

## Items approved by Education Council September 16, 2021

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<b>Education Council:</b> C Newitt, D Marques

### Arts and Foundational Programs

#### CMNS 265-3-3 - Environmental Communication

##### New course:

##### Rationale:

Environmental Communications has been offered as CMNS 260 Special Topics for the last three years. Given the importance of the topic as an academic field of study, the number of times the Department of Communications has successfully offered this course and to accommodate student requests and interest, Environmental Communications needs its own course code.

##### Calendar description:

This course investigates the dominant critical perspectives that have contributed to the development of Environmental Communication as a field of study. The course explores the premise that the way we communicate powerfully impacts our perceptions of the "natural" world, and influences, even dictates, how we define and solve environmental problems. The goal of this course is to access various conceptual frameworks for addressing questions about the relationship between culture, communication, and environmental problems.

##### Prerequisites:

3 CMNS credits or second-year standing

##### Course Outline:



OKANAGAN COLLEGE  
Department of  
Communications

**CMNS 265:**  
**Environmental**

## Communication Course Syllabus

<i>Course Professor:</i>	X
<i>Office Location:</i>	X
<i>Office Phone:</i>	762-5445 Ext. XXX
<i>Office Hours:</i>	XX
<i>E-mail:</i>	<a href="mailto:X@okanagan.bc.ca">X@okanagan.bc.ca</a>
<i>Class Time and Location:</i>	<a href="#">XX</a>
<i>Presentation Format:</i>	Lecture
<i>Credit Hours:</i>	3 hrs./wk.
<i>Prerequisites:</i>	3 credits CMNS or second-year standing required

### Course Description (3,0,0)

CMNS 265 investigates the dominant critical perspectives that have contributed to the development of Environmental Communication as a field of study. The course explores the premise that the way we communicate powerfully impacts our perceptions of the “natural” world, and influences, even dictates, how we define and solve environmental problems. The goal of this course is to access various conceptual frameworks for addressing questions about the relationship between culture, communication, and environmental problems.

### Course Materials

The following text is required:

Cox, R. & Pezzullo, P. C. (2018). *Environmental Communication and the Public Sphere*, 5th ed. Los Angeles, CA: Sage.

Additional readings may be uploaded to Moodle myCourses shell. It is your responsibility to access these documents as required before the date covered in class.

### Intended Learning Outcomes

This course will help you:

- identify the role of discourse, rhetoric, and representation in shaping the way we think about the natural world and environmental problems;
- describe how communication plays a significant role in the framing and discussion of environmental problems and solutions;
- analyze and engage in debates about local, national, and global environmental problems and solutions;
- critically examine the way recent environmental concerns are represented to the public;
- critique contemporary debates about environmentalism by framing them from the perspective of cultural analysis;
- critically engage with the way problems, solutions, and the mechanisms between them are constructed in environmental discourse.

## Teaching and Learning Strategies

Classes incorporate a range of teaching and learning strategies including group discussions and presentations, in-class debates, and discussion of readings and case studies in environmental communication drawn from a range of media, e.g. television and radio programs, online multimedia, and PR campaigns. Students will be provided with opportunities to engage with a range of media and independently research case studies in environmental communication as preparation for in-class discussion and assessment.

## Course Evaluation

The course evaluation is based on the following break-down:

1.	Environmental Issue Report	10%
2.	Environmental Issue Presentation	10%
3.	Environmental Community Funded Project Presentation	10%
4.	Midterm	15%
5.	Course Project (includes <i>Project Plan</i> )	30%
6.	Course Project Presentation	10%
7.	Participation includes attendance, responses to study questions, informal group presentations, engagement in-class activities, and low-stakes writing assignments.	15%

The success of this course, like any communication event, depends on mutual respect. Being respectful of others (of their spoken and written discourses) does not necessarily imply agreement or consent.

However, it does oblige all of us to take each other's positions seriously, and it obliges us to be responsible for our choices in language. It is necessary that we all operate according to an ethic of respect.

## Assignment Details

Full assignment guidelines will be discussed in class well ahead of due dates accompanied with a detailed description of assignment expectations. Note that unless otherwise specified, a DOCX format is the expected assignment format.

Late assignments are not accepted unless prior arrangements have been made IN WRITING, and will be penalized 10% per day (including weekends) until they are submitted.

### Environmental Issue Report (10%)

Students summarize an issue on the subject of a local environmental issue or concern (~500 words). Sample topics will be provided.

### **Environmental Issue Presentation (10%)**

Students deliver a 10 minute oral presentation, with appropriate accompanying visuals (i.e. a PowerPoint or Prezi), on an environmental issue or controversy of their choosing. During their presentation students should:

- 1) define the environmental issue or controversy,
- 2) explain the importance of the issue or controversy,
- 3) analyse media representation(s) of the issue or controversy and how these have influenced public perception,
- 4) pose one (1) discussion question that will assist classmates' deeper understanding of the assigned concept.

Although course readings may be used as sources, additional research is required for successful completion of this assignment.

### **Environmental Community Funded Project Presentation (10%)**

Students investigate a successful community-based environmental project that received grant approval, learn about the project benefits or challenges and then prepare a presentation briefing for the class.

#### *MIDTERM EXAM*(15%; in-class, 75 minutes)

A short exam based on lectures, course readings, in-class discussion, and student presentations. The exam is a combination of multiple choice, matching, true/false, and short essay. If you are unable to write an exam in the scheduled class, you must advise me *IN WRITING AT LEAST 48 HOURS IN ADVANCE*. Documentation must be provided to reschedule an exam.

### **Course Project (30%)**

This project may take one of three forms:

- 1) a traditional research paper, 2000-2500 words, on a topic approved in advance;
- 2) participation in an environmental organization or campaign throughout the term that includes a written, analytical report applying class concepts to your experience and activities;
- 3) an online project, such as a blog or website that gathers together resources in order to facilitate public understanding and involvement in an environmental controversy.

Projects may be individual or with a partner, but all must be approved in advance and accompanied with a *Project Plan* worth 5%.

### **Course Project Presentation (10%)**

Students deliver a oral presentation based on their Course Project.

### **Participation (15%)**

Included here are attendance, contributions in class, and any informal writing exercises that may be assigned during the term. The quality of your contributions is more important than the quantity.

**Implementation date:** July 2022

**Cost:** N/A

## SOCI 271- 3-3 – Statistical Analysis in Sociology

### Course revision:

- Description
- Contact Hours

### Rationale:

The course will retain a value of 1 TLU with two hours of lecture and two lab hours each week. The lab will provide students with a dedicated classroom space with the purpose of applying statistical formulas and theoretical concepts to data analysis. It will also allow for increased personal attention and time with the professor. This is especially important as many students find statistics very challenging. Statistics is a unique course relative to other courses Arts students are accustomed to taking. The introduction of mathematical equations underpinned by theoretical concepts is often intimidating and stressful undertaking for students. We also know that our current SOCI 271 professor routinely attends student study groups outside of class in order to meet student needs in this course for more personal attention and time to apply formulas and interpret data.

### Description:

Current	Proposed
formerly SOCI 371 This course is an introduction to the logic and interpretations of elementary statistics in the social sciences, with special emphasis on problems unique to sociology. The calculation and interpretation of basic measures of central tendency, variability and association will be stressed. Problems of measurement, sampling, estimation, and inference are covered. (3,0,0)	Formerly SOCI 371. This course is an introduction to the logic and interpretations of elementary statistics in the social sciences, with special emphasis on problems unique to sociology. <b>This course includes the application of statistical formulas, data analysis and interpretation.</b> The calculation and interpretation of basic measures of central tendency, variability and association will be stressed. Problems of measurement, sampling, estimation, and inference are covered. (2,2,0)

### Contact Hours

Current		Proposed	
Lecture	<b>3</b>	Lecture	<b>2</b>
Lab	<b>0</b>	Lab	<b>2</b>
Seminar	<b>0</b>	Seminar	<b>0</b>
Average weekly Contact hours	<b>3</b>	Average weekly Contact hours	<b>4</b>

**Implementation date:** January 2022

**Cost:** N/A

## **Adult Basic Education**

### **Program revision:**

- Program description

### **Rationale:**

Cleaning up the language for the overall program description, including description of the requirements for each of the subject areas. This will make it easier for students to understand what is required of them for the upgrading program. It also gives a clearer picture for the admissions office and education advisors when they are helping students navigate the program.

## **Current**

## **Adult Upgrading**

The Adult Upgrading (AU) department offers Adult Basic Education (ABE) courses for adult learners with a wide range of backgrounds and needs for educational upgrading. Courses provide students with basic literacy skills, prerequisites for admission to post-secondary programs, and requirements for the B.C. Adult Graduation Diploma. Support services are available for students with disabilities.

## **Admission Requirements**

- Canadian citizen, permanent resident, landed immigrant, or student authorization issued by Immigration Canada.
- Age Requirement: Applicants must be at least 19 years of age, or 18 years of age and have been out of the public school system for at least 12 months, or have a senior secondary graduation diploma.
- Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counselor and be referred to the Adult Upgrading Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if recommended by the Committee and space is available.
- All students entering any Fundamental Level English or Basic Literacy course for the first time are required to complete an individual admission interview with a Fundamental Level English instructor as a prerequisite. Prospective students should contact the Fundamental Level English instructor or the Volunteer Literacy Tutoring Program Coordinator at the receiving Okanagan College campus to arrange an admission interview before registration.

While no specific academic background is required, students entering some Adult Basic Education courses may be required to complete a skills assessment if they do not meet specific course prerequisites.

**ABE Mathematics Courses Admission Prerequisites:**

Students must have completed the prerequisites for Math courses within the five years prior to the start date for the ABE mathematics course in which they wish to register. Any student not meeting this requirement will be required to write a mathematics skills assessment to determine their readiness to enter their desired course. An interview may also be conducted to help determine the appropriate level.

**ABE Science Courses Admission Prerequisites:**

Students must have completed the prerequisites for English and Math courses within the five years prior to the start date for the ABE Science course in which they wish to register. Any student not meeting this requirement will be required to write the AU English and Math skills assessment. An interview may also be conducted to help determine the appropriate level.

**ABE English Courses Admission Prerequisites:**

Students must have completed the prerequisites for English courses within the five years prior to the start date for the ABE English course in which they wish to register. Any student not meeting this requirement will be required to write the AU English skills assessment. An interview may also be conducted to help determine the appropriate level.

**Hours of Study:** Both day and evening classes may be offered, Monday through Friday. Adult Upgrading full-time students are those enrolled in three or more courses, or receiving 15 hours or more of instruction per week, or enrolled in a two-month Spring or Summer semester course requiring 96 hours or more of instruction.

**Course Advising:** Before registration, prospective students are encouraged to discuss course and program plans with an advisor or instructor from the department. Appointments for course advising can be made by contacting the Advising office at each OC campus.

**Semester Length:** Semesters vary from four to five months, depending on centre. Summer semesters are two months.

**Semester Start Dates:**

Kelowna

September, January, May and July

Penticton, Salmon Arm and Revelstoke  
September and January

Vernon

September, January and May

***Adult Basic Education (ABE) Program***

The Adult Upgrading department offers four Adult Basic Education certificate programs:



## Proposed

### New language:

*\*\*All Academic and Career Preparation (AACP) needs to be changed to Adult Upgrading (AU).\*\**

## **Adult Upgrading Programs**

The Adult Upgrading department offers courses for adult learners with a wide range of backgrounds and needs for educational upgrading. Courses provide students with basic literacy skills, prerequisites for admission to post-secondary programs, and requirements for the B.C. Adult Graduation Diploma. Support services are available for students with disabilities.

### **Admission Requirements**

- Canadian citizen, permanent resident, landed immigrant, or student authorization issued by Immigration Canada.
- Age Requirement: Applicants must be at least 19 years of age, or 18 years of age and have been out of the public school system for at least 12 months, or have a senior secondary graduation diploma.
- Any applicant not meeting these requirements must be recommended for admission by a secondary school principal or counsellor and be referred to the Adult Upgrading Underage Committee of the campus which the applicant wishes to attend. The Committee will interview the applicant who will be admitted only if recommended by the Committee and space is available.
- All students entering any Fundamental Level English or Basic Literacy course for the first time are required to complete an individual admission interview with a Fundamental Level English instructor as a prerequisite. Prospective students should contact the Fundamental Level English instructor or the Volunteer Literacy Tutoring Program Coordinator at the receiving Okanagan College campus to arrange an admission interview before registration.

While no specific academic background is required, students entering some Adult Academic and Career Preparation courses may be required to complete a skills assessment if they do not meet specific course prerequisites.

#### **AU Mathematics Courses Admission Prerequisites:**

Students must have completed the prerequisites for Math courses within the five years prior to the start date for the AU mathematics course in which they wish to register. Any student not meeting this requirement will be required to write a mathematics skills assessment to determine their readiness to enter their desired course. An interview may also be conducted to help determine the appropriate level.

#### **AU Science Courses Admission Prerequisites:**

Students must have completed the prerequisites for English and Math courses within the five years prior to the start date for the AU Science course in which they wish to register. Any student not meeting this requirement will be required to write the AU English and Math skills assessment. An interview may also be conducted to help determine the appropriate level.

**AU English Courses Admission Prerequisites:**

Students must have completed the prerequisites for English courses within the five years prior to the start date for the AU English course in which they wish to register. Any student not meeting this requirement will be required to write the AU English skills assessment. An interview may also be conducted to help determine the appropriate level.

**Hours of Study:** Both day and evening classes may be offered, Monday through Friday. Adult Academic and Career Preparation full-time students are those enrolled in three or more courses, or receiving 15 hours or more of instruction per week, or enrolled in a two-month Spring or Summer semester course requiring 96 hours or more of instruction.

**Course Advising:** Before registration, prospective students are encouraged to discuss course and program plans with an advisor or instructor from the department. Appointments for course advising can be made by contacting the Advising office at each OC campus.

**Semester Length:** Semesters vary from four to five months, depending on centre. Summer semesters are two months.

**Semester Start Dates:****Kelowna**

September, January, May and July

**Revelstoke**

September and January

**Penticton, Salmon Arm and Vernon**

September, January and May

**Implementation date:** September 2021

**Cost:** N/A

## Schedules

Education Council approves the recognition of the National Day for Truth and Reconciliation on Thursday, September 30, 2021 and recommends that the Fall 2021 schedules be extended through Tuesday, December 7, 2021. Instructional activity that would have been held on Thursday, September 30, 2021, be rescheduled, if needed, to Tuesday, December 7, 2021.

### Office Assistant Certificate 2021-22 Schedule Revision

#### Office Assistant Certificate (17 weeks)

Kelowna

#### 2022

<b>February 10</b>	Classes start	<i>(was February 7)</i>
<b>February 21</b>	Family Day (no classes)	
<b>March 28 – Apr 1</b>	Mid-Semester Break (no classes)	
<b>April 15 - 18</b>	Easter (no classes)	
<b>May 23</b>	Victoria Day (no classes)	
<b>June 22</b>	Classes end	<i>(was June 27)</i>

Revised September 1, 2021

# Items approved at the July 06, 2021 Operations Committee meeting

## Proposal for extended acceptance of Duolingo as a language proficiency entrance exam

June 15, 2021

Okanagan College has English language requirements that require an applicant/student, including Canadian citizens, to demonstrate a command of the English language sufficient to meet the demands of classroom instruction and written assignments. Many applicants meet the requirements via previous secondary or post-secondary studies, such as English 12 or an academic first-year English course. Those who do not, usually test by one of the acceptable means outlined in the Calendar.

The acceptance of Duolingo was approved by Education Council on a temporary basis in spring 2020 and subsequently extended. Current acceptance ends with students applying to Winter 2022.

The Duolingo results can be used to satisfy the English language proficiency entrance requirements and for preliminary English Language placement. The minimum score accepted is 105 for programs requiring English 12 with 60% or an IELTS of 6.0 and 110 for programs requiring English 12 with 70% or an IELTS of 6.5.

As of mid-May 2021, Okanagan College had received 550 Duolingo scores (345 International, 205 domestic).

Education Council approves to extend the acceptance of the online Duolingo to assess applicant/student English language proficiency for students applying to Summer 2022, Fall 2022 and Winter 2023. Applications for Fall 2022/Winter 2023 open on October 1, 2021.

As more universities began accepting the Duolingo English Test as proof of English proficiency, subscores were introduced in spring 2021.

**Literacy:** Ability to read and write

**Comprehension:** Ability to listen and read

**Conversation:** Ability to speak and listen

**Production:** Ability to write and speak

Okanagan College accepts IELTS, for example, to satisfy the English language proficiency entrance requirements and requires minimum band scores of 6.0 in each Listening, Reading, Writing and Speaking regardless of the overall required IELTS score (6.0 or 6.5).

Prior to requiring minimum band scores on the IELTS, applicants could meet the overall IELTS requirement to join Okanagan College but could have had an 8.0 band score in Reading but 4.0 in Writing, which did not set them up for success in their studies.

IELTS band scores and Duolingo subscores do not directly align as Duolingo assesses two skills within each area to create a subscore.

Education Council approves the minimum Duolingo subscores of 100 in each subscore to satisfy the English language proficiency entrance requirements.

### **Duolingo Scoring**

<https://englishtest.duolingo.com/scores>

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<b>Duolingo</b>	<b>IELTS</b>
155 - 160	9
145 - 150	8.5
135 - 140	8
125 - 130	7.5
115 - 120	7
105 - 110	6.5
95 - 100	6
85 - 90	5.5
75 - 80	5
65 - 70	4.5
55 - 60	4
45 - 50	3.5
30 - 40	3
20 - 25	2.5
15	2
10	1.5

# Office Administration Schedule 2021-2022

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## Accounting/Bookkeeping Certificate (20 weeks)

Kelowna

### 2021

September 6	Labour Day (no classes)
September 7	Orientation
September 8	Classes start
October 11	Thanksgiving Day (no classes)
November 11 and 12	Remembrance Day (no classes)
December 22	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas Closure (no classes) – Okanagan College closed to the public

### 2022

January 4	Classes resume
February 16	Classes end

## Administrative Assistant Certificate (37 weeks)

Kelowna, Salmon Arm, Vernon, Penticton

### 2021

September 6	Labour Day (no classes)
September 7	Orientation
September 8	Classes start
October 11	Thanksgiving Day (no classes)
November 11 and 12	Remembrance Day (no classes)
December 22	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas Closure (no classes) – Okanagan College closed to the public

### 2022

January 4	Classes resume
February 21	Family Day (no classes)
March 28– April 1	Mid-Semester Break (no classes)
April 15 - 18	Easter (no classes)
May 23	Victoria Day (no classes)
June 21	Classes end

## Office Assistant Certificate (17 weeks)

Kelowna, Salmon Arm, Vernon, Penticton

**2021**

September 6	Labour Day (no classes)
September 7	Orientation
September 8	Classes start
October 11	Thanksgiving Day (no classes)
November 11 and 12	Remembrance Day (no classes)
December 22	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas Closure (no classes) – Okanagan College closed to the public

**2022**

January 4	Classes resume
January 19	Classes end

**Accounting/Bookkeeping Certificate (20 weeks)**

**Kelowna**

**2022**

January 20	Classes start
March 28 – Apr 1	Mid-Semester Break (no classes)
April 15 – 18	Easter (no classes)
May 23	Victoria Day (no classes)
June 27	Classes end

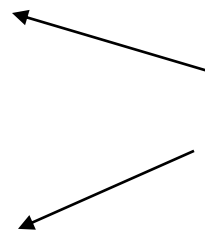
**Office Assistant Certificate (17 weeks)**

**Kelowna**

**2022**

February 17	Classes start
March 28 – Apr 1	Mid-Semester Break (no classes)
April 15 - 18	Easter (no classes)
May 23	Victoria Day (no classes)
June 27	Classes end

Replacing the Accounting/ Bookkeeping Certificate intake with an additional intake of Office Assistant Certificate
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**Legal Administrative Assistant Certificate (Litigation - 18 weeks)**

**Kelowna only**

**2021**

September 6	Labour Day (no classes)
September 7	Orientation
September 8	Classes start
October 11	Thanksgiving Day (no classes)
November 11 and 12	Remembrance Day (no classes)
December 21	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas Closure (no classes) – Okanagan College closed to the public

**2022**

**January 4**

Classes resume

**January 25**

Classes end

**Legal Administrative Assistant Certificate (Corporate/Conveyancing 19 weeks)**

**Kelowna only**

**2022**

**January 28**

Classes start

**February 21**

Family Day (no classes)

**April 15 - 18**

Easter (no classes)

**May 23**

Victoria Day (no classes)

**June 20**

Classes end