

**Okanagan College Education Council
Minutes of Thursday, January 11, 2018 4:00 pm
Room S 103B Student Services Boardroom – Kelowna Campus**

Approved

Present: N deMelo, W Gillett, J Hamilton, A Hay, R Johanson, F Kelly, D Marques, J Muskens, N Nesbitt by phone, C Newitt, N Noble Hearle by phone, R Sawatzky, R Tyner, D Warren, P Wetterstrand

Regrets: A Pope, D Silvestrone, T Walters

Absent: G Morgan

Guests: C Bransfield, R Huxtable, S Jarvis, J Lister, S Moores

Recorder: D Crommer

1. Determination of Quorum and Call to Order

- C Newitt called the meeting to order. The meeting was held in the Education Council and on the CPRC – AFP. G Bede has resigned from Education Council for health reasons.
- C Newitt welcomed N Davis to Education Council as the South Okanagan/Similkameen Faculty representative.
 - It was clarified that the new student from the S Okanagan, J Rothe, will not be able to fulfil the role on Education Council.

2. Adoption of the Agenda

Motion: N deMelo/R Johanson

“That Education Council approves the agenda as presented.”

- Add item 3.2 Approval of the January 4, 2018 Operations Committee Minutes
- Add item 4.1 In camera Tributes session
- Correction to motion on page 20 – courses should be Academic ‘Reading’ Skills
- Correction to motion on page 21 – courses should be Academic “Writing’ Skills

Carried as revised

3. Approval of the Minutes

3.1 Approval of the minutes of the December 7, 2017 Education Council meeting as presented.

Motion: R Tyner/P Wetterstrand

“That Education Council approves the minutes of the December 7, 2017 Education Council meeting as presented.”

Carried

3.2 Approval of the minutes of the January 5, 2018 Operations Committee meeting as presented.

Motion: P Wetterstrand/C Newitt

“That Education Council approves the actions of the January 5, 2018 Operations Committee meeting as presented.”

Carried

4. Business Arising

Motion: D Marques/P Wetterstrand

“That Education Council move in camera.”

Carried

Tributes

- C Newitt introduced Tributes Chair J Lister advising she is here to speak to the outstanding issues on the Honorary Fellow nominee.
- J Lister advised she did some

"That Education Council approves the following course revisions as recommended by the CPRC – AFP:

- EAPD 010 - Academic Discussion Skills I
- EAPD 020 – Academic Discussion Skills II
- EAPD 030 – Academic Discussion Skills 3
- EAPD 040 – Academic Discussion Skills 4
- This is the same as above and applies to the Academic Discussion courses.

Carried

- f. Course revisions – EAPR 010, EAPR20, EAPR 030, EAPR 040

Motion: R Johanson/P Wetterstrand

"That Education Council approves the following course revisions as recommended by the CPRC – AFP:

- EAPR 010 - Academic Reading Skills I
- EAPR 020 – Academic Reading Skills II
- EAPR 030 – Academic Reading Skills 3
- EAPD 040 – Academic Reading Skills 4
- This is the same as above with the contact hours and prerequisites changing for the Academic Reading Skills courses.

Carried

- g. Course revisions – EAPW 010, EAPW0, EAPW 030, EAPW 040

Motion: R Tyner/N deMelo

"That Education Council approves the following course revisions as recommended by the CPRC – AFP:

- EAPR 010 - Academic Writing Skills I
- EAPR 020 – Academic Writing Skills II
- EAPR 030 – Academic Writing Skills 3
- EAPD 040 – Academic Writing Skills 4
- This is the same as above with the contact hours and prerequisites changing for the Academic Writing Skills courses.

Carried

- h. Program revision – ESL Certificate

Motion: R Sawatzky/N deMelo

"That Education Council approves the program revision: ESL Certificate as recommended by the CPRC – AFP:

- R Huxtable advised that previously the program was amended and graduation requirements were missed so students unable to receive a credential. This will provide an opportunity for students to receive that credential.
- In some countries, a credential is very important and this shows that a student completed a program.

Carried

5.3 2018 – 2019 Academic Schedules

- a. English as a Second Language

Motion: R Johanson/N deMelo

"That Education Council approves the 2018 – 2019 English as a Second Language Schedule as presented."

- J Muskens advised this reflects a final exam period and the changes just approved.

Carried

5.4 Academic Integrity Policy recommended by the Academic Regulations and Policy Committee

a. Academic Integrity Policy

Motion: R Johanson/R Sawatzky

That Education Council approves the Academic Integrity Policy as recommended by the Academic and Regulations Policy Committee.

- J Muskens advised a committee has been working on this policy for close to two years. The draft has been reviewed at Deans Forum and three issues arose from ARP committee. The policy provides information on what to do if a student has not violated academic integrity but has done something as a result of not understanding of what is failure of scholarship. She added the committee believes they covered what academic integrity isn't and that is helpful.
- The Policy was created as the previous policy is quite old and not fully understood by all faculty. Some parts don't fit with OC. There have been challenges with plagiarism and cheating and the use of technology are included in this policy.
- The old policy was vague on what to do if a student had violated cheating or plagiarism. The new policy includes steps for what should be done in specific situations.
- The new policy will help keep records on whether or not this

use of terms describing devices so as not to have to update policy every time a new device becomes common place.

Carried

5.5 Nominees to Standing Committees

Motion: R Tyner/N deMelo

“That Education Council approves the nominee for the Curriculum Proposal Review Committee – Arts and Foundational Programs (CPRC – AFP) as recommended by the Operations Standing Committee.”

One (1) faculty member from outside the portfolio

Nominee: Roën Janyk the period January 12, 2018 to July 31, 2020

Carried

Motion: N deMelo/D Warren

“That Education Council approves the nominee for the Curriculum Proposal Review Committee – Arts and Foundational programs (CPRC – AFP) as recommended by the Operations Standing Committee.”

One (1) faculty member from outside the portfolio

Nominee: Alan Rice for the period January 12, 2018 to July 31, 2020

Carried

Motion: R Johanson/D Warren

“That Education Council approves the nominee for the Curriculum Proposal Review Committee – Arts and Foundational programs (CPRC – AFP) as recommended by the Operations Standing Committee.”

One (1) AACP faculty member to serve on the committee

Nominee: Chantale Hutchinson for the period January 12, 2018 to July 31, 2020

Carried

5.6 Standing Committee Reports

a. Operations Committee

- C Newitt advised that committee met January 5/18 to approve the majority of

Bachelor of Business Administration

Motion: J Muskens/B Gillett

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

Carried

Business Administration Diploma (Out of Sequence – End Date August 15, 2017 – Kelowna)

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 Administration Diploma

Motion: J Muskens/F Kelly

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

Culinary Arts Certificate (January 3, 2017 to December 22, 2017 – Kelowna)

Motion: J Muskens/D Warren

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

Carried

English for Academic Purposes Certificate (Kelowna)

Motion: J Muskens/P Wetterstrand

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

Carried

Office Assistant Certificate (Out of Sequence - Penticton)

Motion: J Muskens/D Marques

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

Carried

Pharmacy Technician Certificate (April 10, 2017 – Practicum End Dates Vary - Kelowna)

Motion: J Muskens/R Johanson

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

Carried

Water Engineering Technology Diploma (September 9, 2015 to December 5, 2017 – Kelowna)

Motion: J Muskens/R Tyner

