Education Council Special Meeting – Motions Carried
February 10, 2022

Executive: N Fassina, A Hay, C Morcom, M K Oliver	
Deans: P Ashman, E Corneau, B Gillett, R Huxtable, J Lister, S Speers, Y Moritz, J Ragsdale	
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International Education: G Shuster	
Registrar's Office: B Burge, L Lillies, L Rozniak, E Madridejos, T Clarke, I Wheeler	
Public Affairs: T Finley	
Library: R Tyner	
Student Services: J Coble	
OC Students Society: Presidents, OC Student Union and Vernon Student Association	
Education Council: C Newitt, D Marques	

Education Council met on February 10, 2022 and approved the following:

Academic Courses
Business
Revised courses:

1. **OADM 110   Business Communications**

Proposal Rationale
OADM 110 Communications I focused on grammar, punctuation, spelling, and vocabulary with opportunities for practice of concepts but not application in writing which followed in OADM 111 Letter and Report Writing. We have condensed OADM 110 so that content from OADM 111 is included thereby providing students with not only the essential content from OADM 110 but also the opportunity to practice their new skills in their writing at the same time. We will be deleting OADM 111 Letter and Report Writing Course.

2. **OADM 135   Records Management**

Proposal Rationale
Students taking this course in sequence on campus follow the program so have the required prerequisites but online students don't have a block schedule therefore we are adding the prerequisites of OADM 128 Word Processing I and OADM 110 Business Communications they require to be successful.

3. **OADM 136   Office Procedures**

Proposal Rationale
Students taking this course in sequence on campus follow the program so have the required prerequisites but online students don't have a block schedule therefore we are adding the prerequisite of OADM 110 Business Communications they require to be successful.

4. OADM 152 Accounting Software I

Proposal Rationale
Students require more time to fully comprehend all of the nuances of Sage 50 Accounting software; therefore, we are adding 15 hours to the course.

5. OADM 155 Accounting Software II

Proposal Rationale
Students require more time to fully comprehend all of the nuances of QuickBooks Online (QBO) Accounting software; therefore, we are adding 15 hours to the course.

6. OADM 167 Computer Essentials

Proposal Rationale
Students entering our program are more computer savvy that in the past so we condensed the courses to make room for content elsewhere in the program as well as adhering to the vocational assignable hours for program content.

7. OADM 168 Database

Proposal Rationale
Students taking this in a block schedule do Excel before so are very familiar with tables, rows, fields, etc. so don't require the 45 hours assigned. We feel that students who take it online on their own schedule require OADM 169A Spreadsheets I knowledge to ensure Database can be done in the condensed hours we are proposing from 45 to 30 hours. We are condensing this course to make room for content elsewhere in the program as well as adhering to the vocational assignable hours for program content.

8. OADM 171 Desktop Publishing

Proposal Rationale
Students require less time due to the prior completion of other Microsoft Office suite products so are well versed in the program.

Micro-Credential
New courses:

1. GDE 100 Professional Writing for Digital Content

Proposal Rationale
Professional Writing for Digital Content is a module of the Graphic Design Fundamentals micro-credential certificate. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are doing more than one role in the marketing or administrative role. This micro-credential certificate will help broaden skillsets and enhance the employability and promote career progression for people in these roles.

2. GDE 110 Introduction to Graphic Design

Proposal Rationale
Introduction to Graphic Design is a module of the Graphic Design Fundamentals Micro-credential. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are

doing more than one role in the marketing or administrative role. This Micro-credential will help broaden skillsets and enhance the employability and promote career progression for people in these roles.

3. GDE 120   Your Digital Toolkit – Adobe Creative Suite Applications I

Proposal Rationale
Your Digital Toolkit - Adobe Creative Suite Applications 1 - is a module of the Graphic Design Fundamentals micro-credential. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are doing more than one role in the marketing or administrative role. This micro-Credential will help broaden skillsets and enhance the employability and promote career progression for people in these roles.

4. GDE 130   Your Digital Toolkit – Adobe Creative Suite Applications II

Proposal Rationale
Your Digital Toolkit - Adobe Creative Suite Applications II is a module of the Graphic Design Fundamentals micro-credential. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are doing more than one role in the marketing or administrative role. This micro-credential will help broaden skillsets and enhance the employability and promote career progression for people in these roles. This course will be offered part time to allow for people who work to take the certificate.

Academic Programs
Business
Program revisions:

1. Accounting/Bookkeeping Certificate

Proposal Rationale
We had added hours to both Computerized Accounting courses so need to add hours to the program.

2. Administrative Assistant Certificate

Proposal Rationale
We are adding a course and revising others to bring the program up to date with content as well as assignable hours.

Micro-Credential
New program:

1. Graphic Design Essentials Micro-Credential

Proposal Rationale
Okanagan College was successful in securing funding for the development of Graphic Design Essentials micro-credential. This certificate includes four modules targeted at building competencies in graphic and digital design. This micro-credential assists in career progression for people interested in developing skills in graphic and digital design using industry standard software.

Graphic Design Essentials will provide opportunities for learners to gain the critical competencies and skills to thrive in the future workforce and digital economy. The addition of graphic design skills enhances the employability of people in entry level jobs, or who want to add skills to their resume for promotion and upskilling opportunities. This program aligns with the Ministry's framework as follows: • Increase access to post-secondary training as an add on to participants' resume and qualifications • Include employer

participation and provides networking opportunities for the students (i.e., guest speakers, company tours etc.)

Okanagan College does not currently offer specific training in graphic design outside of diploma offerings. This Graphic Design Essentials micro-credential will provide industry relevant skills training (upskilling and reskilling) for learners in the OC region communities.

Graphic design involves using both graphics and text to convey a concept or idea. This industry includes a myriad of activities including corporate identity/branding, advertising, and promotions, print production, and professional report creation. Graphic designers create visual forms of communication including logos, posters, newsletters, brochures, and signage for both digital and traditional communications. The need for companies to convey stories using digital imagery and subsequently develop strong brand awareness, contributes to the need for skilled graphic designers. Many people who are already in marketing roles and administrative assistant roles are often tasked with the preparation of reports, creating posts for social media, and developing marketing collateral. Having strong graphic design skills will enhance employability and promote career progression for people in these types of roles.

(**Refer to Kuali for complete proposal rationale**).