

Board of Governors Open Session Meeting Agenda

Tuesday, June 22 2021

10:30a.m. to 11:30 am.

Meetings to be held via the Zoom (www.zoom.us)

x To join the meeting click [HERE](#)

x Meeting ID: 819 011 9000

Recommended Motion:

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2 1 Previous Minutes to May 25 2021

3.2. Written Reports

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3.3. Information

3.3.1. Program Advisory Committee Update (A. Hay)

3.3.2. Regional Advisory Committee Update (MK. Oliver)

3.3.3. Report on Sexual Violence and Misconduct Policy (MK. Oliver)

M THE MINUTES

Board of Governors Open Meeting Minutes -

Tuesday, May 25, 2021 11:00-12:30pm
Meeting to be held via the Zoom

NEW BUSINESS

The following three motions were omnibussed into one motion:

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision BBA Finance Specialty as recommended by Education Council and presented.”

President's Report to the Okanagan College Board of Governors June 2021

Learner Readiness and Success

f Okanagan College recently hosted virtual graduation ceremonies, conferring credentials and applauding the achievements and dedication of more than 1,500 students from the Arts and Foundational programs, Business and Science, Technologies, Health and Social Development programs j(l)10./TT113(a)10.

Teaching, Programming and Applied Research

- f* Our Learning and Applied Research department continues to provide a range of professional development sessions and learning opportunities for employees offered through Okanagan College or BC Campus.

Indigenization

- f* On Thursday, May 27, the Tk'emlúps te Secwépemc confirmed the discovery of the remains buried in unmarked graves on the site of the former Kamloops Indian Residential School, which was once the largest in Canada's residential school system. Okanagan College recognizes that as an institution we are part of the educational and social fabric of the region, and that we have both the opportunity and responsibility to support and empower OC learners and employees.

Program Advisory Committees at Okanagan College

June 2021

About Okanagan College Program Advisory Committees

Okanagan College establishes Program Advisory Committees (PAC) for certificate, diploma or degree programs, where appropriate, for a group of related programs. PACs generally have at least seven members, drawn from more than one Okanagan College region, who are knowledgeable and experienced in the program's field of study. The members may include employees, retirees, professional staff, and program graduates working in a related field. The primary role of a PAC is to advise Okanagan College on the purpose, development, revision and effectiveness of a program. The members identify trends in the related area of study, if appropriate participate in the program review and accreditation process.

Okanagan School of Business

The Business Administration, Commercial Aviation, and Office Administration programs each have active PACs. There is a total of 24 community members serving on these committees.

Science, Technology and Health

There are 17 degree and diploma programs within the Science, Technology and Health portfolio, of which 16 have PACs, along with the Associate of Science degree and other transfer programs. There are 29 community members serving on these committees. The Associate of Science degree, Bachelor of Science in Nursing (first two years), and engineering bridging programs do not have PACs, as these are university transfer programs that do not provide direct entry into the workforce. The Human Kinetics program is also primarily a university transfer program but does offer some opportunity for graduates to enter the workforce after completion of the diploma. The need to establish a PAC for this program is currently under review. The new Post Baccalaureate in Health Analytics will be assessed for PAC requirements as the program is available for students.

Trades and Apprenticeship

) There are 10 programs within the Trades and Apprenticeship portfolio, each with a PpCnde PpCnde 7d

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area (2020-2021)	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Next Meeting Date	Comments
Culinary Arts and Pastry Arts	Y	2	2	21-Apr-21	Nov-21	Reports provided Fall 2020 and Spring 2021; extension of two members completed; recommendations for new members underway; planning to meet online Fall 2021; Chair election required
Carpenter / Joiner PAC (Carpenter & Interprovincial Refresher Certificates)	Y	1	2	20-Nov-19	mid November 2021	Reports provided Fall 2020 and Spring 2021; extension of one member process; recommendations for new members underway; planning to meet in-person Fall 2021
Heavy Mechanical Trades (includes Heavy Duty Equipment Technician)	Y	5	2	20-Nov-19	Nov-21	Reports provided Fall 2020 and Spring 2021; recommendations for new members underway; planning to meet online Fall 2021; Chair election required
Electrician Pre-Apprenticeship and Construction Electrician Interprovincial Refresher Certificates	Y	4	2	12-Mar-20	Oct-21	Reports provided Fall 2020 and Spring 2021; recommendations for new members underway; planning to meet online Fall 2021
Plumbing and Piping Trades, Plumber Pre-Apprenticeship, Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship, and Sheet Metal Worker Pre-Apprenticeship Certificates	Y	6	2	16-Oct-19	Oct-21	Reports provided Fall 2020 and Spring 2021; extension of six members 2022 completed; recommendations for new members underway; planning to meet online Fall 2021
Recreation Vehicle Service Technician (RV Foundation)	Y	7	2	24-Oct-19	Oct-21	Reports provided Fall 2020 and Spring 2021; extension of one member process; recommendations for new members underway; planning to meet online Fall 2021
Welding Levels A, B, Welder Foundation, Welding Upgrading and Test Procedures, Welding Interprovincial Refresher	Y	5	2	24-Oct-19	Oct-21	Reports provided Fall 2020 and Spring 2021; recommendations for new members underway; planning to meet online Fall 2021; Chair election required

41

CONTINUING STUDIES AND CORPORATE DEVELOPMENT						
Aboriginal Community Support Worker	Y	8	As needed	01-Mar-16	as needed	AdHoc Committee is brought together for the consultation and guidance on this new certificate development.
Advanced GIS Certificate	Y	4	As needed	01-Sep-20	as needed	AdHoc Committee is brought together when potential changes to program require discussion
Audio Engineering & Music Production	N	6	As needed	01-Apr-13	Sep-20	Program is in the process of a Tier III Review
Autism Spectrum Certificate	N	0	As needed	2009	as needed	Instructors and Program Coordinators meet annually to debrief and review. Some minor curriculum updates were done in 2015

PROGRAM ADVISORY COMMITTEES - REPORT TO THE BOARD

Program or Area (2020-2021)	PAC in Place (Y or N)	Number of Current Members	Number of Meetings per Year	Most Recent Meeting	Next Meeting Date	Comments
Nursing Unit Assistant	Y	0	As needed	18-May-20	as needed	AdHoc Committee is brought together when potential changes to program require discussion
OH & S Certificate	Y	12	As needed	01-Sep-15	as needed	AdHoc Committee is brought together as needed to discuss any changes
Perianesthesia Nursing	N	0	As needed	01-Feb-18	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Project Management	N	8	As needed	01-May-16	20-Sep	Instructors and Program Coordinators meet annually to debrief and review.
Teaching English as a Second Language	N	8	As needed	01-Oct-15	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Viticulture	N	8	As needed	20-May-20	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Winery Assistant	N	0	As needed	20-May-20	as needed	Instructors and Program Coordinators meet annually to debrief and review.
Wine Sales	N	8	As needed	20-May-20	as needed	Instructors and Program Coordinators meet annually to debrief and review.
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Submission of Information from Senior Staff to the Board of Governors

REPORTTITLE

Regional Advisory Committee (RAC) Annual Reports

Regional Advisory Committee (RAC) Annual Reports

Shuswap- Revelstoke (Joan Ragsdale, Regional Dean)

The Shuswap Revelstoke region hosts two Regional Advisory Committees (RAC), one in Salmon Arm and one in Revelstoke. This structure ensures there is a strong connection with the communities and stakeholders of the region we serve. In addition, the Regional Dean meets regularly with the Education Directors of local Indigenous communities.

This year, there was a joint Salmon Arm and Revelstoke RAC meeting held in May. Members of the Senior Executive Team who joined this meeting were able to answer questions regarding the College's response to COVID, how students were being supported, and what Fall 2021 delivery models and options would include. Committee members commented on the success of the meeting and expressed their appreciation in being able to discuss their ideas directly with the Executive Team.

Salmon Arm Regional Advisory Committee

The Salmon Arm RAC met two additional times this year with meetings in November and March. Dawn Dunlop, the Executive Director for Community Mental Health Association, continued to Chair this committee. Currently there are 17 members on this committee and we are seeking representatives from the Indigenous community and the health sector.

Discussions at the November meeting focused on ensuring there were adequate student supports in place and input into the 21/22 regional unit plan. The following priorities were noted:

- x Support employee and student wellness initiatives, look to initiatives which support resilience and increased connections
- x Continue to focus on developing a sustainable program profile that attracts local and international students, and ensures access for individuals most impacted by COVID
- x Reinvigorate campus identity and community profile by implementing strategies that support social and economic recovery during and post COVID
- x Continue to develop programming in areas of technology, health, and trade apprentice training
- x Ensure meaningful engagement and seek direction from local Indigenous communities on protocol, policy and processes to ensure the College is addressing the TRC
- x Explore applied research opportunities with organizations such as the new Food Hub

In March, the Academic Deans & Directors joined the RAC to hear ideas and provide updates on the 2021/22 programming plan. The RAC noted its support for continuing virtual programs and services that increase access for students while ensuring strong campus programming. The RAC also highlighted the need for technology programming and encouraged the College to continue to support community projects such as the partnership work between the School of Business and the Innovation Centre.

A highlight this year, was the announcement of the Student Housing project. The Salmon Arm RAC had prioritized this initiative and was very pleased to hear that the project was moving forward, noçGöb it stC T"r†0or

Central Okanagan (Philip Ashman, Regional Dean)

Meetings are held once per academic semester and once during the summer. The most recent meeting was held on May 28th, 2021, in which we provided an overview of the college's response to the COVID crisis up to this point, as well as considerations under review for the upcoming 2021-2022 academic year. A presentation was given by the Co-Op department outlining the college's exciting initiatives toward engaging employers in work integrated learning opportunities for students. Each meeting we host a round table to discuss updates from various sectors of the Okanagan and potential opportunities for partnership. Presentations over the past year included the College's digital transformation and Health and Wellbeing strategies in response to the pandemic. Other topics of discussion focused on

Annual Report to the Okanagan College Board of Governors
Re: Implementation of Sexual Violence and Misconduct Policy

June 2021

The Sexual Violence and Misconduct Policy (Act)

Reports

The Directors of Human Resources and Student Services have developed systems to track complaints and disclosures reported under the policy.

The updated 2020 and the January to June 2021 reporting numbers are provided below.

COMPLAINTS AND DISCLOSURES REPORTED:	2016	2017	2018	2019	2020	2021 (to June)
Human Resources	1	2	1	0	0	0
Student Services	0	3	4	5	0	0

BUAD 376 Compensation and Benefits
BUAD 410 Organization Change and Development
BUAD 411 HR Metrics & Analytics
BUAD 412 Strategic Performance Management

Implementation date: September 2021
Cost: N/A

PROGRAM REVISIONS

English Language Certificate

Recommended Motion:

English for Academic Purposes Certificate

Water Engineering Technology Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Engineering Technology Diploma as recommended by Education Council and as presented.”

Water Engineering Technology Diploma

Program revision:

- Addition of courses
- Removal of courses

Rationale:

The general communications course CMNS 133 is being replaced with a WET specific communication course CMNS 137.

Addition of course:

CMNS 137

Removal of course:

CMNS 133

Implementation date: September 2021

Cost: N/A

Civil Engineering Technology Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision

- x Students are block registered for ECE courses. Prerequisites for ECED 121, 123, 124 will be waived so that they can be taken together with ECED 114, 116, 117 in Semester II.
- x A letter will be sent to students to inform them of the changes to the semester schedule and the requirement to successfully complete all of the first year curriculum: ECED 111, 112, 113, 114, 115, 116, 117, 121, 122, 123, and 124 before becoming eligible for ECED 129 Practicum II.
- x Proposed calendar notation to Program Outline: amended Semester I and II schedule will offered at Vernon Campus only in 2021/22. For more information, please contact ECE department or STHDeansOffice@okanagan.bc.ca

Overview of Important Dates

2021-22 Early Childhood Education Diploma

Kelowna

2021

August 30 Classes start for Semester I and Semester III

September 6 Labour Day (no classes)

October 11 Thanksgiving Day (no classes)

November 11 Remembrance Day (no classes)

December 17 Classes end for Semester I and Semester III

December 24 College closes at 3 p.m.

December 25 – January 3 Christmas closure (no classes) – Okanagan College closed to the public

2022

January 1 New Year's Day (no classes)

January 5 Classes start for Semester II and Semester IV

February 21 Family Day (no classes)

April 15 – 18 Easter (no classes)

May 6 Classes end for Semester II

May 11 Classes end for Semester IV

May 12 Infant/Toddler Practicum begins

June 17 Infant/Toddler Practicum ends

2021-22 Early Childhood Education Diploma

Vernon -

2021

August 31 Classes start for amended Semester I

September 6 Labour Day (no classes)

October 11 Thanksgiving Day (no classes)

November 11 Remembrance Day (no classes)

December 3 Classes end for amended Semester I

December 24 College closes at 3 p.m.

December 25 – January 3 Christmas closure (no classes) – Okanagan College closed to the public

2022

January 1 New Year's Day (no classes)

January 4th Classes start for amended Semester II

February 21 Family Day (no classes)

April 4 Classes end for amended Semester II

April 6 Practicum II begins

April 15 – 18 Easter (no classes)

May 31 Practicum II ends

In Semester III and IV students will resume the regular schedule for 2022/23.

Fall 2021 Program Schedule
Amended Semester I
changes to regular program plan are highlighted

NUMBER	COURSE	HOURS
ECDE 111	Personal and Interpersonal Relationships	60
ECDE 112	Child Development – Conception to Three Years	60
ECDE 113	Child Development – 3 to 12 Years	60

approval , acknowledging the challenges for students and post-secondary institutions brought on by COVID-19. It is understood that Okanagan College will not be changing any of the content or required hours for courses. As discussed, please note that if Okanagan College plans to make this online option permanent, a formal proposal and application must be submitted to the ECE Registry for review and approval.

If you have any further questions, please let me know.

Thank you,

Amy Dewar

Amy Dewar | She/Hers | Early Childhood Education Program Coordinator
Early Childhood Educator Registry
Ministry of Children and Family Development
PO Box 9961 Stn Prov Govt
Victoria, BC V8W 9R4
Phone: 236-478-0627 (Direct) 1-888-338-6622 (General)
Email: ECERegistry.Programs@gov.bc.ca

I acknowledge and appreciate the opportunity to live, work and play on the traditional territories of the Esquimalt and Songhees First Nations.

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Implementation date: September 2021
Cost: N/A

SCHEDULES

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the Adult Basic Education 2021/2022 and the Academic Schedule Summer 2022 recommended by Education Council and as presented.”

Adult Basic Education (ABE)

Fall 2021

September 6
September 7

Labour Day (no classes)

Academic Schedule Change Request
Summer 2022

May 14, 2021

The Summer Session II term in 2022 has been scheduled according to policy and usual practice considering the number of instructional days required and ending on a Monday. In 2022 the last day of classes and exams falls on Monday, August 15.

In consultation with Financial Aid and Awards, the Registrar's Office would like to amend the end date for Summer Session II to be on Tuesday, August 16, 2022.

For students to get funding for a month, StudentAid BC requires there be at least 16 days of study (including weekends) in that month. Days of study include up to the last day of exams.

If we leave the last day of classes and exams for Summer Session II courses as August 15, students will not receive funding for the month of August.

The difference of funding is quite significant. It can range from a difference of \$1,280 for a single student up to over \$2,000 for students with dependents.

The Summer 2022 Schedule is attached for reference.

Inga Wheeler
Associate Registrar

Okanagan College is on an academic break in the summer (May to August inclusive). Select courses are offered during condensed 6-week summer sessions at the Kelowna campus only.

SUMMER SESSION I & II	2022
Registration for Session I and II and distance education continuing students starts	late February
Registration for new students starting in Session I and II and distance education starts	early March
Fees due for Session I and II and distance education courses	Tue., Apr 19
Classes begin for distance education courses	Mon., May 9
Classes begin for Session I courses	Mon., May 9
Last day to register for a Session I course	Fri., May 13
Last day to receive a refund of tuition fees for Session I course drop	Fri., May 13
Last day to drop a Session I course without a withdrawal being recorded on the student's record	Fri., May 13
Last day to change Session I course registration status from audit to credit	Fri., May 13
Last day to register for a distance education course	Fri., May 20
Last day to receive a refund of tuition fees for course drop (distance education course)	Fri., May 20
Statutory holiday (no classes)	Mon., May 23
Last day to withdraw from a Session I course without academic penalty	Fri., Jun 3

Classes begin Session II	Mon. Jul 4
Last day to register for a Session II course	Fri., Jul 8
Last day to receive a refund of tuition fees for a Session II course drop	Fri., Jul 8
Last day to drop a Session II course without a withdrawal being recorded on the student's record	Fri., Jul 8
Last day to change Session II course registration status from audit to credit	Fri., Jul 8
Last day to submit a Grade Appeal for Session I to the Registrar's Office	Fri., Jul 15
Last day to withdraw from a Session II course without academic penalty	Fri., Jul 29
Last day to change registration status for Session II from credit to audit	Fri., Jul 29
Statutory holiday (no classes)	Mon., Aug 1