

**Okanagan College Education Council
 Minutes of Thursday, January 16, 2020 4:00 pm
 Room S 103B Student Services Boardroom – Kelowna Campus**

Present: A Hay, B Burge, W Gillett, T Walters at 4:17, K Douglas, R Tyner, D Silvestrone, V Neykov, M Somerville, C Newitt, M Chibota, D Marques, A Krebs, G Coulthard, J Hamilton, C Leong

Regrets: R Sawatzky, R Whermann, N Davis, C Farrow

Absent: S Stirling, S Cook

Guests: J Hobart, V Simpson, T Riley, R Fratiloiu, G Hutton, B Ridgeley

Recorder: M Welsh

1. **Determination of quorum and call to order**
 C Newitt called the meeting to order at 4:04 pm

2. **Adoption of the agenda**

Motion: K Douglas/ D Silvestrone

That Education Council approves the agenda as presented.

- There are two additions to the agenda: a motion to update calendar language and a motion to be discussed in camera.

Carried - Approven-CA

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Motion: V Neykov/ M Somerville

a. Program revision: Medical Office Assistant Certificate

Motion: D Silvestrone/ M Chibota

That Education Council approves the program revision: Medical Office Assistant Certificate as recommended by Continuing Studies and the CPRC - STH:

- V Simpson explained that after student evaluations and consultation with instructors, Interior Health, and Divisions of Family Practice BC, the program is revising to better reflect industry needs and standards.
- Courses have been removed, revised, and created to better prepare students for the industry. A 90-hour practicum has been added to give students more hands-on experience. Students will split their practicum time between hospitals, Interior Health, and doctors' offices.
- A member questioned if the April implementation date was too soon. V Simpson advised that this is when the department holds information sessions and begins opening up applications for the fall intake.
- A member questioned the addition of a tuberculin test and criminal record check as admission requirements. V Simpson advised that this is required for the practicum.

Carried

b. Program revision: Nursing Unit Assistant Certificate

Motion: D Silvestrone/ A Hay

That Education Council approves the program revision: Nursing Unit Assistant Certificate as recommended by Continuing Studies and the CPRC - STH:

- V Simpson explained that admission requirements were being revised to exclude employer requirements. A minimum typing speed is not a requirement for any of the courses within the program; it is strictly an employer requirement. Students will be informed of requirements they will need to meet to apply for jobs.

Carried

5.3 CPRC – AFP curriculum

a. Course revision: IALG 011

Introductory Algebra 011

Motion: K Douglas/ N Chibota

5.7 In camera session

Motion: D Marques/ D Silvestrone
That Education Council

6.3 Registrar's report – B Burge

- No report.

6.4 Board of Governor's report – S Cook

No report.

6.5 Curriculum and calendar management project update

The implementation team continues to meet weekly with Kualii.

The policy team is meeting every two to three weeks to review the forms.

C Newitt and M Welsh are attending the Kualii Days conference in February. It will be an opportunity to talk to other schools who are using the software.

7. Date, time of next regular meeting – Thursday, February 6, 2020 at 4:00 pm

8. Deadline for agenda items – Wednesday, January 22, 2020 at 12:00 pm

9. Adjournment at 5:07 pm.