
<p style="text-align: center;">Okanagan College Education Council Agenda Meeting of Thursday, October 1, 2020 4:00 pm Via Collaborate</p>
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- 1. **Determination of quorum and call to order**
- 2. **Adoption of the agenda**
- 3. **Approval of the minutes**
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- 4. **Business arising**
- 5. **New business**
 - 5.1 Curriculum recommended by the CPRC – BUS
 - a. Proposal for a program revision: Bookkeeping Certificate.....11
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 - d.

**Okanagan College Education Council Agenda
Meeting of Thursday, October 1, 2020 4:00 pm**

Okanagan College Education Council
Minutes of Thursday, September 17, 2020 4:00 pm
Via Collaborate

Present: A Hay, B Burge, W Gillett, R Tyner, M Somerville, C Farrow, D Marques, G Coulthard, N Davis, A Schmidt, C Newitt, T Walters, V Neykov, J Hamilton, C Leong, R Whermann, A Krebs, B Wyatt, S Lembke, Y Khmelevsky

Regrets:

Absent: S Cook, S Stirling

Guests: R Huxtable, B Smith, S Johnson, M K Oliver

Recorder: M Cabral

1. **Determination of quorum and call to order**
C Newitt called the meeting to order at 4:00 pm

2. **Adoption of the agenda**
Motion: V Neykov/ C Farrow
That Education Council approves the agenda as presented.
- There are two additions to the agenda. They will be presented in camera.
Carried

3. **Approval of the minutes**
Motion: V Neykov/ M Somerville
That Education Council approves the minutes of the June 4, 2020 Education Council meeting as presented.
Carried

4. **Business arising**

5. **New business**

5.1 CPRC – AFP curriculum

a. **Course revision: LSIN 012B** **Basic Computer Skills B**
Motion: M Somerville/ C Farrow
That Education Council approves the course revision: LSIN 012B Basic Computer Skills B as recommended by the CPRC – AFP:
- B Smith explained that the ASE department is doing a deep dive into all their courses and programs to make them more streamlined and up to date.
- B Burge noted the implementation dates must all be in the future. M Cabral will change the dates to May 2021.
- Regarding LSIN 012 B, B Smith noted that students have become very computer literate and the department no longer needs to levels of the same Basic Computer Skills course. Basic Computer Skills A will be deleted.

Carried

b. **Course revision: LSIN 016** **Writing Your Life**
Motion: A Krebs/ R Tyner
That Education Council approves the course revision: LSIN 016 Writing Your Life as recommended by the CPRC – AFP:
- B Smith advised that this is a housekeeping revision to address incorrect prerequisites.
Carried

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- c. Course revision: LSIN 017** **Workplace Awareness I**
Motion: A Krebs/ C Farrow
That Education Council approves the course revision: LSIN 017 Workplace Awareness I as recommended by the CPRC – AFP:
- B Smith noted the revision is to align the course with the other literacy courses.
Carried
- d. Course revisions:**
 LSIN 018 **Workplace Awareness II**
 LSIN 019 **Workplace Awareness III**
Motion: C Farrow/ V Neykov
That Education Council approves the course revisions: LSIN 018 Workplace Awareness II and LSIN 019 Workplace Awareness III as recommended by the CPRC – AFP:
- As above.
Carried
- e. Course revision: LSIN 022** **Rights and Responsibilities of an Adult**
Motion: M Somerville/ G Coulthard
That Education Council approves the course revision: LSIN 022 Rights and Responsibilities of an Adult as recommended by the CPRC – AFP:
- B Smith advised that as OC is an adult institution, having “adult” in the course title is unnecessary. The prerequisite change is to reflect program practice.
Carried
- f. Course revision: LSIN 034** **Banking, Budgeting and Bill Paying**
Motion: G Coulthard/ R Tyner
That Education Council approves the course revision: LSIN 034 Banking, Budgeting and Bill Paying as recommended by the CPRC – AFP:
- B Smith noted that as bill pay is a component of budgeting, it was not needed in the title. The prerequisite change is to match similar courses.
Carried
- g. Course revision: LSIN 099** **ASE Special Topics**
Motion: C Farrow/ M Somerville
That Education Council approves the course revision: LSIN 099 ASE Special Topics as recommended by the CPRC – AFP:
- B Smith noted that the revision is to address a typo in the prerequisites. The reduction in hours was done in consultation with other members of the department who felt 160 hours would fit better within the program.
Carried
- h. Course deletions:**
 LSPM 031 **PACE Applied Skills 1**
 LSPM 032 **PACE Applied Skills 2**
 LSPM 033 **PACE Applied Skills 3**
 LSPM 034 **PACE Applied Skills 4**
Motion: A Krebs/ M Somerville
That Education Council approves the course deletion: LSPM 031 PACE Applied Skills 1; LSPM 032 PACE Applied Skills 2; LSPM 033 PACE Applied Skills 3; and LSPM 034 PACE Applied Skills 4 as recommended by the CPRC – AFP:
- B Smith explained that the PACE program is designed to give students skills and practice for employment. These four courses are not needed as the applied skills are incorporated throughout the program.
Carried
- i. Course deletions:**
 LSIN 009 **Visual and Verbal Literacy for the Real World**

That Education Council approves the course revision: ENGL 307 Creative Non-fiction Writing for Canadian Markets as recommended by the CPRC - AFP:

- As above.
- ENGL 220 has been removed as a prerequisite as it is not a creative writing course.

Carried

o. Course revision: ENGL 311 Writing Drama

Motion: V Neykov/ G Coulthard

That Education Council approves the course revision: ENGL 311 Writing Drama as recommended by the CPRC - AFP:

- As above.
- A member noted a typo in the course description.

Carried

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- d. Tributes Committee
 - Not met.

5.3 In camera session

Motion: D Marques/ M Somerville
That Education Council moves in camera.

Carried

a. **Operations Committee meeting minutes**

Motion: A Hay/ C Farrow

That Education Council accepts the following Operations Committees meeting minutes as presented:

March 25, 2020 operations committee minutes

April 7, 2020 operations committee minutes

May 12, 2020 operations committee minutes

June 11, 2020 operations committee minutes

July 8, 2020 operations committee minutes

Carried

b. **Posthumous award**

Motion: A Hay/ C Newitt

That Education Council approve that [the student] receive the diploma in Network and Telecommunications Engineering Technology, posthumously.

- A Hay explained that the student passed away before completing their program. The student was just missing one math course and had completed every other course

6.4 Board of Governor's report – S Cook

No report.

6.5 Curriculum and calendar management project update

B Burge noted that the team continues to meet regularly with Kualii and is making great progress in the transfer of data from banner into the systems sandbox. Some proposals will be pirated by using the new Kualii system and the current PDF system simultaneously to work out any issues.

Appendix 5.1

Curriculum recommended by the CPRC – BUS

Implementation date: September 2020
Cost: N/A

Implementation date:

Motion: That Education Council approves the course revision: AVIA 105 Aviation Language Proficiency as recommended by the CPRC – BUS:

AVIA 105 – 3 – 3

Aviation Language Proficiency

Course revision:

Title – new title – Professional Aviation Radio Communications and Theory

Calendar description

Content

Rationale:

Motion: That Education Council approves the course revision: AVI

Proposed:

Please note, students entering the September intake must have their Private Pilot's License. Those entering the program in January do not require their Private Pilot's License until September. This admission requirement can be satisfied by taking the required private pilot's training courses and labs (AVIA 104, 105, 106, 107).

The Commercial Aviation Diploma (CAD) program is for individuals who are interested in pursuing a career in commercial aviation. The program provides students with university-level business competencies as well as Transport Canada commercial aviation licensing requirements. Graduates are qualified to be employed as pilots with charter companies, regional carriers and private corporations, and upon attaining sufficient flying hours, will also have job opportunities with major airline companies. Graduates may also find employment in other aviation-related careers.

The Commercial Aviation diploma program consists of two distinct and separate areas of study - aviation and flight training courses, and university-level academic courses. The flight training is taught at the Southern Interior Flight Centre facility located at the Kelowna International Airport and consists of Transport Canada-prescribed flight training, simulator training, aviation theory and exams. The academic portion of the program is completed at Okanagan College and consists of eight 3-credit courses taken as part of this program.

The Commercial Aviation program is made available through a co-operative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition fees for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student's flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.

Fees (subject to change): Students without an approved Canadian Private Pilot's Licence can expect to pay an additional fee. Tuition fees for the flying portion are dependent upon the number of hours required to complete the flying and training requirements. These hours will vary according to the skill level of individual students. Please note that students who book an aircraft, simulator or instructor are responsible for related charges and cancellation penalties will apply.

Student Dress and Survival Equipment: Students will be required to wear the prescribed clothing for commercial

<p>Level Adult Basic Education mathematics course.</p> <p>Category 1 Aviation Medical.</p> <p>Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.</p>	<p>Level Adult Basic Education mathematics course.</p> <p>Category 1 Aviation Medical.</p> <p>Letter of recommendation from the Southern Interior Flight Centre indicating successful completion of a personal interview, aptitude test, and proof of financial ability.</p> <p>Proof of ability to meet Transport Canada Aviation Language Proficiency Requirements</p>
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Revision of courses:

AVIA 104, AVIA 105, AVIA 112, AVIA 115, AVIA 214

Implementation date: January 2021

Cost: N/A

Appendix 5.2

Standing Committee Reports

Appendix 5.3

In camera session

Motion: “That Education Council moves in camera.

Appendix 6.0 Reports