Leanne Mallory (North Okanagan)
- Wendy Wheeler (South Okanagan Similkameen)

Students

- Malachi Gossen (South Okanagan Similkameen) (4:00pm)
- Jade Ilkiw (Shuswap Revelstoke)*

Regrets

- Shirelle Nickoli (North Okanagan)
- Katrina Green
- Neil Fassina, President
- Rhea Dupuis, Director, Indigenous Relations

Support Staff:

- Vivian Moretti, Education Advising

Educational Administrators:

- Samantha Lenci, Provost and Vice President, Academic
- Chris Newitt, Associate Dean, Arts and Foundational
- Paul Martin, Dean, Teaching & Learning Innovations
- Mary Kline, Director, Continuing Studies

Non-voting:

- Inga Wheeler, Registrar

Recording:

- Kristen Wiebe, Governance and Privacy Coordinator

Guests:

- Bryan Penfound
- Joe Hobart
- Terry Becker*
- Tim Walters, Program Faculty (English)

Topic	Action
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1. CALL TO ORDER

Quorum was established and the meeting called to order at 3:02p.m.

The Chair shared regrets from members S. Nickoli, K. Green, and guest K. Vrabic. and that M. Gossen would be joining late at 4:00p.m.

1.1 Welcome and Introductions

The Chair asked members to participate in a roundtable introduction.

M. Kline joined the meeting at 3:13p.m.

2. ACKNOWLEDGEMENT

The Chair provided a land acknowledgment. Council was reminded that the Governance Administrator will reach out with a land acknowledgement schedule with members assigned to future meeting dates.

Topic	Action
3. DECLARATION OF CONFLICT C. Hurtbuisse declared a potential conflict for the AI Microcredential due to teaching in Math and Statistics.	
4. APPROVAL OF AGENDA The Chair proposed the rescheduling of 5.3 – Research Ethics Board presentation, and the addition of 6.1(ii) – Chair Report to discuss committee delegation for the review of Transfer Agreements. The Chair noted resignation of their seat on Council effective October 1, 2026., and suggested the addition of a discussion on Council Chair and Vice Chair Elections as agenda item 7.1. <i>Motion: THAT the Education Council approves the September 17, 2026 agenda as amended and thereby approves the consent agenda.</i> S. Lenci	CARRIED
4.1 Consent Agenda i. Education Council Special Open Meeting Minutes – June 11, 2026 ii. Education Council Regular Meeting Minutes – June 18, 2026	
5. NEW BUSINESS Arts & Sciences 5.1 Program Revision i. Paralegal Diploma T. Becker presented the program revision noting that prior to 2024/25 a change was made to Legal Administrative Assistant (LAA) year 1 to remove the LSEC 160 Personal Injury course and replace it with Employment Law. The Program Advisory Committee supported this change. Paralegal year one was not included when the program came through to Council previously. The program changes formalize and align both programs with common courses. A member asked about the requirements around required 200-level courses. It was clarified that students are required to complete all second-year courses at OC which equals at least 50% residency. A member inquired about the term dates, portfolio, and LSEC 115 course outline prerequisites not matching Kuali. It was noted this was approved within the Certificate as the common first year, the proposed approval is for the Diploma. To a member’s question, the Chair clarified that the course outlines should match Kuali and suggested raising this point at the Council table. A member inquired about the change from LSEC to LAA, and it was noted that LSEC refers to older programming for Legal Secretary. <i>Motion: THAT the Education Council approves the program revisions for the Paralegal Diploma as presented.</i> L. Mallory	CARRIED
<i>T. Becker left the meeting at 3:37pm.</i>	

Topic	Action
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5.2 New Program and Courses

i. New Program: [Essentials of Artificial Intelligence Microcredential](#)

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](#)

B. Penfound noted that AIML 190, 181, and 180 are now extended topics. Community was consulted and 100, 101, and 110 were developed as a result. The 3+1 credit format was appealing and allows these courses to be offered and used as electives.

A member asked about modalities and it was noted the courses are being considered for evenings and online offerings. A member asked about the 1-credit courses and it was noted that courses are one contact hour per week. It was clarified that the 3+1 credit format is similar to other math courses.

A member asked about admissions in relation to transcript requirements. It was suggested that the program be approved as-is and that similar language could either be adopted from Adult Upgrading admissions, or to make the English language competencies recommended. To reduce admission requirements the competencies will be listed as recommended, not required.

A member highlighted that a faculty member requested that consultation be deferred from June to September.

M. Gossen joined the meeting at 3:55p.m.

The proposers clarified the consultation process, and it was noted that the opportunity was provided and a response not received in the timeline given.

C. Hurtbuisé abstained from voting due to potential conflict.

Motion: 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:

- **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 (extended topics)**
- **AIML 181 Decision Making with Artificial Intelligence with Applications (extended topics)**
- **AIML 190 Data-Driven Storytelling with Applications (extended topics)**

A. Thiessen

CARRIED

B. Penfound and J. Hobart left the meeting at 3:58p.m.

Topic	Action
Presentation	
5.3 Course-Based Research Ethics Board Process	
<i>The presentation was cancelled and deferred to a future meeting.</i>	
Governance	
5.4 Committee Assignments	
The Chair presented the proposed committee assignments as a result of new Council members. It was noted that T. Walters requested to join the Academic Governance Committee and the committee assignments will be updated to reflect this.	
<i>Motion: THAT the Education Council approve the Education Council Standing Committee Membership as presented.</i>	
E. Radomske	CARRIED
6. REPORTS	
6.1 Education Council Chair	
i. Integrated Curriculum Committee Special Meetings	
The Chair noted that there may be special Integrated Curriculum Committee and Education Council meetings scheduled due to high volumes of proposals deferred to November.	
ii. Transfer Agreements	
The Chair asked the Council to consider Transfer Agreements and their delegated committee authority, and suggested moving this responsibility to the Academic Governance Committee (AGC) from the Integrated Curriculum Committee (ICC) where it is currently delegated under the ICC's Terms of Reference. The Chair noted a high volume of agreements are anticipated this year. The Chair proposed that the AGC would take on this responsibility for the next year, while also considering where this responsibility should be delegated with the Council's governance framework going forward.	
<i>Motion: "THAT the Education Council delegates the responsibility for review of Transfer Agreements to the Academic Governance Committee from the Integrated Curriculum Committee until September 2027, and further requests that the Academic Governance Committee conducts a review and reports back to the Council with their recommendation on the responsibility for Transfer Agreements within the Council's governance structure."</i>	
A. Thiessen	CARRIED
6.2 Academic Governance Committee	
The Chair noted that the Committee met on September 3 and reviewed Council's Bylaws, the Terms of Reference for standing committees, and the Academic Policy Workplan. The Terms of Reference work will continue into October, with recommendations forthcoming to the Council.	
6.3 Integrated Curriculum Committee	
The Chair noted that the Committee met on September 3 and reviewed the Essentials of Artificial Intelligence Microcredential.	
The Chair expressed thanks to the Council, noting they felt privileged to be part of this group for the past three years.	

Topic	Action
6.4 Provost and Vice President Academic The Provost and Vice President Academic (PVPA) thanked the Council Chair for their service and leadership. The PVPA also thanked the team and recognized students who worked on the LMS transition. The Provost provided an update that the Medical Lab Technician program is anticipated to come forward through Education Council.	
6.5 Registrar i. Kuali Update The Registrar noted that the transition to the updated Kuali is ongoing and anticipated to continue to the end of November. Proposals will continue to move through the existing Kuali processes this year. Advice has been given to proposers that future proposals for approval required next year should be entered in the Kuali proposal queue after the transition is completed. ii. Elections Update The Registrar highlighted two byelections underway for a foundational faculty/instructor position, and a student representative for Shuswap-Revelstoke, and noted that the Okanagan College Student Union is supporting recruitment efforts for the student position. If candidates are acclaimed they will be eligible to join Education Council in October, if elected they will join Council in November. It was noted that the vacant foundational seat was discussed at the Academic Governance Committee, and that a vocational seat may be recommended if not filled through the current byelection process. The Provost and Vice President Academic noted the Deans discussed the foundational seat and would accommodate faculty scheduling.	
7. OTHER BUSINESS & BUSINESS ARISING FROM CONSENT AGENDA	
7.1 Chair and Vice Chair Elections The Chair outlined options to fill their upcoming vacancy, and for currently vacant Vice Chair position, including that the Chair could appoint an Acting Chair or the Council could consider an election. It was noted that normally a Vice Chair would cover the Chair vacancy however in the absence of a Vice Chair the Council should consider options for leadership succession. A member suggested that an election could be held and if no candidates came forward, the Council could conduct another election October. Members discussed the options.	
<i>Motion: THAT the Education Council acknowledges the Chair's resignation from the Council effective October 1, 2026 and authorizes the conduct of elections for Chair and Vice Chair at the September 17, 2026 regular meeting in advance of the vacancy, to provide for an orderly succession when the vacancy takes effect.</i>	
E. Radomske The Registrar conducted the elections for the position of Council Chair. The Registrar issued a first call for nominations for the position of Chair. L. Mallory was nominated. The Registrar issued the second and third calls for nominations for Chair. No further nominations were received.	CARRIED

Topic	Action
L. Mallory was acclaimed as Chair effective October 1.	
The Registrar conducted the elections for the position of Council Vice Chair.	
The Registrar put out a first call for nominations for the position of Vice Chair. A. Thiessen was nominated.	
The Registrar issued the second and third calls for nominations for Vice Chair. No further nominations were received.	
A. Thiessen was acclaimed as Vice Chair.	
8. ADJOURNMENT	
The meeting adjourned at 4:35p.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 Course/Program:	Student tuition- Micro Credential and Elective
The Course/Program is offered at full cost recovery:	Yes
Is funding temporary or ongoing?	Ongoing

Costs	Operating Years after Implementation Date		
	1st Year	2nd Year	3rd Year
Setup:	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

October 15, 2026

Agenda #: 5.2

Proposal Summary

Subject:	Education Council Standing Committee Membership
Proposed by:	Leanne Mallory, Education Council Chair
Submitted to:	Education Council
Implementation date:	October 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.

The committee membership was approved by Education Council in June and September 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
Leanne Mallory	Faculty / Region	<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)	Member (F)
Julie Schiller-Birch	Faculty / Program	<i>Elected</i>		
Vacant	Faculty / Program	<i>Elected</i>		
Vacant	Faculty / Program	<i>Elected</i>		
Tim Walters	Faculty / Region	<i>Elected</i>	Member (F)	
Claude Hurtbaise	Faculty / Region	<i>Elected</i>	Member (F)	
Wendy Wheeler	Faculty / Region	<i>Elected</i>	Member (F)	
Courtney Russell	Student	<i>Elected</i>	Member (ST)	
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>	<i>Non voting</i>	<i>Non voting</i>

New members for approval: October 15, 2026



EDUCATION COUNCIL BRIEFING NOTE

October 15, 2026

Agenda #: 5.3

Proposal Summary	
Subject:	Education Council Priorities
Provided by:	Leanne Mallory, Education Council Chair
Submitted to:	Education Council
Implementation date:	Not applicable

Background Statement:

Education Council is anticipating a large volume of curriculum proposals for its November meetings. This presents an opportunity to reaffirm Council's mandate and establish a shared approach to reviewing and prioritizing proposals, while maintaining thoughtful consideration of the Council's role in academic quality. The Council Chair will review Council's mandate under the *College and Institute Act* and as codified in its Terms of Reference, with the Council, to reaffirm its responsibilities and guide deliberations before Council considers the incoming curriculum proposals.

The *College and Institute Act* distinguishes Council's decision-making authority from its advisory responsibilities. Section 24(2)(f) assigns Council responsibility for setting curriculum content for courses leading to certificates, diplomas or degrees. Sections 24(2)(a) and (c) establish its authority over policies concerning examinations and evaluation of student performance, and criteria for academic standing, academic standards and grading.

Council must also advise the Board on the implementation of proposals and priorities under sections 23(1)(b) and (d), faculty qualifications under section 23(1)(i), admissions under section 23(1)(m), graduation requirements and criteria for awarding credentials under sections 23(1)(m)(n).

Recommendation:

That the Council discuss and consider proposal priorities in relation to its mandate.

Rationale

A shared focus on the Council's mandate supports Council in giving each proposal appropriate consideration while making effective use of meeting time. It promotes consistency in how proposals are considered and provides proposers with shared expectations about the questions Council will address. It also allows Council to focus on its governance responsibilities by distinguishing matters requiring Council's decisions or advice from those belonging to other authorities. With a substantial volume of proposals anticipated, a shared focus will ensure the quality of curriculum proposed while balancing and creating space for discussions and deliberations.

Supporting Materials:

- [Terms of Reference of Education Council](#) (link)
- [Meeting Protocols](#) (link)
- [College and Institute Act](#) (link)

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