

**Okanagan College Education Council**  
**Minutes of Thursday, September 14, 2023 4:00 pm**  
**S 103B Student Services Boardroom Kelowna Campus & Zoom**

**Present:** J Anderson, N Fassina, J Garrett, B Hall, A Hay, A Krebs, S Lembke, M Martin, D Marques, D Mehus, C Newitt, B Penfound, M Somerville, T Walters  
(Zoom): R Dupuis, L Mallory, J Ragsdale

**Guests:** G Couper, K Kazimer, M Kline, L Egely, Halia Valladares Montemayor  
(Zoom): Anne-Marie Brennan, S Speers

**Recorder:** A Chan

**1. Determination of quorum and call to order**

J Garrett called the meeting to order at 4:01 pm.

- J Garrett informed members that S Acton resigned due to the change of home campus from Penticton to Kelowna. The current vacancies are as follows: Trades & Apprenticeship instructor representative, South Okanagan Similkameen faculty or instructor representative and student representatives from Shuswap Revelstoke, North Okanagan, Central Okanagan and South Okanagan Similkameen. A by-election to fill the positions will take place. Official notice of the elections will be announced by the Registrar's office soon.
- J Garrett welcomed J Anderson, D Marques and C Newitt to the meeting.

**2. Adoption of the agenda**

**Motion:** B Hall/B Penfound

- A Krebs pointed out that Apprenticeship and Workplace Mathematics 10 and Workplace Mathematics 10 should be taken off for the admission requirement as those no longer exist.
- Editing access will be granted to the proposer to edit accordingly.

**Carried**

**b. New course: RIT 100 Foundational Skills for Residential Insulators**

**Motion:** A Krebs/M Martin

That Education Council approves the new course: Foundational Skills for Residential Insulators as recommended by the CPRC – T/A:

- K Kazimer provided the committee with some background information.  
Since 2017, it was identified that there is no formal program anywhere in Canada or the Pacific Northwest to prepare people for careers in residential insulation installation. This micro-credential will be a good opportunity.
- L Egely noted that this course provides foundational skills for insulators in the residential insulation industry. Some critical skills like teamwork need to be incorporated in the curriculum.
- A Krebs sought clarification on the 30 contact hours.
- K Kazimer responded that it will be carried over 12 weeks.

**Carried**

**c. New course: RIT 101 Health and Safety in insulation Work**

**Motion:** D Mehus/S Lembke

That Education Council approves the new course: Health and Safety in insulation Work as recommended by the CPRC – T/A:

- K Kazimer informed members that it is a 25-hour course dedicated to the insulation work.
- L Egely noted that this course aims to provide learners with the essential knowledge and skills needed to ensure safety while working in the insulation industry.
- D Mehus sought clarification on the effective term of the course.
- K Kazimer responded that the course would have to obtain the Board's approval.

**Carried**

**d. New course: RIT 102 Building Science Fundamentals and the Building Envelope**

**Motion:** A Krebs/D Marques

That

Multi-Family Construction as recommended by the CPRC – T/A:

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- L Egely stated that the Micro-

Program Advisory Committee Terms of Reference as presented:

**Deferral of the policy**

**Motion:** C Newitt/D Mehus

That Education Council defers the new policy: Program Advisory Committee Policy as presented.

**Carried**

- **Meeting break at 4:55 pm.**
- **Meeting resumed at 5:15 pm.**

**5.2 Discussion**

**a. Minor Edits to Prerequisites fixes by the Registrar's Office**

**Motion:** M Somerville/B Penfound

- N Fassina stated that it is not EdCo's role to make the amendment to micro-credentials given the legislative policy.
- N Fassina made an amendment on the table, suggested adding 'if applicable' to the motion at the end.

**Carried**

- C Newitt sought clarification on whether it should go to CCC.
- A Hay responded in the affirmative.
- D Marques stated that it will go to CCC and will be recommended to EdCo.
- D Mehus sought clarification on whether EdCo could decide which committee is responsible for the policy formalization.
- J Garrett stated that it is defined by Terms of Reference of the Committees.
- J Garrett amended the motion.

**Motion:** That Education Council task CCC with researching and formalizing a policy governing the definition and treatment of microcredentials as academic or vocational programs of study pursuant to clauses 24 (2) (c) and 24 (2) (f) of the College and Institute Act if applicable.

**Carried with majority votes, 1 abstained**

**c. Call for nominations for ARP Committee members**

**Motion:** D Mehus/ M Somerville

That Education Council agrees, without precedent or prejudice, to delegate the responsibility to approve and appoint seven faculty members to the Academic Regulations and Policies Committee, in compliance with ARP membership guidelines defined in the committee Terms of Reference.

- J Garrett stated that two EdCo voting members are needed-one is faculty, another one is other group (faculty, administrator, support staff or student), noting the following-
  - It will be functional as soon as possible.
  - It will meet regularly.
  - Operations Committee will be convened to approve the ARP members.
  - Outcome will be recommended to EdCo due to the time sensitivity.
- D Mehus sought clarification on the meeting dates.
- J Garrett stated that it will have a monthly schedule, noted that there are two proposals that will go to ARP Committee for discussion.
- B Hall sought clarification on whether vocational instructor is considered as faculty members.
- J Garrett responded in the affirmative as noted in Terms of Reference.

**Carried** There was a subsequent discussion on the amendment of the motion.

**Motion:** B Penfound/S Lembke

That Education Council agrees to accept nominations for positions on the Academic Regulations and Policies Committee via email to the Education Council Assistant and the Council Chair, waiving the requirement for signatures of additional nominators.

- There was a subsequent discussion on the amendment of the motion.
- A Krebs suggested adding 'for Fall 2023' at the end.



- J Garrett stated that the idea is to have different perspectives from different parties.
- B Penfound asked if it requires members from different standing committees.
- J Garrett noted that it is not necessary, but the ad hoc committee can consult the standing committees. It could be possible that an agenda item will be added to CPRC meetings in November (TOR consultation), TOR can be attached for CPRC committees to take as reference.
- J Garrett stated that the ad hoc committee will need a Terms of Reference.
- D Mehus amended the motion on the table.

**Motion:** D Mehus/S Lembke



**6.4 A3D6 A8 A 7D AD Dport**

- No report.

**7. In camera session**

**7.1 Minutes of June 08, 2023 Education Council Special meeting**

**Motion:** M Somerville/B Penfound

That Education Council accepts the June 08, 2023 Education Council Special meeting minutes as presented.

**7.2 Minutes of June 15, 2023 Education Council Special meeting**

**Motion:** M Somerville/B Penfound

That Education Council accepts the June 15, 2023 Education Council Special meeting minutes as presented.

**7.3 Minutes of June 22, 2023 Education Council Special meeting**

**Motion:** B Hall/A Krebs

That Education Council accepts the June 22, 2023 Education Council Special meeting minutes as presented.

- T Walters asked if it is possible to provide a copy for EdCo members to review.
- A Hay suggested that a paper copy can be provided and kept in the Registrar's office in all campuses for review.
- A Krebs suggested sending out the minutes with password protected.
- There was a subsequent discussion on the way to circulate the in camera Special meeting minutes.
- C Newitt made a motion on the table.

**Motion:** T Walters/ B Penfound

That Education Council agrees to table item 7.1-7.3 to the next meeting on Oct 5.

- The minutes will be sent to the EdCo members with password protected.

**Carried**

**7.4 Minutes of June 16, 2023 Operations Committee meeting**

**Motion:** M Somerville /B Hall

- J Garrett noted that a discussion of distinction and High distinction could be added in future meeting.

**Carried**

**7.5 Minutes of August 03, 2023 Operations Committee meeting**

**Motion:** M Somerville /T Walters

**Carried**

**7. Date, time of next regular meeting** Thursday, October 5, 2023 at 4:00 pm.

**8. Deadline for agenda items** Wednesday, September 20, 2023 at 12:00 pm.

**9. Adjournment** at 6:42 pm

**Motion to adjourn:** T Walters/B Hall

**Carried**