Okanagan College Board of Governors
Open Session Meeting Agenda

May 21, 2024 at 12:15pm
Room S103B, Kelowna Campus

The meeting will be held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.

Timing		Pages
12:15pm	**1. CALL TO ORDER**	
	2. APPROVAL OF AGENDA	*1-4*
	Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approves the May 21, 2024 Open Session meeting agenda and thereby approves the consent agenda."***	
	2.1. Consent Agenda	
	2.1.1 Open Session Minutes – March 12, 2024	*5-15*
	2.1.2 Policy Renewal Progress Workplan	*16-22*
	2.1.3 Education Council Chair Report	*23*
	2.1.4 Annual Programming Plan	*24-39*
	Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024/2025 Annual Programming Plan as presented."***	
	2.1.5 Skilled Trades BC Training Plan	*40-45*
	Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024/2025 Industry Authority Training Plan as presented."***	
	2.1.6 Line of Credit	*46-47*
	Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve a short-term line of credit with TD Canada Trust in the amount of $2.5 million as recommended by the Finance, Audit and Risk Review Committee."***	

Timing		*Pages*
	3. DECLARATION OF CONFLICT	
	As per Board Bylaws section 14.2, a Board member will immediately upon becoming aware of a potential, real, or perceived conflict of interest situation, disclose the conflict to the Chair. The member and the Chair will follow the Procedures for Disclosure under the Code of Conduct for Okanagan College Board of Governors Policy.	
12:20pm	**4. REPORTS**	
	4.1. Chair Report (D. Safinuk)	
	4.1.1 Annual Board Calendar (N. Fassina)	*20-23*
	Recommended Motion:	
	"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2025 and 2026 Board meeting dates as recommended by the Executive Committee."	
12:30pm	4.2. President's Report and Analysis (N. Fassina)	*52-56*
12:45pm	4.3. Governance Committee Report (A. Alexander)	
	4.3.1 Media Relations Policy (J. Goodwin)	*57-61*
	Recommended Motion:	
	"BE IT RESOLVED THAT Okanagan College Board of Governors approve the Media Relations Policy as recommended by the Governance Committee."	
	4.3.2 Program Advisory Committee Policy (S. Lenci)	*62-65*
	Recommended Motion:	
	"BE IT RESOLVED THAT Okanagan College Board of Governors approve of the Program Advisory Committee Policy as recommended by the Governance Committee."	
	4.3.3 Admissions Policy (S. Lenci)	*66-74*
	Recommended Motions:	
	"BE IT RESOLVED THAT the Okanagan College Board of Governors approve rescinding the OC Calendar – Admission Policies as recommended by the Governance Committee."	
	"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Admissions Policy as recommended by the Governance Committee."	

Timing		*Pages*
	4.3.4 Prior Learning Assessment Recognition Policy (S. Lenci) Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Prior Learning Assessment and Recognition Policy as recommended by the Governance Committee."***	*75-81*
	4.3.5 Integrity in Research and Scholarship (S. Lenci) Recommended Motions: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the following policies as recommended by the Governance Committee:*** • ***Scholarly Integrity Policy (2008)*** • ***Scholarly Misconduct Policy (2008)*** • ***Conflict of Interest in Research Policy (2011)*** ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Integrity in Research and Scholarship Policy as recommended by the Governance Committee."***	*82-89*
	4.3.6 Library Collections Policy (S. Lenci) Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Library Collections Policy as recommended by the Governance Committee."***	*90-94*
	4.4. Education Council	
1:40pm	4.4.1 New Programs (J. Garrett) Recommended motions: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following new programs as recommended by Education Council:*** • ***Spa Practitioner Foundations Micro-credential*** • ***Esthetics and Spa Therapy Micro-credential*** • ***Nail Technician Micro-Credential*** • ***Spa Operations and Management Micro-credential."***	*95-102*

Timing		*Pages*
	4.4.2 Program Revisions (J. Garrett) Recommended motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following program revisions as recommended by Education Council:*** • ***Associate of Science: Mathematics and Statistics Emphasis*** • ***Mechanical Engineering Technology Diploma*** • ***Okanagan College to UBC-Okanagan Electronics Engineering Bridge*** • ***Post Baccalaureate Diploma in Data Analytics and Economics."***	*103-112*
2:10pm	**5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA**	
2:15pm	**6. ADJOURNMENT**	

NEXT MEETING DATES

Tuesday, June 11, 2024 *Virtual*	Finance, Audit and Risk Committee Executive Committee
Tuesday, June 18, 2024 *Salmon Arm campus*	Strategy and Assessment
Tuesday, September 17, 2024 *Virtual*	All Committees
Tuesday, September 24, 2024 *Vernon campus*	Regular Open Session Regular Closed Session

Okanagan College Board of Governors
Regular Open Session

Tuesday, March 12, 2024

Meeting held via Zoom

Draft Minutes for Approval May 21, 2024

IN ATTENDANCE

Board Members

- Dale Safinuk, Chair
- Andrea Alexander, Vice Chair
- Juliette Cunningham
- Neil Fassina, President and Ex-officio
- JoAnn Fowler
- Amolkdeep Kaur
- Matt Kavanagh
- Tina Lee
- Destiny McNish

Administration

- Curtis Morcom, CFO and Vice President, Corporate Services
- Samantha Lenci, Provost & Vice President Academic
- Jenn Goodwin, Associate Vice President, College Relations
- Helen Jackman, Executive Director, Okanagan College Foundation
- Gill Henderson, Associate Vice President, People Services
- Kristen Wiebe, Governance and Privacy Coordinator
- Joanna Campbell, Manager, Executive Office

REGRETS

- Dustyn Baulkham

ACTION

1. CALL TO ORDER

Quorum was established and the meeting was called to order at 11:01a.m.
It was respectfully acknowledged that the meeting was held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.

ACTION

2. APPROVAL OF AGENDA

A member suggested that the items 2.1.2 Annual Programming Plan and 2.1.3 Skills Training BC Training Plan be moved from the consent agenda for discussion. The President asked that these items be removed from the agenda since they have not been reviewed by Education Council. An update will be provided in May.

Motion:

"BE IT RESOLVED THAT Okanagan College Board of Governors approves the March 12, 2024 Open Session meeting agenda as amended and thereby approves the consent agenda."

C. Battersby
CARRIED

2.1. Consent Agenda

2.1.1. Open Session Minutes – December 12, 2023

2.1.2. 2024/25 Student Society Fees Collection Request

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors agrees to collect student fees for Okanagan College for 2024/25 on behalf of the Okanagan College Students' Union and the Vernon Students' Association - Okanagan College as presented."

3. DECLARATION OF CONFLICT

No conflicts were declared.

4. REPORTS

4.1. Chair Report (D. Safinuk)

The Chair thanked members for preparing for the meeting and welcomed the new member representing faculty and instructional employees. It was noted that M. Kavanagh took the oath of office during the Closed Session on March 12.

The Chair noted an opportunity to meet with Brenda Bailey, the interim Minister of Post-Secondary Education and Future Skills in February.

The Chair noted that the Executive Committee met on March 5.

The Chair thanked members who represented the Board at the Winter convocation ceremonies at the Kelowna campus on January 27 with special thanks to J. Cunningham and A. Alexander for speaking on behalf of the Board.

ACTION

4.2. Finance, Audit and Risk Committee Report

The Committee Chair reported that the Finance, Audit and Risk Committee met on February 13 and March 5. It was noted that in February, the Committee reviewed the draft budget and risk register and are recommending the budget for approval today. In March, they discussed and are recommending forgiveness of the OC Foundation receivable, the Risk Register and the budget.

4.2.1. Forgiveness of Foundation Receivable

The CFO & Vice President, Corporate Services noted that forgiveness of the Foundation receivable comes in front of the Board each year. With three campaigns running concurrently the amount requested has increased compared to last year. It is positive for donor relations to have administrative fees be covered by the College.

The Executive Director, Okanagan College Foundation expressed gratitude for support received from the College and provided an overview of the impact of the return on investment.

A member asked about Foundation branding in relation to fundraising and it was noted that the College's brand is important to donors. The President thanked the OC Foundation for paying special attention to donor relations.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors forgive the receivable of the Okanagan College Foundation for actual capital campaign expenses up to $300,000 as recommended by the Finance, Audit and Risk Committee."

J. Cunningham
CARRIED

4.2.2. Integrated Resource Plan

The President outlined the Integrated Resource Planning (IRP) cycle and how resources are balanced to inform creation of the plan. It was noted that embedded within the roadmap are foundational plans. As the budget is developed each year, Leadership Council makes decisions to align resources with institutional plans.

The President noted that revenue is primarily regulated, that expenses are both regulated and market-driven, and that base funding does not cover either growth or inflation. The President noted that the budget must be balanced and include investment in the Inspire Plan. The College also needs to work towards bridging the structural deficit while building its strategic risk reserve.

The CFO and Vice President, Corporate Services (CFO & VP, CS) described the budget development process and assumptions. The proposed budget includes an allocation from contingency funds to support projects that are new initiatives under the Inspire plan, including a renewed campus master plan.

ACTION

A member suggested that both international and domestic tuition be posted. A member asked about international tuition fee regulation and it was noted that it is not anticipated at this time.

A member asked about the accessibility audit progress. The Associate, Vice President People Services noted that Salmon Arm, Penticton, Vernon, Revelstoke and Oliver reports will be complete at the end of the month with Kelowna's audit starting in April pending budget approval. Implementation will depend on the audit recommendations.

A member asked if domestic enrolment is systemic and about future outlooks. The President noted that a slight increase is anticipated over the next couple years. It was noted that high school enrolment is falling in our catchment areas but we expect to see an increase in the 25-55 age group. Strategic recruitment will focus on conversion to enrolment.

A member asked about the engagement of the Board and Student Unions with respect to budget development. It was noted that the Board Finance, Audit, and Risk Committee receives draft budgets for review in February and March, and the Okanagan College Students' Union (OCSU) presented their priorities at Leadership Council during the budget's development. The OCSU now has an opportunity earlier in the budget process whereas under the previous process of presenting to the Board, those presentations were made after the budget was nearly complete. The CFO & VP, CS provided an overview of student union feedback which included improved ancillary and food services, counselling, wellness, and a continuation of open learning resources.

Members inquired about the vacancy savings and filling vacant positions. The Associate Vice President, People Services noted challenges in the current labour market and that strategies are being developed for approaching talent pipelines.

Motions:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024/2025 Integrated Resource Plan with an operating budget of $149,784,000 as recommended by the Finance, Audit and Risk Committee and as presented."

J. Cunningham
CARRIED

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024/2025 Integrated Resource Plan with a capital budget of $37,215,000 as recommended by the Finance, Audit and Risk Committee and as presented."

A. Kaur
CARRIED

4.2.3. Risk Management Report and Summary

The CFO and Vice President Corporate Services noted that the Enterprise Risk Management Plan was renewed last March. The Risk Register is now better embedded into the Integrated Resource Plan process. Cyber risk is declining

	ACTION
due to the mitigation work the institution has done over the past year. Additionally, climate risk was added to this years' matrix as an overall environmental risk. The President noted that domestic enrolment risk is a trend over time, and it's anticipated that this risk will persist. A member asked about the declining risk of cyber attacks and it was noted that it is trending downward given the controls in place. The President suggested that cyber risk will be further mitigated through implementation of systems, data governance, and education of employees and that the College is a leader in both posture and response.	
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Risk Register as recommended by the Finance, Audit and Risk Committee."***	*D. McNish* *CARRIED*
The meeting recessed at 12:27p.m.	
4.3. Human Resources and Compensation Committee Report *The meeting resumed at 12:45p.m.* The Board Chair gave the report in the Committee Chair's absence, noting the following: • D. Baulkham is the new Chair of the Human Resource and Compensation Committee. • On March 5, the Committee received an update on human resource metrics including the current demographics of employees, recruitments, and turnovers. The Committee also received an update on the Employee Survey that will be distributed later this year. • The Committee reviewed and is recommending the Board approve the updates to the Sexual Violence Policy as item 4.3.1.	
4.3.1. Sexual Violence and Misconduct Policy The Associate Vice President, People Services provided an overview of updates to the policy definitions under the Intimate Images Act and procedures for reporting under that Act.	
Motion: ***"BE IT RESOLVED that the Okanagan College Board of Governors approve the revised Sexual Violence and Misconduct Policy as recommended by the Human Resource and Compensation Committee and as presented."***	*M. Kavanagh* *CARRIED*

ACTION

4.4. Governance Committee Report

The Committee Chair gave the report noting that the Governance Committee met on February 23 and March 5.

- On February 23, the Committee provided advice to the Board Chair on updated Committee assignments.
- The Committee also discussed two upcoming PD opportunities for the Board including:
    - Post Secondary Governance Workshop in Vancouver – Thursday and Friday, June 13 & 14
    - Colleges and Institutes Canada (CICan) Conference in Calgary Monday, April 29 – Tuesday, May 1
    - The Committee Chair asked members to contact the Governance Office if they wished to submit an expression of interest for either opportunity.
- On March 5, the Governance Committee reviewed and are recommending multiple policies for approval by the Board including the Indigenous Access Policy, the Use of Indigenous Language Policy, the Transfer Credit Policy, and the Program Review and Renewal Policy.
- The Committee is also recommending that the Board rescind the Employee Members of the Board Policy.
- The Committee reviewed the Board's competency matrix which will be distributed for member updates.

4.4.1. Transfer Credit Policy

The Provost and Vice President Academic noted several policies need to be rescinded with the approval of the updated Transfer Credit Policy. Education Council made recommendations on the policy which were incorporated into the policy. It was noted that the policies will be rescinded by Education Council in April.

Motions:

"BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the following policies as recommended by the Governance Committee:

M. Kavanagh
CARRIED

- ***Transfer Credit Policy (2010);***
- ***ABE Transfer Credit Policy (2010);***
- ***General Certificate of Secondary Education (GCSE) A-Level Courses Transfer Credit Policy (2011);***
- ***OC Calendar - Academic Requirements for Program Completion and Graduation section 5. Transfer Credits Towards a Degree, Diploma or Certificate Program."***

	ACTION
"BE IT RESOLVED that the Okanagan College Board of Governors approve the Transfer Credit Policy as recommended by the Governance Committee."	*D. McNish CARRIED*
4.4.2. Employee Members of the Board Policy The President noted that this policy predated the new Okanagan College and that the procedures outlined in the policy are now covered elsewhere, including in the Election Rules and recruitment materials which were included in the Board package at the request of the Governance Committee. It was noted that the Registrar sets the Election Rules under the Act.	
Motion: ***"BE IT RESOLVED that the Okanagan College Board of Governors rescind the Employee Members of the Board Policy as recommended by the Governance Committee."***	*D. McNish CARRIED*
4.4.3. Program Review and Renewal Policy The Provost provided an overview of the policy and noted that there is a robust review process that includes external reviewers as well as accrediting bodies that provide program quality assurance.	
Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Program Quality Review and Renewal Policy and as a result negate statements related to program reviews in the Program and Service Standards Policy as recommended by the Governance Committee."***	*D. McNish CARRIED*
4.4.1. Indigenous Access Policy The Provost, and Vice President Academic (Provost) noted that the intent of the policy is to provide Indigenous access to programming. A member inquired whether the Director, Indigenous Relations and Reconciliation had input on the policy. The Education Council Chair noted concerns about how an assessment would be conducted. The Provost suggested that the assessments could be defined in a procedure. A member asked about the 90-day timeline for admissions and it was noted this date is different depending on the start date of each program. Members discussed the inclusion of procedures with policy. It was noted that the Board's role is to approve principles through policy and is not responsible for operations that would be outlined in procedures. A member suggested that the party accountable for operationalizing policy should be responsible for approving procedures.	

ACTION

A member offered that if the Director, Indigenous Relations and Reconciliation supports the consultations through the development of a policy the Board should have trust in the policy.

The Provost noted that the debate around assessments was important at Education Council, that we are moving in the right direction with the discussions and that the policy drives the intent. Education Council supports the policy and provides advice on certain policies.

The President highlighted the monumental change contained in the policy and willingness to accept Indigenous ways of knowing for admission to programs. It was suggested that the procedures will need proper consultation to be implemented effectively. A member asked who would be responsible to assess the prior learning and the President noted this process needs to be developed. The Director, Indigenous Relations and Reconciliation noted that Indigenous knowledge keepers will be consulted.

Motion:
"BE IT RESOLVED that the Okanagan College Board of Governors approve the Indigenous Access Policy as presented and rescind the policy statement made in the OC Calendar section 6 - Aboriginal Admission as recommended by the Governance Committee."

C. Battersby
CARRIED

4.4.2. Indigenous Language Policy

The President noted that when there is naming on real property, we are acknowledging the local language. Non-movable assets will be local, and movable assets will use both n'sylxcin and Secwepemc. The Chair suggested this is a step in the right direction.

Motion:
"BE IT RESOLVED that the Okanagan College Board of Governors approve the Indigenous Language Policy as recommended by the Governance Committee."

J. Fowler
CARRIED

4.5. President's Report and Analysis

The President provided key highlights from his report.

4.5.1. Key Advocacy Statements
The President noted that the Advocacy section will always be included at the end of the President's report. The Board has previously seen the statements included and these will be developed into a card.

ACTION

4.5.2. Indigenous OC Framework
This President noted this represents the visual of the Strategic Framework presented to the Board in December. The Director, Indigenous Relations and Reconciliation shared their appreciation for the College Relations team.

4.5.2. Reconciliation Summary
The President indicated that the next step of the Indigenous OC plan is to develop a roadmap that will feed into future President's reports. The report shows the past, present, and future of Indigenous activities at the College. The Director provided an update and shared an appreciate for all the work done. A member noted their appreciation for the resources allocated to the Indigenous OC Plan.

4.5.3. Third Quarter (Q3) Financial Statement
The President noted that the forecast from December is still accurate and anticipating a surplus for new initiatives. Additional operating grant for wages and an increase in International students. A number of previous deferrals were realized this year.

The Chair proposed members break from 2:50 to 2:55p.m.

4.6. Education Council Report

The Education Council Chair referenced Education Council's obligations under the College and Institute Act. The Education Council Chair presented a document at the table. A member requested a discussion regarding the inclusion of procedures as information with policies. Members noted they would appreciate time to consider new information rather than it being presented at the table. It was decided to move a discussion related to procedures to Other Business.

4.6.1. New Program

The Education Council Chair noted that the Animation Chair was instrumental in the program's development. It was noted there is potential for the program to serve as a dual credit pathway.

A. Kaur
CARRIED

Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Video Game Prototyping Micro-credential as presented."

4.6.2. Program Revisions

The Education Council Chair gave an overview of the program revisions as follows:

- Audio Engineering and Music production: program renewal to update and align with current technology, updated number of hours. Students

ACTION

will be capable of moving to the job market for sound and movie production.
- Associate of Arts: Gender, Sexuality and Women's Studies Emphasis: includes a change to credits at 100 and 200 levels due to the College not being able to offer enough first year courses.
- Health Care Assistant Certificate: graduation requirements have changed as has the minimum passing grade.
- Infrastructure and Computing Technology Diploma: courses replaced, updating program outcomes for better student pathways.
- Kinesiology – admission requirements for math.
- UBC-Okanagan Mechanical Engineering Bridge – program updates to renew agreement between OC and UBC-Okanagan.
- Human Resources programs – updated for Chartered Human Resource Professional (CPHR) requirements.
- Water Engineering Technology Diploma – program outcomes for better student pathways. A member asked about employment for the program and another member suggested that students are recruited both in-region and to regions outside the Okanagan. Administration noted that staffing can be an issue for the program.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following program revisions as recommended by Education Council and as presented:

J. Cunningham
CARRIED

- ***Audio Engineering and Music Production Certificate***
- ***Associate of Arts: Gender, Sexuality and Women's Studies Emphasis***
- ***Health Care Assistant Certificate***
- ***Infrastructure and Computing Technology Diploma***
- ***Kinesiology Diploma***
- ***Okanagan College to UBC-Okanagan Mechanical Engineering Bridge***
- ***Bachelor of Business Administration: Human Resources Management Specialty***
- ***Post-Baccalaureate Certificate in Human Resources Management***
- ***Post-Baccalaureate Diploma in Human Resources Management***
- ***Water Engineering Technology Diploma***

5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

	ACTION
5.1. Procedures Pursuant to a discussion regarding the materials handed out at the table by the Education Council Chair, the following motion was proposed and seconded from the floor. Motion: ***"BE IT RESOLVED THAT the Board of Governors directs Administration to provide procedures with policies presented to Education Council."*** A member suggested that the motion was strongly worded and that the Board be provided with time to consider the proposal. The President noted that any such direction would require an amendment to the institution's Policy and Procedure Framework Governing Policy. The President sought clarification that the proposed motion was at the direction, via motion, of Education Council. No confirmation was provided. The Education Council Chair identified the ability for Education Council to seek additional information from Administration during Education Council deliberations. *The motion was withdrawn.* The Chair suggested that Education Council may provide advice to the Board to meet its fiduciary responsibilities and that if additional information is required to make decisions it may be requested. The Chair suggested that the Policy and Procedure Framework be circulated to members.	*T. Lee* *WITHDRAWN*
6. ADJOURNMENT The meeting adjourned at 3:37p.m.	CARRIED

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 2.1.2

Title	2023/24 Policy Workplan and Progress Report		
Action and/or Recommendation	For Information		
Meets OC's Inspire Plan...	**Values** ☐ Students First ☐ Community ☐ Respect ☐ Courage ☐ Relationships ☐ Distinction	**Responsibilities** ☐ Reconciliation ☐ EDISJ ☒ Sustainability ☐ Resilience ☒ Effective and Efficient	**Commitments** ☐ Inclusive & Equitable Access ☐ Life-long learning partnerships ☒ Integration and focus

Background Statement

A year-end report on activities taken to ensure all College policies (Board, Administrative, Academic) are developed and updated was historically provided to the Board in December each year. In alignment with the most recent approval of the Board's annual workplan in September 2024, this report has moved to a May reporting timeline following the College's operational cycle.

The attached Policy Workplan has been updated with policies reviewed or developed over the past fiscal year. Additionally, a summary of the policy work completed over the past year to March 31, 2024 is included below.

Policies	Board	Board on Advice	Joint Board/ EdCo	Education Council	Admin	2023/24 Policy Development
New	2	1	0	4	2	9
Reviewed	6	1	1	3	4	15
Rescinded	1	0	3	0	1	7
Total 2023/24						**31**
Pending Review	3	5	1	1	10	20

As the Policy Workplan is a living document, the Board may note that in addition to the number of policies reviewed and developed over the past year there are several policies marked as pending review in the Policy Workplan that are nearly complete.

Reference Materials

- Policy Workplan Progress Report 2023/24
- Summary list of policies by approval authority

Supporting Analysis

Throughout the year, Administration has continuously assessed the policy needs of the institution and adjusted the policy workplan as required to prioritize policy development.

Alignment to the Strategic Plan Roadmap

***Responsibility of Effective and Efficient*.** 2021/22 Achievement of reimagined policy and procedure framework and policy and procedure renewal plan. Updated policies and procedures support the College in carrying out its operational and strategic mandates. This report also aligns with the following roadmap deliverables:

- College process and procedure continuous improvement framework.
- Comprehensive renewal of all OC policies.

A regular review of the updated Policy Workplan supports progressing the development of new policies, renewal of existing policies, and rescinding of obsolete policies consistent with the College's values, responsibilities, responsibilities, commitments, and modern state of practice.

Risk Implication & Mitigation Steps

Governance Risk associated with unclear oversight responsibilities. Administration prioritizes policies where required as it identifies potential governance gaps related to the approval authority for each existing policy.

Operational Risk associated with outdated policies. Administration regularly contributes to an "exhaustive" list of Board, Academic, and Administrative policies managed by the Office of Policy Coordination.

Proposed and Prepared by	Neil Fassina, President

Consultation History

Reviewed	Recommended	Group/Individual, Title	Date
☒	☒	OC Executive Team	5/8/2024
☒	☐	Governance Committee	5/10/2024
☐	☐		Select a date.
☐	☐		Select a date.
☐	☐		Select a date.

OKANAGAN COLLEGE
Policy Workplan

May 2024

Status map:

- review completed / new policy
- in progress / nearly complete
- delayed
- reprioritized for future year

Development Legend:

- ★ new policy
- ● review completed
- ☑ due for development, renewal or major review
- ○ ongoing / annual review

Policy Title	Status map	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	LAST APPROVED	APPROVER - New Framework	Policy Type
Indigenous Language on College Property, Use of		★	☑					14-Mar-24	**Board**	Facilities Policies
Borrowing Policy		★					☑	26-Sep-23	**Board**	Financial Policies
Education Decisions Appeals Policy		★						1-Feb-24	**Ed Council**	Academic Policies
Final Examinations Policy: new and replaces Examinations (Finals and Out of Time)		★					☑	1-Feb-24	**Ed Council**	Academic Policies
Final Grade Appeal		★					☑	1-Feb-24	**Ed Council**	Academic Policies
Flag		★						6-Dec-23	**Administrative**	Facilities Policies
Procurement Policy		★					☑	15-Nov-23	**Administrative**	Financial Policies
Program Quality Review and Renewal		★					☑	12-Mar-24	**Board (on advice -EC)**	Academic Policies
Student Progression: new and replaces Probation and Termination		★					☑	4-Apr-24	**Ed Council**	Academic Policies
Employee Discrimination, Bullying and Harassment		●	○	○	○	☑		30-Sep-22	**Board**	Risk Policies
Health and Safety Policy		●	○	○	☑	○	☑	26-Mar-21	**Administrative**	Risk Policies
Involuntary Withdrawal & Re-Admission Policy		●	○	○	○	☑	○	22-Jun-22	**Board**	Student Policies
Academic Integrity		●						4-Dec-23	**Ed Council**	Academic Policies
Attendance Policy		●						1-Feb-24	**Ed Council**	Academic Policies
Final Grade Appeals: replaces Grade Appeals		●					☑	2005 - Board	**Ed Council**	Academic Policies
Indigenous Access Policy		●				☑		12-Mar-24	**Board (on advice -EC)**	Academic Policies
Investment		●						26-Oct-10	**Board**	Financial Policies
Privacy Policy		●					☑	21-Mar-23	**Administrative**	Risk Policies
Sexual Violence and Misconduct Policy		●		☑				22-Jun-22	**Board**	Human Resources Policies
Signing Authority		●					☑	12-Dec-23	**Board**	Financial Policies
Student Non-Academic Conduct		●				☑		22-Jun-22	**Board**	Student Policies
Student Wellbeing and Support Policy		●			☑			22-Jun-22	**Administrative**	Student Policies
Transfer Credit		●					☑	12-Mar-24	**Joint - Board/Ed Council**	Academic Policies
Use of Information Technology Resources		●					☑	19-Apr-23	**Administrative**	Risk Policies
Academic Schedule (Academic Semester Scheduling Policy)		☑					☑	6-Jun-13	**Board (on advice -EC)**	Academic Policies
Admissions Policy (will replace OC Calendar Admissions Requirements - General + CRCs)		☑						2005 - Board	**Board (on advice -EC)**	Academic Policies
Alcohol Serving and Consumption		☑					☑	5-Sep-18	**Administrative**	Human Resources Policies
Asset Disposal		☑					☑	NEW	**Administrative**	Financial Policies
Library Collections		☑						9-Jan-09	**Board (on advice -EC)**	Facilities Policies
Parking		☑					☑	NEW	**Board**	Facilities Policies
Prior Learning Assessment		☑					☑	NEW	**Joint - Board/Ed Council**	Academic Policies
Program Advisory Committee Policy		☑						NEW	**Board (on advice -EC)**	Academic Policies

OKANAGAN COLLEGE
Policy Workplan

May 2024

Status map:

- review completed / new policy
- in progress / nearly complete
- delayed
- reprioritized for future year

Development Legend:

- ★ new policy
- ● review completed
- ☑ due for development, renewal or major review
- ○ ongoing / annual review

Policy Title	Status map	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	LAST APPROVED	APPROVER - New Framework	Policy Type
Social Media		☑					☑	7-Jan-16	**Administrative**	Risk Policies
Conflict of Interest in Research			☑					29-Mar-11	**Board**	Academic Policies
Criminal Record Check Admission Policy (will be combined with Admissions Policy)			☑					2005 - Board	**Board (on advice -EC)**	Academic Policies
Equity, Diversity, Inclusion and Social Justice (EDISJ)			☑					NEW	**Board**	Human Resources Policies
Information Governance and Security			☑					NEW	**Board**	Risk Policies
Records Management			☑					NEW	**Administrative**	Risk Policies
Safe Disclosure			☑					29-Jun-11	**Board**	Risk Policies
Scholarly Integrity (as NEW: Integrity in Research and Scholarship)			☑					24-Jun-08	**Board**	Academic Policies
Scholarly Misconduct (as NEW: Integrity in Research and Scholarship)			☑					24-Jun-08	**Board**	Human Resources Policies
Grading Practices/Graduation					☑			2005 - Board	**Ed Council**	Academic Policies
Media Relations				☑			☑	NEW	**Board**	Risk Policies
Accessibility Academic Accommodation for Students		☑						28-Oct-19	**Administrative**	Student Policies
Calendar - Inactive Course and Program		☑						9-Jan-09	**Ed Council**	Academic Policies
Copyright - Fair Dealing		☑					☑	10-Nov-12	**Administrative**	Risk Policies
Facility Rental Policy		☑						14-Dec-16	**Administrative**	Facilities Policies
Hospitality		☑						30-Sep-14	**Administrative**	Financial Policies
Kilometre Reimbursement		☑				☑		3-May-19	**Administrative**	Financial Policies
Program and Service Standards		☑						26-Jun-07	**Board (on advice -EC)**	Academic Policies
Promotions and Marketing		☑					☑	NEW	**Administrative**	Risk Policies
Travel Policy and Procedures		☑					☑	9-Mar-16	**Administrative**	Facilities Policies
Tuition and Ancillary Fee Policy		☑					☑	31-Mar-10	**Board**	Financial Policies
Violent and Threatening Behaviour		☑					☑	1-Jul-05	**Board**	Human Resources Policies
Guide and Service Dog Policy					☑			5-Sep-18	**Administrative**	Student Policies
Brand			☑					NEW	**Administrative**	Risk Policies
Conflict of Interest (Employee)			☑					NEW	**Board**	Human Resources Policies
Emerita / Emeritus Status Policy			☑					27-May-20	**Administrative**	Academic Policies
Gift Policy			☑					NEW	**Board**	Financial Policies
Permanent Art Collection			☑					NEW	**Administrative**	Risk Policies
Research Ethics Board			☑					29-Mar-11	**Board**	Academic Policies
Risk Management			☑					26-Sep-12	**Board**	Risk Policies
Violence Threat Assessment			☑					NEW	**Administrative**	Human Resources Policies
Academic Achievement Awards					☑			2005 - Board	**Ed Council**	Academic Policies

OKANAGAN COLLEGE
Policy Workplan

May 2024

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Policy Title	Status map	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	LAST APPROVED	APPROVER - New Framework	Policy Type
Accommodation of Employees				☑				9-Sep-10	**Administrative**	Human Resources Policies
Calendar - Crosslisting of Courses				☑				2-Oct-14	**Joint - Board/Ed Council**	Academic Policies
Code of Conduct for OC Board Members						☑		22-Jun-22	**Board**	Human Resources Policies
Code of Ethical Practices (For Employees)				☑				31-Mar-21	**Board**	Human Resources Policies
College Events				☑				NEW	**Administrative**	Facilities Policies
Convocation Dates					☑			2005 - Board	**Administrative**	Academic Policies
Crisis Management Response				☑				NEW	**Administrative**	Risk Policies
Exempt Terms and Conditions						☑		1-Jan-23	**Board**	Human Resources Policies
Finance Auditor				☑				26-Jun-07	**Board**	Financial Policies
Flexible Work Policy						☑		1-Dec-22	**Administrative**	Human Resources Policies
Gift in Kind					☑			NEW	**Board**	Financial Policies
Naming - Building, Facilities and Other Physical Assets				☑				30-Mar-11	**Board**	Facilities Policies
Policy and Procedure Framework Governing Policy					☑			22-Mar-22	**Board**	Risk Policies
President's Selection						☑		27-Sep-22	**Board**	Human Resources Policies
Registration and Courses				☑				2005 - Board	**Ed Council**	Academic Policies
Smoking and Cannabis Use						☑		4-Aug-22	**Administrative**	Facilities Policies
Sponsorship Policy						☑		7-Apr-22	**Administrative**	Financial Policies
Standardized Grading System					☑			2005 - Board	**Ed Council**	Academic Policies
Student Complaint (concerning Employee Conduct or Performance)						☑		2-Nov-22	**Administrative**	Student Policies
Student Death Response Policy				☑				26-Mar-21	**Administrative**	Student Policies
Tuition Waiver for Employees				☑				10-Oct-07	**Administrative**	Human Resources Policies
~~*Education Decisions Appeal: replaces Academic Appeal*~~									~~*Ed Council*~~	~~*Academic Policies*~~
~~*Examinations (Finals and Out of Time) - replaced by Final Examinations Policy*~~										
~~*Final Appeal Tribunal (Replaced by Education Decisions Appeal Policy)*~~								~~*2005 - Board*~~	~~*Ed Council*~~	~~*Academic Policies*~~
~~*General Appeals on Academic Standing (replaced by Education Decision Appeals Policy)*~~								~~*2005 - Board*~~	~~*Ed Council*~~	~~*Academic Policies*~~
~~*Grading Practices – 10. Grade Appeals (replaced by Final Grade Appeal Policy)*~~										
~~Cellular Device Policy~~		~~✱~~								
~~Electronic Communications Policy~~		~~✱~~						~~31-Mar-13~~	~~**Administrative**~~	~~Academic Policies~~
~~Internet Service at Home~~		~~✱~~								
~~Rescinded: Employee Members of the Board~~		~~✱~~						~~14-Mar-24~~	~~**Board**~~	~~Human Resources Policies~~
~~Transfer Credit: replaces Adult Basic Education (ABE)~~		~~✱~~						~~18-May-10~~	~~**Joint - Board/Ed Council**~~	~~Academic Policies~~

OKANAGAN COLLEGE
Policy Workplan

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May 2024

Policy Title	Status map	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	LAST APPROVED	APPROVER - New Framework	Policy Type
~~Transfer Credit: replaces General Certificate of Secondary Education A Level Courses Transfer Credit~~		~~★~~						~~12-Mar-24~~	~~**Joint - Board/Ed Council**~~	~~Academic Policies~~
~~Transfer Credit: Replaces Transfer Credit Towards a Degree, Diploma or Certificate program~~		~~★~~						~~12-Mar-24~~	~~**Joint - Board/Ed Council**~~	~~Academic Policies~~

OKANAGAN COLLEGE

2023/24 Policy Development Summary

Administrative

New Policies

- Flag Policy
- Procurement Policy

Reviewed

- Health and Safety Policy
- Privacy Policy
- Student Wellbeing and Support Policy
- Use of Information Technology Resources

Rescinded

- *Electronic Communication for Applicants Policy*
- *Cellular Device Policy (in Use of IT Resources Policy)*
- *Internet Service at Home (in Use of IT Resources Policy)*

Board

New Policies

- Borrowing Policy
- Indigenous Language on College Property, Use of

Reviewed

- Employee Discrimination, Bullying and Harassment
- Investment
- Involuntary Withdrawal & Re-Admission Policy
- Sexual Violence and Misconduct Policy
- Signing Authority
- Student Non-Academic Conduct

Rescinded

- *Rescinded: Employee Members of the Board*

Board (on advice -EC)

New Policies

- Program Quality Review and Renewal

Reviewed

- Indigenous Access Policy

Joint - Board/Ed Council

Complete

- Transfer Credit

Rescinded

- *Transfer Credit: replaces Adult Basic Education (ABE)*
- *Transfer Credit: replaces General Certificate of Secondary Education A Level Courses Transfer Credit*
- *Transfer Credit: Replaces Transfer Credit Towards a Degree, Diploma or Certificate program*

Ed Council

New Policies

- Education Decisions Appeals Policy
- Final Grade Appeal
- Student Progression: new and replaces Probation and Termination
- Final Examinations Policy: new and replaces Examinations (Finals and Out of Time)

Reviewed

- Academic Integrity
- Attendance Policy
- Final Grade Appeals: replaces Grade Appeals

Replaced

- *Grade Appeals (replaced by Final Grade Appeals)*
- *Examinations Finals and Out of Time (replaced by Final Examinations)*
- *Academic Appeal (replaced by Education Decisions Appeals)*
- *Probation and Termination (replaced by Student Progression)*
- *General Appeals on Academic Standing (replaced by Education Decision Appeals Policy)*
- *Final Appeal Tribunal (Replaced by Education Decisions Appeal Policy)*

BOARD OF GOVERNORS
EDUCATION COUNCIL CHAIR REPORT

May 21, 2024
Agenda #: 2.1.3

Report

I am pleased to announce that I will continue as Education Council Chair for 2024-25, and I would like to express my heartfelt gratitude to Sam Lenci for her unwavering support, both for me personally and for my vision for the future of Education Council at Okanagan College.

Initiatives to begin/continue in 2024-25:

- Completion of governance review, including revising bylaws and reviewing and reimagining standing committees;
- Reassessment of requirements for curriculum and policy proposals to ensure quality of content, depth of consultation, and support of student success;
- Introduction of guidelines for course outlines attached to curriculum proposals to conform with BC Curriculum and Transfer (BCCAT) standards to facilitate smooth transfer of courses between institutions;
- Investigation into mechanisms for EdCo approved course outlines to be linked to college Calendar to support student engagement during registration;
- Collaboration with Provost and VP Academic to determine what/how non-credit courses/programs come to Education Council to ensure quality and rigour of all Okanagan College programming.

I look forward to continued collaboration with the Board through the next year.

Reference Materials

N/A

Prepared by

Jillian Garrett, Education Council Chair

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 2.1.4

Title	Annual Programming Plan 2024-2025
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024/2025 Annual Programming Plan as presented."***

Meets OC's Inspire Plan...

Values	Responsibilities	Commitments
☒ Students First	☐ Reconciliation	☒ Inclusive & Equitable Access
☒ Community	☐ EDISJ	☒ Life-long learning partnerships
☐ Respect	☒ Sustainability	☒ Integration and focus
☐ Courage	☐ Resilience	
☐ Relationships	☒ Effective and Efficient	
☒ Distinction		

Background Statement

The Annual Programming Plan identifies all College Programming anticipated to be offered in the 2024-25 fiscal year.

As per the College and Institute Act, Education Council must advise the Board, and the Board must seek advice from the Education Council, on the development of educational policy for the following matters:

> *23.1 (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;*
>
> *23.1(e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution*

The Act provides the Board with the power to:

> *19.1(d) determine courses or programs to be offered or cancelled at the institution*

The attached Programming Plan was reviewed by Education Council on March 7, 2024.

Reference Materials

- Okanagan College Annual Programming Plan 2024/2025

Supporting Analysis

The College has reviewed factors affecting program offerings and determined the offerings are aligned with the projected goals of the College, including expected student demand.

Alignment to the Strategic Plan Roadmap

Sustainability. Effective and Efficient. Community. The Annual Programming Plan 2023/2024 aligns with the Inspire Strategic Plan, focusing on sustainably and efficiently meeting student and community demand for programming and workforce needs.
Students first. The Plan provides opportunities for students to access a wide array of programming in all Okanagan College regions.
Effective and Efficient. The Plan makes appropriate use of funding and facilities.

Inclusive and equitable access. The Plan provides access to students to OC programming at all levels for all students.

Risk Implication & Mitigation Steps

Financial. Reputational. Changes to the Annual Programming Plan may impact projected revenue, costs to the College, or program delivery. These are assessed as the year progresses and adjustments to be made to meet the budget and expectations.

Proposed and Prepared by	Samantha Lenci, Provost & Vice President Academic

Consultation History

Reviewed	Recommended	Group/Individual, Title	Date
☒	☒	Portfolio Deans	2/23/2024
☒	☒	OC Executive Team	2/28/2024
☒	☒	Education Council	3/7/2024
☐	☐		Select a date.
☐	☐		Select a date.

Okanagan College
Annual Programming Plan 2024/25 (draft)

The context for program planning for 2024/25 is based on the following assumptions and parameters:

- Base funding from the Provincial Government is expected to stay at current levels;
- The Skills Training BC (STBC) funding for Trades training is expected to be similar to current levels (minus $326,400 in funding for Aircraft Maintenance Technician);
- Domestic enrolments are expected to be at a similar level to current levels, but there remains considerable uncertainty regarding new admissions (will have assessment in early September);
- Even with the IRCC changes to study permit caps and the elimination of the spousal work permit availability, applications and interest for the coming year remain strong. We are continuing to see strong growth from African countries and South America, while the markets of India, the Philippines and China remain robust. Interest in Post-Baccalaureate Diplomas, Business, Arts and Early Childhood Education are still very solid. Engineering Technology enrolment has rebounded to 2019 levels. It is anticipated that overall international enrolments will be equal to or great than they are currently.
- The fourth year of offering the new Applied Bachelor of Arts: Community Research and Evaluation requires addition of upper-level courses;
- There will be strong demand and new opportunities for health programming.

Other areas of expanded programming include offering a new intake for the diploma in Computer Information Systems Diploma in Vernon, Early Child Education Diploma in Vernon, and extra training supported by targeted funding from the Provincial Government for the Health Care Access Program for Health Care Assistants. There are several micro-credentials possible as well; these are awaiting funding decisions from PSFS.

The specialty in Entrepreneurship in the Bachelor of Business Administration Degree has been approved by PSFS and it is anticipated to start in Fall 2025 pending the approval of a sustainable business plan.

Program Plan: Kelowna

Arts Programming[i]

- Applied Bachelor of Arts: Community Research and Evaluation
- Associate of Arts Degree (Discipline emphases in: Communications; Cross-cultural Studies; Economics; English; Environmental Studies; Gender, Sexuality and Women's Studies; Geography; History; Modern Language (French and Spanish); Philosophy; Philosophy, Politics and Economics; Political Science; Psychology; Sociology)
- Flexible Pre-majors in Anthropology, English, Psychology, Sociology (flexible pre-majors are discipline-based agreements to enable students to transfer directly into the third year of a Majors program at BC universities)
- Animation Diploma (moved from Tech area)
- Environmental Studies Diploma (options of Interdisciplinary Environmental Arts, Environmental Management, Environmental Science)
- General Studies Diploma
- International Development Diploma (two options: International Development Governance Option with Emphasis in Women and Development, and Emphasis in Environment and Development; International Development Management Option)
- Communication, Culture, and Journalism Studies Diploma
- Advanced Certificate in Communication
- Concentration in Communication for Bachelor of Business Administration and Bachelor of Computer Information Systems students.

Science Programming[i]

- Bachelor of Computer Information Systems
- Associate of Science (emphasis in Biology, Chemistry, Computer Science, Mathematics and Statistics, Mathematics and Physics)
- Post-Baccalaureate Diploma in Marketing and Data Analytics
- Post-Baccalaureate Diploma in Health and Data Analytics
- Post-Baccalaureate Diploma in Economics and Data Analytics
- Computer Information Systems Diploma
- General Studies Diploma
- Concentration in Computer Information Systems for Business Administration
- Common First Year Engineering Certificate

Business Programming[i]

- Bachelor of Business Administration (specialties in: Accounting; Entrepreneurship; Finance; Management; Tourism and Hospitality; Human Resources Management; Marketing)
- Post-Baccalaureate Diploma in Accounting
- Post-Baccalaureate Diploma in Human Resource Management
- Post-Baccalaureate Diploma in Marketing
- Post-Baccalaureate Diploma in Operations Management
- Post-Baccalaureate Certificate in Operations Management
- Post-Diploma Certificate in Human Resources Management
- Business Administration Diploma (options in: Accounting, Financial Services, General Studies; Human Resource Management; Management; Marketing; Tourism and Hospitality Management)
- Commercial Aviation Diploma (partnership with Southern Interior Flight Center for fixed wing aircraft)

Program Plan: Kelowna

- Culinary Management Diploma
- Paralegal Diploma
- Tourism Management Diploma
- Bookkeeping/Accounting Technician Certificate
- Administrative Assistant Certificate
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Tourism and Hospitality Management; Human Resources Management; Marketing; Management; Healthcare Professionals; Entrepreneurship and Small Business Management)
- Business Administration Certificate (exit only)
- Commercial Helicopters Pilot Certificate (partnership with Okanagan Mountain Helicopters)
- Legal Administrative Assistant Certificate (Litigation, Corporate/Conveyancing)
- Office Assistant Certificate
- Virtual Assistant Certificate
- Office Management Certificate

Technology Programming

- Civil Engineering Technology Diploma
- Electronic Engineering Technology Diploma
- Infrastructure and Computing Technology Diploma
- Mechanical Engineering Technology Diploma
- Water Engineering Technology Diploma
- Mechanical Engineering Bridge with UBC Okanagan

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial)
- Volunteer Literacy Tutoring Programs
- Accessible Education Independent Living Certificates (Basic Skills Certificate A and Basic Skills Certificate B)
- Accessible Education Building Employment and Skills Training Certificate (BEST)
- Accessible Education Supported Access to Modified Education Certificate (SAME)
- English as a Second Language: English for Access (four-level program)
- English as a Second Language: English for Academic Purposes (three-level program)
- English for Specific Purposes (certificate program)

Health and Social Development Programming

- Human Service Work Diploma
- Practical Nursing Diploma
- Therapist Assistant Diploma (including Recreation Therapist Assistant Certificate option)
- Early Childhood Education Diploma
- Certified Dental Assistant Certificate (including a Work Integrated Learning intake January 2025)
- Health Care Assistant Certificate (3 intakes plus Health Care Access Program (HCAP) intakes TBD)
- Health Career Sampler (youth programming)
- Pharmacy Technician Certificate

Program Plan: Kelowna

Trades Apprenticeship Programs

- Auto Body Collision Repair Technician
- Automotive Refinishing Technician (Painter)
- Automotive Service Technician
- Carpenter
- Construction Electrician
- Gas Fitter A – program currently under revision
- Gas Fitter B
- Heavy Mechanical Trades (HDET, CTVT, TTT, DET)
- Plumber
- Refrigeration and Air Conditioning Mechanic (Level 4)
- Recreation Vehicle Technician
- Sheet Metal Worker
- Truck & Transport Mechanic
- Welder, Welder A and B

Trades Foundation Programs

- Aircraft Maintenance Engineer Category 'S' (Kelowna Airport)
- Automotive Collision Repair/Painting and Refinishing Technician
- Automotive Service Technician
- Carpenter
- Carpenter/Joiner
- Culinary Arts
- Electrical Pre-Apprenticeship
- Heavy Mechanical
- Pastry Arts
- Plumbing and Piping Trades
- Welder

Trades Related Diploma and Certificate Programs

- Automotive Service Technician Diploma
- Collision Repair Diploma
- Culinary Arts Certificate

Trades Youth Explore Trades Sampler

- Youth Explore Trades Sampler
- Youth Motive Power Trades Sampler

Trades - Women in Trades

- Exploratory Program (WITT Gateway)
- Step into Steel Toes
- Girls in Trades Camps

Trades – Revenue Generating Programming (dependent on student demand)

- Airbrakes Theory and Assessment
- Airbrakes Repairer for Mechanics
- Atlantic Recreation Vehicle Dealer Association Propane Certificate
- Authorized Inspector Course

Program Plan: Kelowna

- Auto Masters – New Driver
- Auto Masters – Women
- Battery Electric Vehicle Technology
- Boiler Safety
- Bread and Pastry Series – Easter Baking
- Bread and Pasty Series – Pie and Pie Crusts
- Carpenter IP (Red Seal) Refresher
- CFC Emissions (Canadian Ozone Layer Protection Training Course)
- Cross Connection Control Backflow Preventer Tester License
- Cross Connection Control Examination
- Cross Connection Control Refresher Course
- Facility Operator Course
- Forklift – 16 hour – non-experienced
- Field Safety Representative A B C
- Learn to Cook – Mexican
- Learn to Cook – Italian
- Learn to Cook – Okanagan Inspired Italian
- Learn to Cook – French
- Learn to Cook – Taste of Thailand
- Motorcycle Maintenance
- Planter Box
- Professional Cook Re-Assessment Challenge Exams Level 1, 2, 3
- Recreation Vehicle Dealer Association Propane Certificate
- Small Engine Repair
- Trades Kids - Intro to Trades
- Trades Kids - Bike Repair
- Trades Kids - Youth Small Engine
- Trades Kids – Bread and Pastries: French Cooking
- Trades Adults – Intro to Tools
- Trades Summer Camps

Continuing Studies and Corporate Training Certificate Programming[ii]

- Audio Engineering and Music Production
- Autism Spectrum
- Basic Accounting
- Camp OC
- Dental Office Administrative Assistant
- Education Assistant
- Fast Track to Office Microcredential (in development)
- Floral Design
- Gateway to Engineering (in development)
- Hospitality Service Training (contracts only)
- Landscape Horticulture

Program Plan: Kelowna

- Medical Device Reprocessing Technician
- Nursing Unit Assistant
- Video Game Prototyping Microcredential

Program Plan: Penticton

Arts Programming[i]

- Applied Bachelor of Arts: Community Research and Evaluation – first and second years only
- Associate of Arts Degree
- Criminal and Social Justice Diploma
- General Studies Diploma

Science Programming[i]

- Associate of Science Degree – first year only
- Kinesiology Diploma
- General Studies Diploma

Business Programming[i]

- Bachelor of Business Administration (specialties in: Finance; Management; Tourism and Hospitality; Human Resource Management; Marketing) - first and second years only
- Diploma of Business Administration (options in: General Studies; Management; Marketing)
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Human Resources Management; Marketing; Management; Entrepreneurship and Small Business Management) (some may require online classes to complete)
- Post-Baccalaureate Diploma in Accounting - first year only
- Post-Baccalaureate Diploma in Marketing - first year only
- Post-Diploma Certificate in Business Administration

Technology Programming

- Sustainable Building Technology Diploma

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial)
- Volunteer Literacy Tutoring Programs
- Accessible Education Independent Living Certificates (Basic Skills Certificate A and Basic Skills Certificate B)
- Accessible Education Building Employment and Skills Training Certificate (BEST)
- Accessible Education Supported Access to Modified Education Certificate (SAME)

Health and Social Development Programming

- Early Childhood Education (certificate)
- Health Care Assistant Certificate (plus Health Care Access Program (HCAP) intake to be determined)
- Health Career Sampler (youth programming)
- Practical Nursing Diploma

Trades Apprenticeship Programs

- Refrigeration and Air Conditioning Mechanic (Levels 1-3)

Trades Foundation Programs

- Carpenter
- Electrician
- Refrigeration and Air Conditioning Mechanic
- Welder

Trades Youth Explore Trades Sampler

- Youth Explore Trades Sampler – Penticton
- Youth Explore Trades Sampler – Oliver, Osoyoos, Princeton

Program Plan: Penticton

Trades – Revenue Generating Programming (dependent on student demand)

- Air Brakes
- Auto Maintenance & Repair
- Bike Maintenance &Repair for Kids
- Canadian Welder Bureau *Women of Steel*
- Introduction to Trades (Youth)
- Motorcycle Maintenance & Repair
- Porch swing
- Small engine repair

Continuing Studies and Corporate Training Certificate Programming[ii]

- Indigenous Community Support Worker
- Basic Accounting
- Bookkeeping
- Camp OC
- Community Administrator Microcredential (in development)
- Education Assistant
- Fast Track to Office Microcredential (in development)
- Gateway to Beverage (in development)
- Hospitality Service Training (Contracts only)
- Nursing Unit Assistant
- Viticulture
- Winery Assistant

Program Plan: Vernon

Arts Programming[i]

- Applied Bachelor of Arts: Community Research and Evaluation – first and second years only
- Associate of Arts Degree
- General Studies Diploma
- Writing and Publishing Diploma
- Concentration in Communication for BBA and BCIS students

Science Programming[i]

- Associate of Science Degree
- Computer Information Systems Diploma
- General Studies Diploma

Business Programming[i]

- Administrative Assistant Certificate
- Office Assistant Certificate
- Office Management Certificate
- Bachelor of Business Administration (specialties in: Accounting; Management; Human Resource Management, and Marketing) - first and second years only
- Diploma of Business Administration (options in: Accounting, Financial Services, General Studies; Human Resource Management; Management; Marketing)
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Human Resources Management; Marketing; Management; Entrepreneurship and Small Business Management)
- Business Administration Certificate (exit option)
- Post-Baccalaureate Diploma in Accounting – first year only
- Post-Baccalaureate Diploma in Marketing – first year only
- Post-Baccalaureate Diploma in Operations Management
- Post-Baccalaureate Certificate in Operations Management
- Post-Diploma Certificate in Business Administration

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial)
- Volunteer Literacy Tutoring Programs
- Accessible Education Independent Living Certificates (Basic Skills: Certificate A, Certificate B)
- Accessible Education Building Employment and Skills Training Certificate (BEST)
- Accessible Education Supported Access to Modified Education Certificate (SAME)

Health and Social Development Programming

- Health Care Assistant Certificate (plus Health Care Access Program (HCAP) intake to be determined)
- Health Career Sampler (youth programming)
- Human Service Work Diploma (year 2 is at Vernon Campus as Vernon/Salmon Arm alternating intake)
- Practical Nursing Diploma
- Early Childhood Education Diploma

Trades Foundation Programs

- RACM and Plumbing Foundation – new program, tbd
- Electrical

Program Plan: Vernon

Trades Youth Explore Trades Sampler

- Youth Explore Trades Sampler

Trades - Women in Trades

- Indigenous Trades Sampler

Trades – Revenue Generating Programming (dependent on student demand)

- Airbrakes Theory and Assessment
- Boiler Safety
- Canadian Welder Bureau – Inspector Training
- Forklift Training
- Introduction to Tools
- Small Engine Repair

Continuing Studies and Corporate Training Programming[ii]

- Basic Accounting
- Bookkeeping
- Building Service Worker
- Camp OC
- Education Assistant
- Esthetics and Nail Technology
- Hospitality Service Training (Contracts only)
- Interior Decorating (under review) (may not run in Vernon this year)
- Landscape Horticulture
- Medical Office Assistant
- Nursing Unit Assistant
- Community Support Worker (currently awaiting EdCo approval) (Vernon and E-learning)

Program Plan: Salmon Arm

Arts Programming[i]

- Applied Bachelor of Arts: Community Research and Evaluation – first and second years only
- Associate of Arts Degree
- General Studies Diploma

Science Programming[i]

- Associate of Science Degree – first year only
- Computer Information Systems Diploma (TBD)
- General Studies Diploma

Business Programming[i]

- Office Assistant Certificate (online only)
- Bachelor of Business Administration (general studies - core) – first and second years, with mix of online
- Diploma of Business Administration (general studies - core)
- Business Studies Certificate (options in: Accounting; Business Computer Applications; Financial Services; Human Resources Management; Marketing; Management)
- Business Administration Certificate

Foundational Programming

- Adult Basic Education Programs (Fundamental, Intermediate, Advanced, Provincial)
- Accessible Education Independent Living Certificates (Basic Skills Certificate A and Basic Skills Certificate B)
- Accessible Education Building Employment and Skills Training Certificate (BEST)
- Accessible Education Supported Access to Modified Education Certificate (SAME)

Health and Social Development Programming

- Human Service Work Diploma
- Practical Nursing Diploma (year 2 at SA campus as Vernon/Salmon Arm alternating intake)
- Health Care Assistant (plus HCAP intake to be determined)
- Health Career Sampler (youth programming)
- Early Childhood Education Diploma

Trades Foundation Programs

- Carpenter
- Welder

Trades Apprenticeship Programs

- Carpenter

Trades Women in Trades

- WITT Exploratory Program

Trades – Revenue Generating Programming (dependent on student demand)

- Airbrakes Theory and Assessment
- Boiler Safety
- Intro to Tools
- Planter Box Workshop
- Small Engine Repair

Program Plan: Salmon Arm

Continuing Studies and Corporate Training Programming[ii]

- Basic Accounting
- Camp OC
- Community Cook Microcredential (in development) (subject to funding)
- Education Assistant
- Forestry (subject to funding)
- Fundamentals of Addiction Microcredential (in development) (subject to funding)
- Fast Track to Office Microcredential (In development)
- IRCC ESL-SAP (English as a Second Language Settlement Assistance Program)
- Hospitality Service Training (contracts only)
- Landscape Horticulture (under review)

Program Plan: Revelstoke

Foundational Programming

- Adult Basic Education (TBD)

Business Programming

- Tourism Management Diploma (new intake, second year completed)

Continuing Studies and Corporate Training Programming

- Basic Accounting
- Education Assistant
- IRCC Settlement and ESL training - funding to be extended (joint undertaking with Arts & Foundational Programming) (Revelstoke)
- Forestry (subject to funding)

Program Plan: E-Learning (online and Distance Education)

Business Programming[i]

- Administrative Assistant
- Legal Administrative Assistant certificate (Litigation, Corporate/Conveyancing)
- Virtual Assistant certificate
- Office Assistant certificate
- Medical Administrative Assistant certificate

Foundational Programming

- Adult Basic Education Program Distance Education Courses (require redevelopment before being offered)

Continuing Studies and Corporate Training Programming

- Advanced Geographical Information Systems
- Amazon Web Services (in development)
- Autism Spectrum
- AutoCAD
- Basic Accounting (multiple campuses and E-learning)
- Beverage Sales Stackable Microcredentials (in development)
- Bookkeeping (multiple campuses and E-learning)
- Community Support Worker (E-learning, in-person labs)
- Education Assistant (multiple campuses and E-learning)
- Event Technician Microcredential (E-learning,in-person work experience) (in development) (subject to funding)
- Gastroenterology Nursing Certificate
- Graphic Design Essentials Microcredential
- Indigenous Microcredential for Cultural Food and Community Sustainability (in development) (subject to funding)
- Intro to EDISJ Microcredential (In development)
- IT User Support Microcredential
- Introduction to Indigenous Cultural Resource Management (subject to funding) (in development)
- Licensed Practical Nursing Orthopaedic

Program Plan: Revelstoke

- Medical Office Assistant (E-learning, in-person practicum)
- Medical Device Reprocessing Technician
- Occupational Health and Safety
- PeriAnesthesia Nursing
- Practical Cybersecurity for IT Professionals Microcredential (in development)
- Project Management
- Residential Insulation Technician Microcredential (in development) (E-learning and in-person)
- Trauma Informed Practice Microcredential
- Wine Sales (under review)

Learning and Applied Research Programming

- Learner Centred Instructor (E-learning)

Trades – Revenue Generating Programming

- Designated Inspection Facility Operator
- CFC Emissions (Canadian Ozone Layer Protection Training Course) - exam is in-person

Health Programming

- Access to Practical Nursing – theory online; labs and clinical in person.

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[i] while the various elements of the programming remain unchanged, sections may be reduced or increased to account for shifts in student enrolment patterns, and domestic and international student demand.

[ii] In addition to certificate programs, Continuing Studies and Corporate Training will continue to offer a variety of non-credit subject area courses including business and leadership, computers and technology, wine and food studies, professional development, health, first aid & safety, languages & communication, horticulture, and leisure and lifestyle. Continuing Studies and Corporate Training will also continue to provide specialized contract training to business and industry.

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 2.1.5

Title	Skilled Trades BC Training Plan 2024/2025
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2024/2025 Skills Training BC (STBC) Training Plan as presented."***

Meets OC's Inspire Plan...	**Values**	**Responsibilities**	**Commitments**
	☒ Students First ☒ Community ☐ Respect ☐ Courage ☐ Relationships ☒ Distinction	☐ Reconciliation ☐ EDISJ ☒ Sustainability ☐ Resilience ☒ Effective and Efficient	☒ Inclusive & Equitable Access ☒ Life-long learning partnerships ☒ Integration and focus

Background Statement

Okanagan College is the second largest provider of skilled trades training in BC. This training is supported by funding through SkilledTradesBC (STBC), and planned intakes are negotiated with the STBC on an annual basis.

As a part of the planning and budgeting cycle, the Training Plan is developed to determine the number of Apprenticeship and Foundation intakes that are planned to meet forecasted demand in the Okanagan College region. The total training plan for 2024/2025 represents a small reduction of requested base funding from the previous year due to volatility in the system and also reflect efforts to increase efficiency of delivery.

As per the College and Institute Act, Education Council must advise the Board, and the Board must seek advice from the Education Council, on the development of educational policy for the following matters:

> *23.1 (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;*
>
> *23.1(e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution*

The Act provides the Board with the power to:

> *19.1(d) determine courses or programs to be offered or cancelled at the institution*

The attached Training Plan was reviewed by Education Council on March 7, 2024.

Reference Materials

- Skilled Trades BC Training Plan 2024/25

Supporting Analysis

Skilled Trades training is largely demand driven, so previous years activity levels, current wait lists, input from industry via program advisory committees and STBC informs the scope of the Plan each year.

Despite concerted efforts to accurately forecast demand, current employment and economic volatility is impacting planning this year more than usual. Fortunately, the College can work with the STBC to continuously adjust the plan to meet changes in demand during the year as effectively as possible.

Alignment to the Strategic Plan Roadmap

Sustainability. Effective and Efficient. Community. The STBC Training Plan aligns with the current Inspire Strategic Plan, focusing on sustainably and efficiently meeting student and community demand for Skilled Trades training.

Students first. The Plan provides opportunities for students to advance a career in trades.

Effective and Efficient. The Plan makes appropriate use of funding and facilities.

Inclusive and equitable access. The Plan provides space for all eligible students in trades training.

Risk Implication & Mitigation Steps

Operational. There are minimal risks associated with this plan as it is aligned with forecasted industry demand. If demand rises over the course of the year, STBC may be able to increase availability of training funds to address demand.

Proposed and Prepared by	Stephen Speers, Dean, Trades and Apprenticeship Samantha Lenci, Provost & Vice President, Academic

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Portfolio Deans	2/23/2024
	☒	☒	OC Executive	2/28/2024
	☐	☐	Education Council	3/7/2024
	☒	☒	Neil Fassina, President	3/5/2024
	☐	☐		Select a date.

Okanagan College SkilledTradesBC Training Plan 2024/25

Trades and Apprenticeship requested $6,581,008 in base funding for 2023-24 from SkilledTradesBC (STBC). In the end, we delivered **$6.22M** in programming to **nearly 2100** trades students, with the main change being due to the discontinuation/pause of Aircraft Maintenance Technician, and with the cancellation of RV Foundation for this year due to low enrolment in 2022 and 2023.

Our typical base funding is now in the range of $6-$6.5M, with apprenticeship demand now stabilized and gradually increasing again in most trades, particularly Automotive Service Technician, Electrical and Heavy Mechanical Technician. Increased demand for Trades Youth Explore Sampler programming, including 10 samplers in 2023-24, is also helping to bring us to the $6.5M range.

Program Demand and Capacity

- Demand continues to be high across the province for skilled tradespersons. Salaries for all trades have increased in the past year, reflecting that demand.
- Demand for Carpenter and Electrical apprenticeship intakes has been variable. Electrical has increased in the past year resulting in an average utilization of 99% for 17 intakes (with waitlists of 20-34 students for some intakes). Carpenter apprenticeship has run at 91% for 24 intakes, with one cancelled intake and one added in Salmon Arm. There are still many active apprentices in the region not attending technical training, including many Carpenters, with a very busy construction industry in play.
- Demand for Refrigeration and Air Conditioning Mechanic training continues to be high, with waitlists of up to one year for apprenticeship intakes (and we have been told of 2-year waitlists in the Lower Mainland), but we have been challenged to recruit sufficient instructional capacity to address the demand to date. To maximize use of the Gas Lab, and give the students access to exceptional equipment, we offered Level 4 apprenticeship training again in Kelowna in Winter 2024. This has been a popular choice with students, and we will continue it going forward.
- The most challenging utilization for apprenticeship programming has been Auto Body and Collision, although it has gone up from an average utilization of 65% to 75% for this year (80% with Foundation included). Program Advisory Committee (PAC) report a shortage of technicians in this region. The Motive Power Trades Sampler has been helpful in expanding the pool of interested students and Collision has a high level of interest to female students and we anticipate events such as Jill of All Trades will further build interest.
- Cook apprenticeship continues to have very low demand for in-school training, however Culinary Arts Certificate and Diploma demand has returned to a comfortable level (at 74% utilization for 3 intakes), with a mix of domestic and international.

- Utilization for Plumbing and Piping Foundation programming outside of Kelowna has been low (50% in 2023-24). Additional outreach to school districts and presentations to Trades Sampler classes appears to have improved enrolment for 2024-25 so far. Work is also underway to develop a Refrigeration and Air Conditioning Mechanic (RACM)/Plumber Foundation program for Vernon to increase the range of delivery in RACM programing and address demand outside of Penticton.
- The most challenging utilization for Foundation programming in Kelowna has been for RV Technician, with an average utilization of 59% in 2021 and 2022 and an intake cancellation in 2023-24 due to continued low enrolment. We will meet with RV Dealers Association later this month to discuss options going forward. With the Southern Alberta Institute of Technology now offering both Foundation and apprenticeship training and Vancouver Island University offering apprenticeship training, there may not be enough local demand for this program to continue. Our apprenticeship intakes were typically filled with 50% local and 50% out of region students and 2024-25 intakes are not looking strong, to date. A Tier 3 review is planned for RV Technician this year which should assist in future planning for this program.
- We are now piloting a revised priority seat model with our school district partners for dual-credit seats, along with priority seats for Indigenous and female applicants for both Foundation and apprenticeship intakes. Baseline enrolment data for 2023 will be compared with 2024 and 2025 to demonstrate results and inform planning.

SkilledTradesBC Background

- SkilledTradesBC has noted a system-wide delay in apprenticeship training in the past three years, with only 40-41% of apprentices completing their training within 6 years. This is likely due to a combination of financial pressures for students (for cost-of-living and accommodation during training) and industry shortages (resulting in apprentices opting to defer training).
- Our 2023-24 STBC utilization target of 86.4% for apprenticeship was exceeded (91%), with one our best years to date, and the 89.5% target for Foundation was just met, with low enrollment (under 70%) limited to Plumbing & Piping Trades, the Sisters Indigenous Carpenter program and the all-female Welder class sponsored by Women in Trades Training WITT.
- The BC Labour Market Outlook (2022) forecasts continued high demand for Automotive Service Technicians, Cooks and Carpenters (particularly in the Thompson-Okanagan). Electricians, Collision Repair Techs and Welders are also in high demand. There are 768 active Construction Electrician apprentices in the Okanagan College region, 681 Carpenters, 382 Auto Service Techs, 184 Professional Cooks, 145 Welders and 29 Collision Technicians (as of December 2023).
- We were advised by STBC to expect an increase in demand for Automotive Service Technician (AST), Sheet Metal, and Collision training in 2024-25 due to a large group of uncertified workers who will be required to certify by 2026 under the new Skilled Trades Certification (STC) plan in BC. This has now been tempered with the understanding that many techs will challenge their levels, rather than attend technical training. We did offer one extra intake for AST Level 1 in the summer through contract training for Kal Tire and will offer a second one in Summer 2024.
- STBC program delivery funding rates have not increased for any of our programs for more than 15 years.

Diversity

- As part of our commitment to the Inspire Strategic Plan (EDISJ) we have implemented new priority seats for female, non-binary, and Indigenous applicants for Foundation programs, starting with January 2024 intakes. This will create a more secure training pathway for Women in Trades Gateway and Trades Sampler completers. Winter 2024 intakes (as of Feb 16) have included 25% female and 12% Indigenous students, a slight increase over Fall 2023. Application numbers for non-binary gender/ transgender persons will also be compared.
- As well, we have implemented new priority seats for female (1) and Indigenous (1) applicants for every apprenticeship intake, starting with January 2024 intakes. Baseline 2023 data will be compared with 2024 and 2025 results.
- We are currently working to highlight opportunities for Plumbers and Refrigeration and Air Conditioning Mechanic (RACM) technicians to all students, including youth and females, and working toward including a green energy career emphasis in recruitment.

Additional Updates

- We will be hosting a Jill of All Trades event in May – with over 120 female-identifying grades 9-12 participating in hands-on workshops in a high-energy day involving local industry mentors. This will be cost neutral with over $50K in sponsorship and donations from local industry (with SkilledTradesBC contributing $10K) for this first event. Planning is underway for a potential expansion to include events in Kelowna and Vernon in 2024.
- A revised culinary curriculum has been implemented including local farm to table elements.
- On advice from our Program Advisory Committee (PAC), no Professional Cook Workplace Entry intakes were offered this year due to low demand for all levels.
- The adjustment made in 2022-23 and 2023-24 to offer three Professional Cook Institutional Entry classes in September, January, and April with a mix of domestic and international students seems to be working in terms of utilization and student experience. This schedule will continue in 2024-25.
- The Welder programs now have the highest portion of the Training Plan at $1,004,000 largely due to Foundation classes which result in $112K funding per intake, however consumable costs for this program are now $40,000 per intake. Demand for weld testing has also increased significantly.
- Welder Foundation programing included 4 intakes offered in Kelowna plus an intake in Penticton and two in Vernon. For the next couple of years, Welder and Carpenter Foundation will be focused in Salmon Arm rather than rotating, while Vernon will focus on RACM/Plumber and Electrical. This change will focus on better support for industry, and on offering a more consistent schedule for students. This will also allow us to offer one or more Trades Samplers each year and to deliver Carpenter apprenticeship in Salmon Arm.
- Trades sampler demand continues to be high across the region, with an intake in Keremeos in February and a potential first ever intake in Princeton in Fall 2024. Totals for sampler offerings are 128 seats, with 113 filled (88% utilization). In addition, we assumed delivery of an Electrical program previously offered by BCIT for School District 23 (SD23). This includes both a Trades sampler with a focus on Electrical and construction trades, and an Electrical Foundation intake.

New Partnerships, New Demand

- We anticipate delivering $1M in funding to employers through the Apprentice Hiring Project. 145new apprentices have registered with STBC to date through this project, with 27 attending or enrolled in technical training at OC and 17 have now completed at least level 1 or 2 training at OC. Aside from the additional apprentices, this project has greatly enhanced our industry relationships and resulted in several new PAC members and sponsors for Jill of All Trades and a new Welcoming Workplaces course. Our contract ends March 31, 2024.
- Electrical shows increasing demand and activity now sits at $836,400, including 5 Foundation classes, with a sixth coming on in 2024-25 (for SD23 at Graham Road).
- Spring and Fall Carpenter intakes continue to have lower enrolment as the industry continues to be very busy and apprentices are not being released for training. Working with PAC members we continue to seek a part-time option for a Winter delivery that will replace some of the spring/fall programming.
- The number of apprenticeship seats overall has grown, with 1764 offered in 2023-24 versus 1650 in 2022-23. This is still below the 2019 offered in 2021-22.
- The demand for Gasfitter A has increased, and we are working on a part-time evening program for Level 1 for 2024-25. This program has not been offered for a few years and is now a 2-level Red Seal apprenticeship.
- Nine Apprentice Hiring Project partners attended the Career & Employment Fair.
- As a result of invitations to the Apprentice Hiring Project partners, we have several new PAC candidates, including for Welder and Mechanical Building Trades.
- College membership in Canadian Home Builder's Association Central Okanagan has been renewed and plans are underway to partner on youth outreach events such as a 'Youth Try a Trade' event, which will provide hands-on workshops and industry panel discussions, and invitations will include parents.
- With two major donations, one from a local construction company, Highstreet, we are now able to offer an additional $200K annually in Trades Foundation awards, including $6500 entrance awards, which we anticipate will assist in attracting new students to trades.

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 2.1.6

Title	Line of Credit
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve a short-term line of credit with TD Canada Trust in the amount of $2.5 million as recommended by the Finance, Audit and Risk Review Committee."***

Meets OC's Inspire Plan...

Values	Responsibilities	Commitments
☐ Students First	☐ Reconciliation	☐ Inclusive & Equitable Access
☐ Community	☐ EDISJ	☐ Life-long learning partnerships
☐ Respect	☒ Sustainability	☐ Integration and focus
☐ Courage	☐ Resilience	
☐ Relationships	☒ Effective and Efficient	
☐ Distinction		

Background Statement

Okanagan College holds an operating line of credit of $2.5 million with TD Canada Trust at an interest rate of prime minus 0.5%. As of May 1, 2024, Canada's prime rate of interest is 7.2%.

The Board of Governors annually reviews and approves continuing this short-term line of credit. During the March 2023 Finance, Audit and Risk Committee meeting, the Committee suggested that Administration develop a policy that would allow the Board's annual approval of this line of credit up to the amount to cover a payroll run to be approved in the Board's consent agenda. In September 2023, the Board approved the Borrowing Policy which under section 5.2 notes that *"the Line of Credit will be authorized annually by the Board of Governors by way of consent agenda at a Board meeting."*

Reference Materials

- Borrowing Policy

Supporting Analysis

The short-term line of credit of $2.5 million is the amount that would be needed to bridge a payroll run for the College. The most likely need for the line of credit would be due to a short-term cash flow issue in terms of a timing issue in receiving funds from the government. As an example, we may have a significant capital project underway (i.e Student Housing) where we are required to pay a significant amount to a contractor and for some reason government funding is delayed. Any use of the line of credit would be reported to the Board. (Note: OC has never drawn on this line of credit)

Alignment to the Strategic Plan Roadmap

Financial Sustainability: The line of credit ensures the ongoing operations of the College.

Effective and Efficient: The line of credit ensures the College is prepared to pay employees if ever there was a funding delay.

Risk Implication & Mitigation Steps

Financial and Reputational: The line of credit reduces financial and reputational risk if there were circumstances that the College was not able to fund a payroll run. The College mitigates this overall risk as regular cash flow projections are completed, especially around capital projects, and communicates regularly with the Ministry on the status of projects.

Proposed and Prepared by	Curtis Morcom, CFO and Vice President, Corporate Services

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Neil Fassina, President	5/3/2024
	☒	☒	Finance, Audit and Risk Committee	5/10/2024
	☐	☐		Select a date.
	☐	☐		Select a date.
	☐	☐		Select a date.

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.1.1

Title	Annual Board Calendar		
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2025 and 2026 Board meeting dates as recommended by the Executive Committee."***		
Meets OC's Inspire Plan…	**Values** ☐ Students First ☐ Community ☐ Respect ☐ Courage ☐ Relationships ☐ Distinction	**Responsibilities** ☐ Reconciliation ☐ EDISJ ☐ Sustainability ☐ Resilience ☐ Effective and Efficient	**Commitments** ☐ Inclusive & Equitable Access ☐ Life-long learning partnerships ☐ Integration and focus

Background Statement

Per its Terms of Reference, the Executive Committee recommends to the Board approval of the annual schedule of Board meetings.

The proposed schedule reflects the Board's next two-year meeting cycle to enable members greater ability to plan well in advance of Board and Committee meetings. The current schedule is approved through March 2025. The attached calendar outlines the meeting dates previously approved by the Board and proposed changes for the 2024/25 and 2025/26 fiscal years.

Reference Materials

- Board Meeting Calendar 2024-2026 (draft)

Supporting Analysis

The schedule reflects the Board's annual workplan and the quarterly that mirrors the "seasonality" of operations for the College's reporting responsibilities to the Board and the Government of BC. This consists of quarterly meetings in May, September, December and March. The June session is focused primarily on Strategy and Assessment. The schedule also includes the Board's Professional Development Sessions which take place in October.

Alignment to the Strategic Plan Roadmap

Effective and Efficient. The proposed schedule allows Board members to plan their schedules well in advance and complete the Board's work in its annual workplan.

Risk Implication & Mitigation Steps

Operational. The proposed schedule allows the Board to conduct the business outlined in its committee and Board workplans.

Proposed and Prepared by	Neil Fassina, President

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Executive Committee	5/10/2024
	☐	☐		Select a date.
	☐	☐		Select a date.
	☐	☐		Select a date.
	☐	☐		Select a date.

Okanagan College Board of Governors Meeting Schedule

May 2024 – March 2026

	Month	Regular Meeting	Strategy and Assessment / Professional Development	Committee Meetings				
				Campus Planning	Executive	Finance, Audit & Risk	Governance	HR & Compensation
				(virtual)				
Approved to March 2025 (2024/25 Fiscal Year)	**2024**							
	February	*No meeting*				☑		
				Tuesday, 02/13/2024				
	March	☑		☑	☑	☑	☑	☑
		Tuesday, 03/12/2024 *(Vernon)*		Tuesday, 03/05/2024				
	May	☑		☑	☑	☑	☑	☑
		Tuesday, 05/21/2024 *(Kelowna)*		Tuesday, 05/14/2024				
	June		☑ *Strategy & Assessment*		☑	☑		
			Tuesday, 06/18/2024 *(Salmon Arm or Revelstoke)*	Tuesday, 06/11/2024				
	September	☑		☑	☑	☑	☑	☑
		Tuesday, 09/24/2024 *(Penticton)*		Tuesday, 09/17/2024				
	October	*No meeting*	☑ *Professional Development*					
			Tuesday, 10/22/2024 & Wednesday, 10/23/2024	*No committees*				
	December	☑		☑	☑	☑	☑	☑
		Tuesday, 12/10/2024 *(Kelowna)*		Tuesday, 12/03/2024				
	2025							
	February	*No meeting*				☑		
				Tuesday, 02/11/2025				
	March	☑		☑	☑	☑	☑	☑
		Tuesday, 03/11/2025 *(Penticton)*		Tuesday, 03/04/2025				
Proposed meeting dates	**May**	☑		☑	☑	☑	☑	☑
		Tuesday, 05/20/2025 *(Kelowna)*		Tuesday, 05/13/2025				
	June	*No meeting*	☑		☑	☑		
			Strategy & Assessment Tuesday, 06/17/2025 *(Vernon)*	Tuesday, 06/10/2025				

	Month	Regular Meeting	Strategy and Assessment / Professional Development	Committee Meetings				
				Campus Planning	Executive	Finance, Audit & Risk	Governance	HR & Compensation
				(virtual)				
Proposed meeting dates	**September**	☑		☑	☑	☑	☑	☑
		Tuesday, 09/23/2025 *(Revelstoke or Salmon Arm)*		Tuesday, 09/16/2025				
	October	*No meeting*	*Professional Development*					
			Tuesday, 10/21/2025 & Wednesday, 10/22/2025	*No committees*				
	December	☑		☑	☑	☑	☑	☑
		Tuesday, 12/09/2025 *(Kelowna)*		Tuesday, 12/02/2025				
	2026							
	Mar	☑		☑	☑	☑	☑	☑
		Tuesday, 03/03/2026 *(Penticton)*		Tuesday, 03/10/2026				
Future Meeting dates	**May**	☑		☑	☑	☑	☑	☑
		Tuesday, 05/19/2026 *(Kelowna)*		Tuesday, 05/12/2026				
	June		☑ *Strategy & Assessment*		☑	☑		
			Tuesday, 06/23/2026 *(Salmon Arm or Revelstoke)*	Tuesday, 05/26/2026				
	September	☑		☑	☑	☑	☑	☑
		Tuesday, 09/29/2026 *(Vernon)*		Tuesday, 09/22/2026				
	October		☑ *Professional Development*					
			Tuesday, 10/27/2026 & Wednesday, 10/28/2026	*No committees*				
	December	☑		☑	☑	☑	☑	☑
		Tuesday, 12/08/2026 *(Kelowna)*		Tuesday, 12/01/2026				
	2027							
	March	☑		☑	☑	☑	☑	☑
		Tuesday, 03/09/2027		Tuesday, 03/16/2027				

Okanagan College Board of Governors

President's Report

May 2024

INTRODUCTION

My May report addresses matters that have taken place between March 2024 and May 2024.

> **Executive Summary**: The May meeting cycle of the Board of Governors involves significant policy review and approval. Agenda items 4.3.2 through 4.3.6, inclusive define the next series of academic policies coming forward as part of the 2023/24 priority of creating individual academic policies. In the spirit of policy creation, members will also note the Policy Renewal Progress Workplan in 2.1.2 in the consent agenda. Members will note that policy review and approval will become a regularized agenda item during the March and May cycles of the Board as administration finalizes the changes to policy undertaken during the academic year.
>
> New to the May Open Board package is a written report from the Chair of Education Council. This item is included in the Consent agenda under 2.1.3. This new report provides the Chair of Education Council the opportunity to provide a written summary of the activities and important issues being addressed through Education Council that would otherwise not be part of a formal motion later in the Open sessions.

In the sections that follow, I address a series of strategic highlights, operational highlights, and points for potential advocacy and communication for Board members. I have endeavored to highlight the importance of different Board agenda items throughout the report.

Part 1: Strategic Highlights and Questions

Parliamentary Secretary Visits: On May 9, 2024, Parliamentary Secretary Roly Russell, responsible for Rural Development within the Jobs, Economic Development and Innovation Ministry and the MLA for Boundary-Similkameen, visited the Penticton campus and toured the BC Beverage Technology Access Centre.

New Anti-Racism Act (ARA): On April 11, 2024 the government announced new legislation intended to remove system barriers for Indigenous, racialized people. Building on the 2022 Anti-Racism Data Act, the anti-racism legislation was co-developed with Indigenous and racialized communities. It fulfils Action 3.6 of the Declaration Act Action Plan, which commits the Province to introducing anti-racism legislation that addresses Indigenous-specific racism.

The new legislation will require public bodies to demonstrate efforts and progress across various areas, including developing and implementing a training curriculum on Indigenous history; and setting targets for the recruitment, retention, and advancement through the organization for Indigenous people, specifically, and non-Indigenous racialized people.

Executive Retreat: Administration Executive held their annual strategic retreat on April 11. The focus of the retreat was on determining the ongoing viability of the Inspire Plan. Results of this assessment will be presented by the executive during the June Board strategy session.

Part 2: Operational Highlights

2023/24 Achievements

STARS Aspiration Level Set: The College submitted its first renewed application to the STARS (Sustainability Tracking Assessment and Rating System) rating system. In response to the submission, the College has been given a "Reporter" status. Following this early result, the College's Leadership Council has set STARS Gold as its target for the next submission period. Initial work is underway to organize and collect the data to achieve this outcome.

Indigenous OC Roadmap: As an addendum to the Indigenous OC plan presented to the Board in March, the Director of Indigenous Relations and Reconciliation has been working toward the creation of and Indigenous OC roadmap. Consistent with the roadmap for the Inspire plan, the Indigenous OC roadmap identifies the significant institutional deliverables to achieve the goals outlined in the Indigenous OC plan and their affiliated timing. It is anticipated that the roadmap will be complete before September 2024, thereby completing the Inspire roadmap deliverable of the Indigenous OC plan with timelines and measures of success.

Indigenous Community Partnership Tables & President's Advisory Council: As a mechanism to ensure that Indigenous Communities have a direct and ongoing relationship with the College, the Director of Indigenous Relations and Reconciliation along with the Special Advisor to the President have been working with community to create an Indigenous Community Partnership Table in the multiple regions of the valley that Okanagan College serves. To date, this includes a partnership table in Shuswap/Revelstoke, North Okanagan, Central Okanagan, South Okanagan, and Similkameen. It is the intention that each of these Partnership Tables will be able to provide a forum to stay connected with Indigenous Communities in the region on a regular basis and enable communities to help guide the direction of the College's academic programming. In building this new partnership table structure it became clear that the role that the OC/UBCO Indigenous Education Council had at OC needed to be adapted somewhat. The leads of this initiative are currently engaging with this council regarding this future direction. Once this step has been achieved, the next step will include the creation of the President's Advisory Council that will have a direct connection to each of the Community Partnership Tables.

Accessibility Audits: The accessibility audit has been completed on all campuses with the exception of the KLO campus. The College is awaiting the completion of the audit and submission of the Accessibility report which is anticipated shortly. Once received, the deficiencies and opportunities to improve accessibility at the College will need to go through a prioritization process for implementation and addressing over the coming number of years. The prioritization process is a 2024/25 deliverable in the updated Inspire Roadmap.

10-year financial sustainability model: This model is now complete and will be presented to the Board of Governors during is strategy session in June.

Renewed Information Management and Cyber Security Policies: A key consideration following the 2023 cyber-incident at the College is how to ensure that through and following recovery, the College continues to review, monitor, and strengthen the protocols surrounding cyber security. The renewal of information management and cyber security policies is a key element of those efforts. To date, 23 policies, procedures, and standards have been identified for renewal or development. Progress continues toward this renewed package. It is anticipated that a suite of new policies will be presented to the Board of Governors in September 2024.

Campus Master Plan: A vendor to complete this plan has been identified and will begin their consultation with the campus community shortly. It is anticipated that the work will be complete in the fall.

Interdisciplinary priorities: Significant progress has been made on this deliverable. The primary outstanding element is the external validation of the three integrated focus areas identified. The three integrated focus areas are:

- Food, beverage, and tourism/hospitality
- Healthy, Resilient communities
- Aerospace

The three areas are not meant to be exhaustive of OC's potential nor its future areas of focus. They are intended to represent three areas in which the College already has strength.

Data and Analytics Governance Framework: A data and analytics governance framework is nearing completion. It will be complete by the end of May.

Reimagined college course scheduling process: The College is currently working on a pilot initiative to test the process and viability of a refined and centralized approach to scheduling. The purpose behind this pilot it to optimize both the student learning experience and the utilization of our physical space.

Talent acquisition strategy: The college has recently received and reviewed a talent acquisition report and analysis. This report highlighted the priority focus areas for the college as it relates to refining its approach to recruitment, selection, and onboarding of new employees. The College is hiring a talent acquisition specialist who will focus on the review and implementation of the report recommendations as they apply to the College.

Educational Policies Fit/Gap Analysis and Development of Prioritization List: Work continues on the development and delivery of a prioritized renewal of academic and academic related policies. It is important to recall that under the *College and Institute Act*, powers for the Board of Governors as it relates to academic policies will depend on whether the policy fits within sections 19, 23, 24, or 25 of the Act. The only academic policies that will not come before the Board are those contained within section 24 of the act which are the sole discretion of Education Council. Consistent with section 23 of the act, agenda items 4.3.2 through 4.3.6 contain academic policies for review, consideration, and ideally approval by the Board of Governors. All five policies have been supported by the Governance Committee. These five policies contribute to the further review of the academic policy environment as it pertains to the Board of Governors. It is anticipated that as momentum continues, additional academic policies will be forthcoming over the next number of years until such time as the full academic policy suite is independent of the Calendar and into a regularized policy revision and renewal process. This stage, however, represents the completion of the 2023/24 achievement of "Educational Policies Fit/Gap analysis and development of a prioritization list."

Other Operational Highlights

Cyber Presentations: I had the opportunity to present at two conferences in April regarding the lessons learned through OC's January 2023 cyber incident. The first was a panel discussion at the CABRO Governing in the Public Interest (GIPI) conference. The second was at the Canadian Secure Forum which is a collective of CIOs and Chief Information Security Officers from Post-Secondary institutions across the country.

Youth In Care: In relation to the Admission Policy coming forward as agenda item 4.3.3, the subject of special admissions for Youth in Care was raised. As of August 1, 2023, under the Stronger BC Future Ready Action Plan, the government waives tuition at eligible post-secondary institutions for all Youth in Care who meet the time in care requirements regardless of age. Admissions to programs are separate from the Tuition Waiver program and students would seek admission under the Admission, PLAR, or Indigenous Access policies as appropriate.

Student Recruitment: Throughout April and May, the College has hosted a range of events designed to promote Okanagan College programs through our region. Following Open Houses at the Salmon Arm, Vernon and Penticton campuses in March, the Kelowna campus hosted an event on April 3, welcoming over 250 prospective students to OC to learn about program offerings; approximately 40 applications were received at the event itself.

On April 25, OC partnered with the Canadian Home Builders' Association – Central Okanagan to host a 'Try a Trade' event, which provided participants the chance to try carpentry, electrical, sheet metal, plumbing, and refrigeration trades.

OC's Science and Technology portfolio hosted the 16th annual Western Canada Robocup robotics competition for students in elementary through high school.

Finally, on May 2, the Kelowna campus hosted ExperienceOC for grade 10 and 11 students, with over 300 attending from local high schools, and participating in short mini-sessions led by faculty and instructors across multiple portfolios. ExperienceOC runs at each campus in May/June annually to provide students with awareness of college programs before their grade 12 year.

Campus staff meetings – Ask Us Anything: Members of the Executive team hosted open meetings at each campus in April, where team members were invited to attend, share a meal and engage in conversation with leadership. The 'Ask Us Anything' format resonated and sessions at each site were well attended and positive. I provided a short update on progress on OC's Inspire plan, with the majority of the time reserved for conversation and engagement.

Part 3: Communication and Advocacy Highlights

Thrive Here Campaign: The Thrive Here campaign for the Recreation and Wellness Centre received a $30,000 donation from the Recsky family in honor of their father, Alex Recsky. Alex was OC's first recreation and intramurals programmer in 1986 and was active in the fundraising for a gymnasium for Okanagan University College. The Recksys have a family connection with honorary campaign chairs, Cliff and Lois Serwa, who are matching donations up to $500,000.

Our Students, Your Health campaign: BMO is giving $250,000 to the Our Students, Your Health campaign in support of the Certified Dental Assistant (CDA) program. OC's state-of-the-art dental suite, used for training and as a community clinic, will receive $150,000. An additional $100,000 will be used to kickstart a hands-on learning pilot program that will enable students to become CDAs while they continue to work.

Enactus Competitions: The Enactus Canada Regional Exposition was held in Calgary on March 14 and 15, 2024. With 16 teams across four provinces in Western Canada competing for top placements in four Impact Challenges, the EnactusOC team secured podium finishes in every category. The team advanced to Nationals on May 14, where they competed in the Impact Challenge final round and showcased their projects on a national stage.

Minister of Finance Presentation: On April 16, 2024, I had the opportunity to introduce a presentation by provincial Finance Minister Katrine Conroy, when she spoke at a Kelowna Chamber of Commerce event sponsored by the OC School of Business. Minister Conroy provided an update on government priorities included in the recent B.C. budget.

OC Cultivates: The College held its second OC Cultivates event on May 2, 2024, bringing together industry leaders across the regional food, beverage and tourism sectors. A sold-out event, over 150 people attended and enjoyed samples from 13 local vendors, networked and stayed for an hour-long panel discussion hosted by Phil Johonson (AM 1150), and including Jennay Oliver (Paynter's Market), Tony Stewart (Quail's Gate), and Audrey Surrao (RauDZ, Okanagan Table). The OC Cultivates event series is designed to demonstrate the College's commitment to food, beverage and tourism, as we advance our programming to align to industry needs and prepare to break ground on the Centre for Food, Wine and Tourism this summer.

Pathways Abilities Society – Kelowna Student Housing: Residents evacuated from a supportive housing building downtown Kelowna have moved into OC's new student housing building on K.L.O. Road. OC team members worked with Bird Construction and the City of Kelowna to achieve occupancy the week of April 29 for the facility to be able to receive the residents. The College has entered into a lease agreement with the Pathways Abilities Society to provide temporary housing to the residents until no later than August 15, 2024. Employees across the College have commented how proud they are of OC to be able to offer this response to a community need. Residents were welcomed by the College and a group of OC students were on hand to help residents move in.

Skills Provincial Competition: Seven OC students who advanced from the Skills Canada Regional competitions held at the College in February won medals at the Skills Canada Provincials held April 17, 2024 in Abbotsford. Four of those students will advance to the Skills Nationals in Quebec City from May 30-31. Skills Canada competitions test the skills and knowledge of junior and high school students, college students and apprentices across a wide array of trades and technology competitions.

Jill of All Trades: The inaugural Jill of All Trades event was held on May 15, 2024 at the Kelowna campus. The College welcomed over 100 grades 9-12 students from across the Okanagan, Similkameen and Shuswap to learn about fulfilling a career in Trades from OC instructors and 28 female industry mentors. The Jill of All Trades event featured a range of hands-on workshops in sectors such as motor vehicle, manufacturing and construction trades, providing attendees with insight and practical skills.

Media and Public Relations: Okanagan College continues to share stories about students, their achievements, and the impact of the College across our region. Since the end of February, the following news releases have been provided to media and have been covered by various/numerous outlets. OC's coverage is consistently more positive than negative, due to the volume and frequency of stories about OC students and employees.

April 30:	Canada's Chief of Defence Staff, General Wayne Eyre, Inspires OC Students
April 30:	Medicine Walk by Madeline Terbasket sees standing ovation at OC
April 29:	OC opening residence early to support residents of Hadgraft Wilson Place
April 24:	Set Yourself Apart in the Tourism Industry: Benefits of Our Program
April 24:	OC students win medals at Skills Provincials competition
April 9:	Major gift from BMO to support community progress is worth smiling about
April 4:	Enactus Okanagan College shines at regional competition
April 3:	Unleash your potential: Okanagan College invites community to "Try a Trade"
March 27:	Countdown is on for move-in to new student housing at Okanagan College
March 13:	How to work with College Relations
March 13:	Help us enhance the OC website and win OC merch!
March 13:	Okanagan College students advance in finance research challenge
March 11:	Students to explore theme of progress at showcase event
March 8:	Thrive Here video celebrates lessons learned in a 'classroom like no other'
March 8:	Suspense and intrigue guaranteed in Red Dot Players' biggest production yet
March 4:	OC students to showcase sustainable projects in green construction industry
February 28:	Highstreet champions careers in Trades with $1m gift to OC to benefit students
February 28:	College Hosting Region Wide Open House
February 20:	Okanagan College Coyotes to host PACWEST Basketball Championships

Upcoming College Events:

Date	Activity	Location
May 22	"Seeing" and the Teaching and Learning Environment	Virtual
May 23	30th OC Foundation Charity Golf Tournament	Kelowna
June 15	Spring Convocation and Commencement ceremonies	Kelowna
June 18	Spring Convocation and Commencement + Student Awards	Salmon Arm
June 18	Spring Convocation and Commencement	Vernon
June 19	Spring Convocation and Commencement	Penticton
July 25	Dr. David Bobyn Memorial Classic Golf Tournament	Kelowna

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.3.1

Title	Media Relations Policy		
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT Okanagan College Board of Governors approve the Media Relations Policy as recommended by the Governance Committee."***		
Meets OC's Inspire Plan…	**Values** ☐ Students First ☒ Community ☒ Respect ☐ Courage ☐ Relationships ☐ Distinction	**Responsibilities** ☐ Reconciliation ☐ EDISJ ☒ Sustainability ☐ Resilience ☒ Effective and Efficient	**Commitments** ☐ Inclusive & Equitable Access ☐ Life-long learning partnerships ☒ Integration and focus

Background Statement

Okanagan College identified a need for a Media Relations Policy to determine how College spokespeople are identified, and guide decision-making with respect to how the College plans for, interacts with, and responds to the media.

As there is a significant reputational risk to how Media Relations are managed, including in the event on an emergency, this policy is proposed for approval as a Board policy.

Reference Materials

- Media Relations Policy (draft)

Supporting Analysis

Over the years members of the College community have largely followed process consistent with the draft Media Relations policy which directs Employees that receive media inquiries to consult with College Relations where an institutional response is required.

A Media Relations Policy helps ensure that all communications with the media are consistent and in line with the College's values and goals, and that there is a clear process to identify the appropriate College spokesperson. The Media Relations Policy also promotes transparency by establishing guidelines for how the college communicates with the public and media outlets.

College Relations, Leadership Council, and the Executive Team were consulted on the development of this policy. Following approval, the new policy will be communicated to the Okanagan College Community.

Alignment to the Strategic Plan Roadmap

Effectiveness and Efficiency
Employee Resilience
Integration and Focus

Risk Implication & Mitigation Steps

Reputational: Without a Media Relations Policy we run the risk of reputational harm if someone without the proper authority speaks for the College, or if misinformation is provided publicly.

Proposed and Prepared by	Jenn Goodwin, Vice President Enrolment and College Relations

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☐	Kristen Wiebe, Governance and Privacy Coordinator	4/2/2024
	☒	☐	College Relations Department	4/9/2024
	☒	☐	Leadership Council	4/25/2024
	☒	☒	Executive Team	5/2/2024
	☒	☒	Neil Fassina, President	5/6/2024
	☒	☒	Governance Committee	5/10/2024

Okanagan College Policy

MEDIA RELATIONS POLICY

Policy Area:	Board		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	Vice President, Enrolment & College Relations		
Policy Contact:	Vice President, Enrolment & College Relations		
Stakeholders:	Employees		
Authority:	*College and Institute Act*		
Approval Authority:	Board of Governors		
Approval Date:			
Effective Date:			
Replaces or New:	New		
Last reviewed:	March 2024	Scheduled review date:	March 2029
Procedures:	*None*		

1. Policy Statement

Okanagan College is committed to open, timely and respectful relationships with the media. These relationships are built on truthful and accurate communications, reflect our values and exist with respect of the legitimate requirements of student and employee privacy and safety, and in adherence to relevant legislation. This includes supporting working relationships that are free of discrimination, bullying and harassment, and support a collegial environment characterized by mutual respect, safety, civility and free inquiry.

2. Purpose

The purpose of this policy is to guide decision-making with respect to how Okanagan College plans for, interacts with, and responds to the media in ways that respectfully consider the Okanagan College community.

3. Scope and Application

This policy applies to all forms of communication between all members of the College community and all media representatives to ensure that the College is identifying the appropriate Spokespersons to respond to communication requests.

4. Definitions

College Community	Means Students, Employees, members of the Board of Governors of the College, contractors, volunteers and visitors.
College Operations	Means activities related to College values, strategies, programming, finances, activities, employee recruitment, student recruitment, events, and institutional or portfolio operations.
Communications	Means the dissemination of official information related to the College, including but not limited to College activities, plans, positions or events, through any medium, to members of the College Community, media representatives or the public.
Spokesperson	Means the person with the authority to speak to media representatives on behalf of the College and/or the College Community.
Media Representatives	Means persons who aim to publicize information for the general public and/or in employ of media organizations.

5. Principles for Media Relations

Roles and Responsibilities

5.1 The Board Chair shall be the primary official spokesperson for the College on matters pertaining specifically to Board Governance (e.g. the appointment of a new President).

5.2 In all other matters, the President shall be the primary official spokesperson. The Board Chair, President or Vice President, Enrolment and College Relations or their designate can appoint additional spokespeople as required.

5.3 All official communication and interactions with news media on behalf of the College, including independent or freelance reporters, will be coordinated and supported by College Relations.

5.4 All requests by the media to conduct interviews, and/or to record or livestream (audio, photography, digital video, etc.) College activities on campus, or College-led activities involving students or employees off-campus, shall be referred to and supported by College Relations.

5.5 College Relations leads all official digital and social media communications on behalf of the College, including providing oversight to all digital and social media channels initiated by members of the Okanagan College community and which represent the College brand.

5.6 In the event of an emergency, College Relations will work with the appropriate administrators to provide the most accurate, relevant and timely information to members of the College Community, other stakeholders and the public at large.

5.7 To prevent misinformation, members of the College Community are advised to avoid sharing or spreading publicly any information that does not come through official channels.

Respect for Discourse

5.8 Okanagan College is a community of diverse viewpoints, including students, employees, faculty and instructors, Board members, alumni, donors, industry/sector partners and volunteers. It is essential the College maintains a neutral institutional position publicly on politics and/or social issues to honour this diversity and foster a welcoming, inclusive culture. As such, the College

does not endorse political parties or take political or social stances, beyond those consistent with the College's mandate, policies, and strategic plan.

5.9 While only individuals designated to speak publicly as an official spokesperson for the College may do so, the College recognizes the rights and responsibilities that flow from the exercise of academic freedom.

5.10 Employees contacted by news media are free to grant media interviews based on their personal findings, research or opinions in their field, but they are not authorized to speak to media as an official spokesperson for the College. Employees should notify College Relations in advance of any interview for awareness. When requested, the College will provide support and/or facilitate media requests and/or media training. An Employee may be subject to discipline under the *Code of Ethical Practices Policy* should they speak to media as a College spokesperson if not authorized.

5.11 Employees contacted by media representatives to provide an interview about College operations, programming, or any other College matter should contact College Relations who will lead the response, including deciding whether to grant the interview or follow up in a different way. Employees should refer all media inquiries requesting a College response to collegerelations@okanagancollege.ca.

5.12 Content that is unlawful or contrary to College policies may not be communicated through College communications channels, and if found, should be retracted or removed (where possible). College Relations should be notified and may support the removal of these communications as required.

6. Related Acts and Regulations

None.

7. Supporting References, Policies, Procedures and Forms

Code of Ethical Practices Policy
Social Media Policy

History / Revisions

Date	Action
YYYY-MM-DD	Approved by Board of Governors: *Media Relations Policy*

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.3.2

Title	Program Advisory Committee Policy
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT Okanagan College Board of Governors approve of the Program Advisory Committee Policy as recommended by the Governance Committee."***

Meets OC's Inspire Plan...

Values	Responsibilities	Commitments
☒ Students First	☐ Reconciliation	☐ Inclusive & Equitable Access
☒ Community	☐ EDISJ	☒ Life-long learning partnerships
☐ Respect	☒ Sustainability	☐ Integration and focus
☐ Courage	☐ Resilience	
☒ Relationships	☒ Effective and Efficient	
☐ Distinction		

Background Statement

A Program Advisory Committee is established to provide strategic advice to the College in such areas as trends that may affect programming, students and graduates. They also play a role in reviewing and providing advice on proposed changes to programs. Each committee consists of community members who belong to a relevant employer group, community organization, professional association, or other relevant stakeholder.

These committees are referenced in *section 23.1(l) of the College and Institute Act* as follows:

> *"consultation with community and program advisory groups concerning the institution's educational programs;"*

The new policy sets out when a Program Advisory Committee could be established and defines their role as it relates the College.

Reference Materials

- Program Advisory Committee Policy

Supporting Analysis

This is a new policy and was identified as required during the recent Policy and Procedure Framework review.

Education Council Analysis:

This policy falls within the items listed in *Article 23 of the College and Institute Act* which requires that "*An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy …*".

The following information and advice is provided by Education Council for consideration of the Governance Committee.

Draft policy reviewed by Education Council: 5/2/2024

Education Council supports approval of the policy with no changes suggested.

Comments from the Chair of Education Council

- No additional comments on this policy.

Alignment to the Strategic Plan Roadmap

Effectiveness and Efficiency: Development of this policy aligns with the Policy Framework and meets our responsibility to reimagine policy and procedure renewals.

Students First: Students will benefit from relevant programming that is aligned with community and local labour needs on the advice of the committees.

Risk Implication & Mitigation Steps

Operational: This policy outlines the roles and authorities of PACs to ensure that Administration is engaging the community where appropriate during program reviews.

Proposed and Prepared by	Dr. Samantha Lenci, Provost & Vice President Academic

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Education Council	5/2/2024
	☒	☒	Provost Council	2/14/2024
	☒	☒	Neil Fassina, President	5/6/2024
	☒	☒	Governance Committee	5/10/2024
	☐	☐		Select a date.

Okanagan College Policy

PROGRAM ADVISORY COMMITTEE POLICY

Policy Area:	Board		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Office of the Provost and Vice President Academic		
Stakeholders:	Board of Governors, Education Council, Deans, Director CSCT, all program units		
Authority:	*College and Institute Act*		
Approval Authority:	Board of Governors		
Approval Date:	TBD		
Effective Date:	TBD		
Replaces or New:	New		
Last reviewed:	New	Scheduled review date:	May 2028
Procedures:	*None*		

1. Policy Statement

Program Advisory Committees (PACs) help to ensure the overall quality and relevancy of courses of study through engagement with and by facilitating relationships with employer groups, community organizations, professional associations, or other relevant individuals.

2. Purpose

This Policy defines the requirements and authorities for PACs.

3. Scope and Application

This policy applies to any course of studies that leads to an Okanagan College credential, or an area of study for which a program advisory committee is deemed by the College to be appropriate.

For the purpose of this policy a "Program" is a course of study that leads to an Okanagan College credential. Program may also refer to any area of study for which a PAC is deemed by the College to be appropriate.

4. Principles

4.1 Okanagan College values the strategic input and advice of community members and other relevant stakeholders who have an interest in the college's Programs and graduates.

4.2 A PAC may be established for Okanagan College certificate, diploma, and degree programs or collection thereof. The decisions for establishing a PAC will be made by the appropriate Dean or Director.

4.3 The PAC serves in an advisory role to the Dean or Director or department to ensure program relevance to the requirements of the workplace and/or profession.

4.4 The PAC has no responsibility for college operational or administrative matters. This includes, but is not limited to human resource issues, curriculum development, teaching methods, student and staff evaluation, financial management decisions, and budget allocations.

4.5 The PAC and its members do not collectively or individually represent the program or the College.

5. Related Acts and Regulation

College and Institute Act

6. Supporting References, Policies, Procedures and Forms

Program Advisory Terms of Reference

History / Revisions

Date	Action
YYYY-MM-DD	*New policy [for approval] by Board of Governors:* Program Advisory Committee Policy

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.3.3

Title	Admissions Policy
Action and/or Recommendation	For Approval Recommended Motions: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve rescinding the OC Calendar – Admission Policies as recommended by the Governance Committee."*** ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Admissions Policy as recommended by the Governance Committee."***

Meets OC's Inspire Plan…	**Values**	**Responsibilities**	**Commitments**
	☒ Students First ☐ Community ☒ Respect ☐ Courage ☐ Relationships ☐ Distinction	☐ Reconciliation ☐ EDISJ ☐ Sustainability ☐ Resilience ☒ Effective and Efficient	☒ Inclusive & Equitable Access ☐ Life-long learning partnerships ☐ Integration and focus

Background Statement

As we continue the work to update College policies, it is being recommend that we combine into one clear policy principles found within the Okanagan College Academic Calendar regarding Admissions. The new Admissions Policy includes much of the existing policy to outline the range of admissions criteria and to provide clarity for special admissions. One exception is the principles for Prior Learning Assessment Recognition which will be addressed in a new policy and procedures.

Reference Materials

- Admissions Policy
- *While not included in the Board package the old policy principles may be found at the following links:*
  - OC Calendar – Admissions Policies

Supporting Analysis

Consultations regarding the proposed revisions to the policy included Continuing Studies & Corporate Training Office, Health & Social Development Dean's Office, the Registrar's Office, and Education Council.

Education Council Analysis:

This policy falls within the items listed in Article 23 of the College and Institute Act which requires that "*An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy …*". The following information and advice is provided by Education Council for consideration by the Board.

Draft policy reviewed by Education Council 3/7/2024

Education Council supports approval of the policy with no changes suggested.

Comments from the Chair of Education Council

- No additional comments on this policy.

Alignment to the Strategic Plan Roadmap

Effectiveness and Efficiency: Reviewing this policy aligns it with the Policy Framework and meets our responsibility to reimagine policy and procedure renewals. The review will allow Administration to be more efficient in managing the procedures of these policies.

Students first. Students will benefit from the clarity of the updated policies and procedures, which have been drafted to demonstrate compassion for the holistic wellbeing of students.

Risk Implication & Mitigation Steps

Operational: Regular reviews of policy and procedures are necessary to ensure that students are able to navigate the College's policies and procedures that pertain to them. Separation of policy and procedure under the new Policy Framework will allow Administration to more quickly respond to process changes required to meet the operational requirements of these policies.

Proposed and Prepared by	Dr. Samantha Lenci, Provost & Vice President Academic

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Education Council	3/7/2024
	☒	☒	Education Council	2/2/2024
	☒	☒	Registrar's Office	1/23/2024
	☒	☒	Continuing Studies Office	1/19/2024
	☐	☒	Wendy Wheeler, Associate Dean, Health & Social Development	1/12/2024
	☒	☒	Neil Fassina, President	1/12/2024
	☒	☒	Governance Committee	5/10/2024

Okanagan College Policy

ADMISSIONS POLICY

Policy Area:	Board		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Stakeholders:	Students and Employees		
Authority:	*College and Institute Act*		
Approval Authority:	Board of Governors on advice of Education Council		
Approval Date:			
Effective Date:			
Replaces:	OC Academic Calendar Admission Policies		
Last reviewed:	Month Year	Scheduled review date:	Month Year

Procedures:	*Procedures for Admissions (under development)*

1. Policy Statement

This Policy and related Procedures inform Applicants of the principles, requirements and processes for admission to Okanagan College and to specific programs/courses. The College will admit qualified Applicants, both domestic and international, in a consistent, transparent and timely manner according to approved admission requirements of the College and/or program/course.

2. Purpose

The purpose of this policy is to define the criteria and conditions for admission to the College and its programs. Some programs may have additional or modified admission criteria and Applicants are required to meet both the general College and program-specific admission criteria.

3. Scope and Application

This Policy applies to all Applicants and to all programs offered by the College. Admission requirements are approved on the advice of Education Council by the Board of Governors in accordance with section 23(1)(m) of the *College and Institute Act*. The College has related policies that may enhance or support enrolment decisions for applicants for admission who identify as Indigenous.

4. Definitions

Academic Admission Requirements	Means a list of courses, certifications, credentials, or skills that students must present to be admissible to a program.
Applicant	Means a person who has applied to a program.
Conditional Admission or Conditional Acceptance	Means acceptance offered before all admission requirements are met. Conditions must be met prior to the date Admissions provides to the student.
English Language Proficiency	Means the ability to function in an instructional environment where the language of instruction is English, as dictated by the program or course. This is demonstrated through completion of previous education in English, an upgrading course or an assessment test.
Flexible Admissions	Means an alternative admissions process that is based on identifying, assessing and recognizing skills, knowledge, or competencies that have been acquired through previous education, work experience, non-credentialed training, independent study, life experience, Indigenous knowledge, volunteer activities, etc.
International Student	Means students who meet the Immigration, Refugees and Citizenship Canada Guidelines established for International Students to be eligible to study in Canada.
Mature Student	Means a student who is 19 years or older and/or has not attended secondary school for at least one year.
Other Admission Requirements	Means program specific requirements other than Academic Admission Requirements such as Criminal Record Check, proof of immunization, and CPR certification.
Prerequisite	Means a course or other requirement necessary for registration into a specific course.
Prior Learning Assessment and Recognition (PLAR)	Means an assessment by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs. Assessment can result in credit (assigned or unassigned) being granted to satisfy the graduation requirements or Prerequisites of a program offered by the College.
Student	Means any person enrolled as a student at Okanagan College. For the purpose of this policy, this term may also refer to Applicants or prospective Applicants seeking admission to the College.
Transfer Credit	Means the granting of credit toward a credential by one institution for programs or courses completed at another institution.
Transcript	Means the permanent academic record of all courses taken and grades earned by a student.
Unconditional Admission	Means students who have satisfied all admission requirements for the program to which they are being admitted.
Underage Applicants	Means anyone under 16 years of age.

Visiting Student	Means a student currently enrolled in a program of study at another recognized post-secondary institution and who applies to complete specific course(s) at Okanagan College to Transfer Credit back to their home institution.

5. Principles

5.1 The College has program admission requirements of both an academic and non-academic nature that will optimize Students' access and success.

5.2 Academic Admissions Requirements, Other Admission Requirements and course Prerequisites are considered to be reliable predictors of student success.

5.3 The College provides an admissions process that is fair, transparent, accessible, and timely.

5.4 To ensure that the College is not declining well qualified students because they have a non-traditional educational background, the College may use Flexible Admissions processes.

5.5 The College will accept valid and/or official documentation that demonstrates students' qualifications for entry to the College and its programs.

5.6 The College reserves the right to limit applications to oversubscribed programs.

5.7 The College reserves the right to deny admission.

5.8 Admission requirements for programs are listed in the College Calendar and website under the Program Descriptions.

5.9 The College provides an appeal process for Applicants who are not satisfied with an admissions decision. Admission appeals must be based on procedural error or unfairness in the admission process. Admission appeals may not be submitted based on stringency or nature of admission requirements.

6. General Admissions Criteria

6.1 To be admitted to the College, Applicants must qualify as either domestic students or International Students.

a) Domestic Applicants must:

i) be Canadian citizens, permanent residents, or convention refugees.

ii) be a secondary school graduate (or equivalent) or a Mature Student unless special admission is granted.

iii) meet any age requirements set by specific programs.

b) International Applicants must:

i) not be Canadian citizens, permanent residents or convention refugees.

ii) be secondary school graduates or a Mature Student unless special admission is granted under section 7.

iii) meet the English Proficiency requirements with one or more of the recognized English Language tests. English is the primary language of instruction at Okanagan

College and all prospective International applicants students are required to demonstrate a minimum level of proficiency in English before they are admitted. See the College Calendar for the specific English proficiency tests recognized by Okanagan College and minimum scores required for admission.

iv) meet any age requirements set by specific programs.

7. Special Admission

Secondary School Students

7.1 Conditional Admission is granted to secondary school Applicants who apply for admission in their Grade 12 year on the basis of interim secondary school grades to determine whether students will meet the qualifications for program admission.

7.2 If any secondary school Applicant fails to meet requirements for graduation, their application will be deemed ineligible for admission.

Underage Applicants

7.3 The College may consider granting special admission to Underage Applicants on an individual basis, subject to the following:

a) Underage domestic Applicants must include in their application written consent from a parent or legal guardian and provide a reference from individuals who are familiar with the Applicant's circumstances (such as a school principal or health care provider).

b) The Applicant must have the written approval of the appropriate Program Dean for the courses in which the Applicant plans to enroll.

c) The Underage Applicant has a record of academic success.

Special programs and courses that do not require the above criteria may be designed for and offered to younger students.

Concurrent Students

7.4 Concurrent Students means students attending both secondary school and the College. Concurrent Students are responsible for the fees and tuition of the courses in which they enroll and, generally, the course credits earned are not used as secondary school credits. Concurrent Students must:

a) be enrolled at the grade 11 or 12 level in a program of studies that meets the regular entrance requirements of the College program to which admission is sought;

b) have the written approval of the appropriate Okanagan College Dean for the courses in which the Applicant plans to enroll;

c) have the written consent of a parent or legal guardian; and

d) have a record of academic success.

Students enrolled in concurrent studies who satisfy program entrance requirements upon secondary school graduation will be treated as continuing students and will not be required to reapply for admission to the College.

Dual Credit Students

7.5 Dual Credit Students are secondary school students who have been approved by their School District to attend the College and participate in a select College program. Dual Credit Students are sponsored by the School Districts. Approved Dual Credit students are subject to the terms and conditions outlined in the College and School Districts' dual credit contractual agreements.

7.6 Applicants to dual credit programs are not required to meet the secondary school graduation requirement.

7.7 Dual Credit students will be treated as College students in all respects while attending on campus.

Visiting Students

7.8 Visiting students are students who are enrolled at other post-secondary (sending) institutions and are taking courses from Okanagan College to grant them credit toward a credential at the sending institution. To be admitted as a Visiting Student, Applicants must submit a "Letter of Permission" from a sending post-secondary institution.

Exchange Students

7.9 Students, either domestic or international, may be admitted to the College under a reciprocal exchange agreement established between the student's home institution and Okanagan College.

Recipients of the President's Entrance Scholarships

7.10 Special consideration is granted to recipients of Okanagan College President's Entrance and Tuition Scholarships. Student recipients will be granted priority to program admission (if applicable) and course registration.

8. Admissions Decisions

8.1 Applicants must complete all Academic Admission Requirements and Other Admission Requirements prior to being to be fully admitted into a program.

8.2 During the application process, applicants must submit Transcripts for courses and credentials earned at all previously attended secondary schools and post-secondary schools as applicable.

8.3 Admission to programs is generally granted on an application date basis. Exceptions include:

a) programs that use selective admissions processes to rank order qualified Applicants; and

b) returning students who apply to be readmitted into a program at an advanced level, subject to availability of space.

8.4 Students may apply for admission to a given program at more than one campus location if this option is available on the online application.

8.5 Applicants granted Conditional Acceptances must complete or confirm all of the stated admission requirements (Academic and Other Admission Requirements) by a specific deadline as indicated on their letter/email of admission in order to be fully admitted.

8.6 Arts, Science and Business Applicants who fail to satisfy the specific English and/or math entrance requirements may be granted admission to their program as qualifying Students subject to the availability of space.

8.7 Applicants to a program who are not admitted because of enrolment limitations will be placed on a waitlist for admission to the program and, if a seat becomes available, they will be offered admission in chronological order of receipt of their application (except in ranked programs which will admit waitlisted Students according to their rank).

8.8 Indigenous Applicants may refer to the *Indigenous Access Policy* regarding additional Admissions options.

8.9 Applicants not granted admission will be required to submit a new application for the same program or an alternate program for the next intake. Re-Applicants must be prepared to go through the full admission review process even though they may have met the admission requirements at the time of the original application.

9. Incomplete Or Withdrawn Applications

9.1 The Registrar's Office reserves the right to cancel all incomplete applications if admission requirements or conditions to admittance have not been met, or Applicants do not respond to communications from the Registrar's Office.

9.2 If an application in progress passes the program application deadline, it may be considered incomplete and be deemed to be withdrawn.

10. Criminal Record Checks

10.1 Under the *Criminal Records Review Act*, Students working with children and/or vulnerable adults or having unsupervised access to children and/or vulnerable adults as part of their educational program must obtain a criminal record clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Program Office.

10.2 Okanagan College Health and Social Development programs and some Continuing Studies programs include mandatory clinical, preceptorship or practicum placements involving work with children and/or vulnerable adults, and such placements will require criminal record checks. Accordingly, all Applicants to such programs are required to undergo a criminal record check as part of the admissions process and are advised that:

a) A criminal record check clearance is a mandatory admission requirement to applicable Okanagan College Health and Social Development programs and some Continuing Studies programs, as specified in the program admission requirements.

b) The criminal record check must be completed through the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Program Office within the timelines specified by the College's admissions offices.

c) Should the criminal record check clearance not arrive at the College's admissions offices within the prescribed timelines, the Applicant's admission to, or registration in, the program to which they have applied will be cancelled. Any exceptions must be approved by the Registrar.

d) The College may deny admission to a program where a criminal record check is required if it is determined that the criminal record check results present a risk to children or vulnerable adults.

e) If a Student disputes the results of a Criminal Record Check, the College will not hold their seat pending the result. In these cases, Students may reapply to the program once their dispute is resolved.

11. Related Acts and Regulations

None.

12. Supporting References, Policies, Procedures and Forms

BC Ministry of Public Safety and Emergency Services – Criminal Record Checks
Criminal Records Review Act
Indigenous Access Policy
Prior Learning Assessment and Recognition Policy
Dual Credit Agreements (consult with Provost Office)

History / Revisions

Date	Action
YYYY-MM-DD	Revision Approved by Board of Governors: *Admissions Policy*
2021-03-07	on advice of Education Council

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.3.4

Title	Prior Learning Assessment and Recognition Policy
Action and/or Recommendation	For Approval Recommended motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Prior Learning Assessment and Recognition Policy as recommended by the Governance Committee."***

Meets OC's Inspire Plan...

Values	Responsibilities	Commitments
☒ Students First	☐ Reconciliation	☒ Inclusive & Equitable Access
☐ Community	☐ EDISJ	☐ Life-long learning partnerships
☐ Respect	☐ Sustainability	☒ Integration and focus
☐ Courage	☐ Resilience	
☐ Relationships	☒ Effective and Efficient	
☐ Distinction		

Background Statement

As we continue the work to update College policies, it is being recommend that we combine into one clear policy, principles found within the Okanagan College Academic Calendar regarding prior learning assessments including the Admissions – Prior Learning Assessment (PLA).

- Admissions – Prior Learning Assessment

The new Prior Learning Assessment and Recognition Policy recognizes that knowledge and skills are acquired in a variety of ways outside of formal post-secondary education system. When prior learning is determined to be equivalent to the required learning outcomes of a Prior Learning Assessment and Recognition eligible course or program, credit will be granted.

Reference Materials

- Prior Learning Assessment and Recognition Policy (Draft)
- OC Calendar – Admissions – Prior Learning Assessment (PLA section only)

Supporting Analysis

Consultations regarding the proposed revisions to the policy included Continuing Studies & Corporate Training Office, Health & Social Development Dean's Office; OC's Provost Council (formerly Deans Forum), and Education Council.

Education Council Analysis:

This policy falls within the items listed in Article 25 of the College and Institute Act which requires that

"(1) To be implemented, decisions concerning the following matters must have joint approval:

(a) curriculum evaluation for determining whether

(i) courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution.

Draft policy reviewed by Education Council 4/4/2024

Education Council has joint authority and approved this policy.

Comments from the Chair of Education Council

- Education Council engaged in significant discussion regarding clause 6.3 in the policy, specifically around how Indigenous knowledge will be assessed for the purposes of prior learning recognition.

Alignment to the Strategic Plan Roadmap

Effectiveness and Efficiency: Reviewing this policy aligns it with the Policy Framework and meets our responsibility to reimagine policy and procedure renewals. The review will allow Administration to be more efficient in managing the procedures of these policies.

Students first. Students will benefit from clarity of the updated policies and procedures, which have been drafted to demonstrate compassion for the holistic wellbeing of students.

Risk Implication & Mitigation Steps

Operational: Regular reviews of policy and procedures are necessary to ensure that students are able to navigate the College's policies and procedures that pertain to them.

Proposed and Prepared by	Dr. Samantha Lenci, Provost & Vice President Academic

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Education Council	4/4/2024
	☒	☒	Provost Council	1/25/2024
	☒	☒	Health & Development Office	1/15/2024
	☒	☒	Continuing Studies Office	1/11/2024
	☒	☒	Neil Fassina, President	5/6/2024
	☒	☒	Governance Committee	5/10/2024

Okanagan College Policy

PRIOR LEARNING ASSESSMENT AND RECOGNITION POLICY

Policy Area:	Board and Academic		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:			
Stakeholders:	Students and College Employees		
Authority:	*College and Institute Act*		
Approval Authority:	Board of Governors and Education Council (joint)		
Approval Date:			
Effective Date:			
Replaces or New:	OC Calendar – Admissions: Prior Learning Assessments		
Last reviewed:	Month Year	Scheduled review date:	Month Year
Procedures:	*Prior Learning Assessment and Recognition Procedures (under development)*		

1. Policy Statement

The College recognizes that knowledge and skills are acquired in a variety of ways, such as informal and non-credit education, work experiences, training, self-study, travel, recreation, community involvement, Indigenous knowledge and ways of being and other life experiences, outside the formal post-secondary education system. When that prior learning is determined to be equivalent to the required learning outcomes of a Prior Learning Assessment and Recognition eligible course or program, credit will be granted.

2. Purpose

This policy provides guidelines to determine the equivalencies of students' prior learning experiences to formal college credits.

3. Scope and Application

This policy applies to all current Okanagan College students requesting formal assessment of their prior learning experiences for college level credit. A successful assessment of prior learning generally applies to the designated module or course and may not constitute completion of any prerequisites for other modules, courses or programs.

4. Definitions

Course Challenge	Means written, oral and/or practical tests as determined appropriate by a department/program. Challenge exams are developed by the department/program in which credit is sought for courses which the department/program deems suitable for challenge. Individual course objectives/learning outcomes are assessed.
Portfolio	Means documentation that systematically provides evidence of an individual's learning experiences and accomplishments in relation to course objectives/learning outcomes. This documentation may include a self-reflection. An interview may also be required as a component of this assessment.
Prior Learning Assessment and Recognition (PLAR)	Means a systematic process to evaluate and give credit, where appropriate, to learning that has been gained through work experience, informal and formal training, and life experience.
Residency Requirements	Means a specific number of courses that must be taken at Okanagan College to complete a credential.
Transfer Credit	Means the granting of credit toward a credential by one institution for programs or courses completed at another institution.
Work-Based Assessment	Means an assessment of a student's prior learning (knowledge, skills, abilities and/or values) as demonstrated in a simulated or real setting. Learning is demonstrated in a comprehensive way, showing knowledge, understanding and levels of competence in relation to the course objectives/learning outcomes.

5. Principles

5.1 Students may receive credit for demonstrated knowledge, skills and attributes that are verifiable, current, and consistent with programs and courses offered at Okanagan College.

5.2 Prior Learning and Recognition (PLAR) applicants must first be admitted to the College and to the program to which they seek credit in accordance with Okanagan College Admissions policies and procedures.

5.3 The appropriateness of PLAR within individual departments shall be determined by the respective department.

5.4 Fees for PLAR are nonrefundable and are based on the services to be performed.

5.5 The maximum number of credits awarded through PLAR will be 50% of the credits or work required for a given degree, associate degree, diploma or certificate.

5.6 Credits earned under the PLAR process do not contribute to Residency Requirements for a credential.

5.7 Credit earned through Prior Learning Assessment and Recognition as Transfer Credit from other Canadian accredited post-secondary institutions will not be accepted. Students must complete the PLAR process through Okanagan College to receive credit.

5.8 PLAR is not available to students currently on suspension.

5.9 Credits granted through the PLAR process will be annotated as Prior Learning Assessment on the student's Transcript.

6. PLAR Assessment

6.1 Students will request or be requested to document their learning of specific knowledge, skills and values related to the course or program learning outcomes, objectives or competencies for Prior Learning Assessment and Recognition which credit is requested. Documentation must support learning statements and may include and not be restricted to the following:

a) personal Portfolios;

b) non-credit certificates/diplomas;

c) work products and artifacts;

d) Course Challenges (written, oral, performance examinations [e.g. laboratory, clinical, worksite], product assessment, standardized exams);

e) performance evaluations (e.g. role-plays; live, video or audio presentations; lab demonstrations; simulations; work-site demonstrations); and

f) Work-Based Assessments including documented learning from life and work experiences and accomplishments.

6.2 The appropriate assessment techniques will be determined by the department.

6.3 The assessment and assignment of PLAR credit will be determined by a content specialist qualified in the appropriate area of expertise, discipline and/or Indigenous knowledge, and identified by the department.

6.4 The department will have the discretion to assign PLAR credit with or without a grade. Assessment of a grade, where assigned, will be determined by the content specialist identified by the department.

6.5 Decisions regarding PLAR credits and/or grades, as determined and recommended by the content specialist, are final. A Student may appeal the process that was followed if the Student believes the procedure followed in a PLAR assessment was conducted in a manner that was not procedurally fair and impartial.

6.6 To file an appeal based on Procedural Fairness, Students need to follow the processes outlined in the *Educational Decisions Appeal Procedures - Final Appeal Tribunal*.

7. Related Acts and Regulations

None.

8. Supporting References, Policies, Procedures and Forms

Admissions Policy
Education Decisions Appeal Procedures
Prior Learning Assessment and Recognition Procedures (under development)

History / Revisions

Date	Action
YYYY-MM-DD	Approved by Education Council: *Title of Policy*

Prior Learning Assessment

Prior Learning Assessment (PLA) is assessment carried out by a qualified specialist to determine what has been learned through non-formal education, training, or experience. The purpose of the assessment is to determine what prior learning is worthy of credit in a course or program offered by the accrediting institution.

PLA is available for some courses in the following areas: Administrative Assistant Certificate, Health Care Assistant, Culinary Arts, Business Administration, Continuing Studies, Computer Science, Early Childhood Education and Sustainable Building Technology.

Please contact the chair of the department to determine which courses are available for PLA.

Students with PLA credit from Okanagan College who are planning to transfer to another institution, should confirm with the other institution the acceptance of the credit.

PLA policy guidelines

- Learners may receive credit for demonstrated knowledge, skills and attributes that are verifiable, current, and consistent with programs and courses offered at Okanagan College.
- PLA candidates must first be admitted to the program, faculty, or department to which they seek credit in accordance with Okanagan College policies and procedures. General Okanagan College admission requirements will be applied.
- The appropriateness of PLA within individual departments shall be determined by the respective department.
- The appropriate assessment techniques will be determined by the department.
- Determination of acceptance of PLA credits from other institutions will be at the discretion of the department.
- The assessment and assignment of PLA credit will be determined by a content specialist identified by the department.
- The department will have the discretion to assign PLA credit with or without a grade. Assessment of a grade, where assigned, will be determined by the content specialist identified by the department.
- PLA credits and/or grades, as determined and recommended by the content specialist, are subject to appeal by the student in accordance with Okanagan College policies and procedures.
- Fees for PLA will be based on the services to be performed.
- The maximum number of credits awarded through PLA will be 50% of the credits or work required for a given degree, associate degree, diploma or certificate.
- Student transcripts shall identify credits granted through the process of PLA.

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.3.5

Title	Integrity in Research and Scholarship Policy
Action and/or Recommendation	For Approval Recommended Motions: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the following policies as recommended by the Governance Committee:*** • ***Scholarly Integrity Policy (2008)*** • ***Scholarly Misconduct Policy (2008)*** • ***Conflict of Interest in Research Policy (2011)*** ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Integrity in Research and Scholarship Policy as recommended by the Governance Committee."***

Meets OC's Inspire Plan...	**Values**	**Responsibilities**	**Commitments**
	☐ Students First ☒ Community ☐ Respect ☐ Courage ☐ Relationships ☐ Distinction	☐ Reconciliation ☐ EDISJ ☐ Sustainability ☐ Resilience ☒ Effective and Efficient	☒ Inclusive & Equitable Access ☐ Life-long learning partnerships ☐ Integration and focus

Background Statement

As we continue the work to update College policies it is being recommended that we combine the policy principles found in several policies into one clear policy. Those previous policies include:

- Scholarly Integrity Policy (2008)
- Scholarly Misconduct Policy (2008)
- Conflict of Interest in Research Policy (2011)

Okanagan College expects that all Research and Scholarly Activities will be conducted with the highest level of ethics and integrity. The College is committed to supporting and promoting ethical conduct in Scholarly Activities that support Research and scholarly best practices, and that fosters researchers and scholars to act ethically, accountably, openly and fairly in the search for and dissemination of knowledge.

The new Integrity in Research and Scholarship Policy outlines expectations, principles and responsibilities of research and scholarly activities and perceived or real scholarly misconduct.

Reference Materials

- Integrity in Research and Scholarship Policy
- *While not included in the Board package the old policies may be found at the following links:*

- Scholarly Integrity Policy (2008)
- Scholarly Misconduct Policy (2008)
- Conflict of Interest in Research Policy (2011)

Supporting Analysis

Consultation regarding the proposed revisions to the policy include OC's Provost Council (formerly Deans Forum) and Education Council. This is a Board approved policy and does not require advice from Education Council; however, their feedback was included.

Alignment to the Strategic Plan Roadmap

Effectiveness and Efficiency: Revising this policy aligns it with the Policy Framework and meets our responsibility to reimagine policy and procedure renewals. The review will allow Administration to be more efficient in managing the procedures of these policies. Employees and students engaging in research and scholarly activity will benefit from the clarity of the updated policies and procedures.

Risk Implication & Mitigation Steps

Operational: Separation of policy and procedure under the new Policy Framework will allow Administration to more quickly respond to process changes to meet the operational requirements of these policies.

Proposed and Prepared by	Dr. Samantha Lenci, Provost & Vice President Academic

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Education Council	3/13/2024
	☒	☒	Provost Council	2/14/2024
	☒	☒	Governance Committee	5/10/2024
	☐	☐		Select a date.
	☐	☐		Select a date.

Okanagan College Policy

INTEGRITY IN RESEARCH AND SCHOLARSHIP POLICY

Policy Area:	Board
Policy Number:	To be assigned by Office of Policy Coordination
Policy Sponsor:	Provost and Vice President Academic
Policy Contact:	Provost and Vice President Academic
Stakeholders:	Employees and Students
Authority:	*College and Institute Act*
Approval Authority:	Board of Governors
Approval Date:	
Effective Date:	
Replaces:	New Policy: Integrity in Research and Scholarship Replaces Scholarly Integrity Policy, Scholarly Misconduct Policy, Conflict of Interest in Research Policy
Last reviewed:	May 2025 Scheduled review date: May 2029
Procedures:	*Procedures for Scholarly Misconduct*

1. Policy Statement

Okanagan College expects that all Research and Scholarly Activities will be conducted with the highest level of integrity and ethics. The College is committed to supporting and promoting ethical conduct in Scholarly Activities that support Research and scholarly best practices, and that fosters Researchers and scholars to act ethically, accountably, openly and fairly in the search for and dissemination of knowledge.

2. Purpose

The purpose of this policy is to outline the College's expectations, principles, and responsibilities regarding Research and Scholarly Activities and perceived or real Scholarly Misconduct. The College expects that Researchers and scholars involved in Scholarly Activities will meet the requirements set out in the *Tri-Agency Framework: Responsible Conduct of Research*.

3. Scope and Application

This policy applies to Research and Scholarly Activities which are undertaken by Okanagan College employees and students, any individual working under the auspices of Okanagan College, and

students from other institutions who are working on Okanagan College premises under the supervision of an Okanagan College employee, either alone or in collaboration with others.

4. Definitions

Balance of Probabilities	Means the standard of proof whereby an assessment is made as to whether a violation of the Policy is more likely than not to have occurred.
Complainant	Means a person who submits a Complaint based on a belief that they have witnessed or experienced conduct which is prohibited by this Policy.
Complaint	Means a written statement of alleged facts made by a Complainant.
Employee	Means any person employed by (or who has an appointment with) the College.
Fabrication	Means making up data, source material, methodologies or findings, including graphs and images, and recording or reporting them.
Falsification	Means manipulating, changing, or omitting data, source material, methodologies, or findings, including graphs and images, without acknowledgement, and which results in inaccurate recorded or reported findings or conclusions.
Interim Measures	Means actions or measures that may be imposed on a Researcher(s) or Research pending the outcome of a preliminary assessment or investigation into a Scholarly Misconduct Complaint.
Investigative Response	Means the response that includes the determination of whether Scholarly Misconduct occurred.
Plagiarism	Means presenting and using another's published or unpublished work, including theories, concepts, data, source material, methodologies or findings, including graphs and images, as one's own, without appropriate referencing.
Research	Means Research that has received the formal endorsement of the College (e.g. through the Research Ethics Board), and/or is being funded on the basis of an association with the College (e.g. through an NSERC grant), and/or uses significant college resources (faculty release time, financial or human resources), and/or GIA Research grants and student applied Research positions.
Researcher	Means any College employee or any scholar who has a formal association with the College and who is involved in Research that is sanctioned by the College.
Respondent	Means a Researcher or employee against whom an allegation has been made under this Policy.
Scholarly Activities	Means scholarship, research and creative activities. Scholarship involves oral or written activities that reflect a thorough and critical collection of knowledge of

	one's profession or discipline. Research involves contributing to the expansion of knowledge and the sharing of that knowledge through appropriate professional means. Research includes application of research findings for purposes of practical application. Creative activities involve creative practice, exhibition, performance, composition, multimedia presentations and other similar activities that reflect applied practice of one's profession or discipline. *(OCFA Collective Agreement 2022, section 18.1.4.1)*
Scholarly Misconduct	Means conduct that breaches the scholarly standards and practices that are generally accepted within the relevant scholarly field. This may include a failure to meet any of the expectations set out in section 6.0 of this Policy. Scholarly Misconduct inclusions are outlined in section 7.0 of this policy.
Self-Plagiarism	Means the reuse of one's own previously written work or part thereof, or data, whether published or unpublished, in a new written product without adequate acknowledgement of the previous use.
Tri-Council Agency	Means the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC), and the Social Sciences and Humanities Research Council (SSHRC), collectively.
Tri-Agency Framework: Responsible Conduct of Research	Means the policy framework addressing integrity in Research and scholarship issued by the Tri-Council Agency.

5. Principles

5.1 The College is responsible for promoting integrity in Research and Scholarly Activities and supporting educational awareness and activities on Research practices.

5.2 The College will maintain an active Research Ethics Board.

5.3 Researchers are responsible for maintaining the highest level of integrity and ethics while conducting Research and Scholarly Activity.

5.4 Researchers are responsible for familiarizing themselves with the scholarly standards and practices that are generally accepted within the relevant scholarly field.

5.5 Principal Researchers are responsible to exercise reasonable care in directing and supervising Researchers to prevent academic misconduct and to ensure the standards for scholarly integrity are met. Principle Researchers must have obtained the Tri-Council Agency - TCPS2: Course on Research Ethics certification.

5.6 All data collected by or with Indigenous communities must follow the First Nations Principles of Ownership, Control, Access and Possession (OCAP®) and must follow the *CARE (collective benefit, authority to control, responsibility and ethics) Principles for Indigenous Data Governance*.

5.7 Entitlement to ownership of primary data, software, and other products of Research can vary according to the circumstances under which Research is conducted and may in some cases be governed by Collective Agreements. A shared understanding about ownership should be

reached among collaborators, especially between supervisors and their students, before Research is undertaken.

5.8 All inventors listed on a patent application must have made an inventive contribution to the invention.

5.9 Any Research project (including pilot studies, exploratory studies, etc.) involving human subjects in procedures that involve potential invasions of privacy, must be reviewed and approved by the Research Ethics Board before the Research begins.

5.10 The College is responsible for investigating and responding in a timely manner to allegations of misconduct in Research and Scholarly Activities including informing appropriate funding councils of conclusions reached and actions taken.

5.11 The College will provide an established fair, unbiased and timely process for investigating and responding to allegations of Scholarly Misconduct.

5.12 Misconduct while undertaking Research and Scholarly Activities is unacceptable and may be cause for disciplinary action or sanctions.

6. Acceptable Standards of Research and Scholarly Conduct

6.1 Generally accepted scholarly standards and practices include Researchers/scholars ensuring that they:

a) obtain, record, analyse, store, report, and publish data or results without Fabricating or Falsifying.

b) engage in culturally sensitive practices of Research with scholarly and scientific rigour, through all stages of the work: planning, obtaining, recording, analyzing, storing, reporting, and publishing data or results.

c) recognize substantive contributions of all collaborators.

d) ensure the authorship of published work includes all those who have materially contributed to and share responsibility for content, and only those persons.

e) give students the appropriate recognition for authorship or collection of data in any publication.

f) use unpublished work of other Researchers and scholars only with permission and with due acknowledgement; use archival materials in accordance with the rules of the archival source; and adhere to the Copyright Act when using materials protected by copyright.

g) securely keep complete and accurate records of all original Research data, methodologies, and findings, in accordance with funding partner requirements, timelines specified in the Research data management plan, Okanagan College policies, and/or relevant laws or regulations, in a manner that allows for others to verify or replicate the work.

h) use information, concepts, or data as permitted by author(s), licensing agreements, and relevant legislation.

i) seek and obtain approval from the Research Ethics Board (REB) before engaging in any Research involving humans, animals, biohazards, or radioisotopes and comply fully with the national standard requirements and approved Research protocols.

j) comply with operational and financial terms of Research grants and/or contracts awarded to the Researcher.

k) voluntarily and immediately disclose in writing to the sponsors of the Research project, Okanagan College, the Research Ethics Board, and other institutions, journals or funding agencies, any conflict of interest that may result in the cancellation of support for the Research, and/or any material financial interest in a company that contracts with OC to undertake Research.

Instances where financial interests may result in a conflict of interest involving the company's products include: ownership, substantial stock holding, directorship, significant honoraria, or consulting fees, but does not include minor stock holdings in a large publicly traded company.

l) ensure when handling Research data of collaborative work, all members of the Research team are responsible for ensuring proper acknowledgement of each team member when the data is released in any form.

m) protect the privacy of any individuals whose personal information has been obtained as part of any Research activities, in accordance with the Freedom of Information and Protection of Privacy Act, and any other applicable legislation.

n) maintain confidentiality of intellectual property, whether existing background intellectual property or if developed as part of the Research.

7. Scholarly Misconduct

7.1 Inappropriate conduct while conducting Research and scholarship is unacceptable. The formal procedures for handling Scholarly Misconduct investigations can be found in the Research and Scholarly Misconduct Procedures.

7.2 Scholarly Misconduct includes, but is not limited to:

a) Fabrication or Falsification.

b) the destruction of one’s own or another’s Research data or records to specifically avoid the detection of wrongdoing or in contravention of any applicable funding agreements, College or other policies, standards of the relevant profession or discipline, or laws and regulations.

c) Plagiarism, including Self-Plagiarism.

d) inaccurate attribution, including attribution to persons other than those who made a material intellectual contribution to an invention or to the contents of a publication or Research project, or agreeing to be listed as an inventor on a patent application or as an author or contributor to a publication or Research project to which one made no material intellectual contribution.

e) failure to acknowledge or recognize the use of generative artificial intelligence, where appropriate, within the scope of the Research.

f) failure to appropriately recognize or acknowledge the contributions of others in a manner consistent with their respective contributions and, if applicable, consistent with the authorship policies of relevant publications.

g) use of published or unpublished works in contravention of the Copyright Act.

h) abuse of supervisory authority over collaborators, assistants, students and others associated with the Scholarly Activity.

i) failure to comply with the regulations of a funding agency, relevant federal or provincial statutes or regulations, College policies and procedures, or other relevant legal requirements with respect to Research and Scholarly Activity.

j) failure to reveal any conflict of interest (material or otherwise) to the College, sponsors or to those who commission the Scholarly Activity.

k) using grant or award funds for purposes inconsistent with the policies of the funder; contravening funder financial policies; or providing incomplete, inaccurate or false information on documentation.

l) conflict of scholarly interest such as opposing the publication or compromising the work of another author, particularly in the publications and review forums, for the purposes of benefiting oneself directly or indirectly.

m) failure to maintain guarantees of confidentiality to Research participants to ensure that ethical principles are upheld subject to the limits prescribed by law.

n) failure to securely store, manage, or retain Research data in accordance with a Research data management plan, funding partner terms, institutional and/or legal obligations.

7.3 Scholarly Misconduct does not include situations of: honest and reasonable error; conflicting data; valid differences in experimental design; or in interpretation or evaluation of information.

7.4 Where Scholarly Misconduct is found, conduct may be referred to other policies such as the Student Non Academic Conduct, Academic Integrity, or Code of Ethical practices as appropriate.

8. Related Acts and Regulations

Tri-Agency Framework: Responsible Conduct of Research
Copyright Act
Freedom of Information and Protection of Privacy Act
CARE (collective benefit, authority to control, responsibility and ethics) Principles for Indigenous Data Governance

9. Supporting References, Policies, Procedures and Forms

Procedures for Research and Scholarly Misconduct

History / Revisions

Date	Action
YYYY-MM-DD	Revised Policy Approved by Board of Governors: *Title of Policy*
2024-03-07	*on advice of Education Council*

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.3.6

Title	Library Collections Policy		
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Library Collections Policy as recommended by the Governance Committee."***		
Meets OC's Inspire Plan…	**Values** ☒ Students First ☒ Community ☒ Respect ☐ Courage ☐ Relationships ☐ Distinction	**Responsibilities** ☒ Reconciliation ☒ EDISJ ☐ Sustainability ☐ Resilience ☒ Effective and Efficient	**Commitments** ☒ Inclusive & Equitable Access ☒ Life-long learning partnerships ☐ Integration and focus

Background Statement

The Library Collections Policy was last updated in 2009 and the updated policy and associated procedures will replace this existing policy. The updated Policy allows the College library to remain relevant and ensure our library collection represents our College Community.

The primary changes include dividing the policy into separate policy and procedures documents and adding sections on EDISJ and Indigenous Knowledge. The Library will continue its work to develop practices specific to handling culturally sensitive materials in the Library collection. This work is ongoing and will include consultation with our local Indigenous communities, to ensure Indigenous Knowledge Keepers have control and input on how their Traditional Knowledge is maintained, preserved, and where it resides.

Reference Materials

- Library Collections Policy

Supporting Analysis

Consultation regarding the proposed revisions to the policy include OC's Leadership Council, OC's Library Management Committee, and Education Council.

Education Council Analysis:

This policy falls within the items listed in Article 23 of the College and Institute Act which requires that "*An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy …*". The following information and advice is provided by Education Council for consideration of the Board.

Draft policy reviewed by Education Council: 3/7/2024

Education Council supports approval of the policy with no changes suggested.

Comments from the Chair of Education Council

- No additional comments on this policy.

Alignment to the Strategic Plan Roadmap

The Library Collections Policy is on the College's Policy Workplan for 2023-24.

Risk Implication & Mitigation Steps

Reputational: Library Collections that do not reflect current information needs, needs from the College Community, and that contain outdated or potentially culturally inappropriate materials, risks the reputation of the College, particularly when items are found in the collection that do not reflect the current values of the Institution. The added content on culturally sensitive materials acknowledges our responsibility to Indigenous communities and their Traditional Knowledge.

Operational: Library collections that do not adequately reflect the needs of students, educators, and researchers, means that people do not have the relevant resources they require to fulfill their teaching, learning, and/or research needs. An updated policy is required to ensure effective and efficient allocation of resources.

Legal: The added section on accessibility helps bring the Library into alignment with the Accessible BC Act.

Proposed and Prepared by	Dr. Samantha Lenci, Provost & Vice President Academic			
Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Education Council	3/7/2024
	☒	☒	Library Management Committee	11/1/2023
	☒	☐	OC's Leadership Council	12/14/2023
	☒	☒	Neil Fassina, President	5/6/2024
	☒	☒	Governance Committee	5/10/2024

Okanagan College Policy

LIBRARY COLLECTIONS POLICY

Policy Area:	Board and Academic		
Policy Number:	To be assigned by Office of Policy Coordination		
Policy Sponsor:	Director, Library Services		
Policy Contact:	Librarian, Collections and Metadata		
Stakeholders:	Employees, Students, Community Members		
Authority:	*College and Institute Act*		
Approval Authority:	Board of Governors on advice of Education Council		
Approval Date:			
Effective Date:			
Replaces:	Library Collections Policy, January 9, 2009		
Last reviewed:	Month Year	Scheduled review date:	Month Year
Procedures:	Procedures for Library Collections		

1. Policy Statement

The Okanagan College Library (The "Library") is responsible for selecting, acquiring, and maintaining materials to support the established curricular needs of students, faculty, and instructors at Okanagan College (The "College"). The Library collects and makes available materials that align with the College's curricular and broader educational goals, scholarly, creative and applied research activities, and the College's strategic plan.

2. Purpose

This policy provides guidelines for the selection and retention of library materials that support the mission of the College. The policy advises the College community of the standards and principles used to develop library collections in alignment with the College's values and strategic plan.

3. Scope and Application

This policy applies to librarians, who have primary responsibility for identifying and selecting materials for the Library. College faculty and instructors have responsibility for recommending resources to support courses, and librarians work with departmental library representatives to build and maintain the library collection based on the guidelines in the policy. College employees, students and other

library users may make suggestions; however, Library Services has final approval for acquisitions based on the policy.

4. Definitions

Collections	Means the collective resources assembled and maintained by the Library.
Resources	Means the physical or electronic materials which include both individual titles and subscription packages.
Selection	Means the process by which a potential resource is vetted and determined to align with the Library Collection's Policy.
Deselection	Means the process by which resources are removed from the collection.
Users	Means the members of the OC community, including students, employees, and members of the public.

5. Responsibility for Collection Development and Management

5.1 Librarians select resources for collections based on expertise and in consultation with users in the format most appropriate for meeting the College community needs.

5.2 Librarians have primary responsibility for decisions regarding replacement, preservation, transfers to storage, cancellation, and deselection of resources and collections.

6. Intellectual Freedom

6.1 The Library supports the principles of intellectual freedom as established by the Canadian Federation of Library Associations (CFLA) and set out in the British Columbia Library Association's (BCLA) *Statement on Intellectual Freedom*.

6.2 Requests to remove materials from the library collection will be referred to the Director of Library Services for consideration and response.

7. Equity, Diversity, Inclusion, and Social Justice (EDISJ) and Accessibility

7.1 The Library recognizes that the historic and current marginalization of diverse groups is reflected in the under-representation of these voices in academic library collections. The Library is committed to collecting resources that promote, affirm, and celebrate equity, diversity, inclusion, and social justice principles to strengthen equitable and inclusive participation of all members of the OC Community.

7.2 The Library will consider the needs of individuals with disabilities in collection development and decisions will be made in accordance with relevant accessibility legislation and policy.

8. Indigenization

8.1 The Library is committed to promoting Indigenous peoples' voices and world views in its collections. The Library will prioritize the purchase of resources created or published by Indigenous peoples, including those that align with learning outcomes centered on Indigenous oral histories, kinship, economics, community life, spiritual relationships, and ways of knowing.

8.2 The Library acknowledges that resources within the collection may contain culturally sensitive materials, and in accordance with the Canadian Federation of Library Association's *Truth and Reconciliation Report and Recommendations*, will seek direction from local communities on proper cultural protocols regarding access, care and ownership of such materials.

9. Related Acts and Regulations

Copyright Act

10. Supporting References, Policies, Procedures and Forms

Canadian Federation of Library Associations Truth and Reconciliation Report and Recommendations
Canadian Federation of Library Associations Statement on Intellectual Freedom
British Columbia Library's Associations Statement on Intellectual Freedom

History / Revisions

Date	Action
YYYY-MM-DD	Revision Approved by Board, Education Council, Executive Team.: *Title of Policy*

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.4.1

Title	New Programs
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new programs as recommended by Education Council:*** • ***Spa Practicioner Foundations Micro-credential*** • ***Esthetics and Spa Therapy Micro-credential*** • ***Nail Technician Micro-Credential*** • ***Spa Operations and Management Micro-credential***."

Meets OC's Inspire Plan...

Values	Responsibilities	Commitments
☒ Students First	☐ Reconciliation	☐ Inclusive & Equitable Access
☒ Community	☐ EDISJ	☒ Life-long learning partnerships
☐ Respect	☐ Sustainability	☐ Integration and focus
☐ Courage	☐ Resilience	
☒ Relationships	☐ Effective and Efficient	
☐ Distinction		

Background Statement

The College and Institute Act states in section 23(1) that "An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

> (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;
>
> (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
>
> (f) evaluation of programs and educational services;
>
> (m) qualifications for admission policies; and
>
> (n) criteria for awarding certificates, diplomas and degrees…"

In alignment with its advisory role to the Board, Education Council has reviewed and is recommending Board approval of the following new programs:

- Spa Practitioner Foundations Micro-credential
- Esthetics and Spa Therapy Micro-credential
- Nail Technician Micro-Credential
- Spa Operations and Management Micro-credential

Reference Materials

Proposal for New Programs:

- Spa Practitioner Foundations Micro-credential
- Esthetics and Spa Therapy Micro-credential
- Nail Technician Micro-Credential
- Spa Operations and Management Micro-credential

Supporting Analysis

Please see attached new program proposals.

Alignment to the Strategic Plan Roadmap

The new program(s) represents OC's ability to pivot to meet the demands of the community and industry and provide prospective students with programming relevant to their needs.

Risk Implication & Mitigation Steps

Lack of Participants: Mitigated by strong collaboration with community partners. Strong marketing collateral and a solid marketing plan with dedicated resources to ensure the reach of promotions throughout the Okanagan Valley.

Instructor Availability: Mitigated through collaboration between programs and faculty to source subject matter experts who will be qualified to teach.

Content Quality: This risk is mitigated with the use of subject matter experts who are currently working in the industry and are knowledgeable of the current trends, competencies and skills required.

Proposed and Prepared by	Jillian Garrett, Education Council Chair

Consultation History	**Reviewed**	**Recommended**	**Group/Individual, Title**	**Date**
	☒	☒	Education Council	5/2/2024
	☒	☒	Education Council	4/4/2024
	☒	☒	Neil Fassina, President	5/14/2024
	☐	☐		Select a date.
	☐	☐		Select a date.

Okanagan College Education Council
Proposal for New Program
May 2024

Program Summary

Name of Program:	**Spa Practitioner Foundations Micro-credential**
Program Outcome/Credential:	Microcredential
Program Length:	260-hour
Education Council Approval Date:	**4/4/2024**

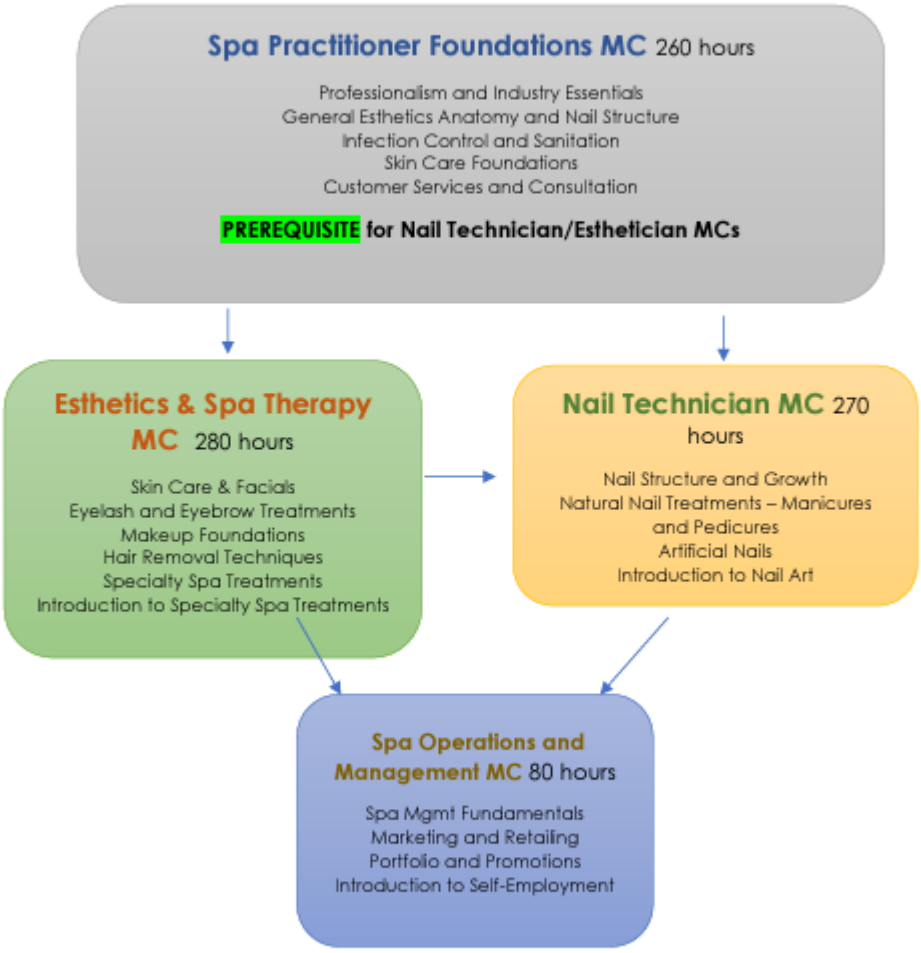
Program Outline

Program description:	This 260-hour micro-credential provides a comprehensive foundation for those aspiring to pursue a career as a spa practitioner. Key introductory topics include professionalism and industry workplace essentials, general skin and nail anatomy, infection control, and the critical importance of sanitation spa environments. Customer service and consultation strategies are also covered. This micro-credential is the pre-requisite to the Esthetics and Spa Therapy and Nail Technician Micro-credentials. (See diagram below of program map for stackable Esthetics and Nail Technology microcredentials.)
Learners served by this program:	The micro-credential serves learners who wish to gain an understanding of the foundational principles related to the spa and wellness industry, focusing on a pathway to careers in esthetics and/or nail technology.
Career Outcomes and Pathways:	Upon successful completion, learners will be equipped with the fundamental skills and knowledge to continue their educational journey with additional micro-credentials specific to the industry stream they choose.
Program Hours:	260-hour
Admission Requirements:	• BC secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes. • A scheduled meeting with Okanagan College staff to discuss interest in the industry, to clarify program requirements, and to provide counselling on entry into the program.
Required Courses:	Program outline • SPF100 - Professional and Industry Essentials • SPF101 - General Esthetics Anatomy and Nail Structure • SPF102 - Infection Control and Sanitation

- SPF103 - Skin Care Foundations
- SPF104 - Customer Service and Consultation

Okanagan College – Stackable Micro-credentials

Esthetics and Nail Technology Programming



The idea is that the Foundations MC is the pre-requisite to the Nail Technician and the Esthetics and Spa Therapy MC. These two MCs can be taken at the same time if a learned wanted to go full time or they can take one at a time as their schedule and finance allows. The final MC – Spa Operations and Management can be stacked on top of either of the Nail Technician and Esthetics and Spa Therapy MCs OR can be taken as professional development based on recognition of prior learning.

Okanagan College Education Council
Proposal for New Program
May 2024

Program Summary

Name of Program:	**Esthetics and Spa Therapy Micro-credential**
Program Outcome/Credential:	Microcredential
Program Length:	280-hour
Education Council Approval Date:	**5/2/2024**

Program Outline

Program description:	This 280-hour Micro-credential is a comprehensive and hands-on educational experience designed to equip aspiring estheticians with the requisite knowledge, skills, and techniques for success in the rapidly growing field of esthetics and spa therapy. This micro-credential combines theoretical instruction with enhanced practical training in a professional spa training centre environment. Practical training specific to skin care and facials, make-up foundations, eyelash and brow treatments, and hair removal techniques are covered in depth. Learners will explore specialty spa treatments such as relaxation massage and hot stone therapy, body scrubs and body wraps, and be introduced to aromatherapy and reflexology. Lastly, an introduction to alternative esthetic treatments will be covered. The importance of sustainability and incorporating eco-friendly practices will be discussed.
Learners served by this program:	This program is designed for students who have completed the Spa Practitioner Foundations Microcredential and wish to enter careers in esthetics and spa therapy.
Career Outcomes and Pathways:	This micro-credential includes extensive practical experience in a professional spa environment and graduates will be prepared to enter the workforce equipped with the knowledge and skills required to excel in various professional settings such as spas, salons, and wellness centres.
Program Hours:	280-hour
Admission Requirements:	• Successful completion of the Spa Practitioner Foundations Micro-credential. • A combination of existing industry experience or prior learning will be considered.
Required Courses:	Complete all of the following • EST100 - Skin Care and Facials • EST101 - Eyelash and Eyebrow Treatments • EST102 - Make-up Foundations

- EST103 - Hair Removal Techniques
- EST104 - Introduction to Specialty Spa Treatments
- EST105-Introduction to Alternative Esthetic Treatments

Okanagan College Education Council
Proposal for New Program
May 2024

Program Summary	
Name of Program:	**Nail Technician Micro-Credential**
Program Outcome/Credential:	Microcredential
Program Length:	270-hour
Education Council Approval Date:	**5/2/2024**

Program Outline	
Program description:	This 270-hour micro-credential includes comprehensive and specialized training designed to provide learners with the knowledge and skills necessary for a successful career as a nail technician. The Nail Technician Micro-credential combines theoretical and enhanced practical, experiential learning to offer a well-rounded curriculum that provides the technical proficiency and skills required to excel in the nail technology industry. Learners will examine nail structure and growth and natural nail care. Hands-on experience includes manicure and pedicure services as well as techniques and procedures for artificial nail enhancements. Lastly, learners will be introduced to nail art and design practices. The importance of sustainability and incorporating eco-friendly practices will be discussed.
Learners served by this program:	This program is designed for students who have completed the Spa Practitioner Foundations Microcredential and wish to enter careers as nail technicians.
Career Outcomes and Pathways:	Graduates will possess the expertise to perform high quality nail services and build a successful career as a skilled and creative nail technician.
Program Hours:	270-hour
Admission Requirements:	• Successful completion of the Spa Practitioner Foundations Micro-credential. • Prior experience and learning will be considered as admission to this micro-credential.
Required Courses:	Complete all of the following • NTE100 - Nail Structure and Growth • NTE101 - Natural Nail Treatments - Manicures and Pedicures • NTE102 - Artificial Nails • NTE101 - Natural Nail Treatments - Manicures and Pedicures • NTE103 - Introduction to Nail Art

Okanagan College Education Council
Proposal for New Program
May 2024

Program Summary

Name of Program:	**Spa Operations and Management Micro-credential**
Program Outcome/Credential:	Microcredential
Program Length:	80-hours
Education Council Approval Date:	**5/2/2024**

Program Outline

Program description:	This 80-hour micro-credential provides training designed to equip learners with the knowledge and skills to obtain a higher understanding of management within the beauty and spa industry. Learners explore strategic and operational aspects of spa management, going beyond providing traditional spa services. The importance of effective marketing, retailing and building a portfolio for promotion is examined. Finally, learners are introduced to self-employment considerations for starting micro-businesses using their skills and talents.
Learners served by this program:	This program is designed for students who have completed the Spa Practitioner Foundations Microcredential and wish to enter careers in spa operations and management.
Career Outcomes and Pathways:	The Spa Operations and Management Micro-credential is designed to provide learners with the skills, knowledge, and qualities to be prepared for upward professional employment opportunities in the spa industry.
Program Hours:	80-hours
Admission Requirements:	• Successful completion of either the Esthetics and Spa Industry or Nail Technician Micro-credentials. • A combination of existing industry experience or prior learning will be considered.
Required Courses:	Complete all of the following • SPM100 - Spa Management Fundamentals • SPM101 - Spa Marketing and Retailing • SPM102 - Portfolio and Promotions • SPM103 - Introduction to Self-Employment

BOARD OF GOVERNORS – BRIEFING NOTE

May 21, 2024
Agenda #: 4.4.2

Title	Program Revisions
Action and/or Recommendation	For Approval Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following program revisions as recommended by Education Council:*** • ***Associate of Science: Mathematics and Statistics Emphasis*** • ***Mechanical Engineering Technology Diploma*** • ***Okanagan College to UBC-Okanagan Electronics Engineering Bridge*** • ***Post Baccalaureate Diploma in Data Analytics and Economics."***

Meets OC's Inspire Plan...

Values	Responsibilities	Commitments
☒ Students First	☐ Reconciliation	☒ Inclusive & Equitable Access
☒ Community	☐ EDISJ	☒ Life-long learning partnerships
☐ Respect	☐ Sustainability	☒ Integration and focus
☐ Courage	☐ Resilience	
☐ Relationships	☒ Effective and Efficient	
☒ Distinction		

Background Statement

In alignment with its advisory role to the Board, Education Council has reviewed and is recommending that the Board approve revisions to the following programs:

- Associate of Science: Mathematics and Statistics Emphasis
- Mechanical Engineering Technology Diploma
- Okanagan College to UBC-Okanagan Electronics Engineering Bridge
- Post Baccalaureate Diploma in Data Analytics and Economics

The College and Institute Act states in section 23(1) that "An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

> (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
>
> (f) evaluation of programs and educational services; and
>
> (n) criteria for awarding certificates, diplomas and degrees"

Reference Materials

Proposal for Program Revisions:

- Associate of Science: Mathematics and Statistics Emphasis

- Mechanical Engineering Technology Diploma
- Okanagan College to UBC-Okanagan Electronics Engineering Bridge
- Post Baccalaureate Diploma in Data Analytics and Economics

Supporting Analysis

See attached proposals for program revisions.

Alignment to the Strategic Plan Roadmap

- Increase meaningful work and purposeful lives for college graduates and alumni
- Improve student and alumni engagement
- Increase participation and success of historically and currently marginalized populations

Risk Implication & Mitigation Steps

Content Quality: Mitigated by consulting with subject matter experts who are currently working in the industry and are knowledgeable of the current trends, competencies and skills required.

Proposed and Prepared by	Jillian Garrett, Education Council Chair

	Reviewed	Recommended	Group/Individual, Title	Date
Consultation History	☒	☒	Education Council	5/2/2024
	☒	☒	Education Council	4/4/2024
	☒	☒	Neil Fassina, President	5/14/2024
	☐	☐		Select a date.
	☐	☐		Select a date.

Okanagan College Education Council
Proposal for Program Revision
May 2024

Program Revision Summary

Name of Program:	**Associate of Science: Mathematics and Statistics Emphasis**
Program Outcome/ Credential:	Associate Degree
Program Length:	Two years
Proposed Revision Effective:	09/2024
Education Council Approval Date:	**4/4/2024**

Proposed Revised Program Outline

Program description:

In addition to satisfying all of the requirements outlined for an Associate of Science Degree, students must complete specific Mathematics and Statistics courses to graduate with an Associate of Science: Mathematics and Statistics Emphasis.

Program revision process:

This revision updates the courses involved in the Associate of Science: Mathematics and Statistics emphasis to reflect program changes at UBC-O, which is the main point of transfer for OC students who wish to obtain a 4-year Bachelor's degree in Mathematics or Statistics. The program revision maintains sufficient flexibility for students to successfully transfer into a Bachelor's program at an institution other than UBC-O.

Proposed Revisions:	**Current**	**Proposed**
☒ **Required Courses:**	Complete all of the following • COSC111 - Computer Programming I (3) • ~~COSC121 - Computer Programming II (3)~~ • MATH122 - Calculus II (3) • MATH201 - Mathematical Structures and Proofs (3) • MATH212 - Calculus III (3) • MATH221 - Linear Algebra I (3) Completed at least 1 of the following: • COSC221 - Introduction to Discrete Structures (3)	Complete all of the following • COSC111 - Computer Programming I (3) • DSCI228 - Introduction to Applied Data Analytics (3) • MATH122 - Calculus II (3) • MATH201 - Mathematical Structures and Proofs (3) • MATH212 - Calculus III (3) • MATH221 - Linear Algebra I (3) • STAT203 - Introduction to Probability (3) • STAT205 - Introduction to Mathematical Statistics (3) ➢ In place of STAT 203 and STAT 205, a student may complete

	• MATH225 - Differential Equations (3) • MATH251 - Introduction to Discrete Structures (3) • ~~STAT230 - Elementary Applied Statistics (3)~~ • ~~PHYS200 - Relativity and Modern Physics (3)~~	STAT 230. Students planning to transfer after second year, should consult the calendar of the university they plan to transfer to for second-year course requirements in Statistics. Completed at least 1 of the following: • COSC221 - Introduction to Discrete Structures (3) • MATH222 - Calculus IV (3) • MATH223 - Linear Algebra II (3) • MATH225 - Differential Equations (3) • MATH251 - Introduction to Discrete Structures (3) • MATH258 - Numerical Methods (3) • STAT310 - Regression Analysis (3) • STAT311 - Modern Statistical Methods (3)

Okanagan College Education Council
Proposal for Program Revision
May 2024

Program Revision Summary

Name of Program:	**Mechanical Engineering Technology Diploma**
Program Outcome/Credential:	Diploma
Program Length:	Two years
Proposed Revision Effective:	09/2024
Education Council Approval Date:	**5/2/2024**

Proposed Revised Program Outline

Program description:	Through the Mechanical Engineering Technology program at Okanagan College, students are trained in fundamental engineering principles and practice. Students will gain a working knowledge in the fundamentals of materials, structures, fluids, power, machine design, manufacturing, thermodynamics, HVAC, quality, and instrumentation and control. The use of current computer software is emphasized throughout the program. A diverse and stimulating program, Mechanical Engineering Technology incorporates labs and field trips to reinforce theoretical background, and to develop appropriate methods of approach and solution of engineering problems.
Program revision process:	The order of the Fluid Mechanics course and the Fluid Power course has been revised in Year 1 (Semester 2) and Year 2 (Semester 3) to better support student math and analytical skills.
Career Outcomes and Pathways:	Graduates may be employed by a broad range of industrial organizations. Opportunities include product design, specification, installation and maintenance of equipment, cost estimating, technical sales, quality management, inspection, production planning, automation, CAD/CAM, robotics, and research and development. Mechanical engineering technologists are in demand due to the tremendous diversity of the discipline.

Proposed Revisions:	**Current**	**Proposed**
☒ **Required Courses:**	Year 1 ➢ Semester 2 • MECH 142 - Engineering Graphics II • MECH 144 – Dynamics • ~~MECH146 - Fluid Mechanics (3)~~	Year 1 ➢ Semester 2 • MECH 142 - Engineering Graphics II • MECH 144 - Dynamics • MECH 147 - Strength of Materials

Okanagan College Education Council
Proposal for Program Revision
May 2024

Program Revision Summary

Name of Program:	**Okanagan College to UBC-Okanagan Electronics Engineering Bridge**
Program Outcome/Credential:	Bridge Transfer
Program Length:	8 months
Proposed Revision Effective:	09/2024
Education Council Approval Date:	**5/2/2024**

Proposed Revised Program Outline

Program description:	The Okanagan College to UBC-Okanagan Electronics Engineering Bridge transfer agreement consists of courses intended to broaden and deepen students' knowledge to allow them to succeed in the Electrical Engineering degree program at UBC-O, and has been developed in cooperation with UBC-O. The program uses existing courses offered by Okanagan College and can be taken part-time. The program will take two semesters full-time, or longer if taken part-time. After the second semester of the bridge, students are also required to take [Electronics Engineering 178: Electricity and Magnetism], a two-week post-semester course at Okanagan College, followed by the summer session of the [Applied Science 278: Engineering Materials] course at UBC-O.
Program revision process:	The current 4-month Okanagan College to UBC-Okanagan Electronics Engineering Bridge transfer agreement expires as of Fall 2024. We have worked with UBCO to design an 8-month bridge to take its place effective Fall 2024. The bridge program has been extended to 8 months to allow OC Electronics Engineering Technology diploma students seamless transfer into the UBC-O Electrical Engineering degree. The additional semester students will complete at OC is designed to better prepare them for the transition from Electronics Engineering Technology (which focuses on installing and repairing electrical systems) to Electrical Engineering (which focuses on designing and developing new electrical systems).
Career Outcomes and Pathways:	Upon completion of this program, graduates of Okanagan College's Electronic Engineering Technology program will be able to bridge into the first semester of third year in the Electrical Engineering degree at UBC Okanagan.

Proposed Revisions:	**Current**	**Proposed**
☒ **Required Courses:**	~~• ENGL100 - University Writing (3)~~	• CHEM111 - Principles of Chemistry I (3)

		• CHEM111 - Principles of Chemistry I (3) • MECH134 - Statics (3) • MECH133 - Materials Technology (3) • MATH221 - Linear Algebra I (3) • ~~PHYS215 - Thermodynamics (3)~~	• MECH134 - Statics (3) • MECH133 - Materials Technology (3) • MATH221 - Linear Algebra I (3) • CHEM121 - Principles of Chemistry II (3) • MATH212 - Calculus III (3) • MECH144 - Dynamics (3) • MECH234 - Thermodynamics (3) • MATH258 - Numerical Methods (3) • MATH222 - Calculus IV (3) • STAT230 - Elementary Applied Statistics (3) • ELEN178 - Electricity and Magnetism (3)
☒	**Graduation Requirements:**	Students must achieve a minimum of 60% in each bridge course and achieve a combined grade average of a minimum of 70% in CHEM 111, MECH 134, MATH 212, and PHYS 215 to be eligible for admissions to the UBCO Electrical Engineering program.	Students must achieve a minimum of 60% in each bridge course and achieve a combined grade average of a minimum of 70% in CHEM 111, MECH 133, MECH 134, MATH 221, MATH 212, CHEM 121, MECH 144, MECH, 234, STAT 230, MATH 258, MATH 222, and ELEN 178 to be eligible for admissions to the UBCO Electrical Engineering program.

Proposed Revisions:	Current	Proposed
	• MECH 147 - Strength of Materials • MECH 148 - Manufacturing Processes • MECH 149 - Manufacturing Applications • MATH 145 - Mathematics for Mechanical Engineering Technology II • MECH 152 - Welding (offered over a one-week period) Year 2 ➢ Semester 3 • MECH232 - Machine Design (3) • MECH233 - Technology Management and Quality (3) • MECH234 - Thermodynamics (3) • ~~MECH235 - Hydraulics and Pneumatics (3)~~ • MECH237 - Engineering Graphics III (3) • MECH239 - Automation (3) • ELEN236 - Electronic Technology I (3) • MECH257 - Engineering Graphics IV (3) (offered over a one-week period)	• MECH 148 - Manufacturing Processes • MECH 149 - Manufacturing Applications • MATH 145 - Mathematics for Mechanical Engineering Technology II • MECH 152 - Welding • MECH152 Welding (offered over a one-week period) • MECH161 - Fluid Power (3) Year 2 ➢ Semester 3 • MECH232 - Machine Design (3) • MECH233 - Technology Management and Quality (3) • MECH234 - Thermodynamics (3) • MECH237 - Engineering Graphics III (3) • MECH239 - Automation (3) • ELEN236 - Electronic Technology I (3) • MECH257 - Engineering Graphics IV (3) (offered over a one-week period) • MECH261 - Fluid Mechanics (3)

Okanagan College Education Council
Proposal for Program Revision
May 2024

Program Revision Summary

Name of Program:	**Post Baccalaureate Diploma in Data Analytics and Economics**
Program Outcome/Credential:	Post-Baccalaureate Diploma
Program Length:	Two years
Proposed Revision Effective:	09/2025
Education Council Approval Date:	**4/4/2024**

Proposed Revised Program Outline

Program description:	Students will receive thorough training in statistics and data science. Year one of this program sets the mathematical, statistical, and economic foundation for higher-level learning in the economics and data science areas. In second year, students build on and apply these foundational skills to a diverse set of areas. While many of the applications have an economic focus, the mathematical, statistical, and data science concepts learned are universally applicable to a wide range of disciplines.
Program revision process:	The Registrar has made a request to update the existing wording of the admission requirements to include a World Education Services (WES) evaluation. This will ensure consistency across all OC post-baccalaureate program entrance requirements.
Career Outcomes and Pathways:	This unique two-year post-baccalaureate diploma is aimed at students with a bachelor's degree in any science, arts, business, nursing, or management program who wish to pursue a career in Data Analytics and Economics.

Proposed Revisions:	**Current**	**Proposed**
☒ **Admission Requirements:**	• Successful completion of a recognized Bachelor's degree in any arts, science, engineering, psychology, business or management program. A post-secondary basic calculus course and some basic programming skills are highly recommended.	• Successful completion of a recognized Bachelor's degree in any arts, science, engineering, psychology, business or management program. A post-secondary basic calculus course, or equivalent, is highly recommended. • Applicants who have completed post-secondary studies outside of Canada will require a World Education Service evaluation

Proposed Revisions:	Current	Proposed
		with International Credential Advantage Package of their credentials.
	• A student who has completed a recognized undergraduate degree in a program different than those listed above may be admitted to the program provided they pass the Okanagan College Basic Algebra Proficiency Test with a minimum score of 20/25 AND the Calculus Readiness Test with a minimum score of 16/25.	• A student who has completed a recognized undergraduate degree in a program different than those listed above may be admitted to the program provided they pass the Okanagan College Basic Algebra Proficiency Test with a minimum score of 20/25 AND the Calculus Readiness Test with a minimum score of 16/25.