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<tr><td align="center">**Okanagan College Education Council**<br>**Minutes of Thursday, November 2, 2017   4:00 pm**<br>**Room S103B Student Services Boardroom – Kelowna Campus**<br><div align="right">**Approved**</div></td></tr>
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**Present:**   N deMelo, W Gillett, J Hamilton at 4:55, A Hay, R Johanson, F Kelly, D Marques, J Muskens, N Nesbitt by phone, C Newitt, N Noble-Hearle by phone, A Pope, R Sawatzky, R Tyner, D Warren, T Walters, P Wetterstrand

**Regrets:**   G Bede

**Absent:**   D Silvestrone, G Morgan

**Guests:**   R Huxtable, L Kraft, K Langedyk

**Recorder:**  D Crommer

1. **Determination of Quorum and Call to Order**
   C Newitt called the meeting to order at 4:06 pm

2. **Adoption of the Agenda**
   **Motion:** A Hay/N deMelo
   "That Education Council approves the agenda as presented."
   - Remove the ESL schedule at request of Dean.
   **Carried as revised**

3. **Approval of the Minutes**
   **3.1 Approval of the minutes of the October 5, 2017 Education Council meeting as presented.**
   **Motion:** D Marques/D Warren
   "That Education Council approves the minutes of the October 5, 2017 Education Council meeting as presented."
   **Carried**

4. **Business Arising**

5. **New Business**
   **5.1 Curriculum recommended by the CPRC - AFP**
   a.  Course revision – COST 060    Computer Studies 060
       **Motion:** R Tyner/A Hay
       "That Education Council approves the course revision: COST 060 Computer Studies 060 as recommended by the CPRC - AFP."
       - R Huxtable advised the content and description are related to articulation for ABE courses. Change in curriculum for grades 10, 11 and 12 are not matched to ABE courses on a course for course basis
       - Students enter this course through individual interviews.
       - Add comma after ==meaningful== in last sentence our course description.
       **Carried**

   b.  Course revision – MATH 012    Mathematics 012
       **Motion:** A Pope/P Wetterstrand
       "That Education Council approves the course revision: MATH 012 Mathematics 012 as recommended by the CPRC - AFP."

- There is no content change, just a description change and the

-   The co-op course is being added to the program as an optional course.
-   A member noted the program is not included and there should be a notation that the co-op course is not mandatory. There was a brief discussion regarding the fact that a copy of the program outline was not included.
    **Motion:** N deMelo/D Warren
    "That Education Council refer back the Animation Diploma program revision and request that a revised program outline be included in the information presented to Education Council".
    **Carried to refer back**


### 5.3   2018 – 2019 Academic Schedules
a.   English as a Second Language 2018 – 2019 schedule
     **Withdrawn prior to the meeting**
     "That Education Council approves the English as a Second Language 2018 – 2019 Schedule as presented for recommendation to the Board."
     -   Removed from agenda at request of Deanᵽs office

b.   Office Administration
     **Motion:** N deMelo/R Johanson
     "That Education Council approves the Office Administration 2018 – 2019 Schedule as presented for recommendation to the Board."
     -   A member noted that classes are scheduled to start on Wednesday, January 2, 2019 meaning that students would have to travel on January 1st to be back for classes. The member also noted that Academic classes are scheduled to start on the following Monday. J Muskens clarified that it is not unusual for these classes to have a different start date in order to meet the total days/hours for the program.
     **Carried**

c.   Health and Social Development schedule
     **Motion:** R Tyner/N deMelo
     "That Education Council approves the following Health and Social Development 2018 – 2019 Schedules: Therapist Assistant diploma, Certified Dental Assistant and Health Care Assistant Certificate as presented for recommendation to the Board."
     -   A member noted there is a possibility that Family Day could change that that would impact all schedules.
     **Carried**

     **d.**   Adult Special Education 2018 – 2019 schedule
     **Motion:** N deMelo/R Johanson
     "That Education Council approves the Adult Special Education 2018 – 2019 Schedule as presented for recommendation to the Board."
     **Carried**


### 5.4   Standing Committee Reports
a.   Operations Committee
     -   C Newitt advised that committee has not met since the last Education Council meeting.

b.   ARP Committee
     -   J Muskens advised that a committee is very close to having the final draft completed on the Academic Integrity Policy. She is hoping it will be ready for Education Council to review at either the December or January meeting.

c.   CCC Committee

- C Newitt advised the committee is looking at getting to point where regular meetings can be scheduled.

d. Tributes Committee
- C Newitt advised this will be dealt with during the in camera session.

**5.5  In camera session**
**Motion:**  N deMelo/T Walters
"That Education Council move in camera."
**Carried**

- C Newitt reviewed the information on slides for those attending the meeting by phone. There was a discussion about the nominees.
- A member advised she is supportive of the first nominee on the list.
- A member questioned the timing adding it feels a bit like a rubber stamp process as there are concerns with one nominee.
- J Hamilton advised that Education Council needs to take the time it requires to deal with this and if a special meeting is needed so be it. He provided a bit of additional information on the one candidate.

- Additional details and the motion are included in the confidential Tributes minutes associated with this meeting.

**Motion:**  N deMelo/A Hay
"That Education Council move out of in camera."
**Carried**

6. **Reports**
   **6.1 Council Chair's Report** –
   - C Newitt advised there will be another by-election for two faculty seats on Education Council. We are looking for a faculty representative from each the North and South Okanagan as well as a student representative from the South Okanagan.
   - He attended the AGC (Academic Governance Council) meeting and noted there was good representation from the colleges. Forms were the biggest criticism at AGC as well as at the OC retreat. Douglas College has moved towards digital forms where everything is done online with curriculum development software. Forms are searchable online for comments made at various levels of discussion/review. VCC also uses online forms and NWCC is purchasing the software.
   - Also discussed were the