

**Okanagan College Education Council  
Minutes of Thursday, April 6, 2017 4:00 pm  
Room S103B Student Services Boardroom – Kelowna Campus**

**Approved**

**Present:** N deMelo, F Greenslade, A Hay, R Huxtable, F Kelly, D Marques, G Morgan, J Muskens, C Newitt, C Sahlmark, J Sigalet, D Silvestrone, L Skulmoski, R Tyner, D Warren, P Wetterstrand

**Regrets:** J Hamilton, N Noble-Hearle, A Pope, S Rossouw

**Absent:**

**Guests:** R Marte, Y Moritz, M Nicholson, J Rouse

**Recorder:** D Crommer

1. **Determination of Quorum and Call to Order**  
D Silvestrone called the meeting to order at 4:00 pm
2. **Adoption of the Agenda**  
**Motion:** R Tyner/L Skulmoski  
“That Education Council approves the agenda as amended.”
  - Item 5.7 will be discussed following Item 5.1.**Carried as revised**
3. **Approval of the Minutes**
  - 3.1 **Approval of the minutes of the March 9, 2017 Education Council meeting as presented.**  
**Motion:** P Wetterstrand/J Sigalet  
“That Education Council approves the minutes of the March 9, 2017 Education Council meeting as presented.”
    - **G Morgan**'s name added as attending the March 9, 2017 meeting**Carried as revised**
4. **Business Arising**
5. **New Business**
  - 5.1 **Curriculum recommended by the CPRC – BUS**
    - a. Program revision – Legal Administrative Assistant - Litigation  
**Motion:** D Marques/C Sahlmark  
“That Education Council approves the program revision: Legal Administrative Assistant – Litigation as recommended by the CPRC – BUS.”
      - The purpose of the revision is to update the admission requirement to provide clarity for students.**Carried**
    - b. Course revisions – BUAD 128 Computer Applications and BUAD 262 Organizational Behaviour  
**Motion:** R Tyner/P Wetterstrand  
“That Education Council approves the course revisions: Computer Applications and BUAD 262 Organizational Behaviour as recommended by the CPRC – BUS.”

- M Nicholson advised the next set of three motions are all related to the merger of the CGA, CMA and CA bodies to become the CPA. The department needed to review all courses to ensure the CPA reference is included and remove any references to the CMA, CGA and CA.
- These two courses do not receive transfer credit and this is to be noted as part of the course description.

**Carried**

c. Course revisions – BUAD 111 Financial Accounting I, BUAD 113 Canadian Business, BUAD 121, Financial Accounting II, BUAD 195 Financial Management, BUAD 209 Business Law, BUAD 263 Intermediate Accounting, BUAD 264 Management Accounting, BUAD 273 Intermediate Accounting II, BUAD 283 Management Information Systems and BUAD 296 Long-term Capital Management.

**Motion:** N deMelo/C Sahlmark

“That Education Council approves the course revisions: BUAD 111 Financial Accounting I, BUAD 113 Canadian Business, BUAD 121, Financial Accounting II, BUAD 195 Financial Management, BUAD 209 Business Law, BUAD 263 Intermediate Accounting, BUAD 264 Management Accounting, BUAD 273 Intermediate Accounting II, BUAD 283 Management Information Systems and BUAD 296 Long-term Capital Management as recommended by the CPRC – BUS:

- M Nicholson advised the list is being amended by removing CA, CGA and CMA and replacing them with CPA. The revision will also show when two courses must be taken in combination to receive CPA transfer credit.

**Carried**

- Correct the proposed prerequisites to read as BUAD 128 and not BUAD 114.

**Carried**

- g. Course revision – BUAD 266 Advertising and Sales Promotion

**Motion:** C Sahlmark/R Huxtable

m. Program revision – Bachelor of Business Administration – Human Resources Management

**Motion:** C Newitt/F Greenslade

“That Education Council approves the program revision: Bachelor of Business

- This course will form part of the BUAD Post Baccalaureate. These courses will feed into the program which has not yet come forward.
- Correct first sentence of the course description to read as: **'...and emphasized a hands on approach...'**

**Carried**

- c. New course – COSC 437 Data Mining

**Motion:** L Skulmoski/N deMelo

"That Education Council approves the new course: COSC 436 Data Mining as recommended by the CPRC – STH."

- This course was also developed for the BUAD Post Baccalaureate.

**Carried**

- d. Course revision – STAT 121 Elementary Statistics

**Motion:** C Newitt/C Sahlmark

"That Education Council approves the course revision: STAT 121 Elementary Statistics as recommended by the CPRC – STH."

- Y Moritz advised that the Statistics course revisions are from the Business department and the change is to indicate CPA transfer credit.

**Carried**

- e. Course revision – STAT 124 Business Statistics

**Motion:** L Skulmoski/N deMelo

"That Education Council approves the course revision: STAT 124 Business Statistics as recommended by the CPRC – STH."

- As above

**Carried**

- f. Course revision – MECH 131 Drafting I

**Motion:** D Warren/P Wetterstrand

"That Education Council approves the course revision: MECH 131 Drafting I as recommended by the CPRC – STH."

- R Marte advised the five course changes are a result of industry changes to drafting or engineering graphics software. Previously AutoCAD was used in the first two courses and last two used solid modeling. Industry has changed from 2D to 3D and the 3D is now more commonly used. The department previously offered the courses as 2 and 2 and now will be using 1 CAD course and 3 solid modeling courses. They found that first year students were losing out on summer jobs as we were teaching solid modeling in second year and employers were hiring students with the solid modeling knowledge.
- This is first year AutoCAD course. Some content is moving from MECH 142 to MECH 131
- Amend last sentence of course description to read as: **'...assembly drawings, and drawing call-outs.'**

**Carried**

- g. Course revision – MECH 142 Drafting II

**Motion:** D Warren/C Sahlmark

"That Education Council approves the course revision: MECH 142 Drafting II as recommended by the CPRC – STH."

- R Marte advised this is the second of four courses being renamed.
- This revision includes the biggest change and students are introduced to software in second term of first year. The theory component is still there, and new software is included in this course.

**Carried**

- h. Course revision – MECH 237 Computer Applications I

**Motion:** R Tyner/F Greenslade

“That Education Council approves the course revision: MECH 237 Computer

- When previous revisions were done, these courses were missed.  
Correcting a procedural error.

**Carried**

student had one bad semester, they were placed on Academic Probation one and a second bad semester resulted in Academic Probation two. This would require a student to go to the dean's office and re-enrol with conditions and with permission of the dean or be forced to take off a semester. A student



this requires a conversation between the Registrar and Program Dean and would include a review of the student's record.

- D Silvestrone asked about the process for recommendations coming from the committee. A Hay advised that normal process would have the chair of committee bring forward concerns of the standing committee.
- A member noted that Education Council needs to give consideration to the language in motions.
- D Silvestrone suggested that where we go on matters regarding the business of Education Council and how EdCo operates be discussed at a retreat. He added that we take the suggestions from R Huxtable forward.
- J Muskens concluded she thinks this is a positive change and is much less punitive for students.

**Carried with one abstention**

### **5.7 MOU – Okanagan College and University of Applied Science – Worms**

Motion: L Skulmoski/C Sahlmark

"That Education Council **recommends** the Memorandum of Understanding between Okanagan College and the University of Applied Sciences – Worms (UASW) as presented."

- Recommendation of this document fall under part of Section 23 of the CIA. This partnership was initiated by D Cook and it is more common in Europe to have dual degrees. D Cook looked at the opportunity and this is the result of approximately three years' worth of work. In our degree, students would spend semesters 5 and 6 in Germany and German students would spend year two here. They offer a three year degree
- A member asked about the implementation date. There will be no change to the implementation date.
- A member noted that most double degrees require a thesis and asked if we will do this. We offer as an honors course which includes a project and are we able to manage this. J Rouse added this would have been worked out that our honors project would be equivalent or recognized for their thesis.
- A member referred to the section under teaching and research and asked about the mechanism for this. J Rouse advised the intent was to build that into the agreement and move it forward. Details on research grants can be worked out and professors can be mutually engaged
- On page one of the agreement, point two, fifth bullet; change 'language' to be **'languages'**.
- A member referred to the thesis and asked what language it would be written

- J Muskens advised she would be willing to meet with students if the retreat was held prior to the student's first meeting.
- A member added he thinks it is important to understand the spirit of the CIA along with knowing the spirit of what we are trying to do and why are we doing it. He added it is important but why are we doing it.
- A member added agreement noting he thinks we should have meetings throughout year. He suggested we could enhance relationships with the Board and Education Council standing committees.
- A member advised she would not be attending.
- R Huxtable advised that the creation of Education Councils in the province came from faculty and their importance is paramount. Ed Council is not an arm of administration not is it a function of administration and it is a function of administration, faculty and students.
- A member noted she received an orientation and that seemed adequate. The member added that at times she felt the need to say certain things and wasn't sure it was appropriate. The member noted that things are not always cut and dry with regard to who decides what duties or responsibilities belong where.
- D Silvestrone added this is a forum for dialogue and debate at points where that is privileged. This is a body within the institution that has a very important role in the institution.
- A Hay advised that excluding the orientation elements, Education Council approves new degrees but we have no criteria of what that would be. When we get proposals we should have standards for certificates, diplomas, degrees, post baccalaureate degrees or certificates.
- A member added support for having a session outside of a regular meeting adding members need to be able to talk about these things outside of the meeting. The member suggested the committee needs to talk about the spirit of what we are doing and having a separate venue to discuss would be more productive.
- D Silvestrone summarized there is a sense of purpose of what is needed. He would like to strike a working group to sketch out a plan of what this would look like and present at June meeting. He will look for a working group and will facilitate discussion and get together over the next month.

## **5.9 Standing Committee nominations**

### **5.10 Standing Committee Reports**

#### **a. Operations Committee**

- Did not meet

#### **b. ARP Committee**

- No report

#### **c. CCC Committee**

- Did not meet

#### **d. Tributes Committee**

- J Hamilton confirmed with D Crommer that all three Honorary Fellow nominees were approved by the Board. He has spoken with each of the nominees and each has accepted. The information is still confidential and details will be released by Public Affairs.

## **5.11 Second and Third call for Chair and vice chair of Education Council**

- J Muskens reminded members there were two nominations – one for each position. Each nominee had requested time to consider the role and at this meeting each accepted the nomination.
- J Muskens did a second call for the position of Chair of Education Council. No nominations were received
- J Muskens did a second call for the position of vice chair of Education Council. No nominations were received.

**Motion:** J Muskens/D Marques

The Registrar has verified that the candidate listed herein has satisfied all requirements for the British Columbia Adult Graduation Diploma and, therefore, recommends this candidate to Education Council for approval of the British Columbia Adult Graduation Diploma.

**Carried**

**Business Administration Certificate (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/F Kelly

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Administration Certificate.

**Carried**

**Business Administration Certificate (Out of Sequence – Graduation Date January 12, 2013)**

**Motion:** J Muskens/C Sahlmark

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Certificate and, therefore, recommends this candidate to Education Council for approval of the Business Administration Certificate.

**Carried**

**Business Administration Diploma (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/F Greenslade

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Business Administration Diploma and, therefore, recommends these candidates to Education Council for approval of the Business Administration Diploma.

**Carried**

**Business Administration Diploma (Out of Sequence – Graduation Date January 17, 2015)**

**Motion:** J Muskens/N deMelo

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Business Administration Diploma and, therefore, recommends this candidate to Education Council for approval of the Business Administration Diploma.

**Carried**

**Business Studies Certificate (Out of Sequence – Graduation Date January 14, 2017)**

**Motion:** J Muskens/R Tyner

The Registrar has verified that the candidates listed herein have satisfied all requirements for the Business Studies Certificate and, therefore, recommends these candidates to Education Council for approval of the Business Studies Certificate.

**Carried**

**Civil Engineering Technology Diploma (Out of Sequence)**

**Motion:** J Muskens/P Wetterstrand

The Registrar has verified that the candidate listed herein has satisfied all requirements for the Civil Engineering Technology Diploma and, therefore,





## **6. Reports**

### **6.1 Council Chair's Report –**

- D Silvestrone advised he will be attending Education Council Provincial Chairs meeting at College of New Caledonia in Prince George in later April.
- A member suggested he ask for a copy of the CoEdCo chairs orientation document.
- D Silvestrone referred to the Special Ed Council Budget meeting adding he raised the carried forward or items of concern at the Board meeting. He added that it has been brought to this attention whether or not the information shared was wholesome. He asked about past practice and the detail or nature of information provided to Ed Council. He also noted that it would have been nice to have quorum for the budget meeting.

### **6.2 President & Vice-President Education Report – A Hay**

- A Hay referred to the report circulated and clarified that in the PSIPS repost, CPC is Capilano College. PSIPS stands for Post-Secondary Information Posting System.

### **6.3 Registrar's Report –**

- J Muskens advised staff are working hard on the time table and it sounds like it will be on target. They hope to have a time table published by June 12st for fall 2017 and winter 2018

### **6.4 Board of Governor's Report –**

- G Morgan reported that the Board met in March and approved the budget. The APP and ITA plans were also approved. She added there will be a new Trades building in Vernon.

**7. Date, Time of Next Regular Meeting – Thursday, May 11<sup>th</sup>**

**8. Deadline for Agenda Items – Wednesday, April 26, 2017**

**9. Adjournment at 7:07 pm**