Board of Governors

Open Session Meeting Agenda

Tuesday,

7. BUSINESS ARISING FROM THE MINUTES

8. PRESENTATIONS/DELEGATIONS

9. NEW BUSINESS/RESOLUTIONS

9.1 Finance, Audit & Risk Review Committee

9.1.1 Chair Report – B. McGowan

Common First Year Engineering Certificate as recommended by Education
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9.3.3 Academic Schedules

Recommended Motions

Adult Special Education

^ / d Z ^ K > s d , d š Z K l v P v } o o P } Œ } (

Adult Special Education Schedule as recommended by Education Council and as
‰ Œ • v š X _

Certified Dental Assistant

^ / d Z ^ K > s d , d š Z K l v P v } o o P } v Œ } (

Certified Dental Assistant Schedule

ACTION

1. INTRODUCTION OF NEW MEMBERS

2. OATH OF OFFICE
   The Oath of

- There is a Health Care Assistant Certificate in Revelstoke as well as a Tourism Management Diploma Program
- There has been a decrease in the demand for adult upgrading
-

ACTION

Motion:
^ /d Z ^K>s d, d šZ Kl v P v }oo P } Œ }(T. Lee/S. Cook
Dual Credit Agreement for the Office Assistant Certificate Program, the Accounting/Bookkeeping and the Administration Assistant Certificate Program
‰ Œ • v š _X

Students in Revelstoke require this dual credit agreement and will take courses online.

ƒ As part of an ongoing cross-cultural awareness series organised by our International Department, s

Topics covered include: job orientation, pharmacy equipment, prescription preparation, mathematical skills in pharmacy, inventory maintenance, record keeping, pharmaceutical products, compounding, sterile product handling, hospital pharmacy procedures, computer skills, communication skills, and the law as it applies to pharmacies and the legal relationship between a pharmacist and technician.
The program includes theory, demonstrations, and practice in the classroom. Students will be assigned both a community pharmacy and a hospital pharmacy practicum. Students are required to have a lab coat or nurse's uniform for the labs and practicum. Please note that practicum placements may be anywhere in BC, so travel may be required.

Program graduates will have completed the first step to becoming a regulated pharmacy technician. For more information on the regulation process for pharmacy technicians please visit:
http://www.bcpharmacists.org/new-practice
.
The length of the theory and lab practice portion of the program is approximately 26 full-time weeks per

Program revision:

- x Program outline

Rationale:

The BBA program has been designed with flexibility to allow students meet their specific educational

Graduation requirements:
Graduation from the Common First Year Engineering Certificate requires the completion of the 39 required credits within a 12 month period, with a minimum 70% GGA.

Program outline:

2 Semester Program (course code, course name, credits, contact hours)	3 Semester Program (course code, course name, credits, contact hours)
Fall Semester	

2021

January 1	New Year's Day (no classes)
January 4	Classes begin
February 15	Family Day (no classes)
February 24	Classes End

Fall 2020 Penticton, Vernon

October 19	Classes start
November 11	Remembrance Day (no classes)
December 18	Last day of classes before Christmas closure
Decemb er 24	College closes at 3 p.m.
December 25 – January 3	Christmas closure (no classes) – Okanagan College closed to the public

2021

January 1	New Year's Day (no classes)
January 4	Classes resume
February 15	Family Day (no classes)
April 2 – 5	

Human Service Work Diploma

Kelowna and Salmon Arm (Vernon Second Year)
“BE IT RESOLVED THAT the Okanagan College Board of Governors approves th e Human

March 12	Classes end for Semester I
March 15	Consolidated Practice Experience (CPE) 1 starts
April 1	Consolidated Practice Experience 1 ends
April 1	Semester I ends
April 2 - April 5	Easter (no classes or CPE)
April 6	Classes start for Semester II
May 24	Victoria Day (no classes or CPE)
June 18	Classes end for Semester II
June 21	Consolidated Practice Experience 2 starts
July 1	Canada Day (no classes or CPE)
July 16	Consolidated Practice Experience 2 ends
July 16	Semester II ends
July 19 – August 20	Summer Break
August 23	Classes start for Semester III
September 6	Labour Day (no classes or CPE)
October 11	Thanksgiving Day (no classes or CPE)
October 29 –	

Therapist Assistant Diploma
Kelowna

December 15	Classes end
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas closure - Okanagan College closed to the public

2021

January 1	New Year’s Day
January 4	

Submission of Information

Month	Committee Meetings all meetings are in Kelowna	Board Meeting	Location of Board Meeting
January	January 14 ¾ Executive	January 28	Central Okanagan

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned? (please choose all those that are applicable)

Key Directions:

- Support learner readiness and success
- Excelling in teaching, programming, and applied research
- Working with, and learning from, the Indigenous community
- Serving and engaging the community
- Focusing on

Okanagan College Total Fall Headcount and Course Registrations*

Fall 2019 overall headcounts at stable enrolment date were down 0.4 per cent compared to fall 2018 but up 10.7 per cent compared to fall 2017. In fall 2019 headcounts decreased at all campuses except Penticton where an increase of 7.1% occurred. International student headcount across all campuses increased from 1,393 in fall 2018 to 1,661 in fall 2019. Total College billing credits fall 2019 stable enrolment date decreased 2.1 per cent from fall 2018 billing credits, however they have increased 7.2 per cent as compared to fall 2017.

*Total fall headcounts and course registrations exclude Continuing Studies non-certificate, unclassified, exchange, and visiting students.

Overall elementary and secondary school headcounts in the Okanagan College region are projected to increase steadily through 2028. However, headcounts for Grade 12 classes in the Okanagan College region are projected to remain lower for the next few years before increasing, beginning in 2023.

Okanagan College Total Fall Credits

September Credits, all programs

Arts Fall Headcount and C redits

September Credits, Arts programs (university transfer and diplomas)

Arts Credits	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna	11061	13728	14199	3%
Vernon	1863	2238	2235	0%

Science Fall Headcount and Credits

September Headcount, Science programs (university transfer and Human Kinetics ; excluding computer science)

Science Headcoun	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna	285	381	413	8%
Vernon	86	74	88	19%
Penticton	123	117	113	-3%
Salmon Arm	24	18	24	33%
Distance	5	6		

[redacted]

September Credits, Science programs (university transfer and diplomas; excluding computer science)

Science Credits	2017	2018	2019	% change from fall 2018 tofall 2019
Kelowna	5314	6060	6354	5%

Technology Fall Headcount and Credits

September Headcount,

September Credits, Technology programs (including Computer S cience)

Technology Credits	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna	5667	6067	5445	-10%
Vernon	78	48	42	-13%
Penticton	302	553	461	-17%
Salmon Arm	0	0	0	N/A
Distance	0	0	0	N/A
Total	6047	6668	5948	-11%

Technology billing credits have also decreased across all campuses from fall 2018 to fall 2019. Of the 5,948 billing credits generated by Technology programs in fall 2019, 1,960 were generated by Computer Science. This is a four per cent decrease from fall 2018, when Computer Science generated 2,046 billing credits. Technology program billing credits (excluding Computer Science) decreased by nearly 14 per cent from fall 2018 to fall 2019, from 4,623 to 3,988.

Health Fall Headcount and Credits

Please note that “health” also includes social development programming, such as early childhood education and human service worker.

September Headcounts, Health programs

Health Headcount	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna	328	399	379	-5%
Vernon	72	86	81	-6%

September Credits, Health programs

Health Credits	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna				

Business Academic Fall Headcount and Credits

Please note that “business” includes culinary arts and management diplomas, but not cook training (culinary arts certificate or pastry arts) which is combined with Trades.

September Credits, Business Academic programs (includes Business Administration degree and diploma, Commercial

Business Vocational Fall Headcount and Credits

September Headcount, Business Vocational programs (includes Office Administration certificate programs)

Business Vocational Headcour	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna	72	57	55	-4%
Vernon	21	18	22	22%
Penticton	9	11	7	-36%
Salmon Arm	19	15	15	0%
Distance	106	190	197	4%
Total	227	291	296	2%

*Low headcounts will have inflated percentages.

Business vocational (Office Administration) program headcounts increased by two per cent overall. Results from Vernon, Penticton, and Salmon Arm campuses should be taken with caution due to small n-sizes.

September Credits, Business Vocational programs (includes Office Administration certificate programs)

Business Vocational Credit	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna	1413	1241	1080	-13%
Vernon	669	440	652	48%
Penticton	153	300	193	-36%
Salmon Arm	569	369	389	6%
Distance	319	1208	748	-38%
Total	3122	3557	3062	-14%

[redacted]

ult Academic Career Prep, Adult Special Education and English
econd Language)

	2018	2019	% change from fall 2018 to fall 2019
	617	565	-8%

Vernon	155	158	167	6%	6% id€eV idó pÑUì

[redacted]

September Credits, Foundational programs (includes Adult Academic Career Prep, Adult Special Education and English as a Second Language)

Foundational Credits	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna	13210	12763	11730	-8%
Vernon	3877	3720	3114	-16%
Penticton	3257	3270	3579	9%
Salmon Arm	2016	2061	1467	-29%
Distance	0	0	0	N/A
Total	22360	21814	19890	-9%

Overall Foundational billing credits have decreased by nine per cent. Penticton is the only campus that saw an increase in billing credits of nine per cent. All other campuses saw significant decreases in billing credits from fall 2018 to fall 2019, with Salmon Arm seeing the largest decrease by 29 per cent. Currently, no foundational programming is offered through Distance.

Trades Fall Headcount and Credits

September Headcount, Trades programs (includes apprenticeship and foundation programs, and cook training)

Trades Headcount	2017	2018	2019	% change from fall 2018 to fall 2019
Kelowna	724	719	712	-1%
Vernon	34	18	45	150%

September Credits, Trades programs (includes apprenticeship and foundation programs)

Continuing Studies (Certificate Program s)

Appendix: Notes on the Stable Enrolment Report

Every fall and winter the Registrar's office produces a series of enrolment reports leading up to and including stable enrolment date. Stable enrolment date is the last day that students may add and drop classes without penalty. It is after this day that the class numbers should be considered stable. Students may, of course, drop classes later in the semester, but usually without refund.

2019

[redacted]

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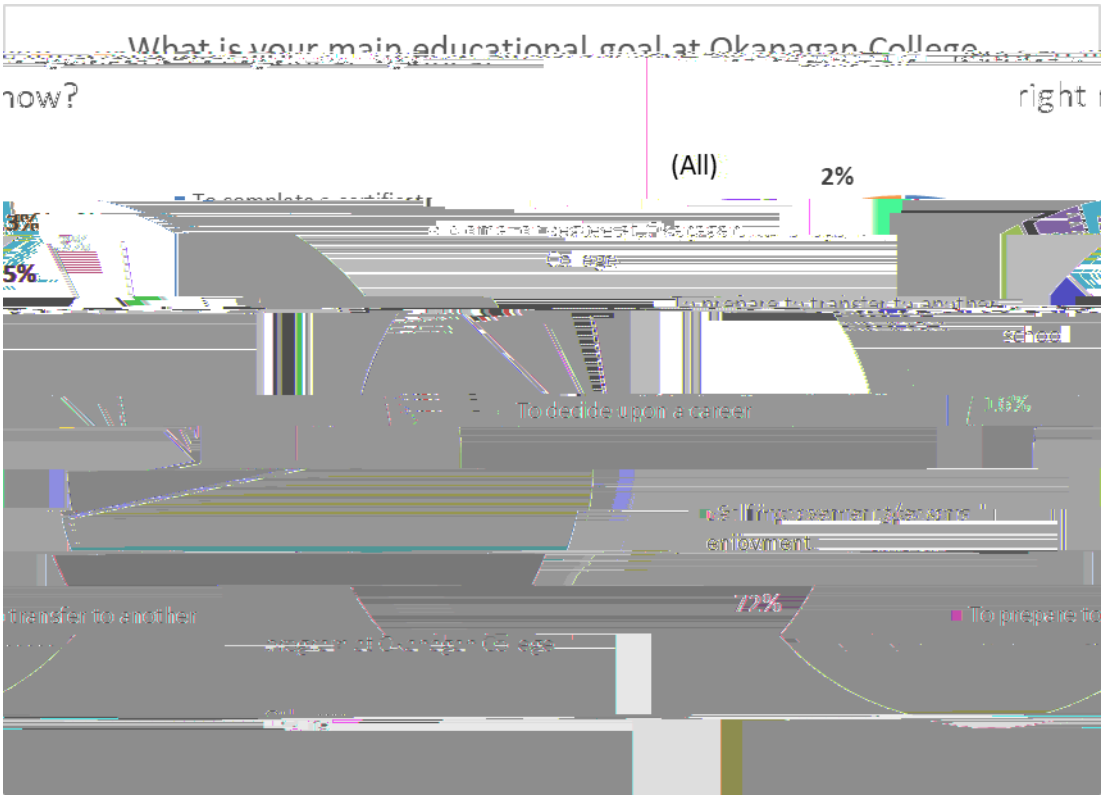
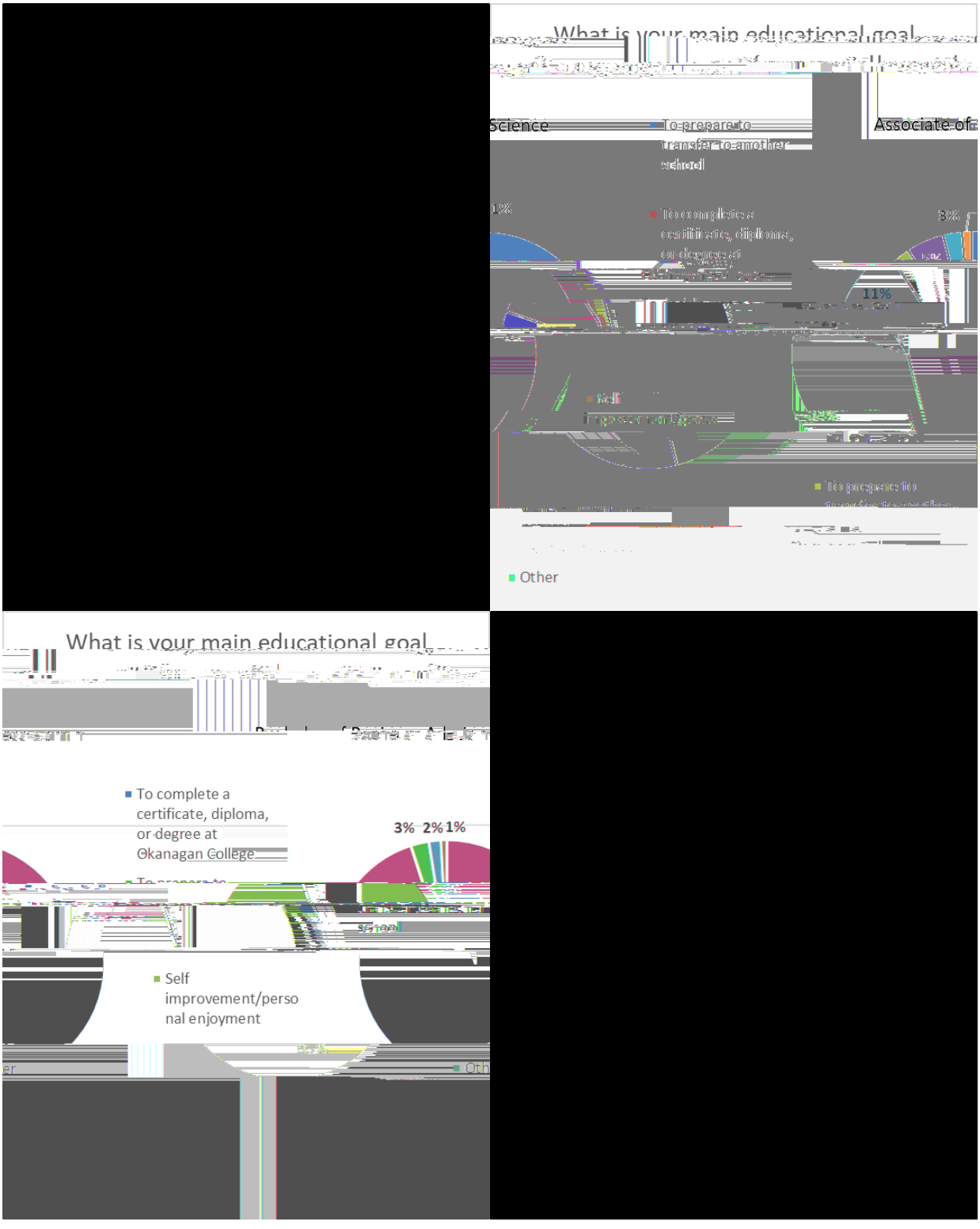
2019 Results

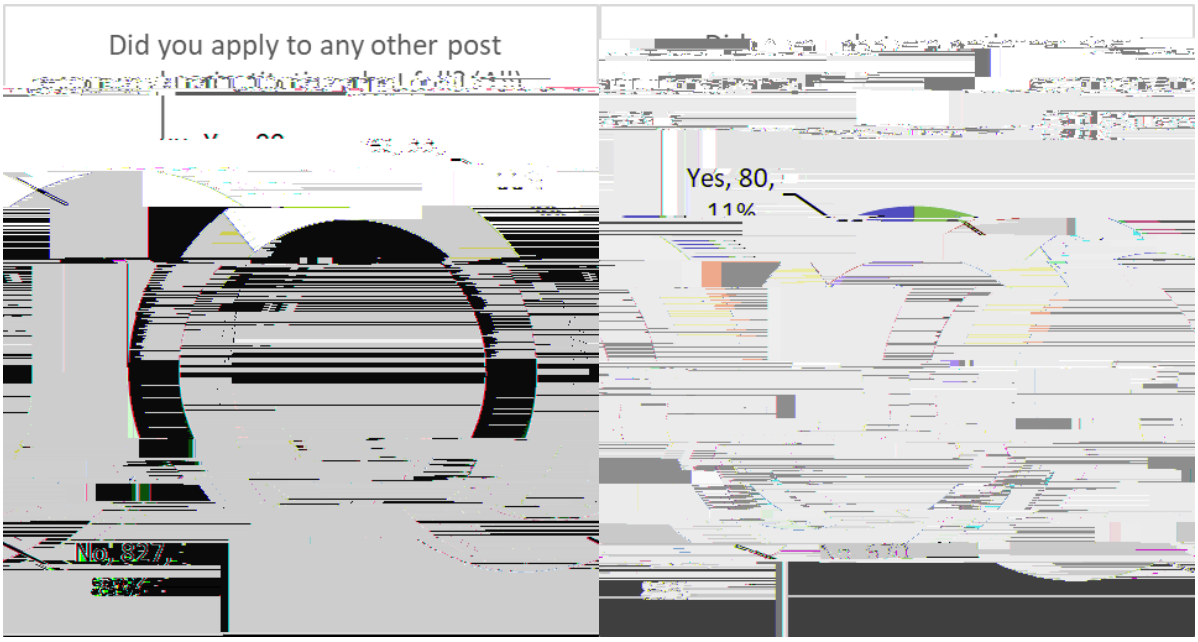
Year	Responses	Response Rate %	Confidence Level %	Confidence Interval +- %
2019				
2018				
2016				

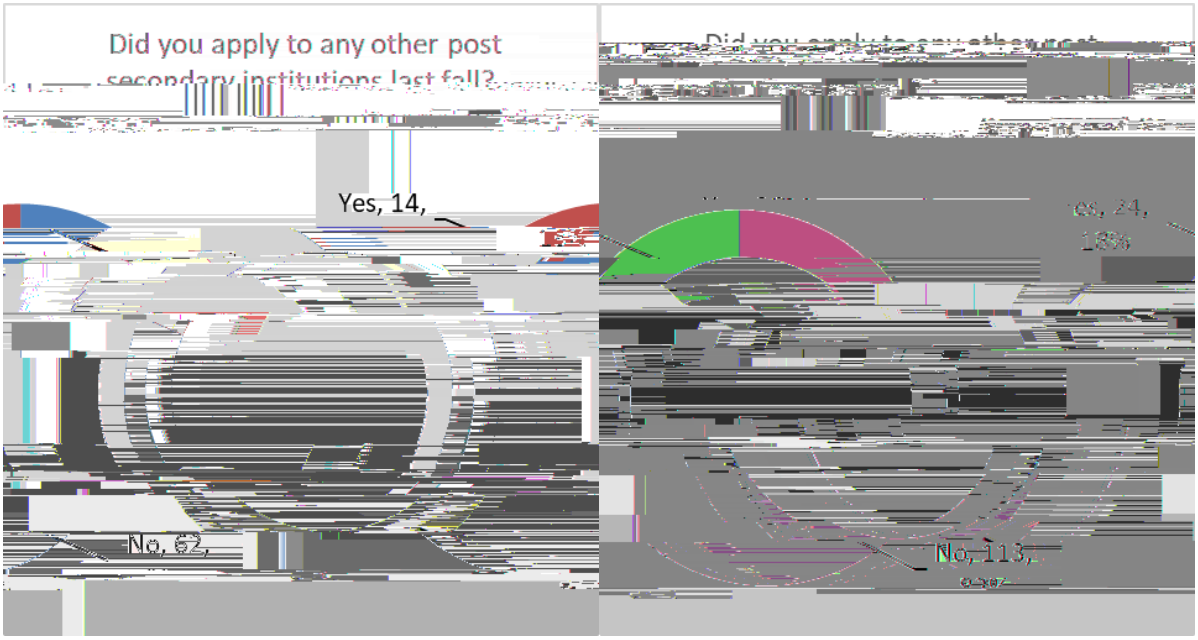
Educational Goals




What is your main educational goal
Science
To prepare to transfer to another school
Associate of
1%
To complete a certificate, diploma, or degree at
3%
11%
Self
To prepare to
Other
What is your main educational goal
To complete a certificate, diploma, or degree at Okanagan College
3% 2% 1%
Self improvement/personal enjoyment

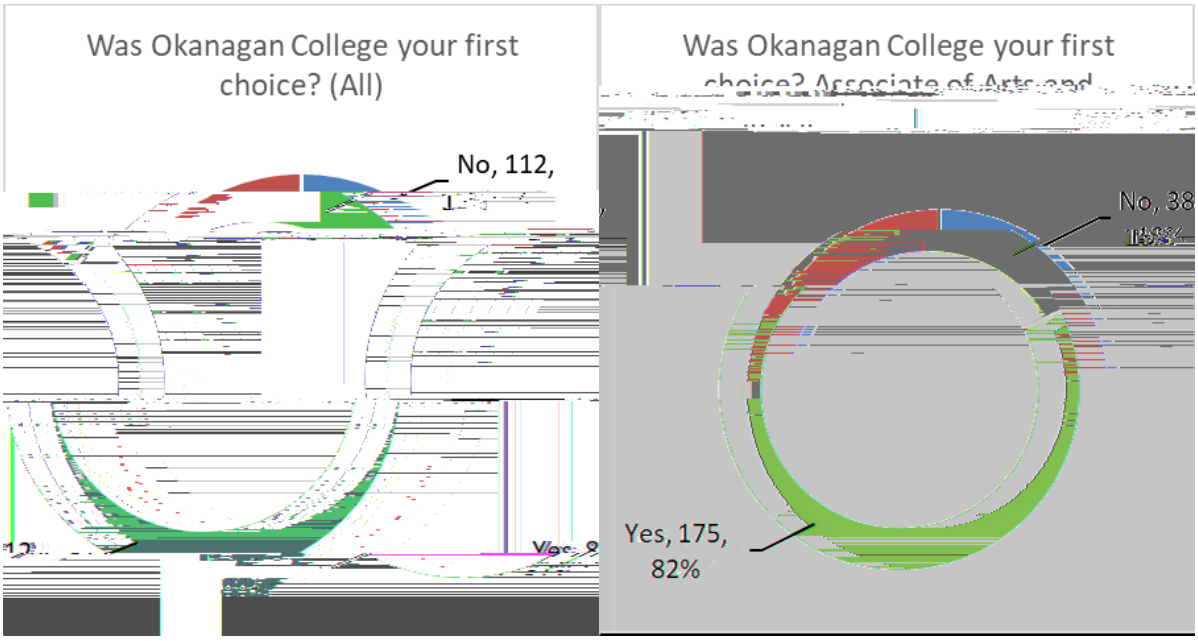
School of Choice

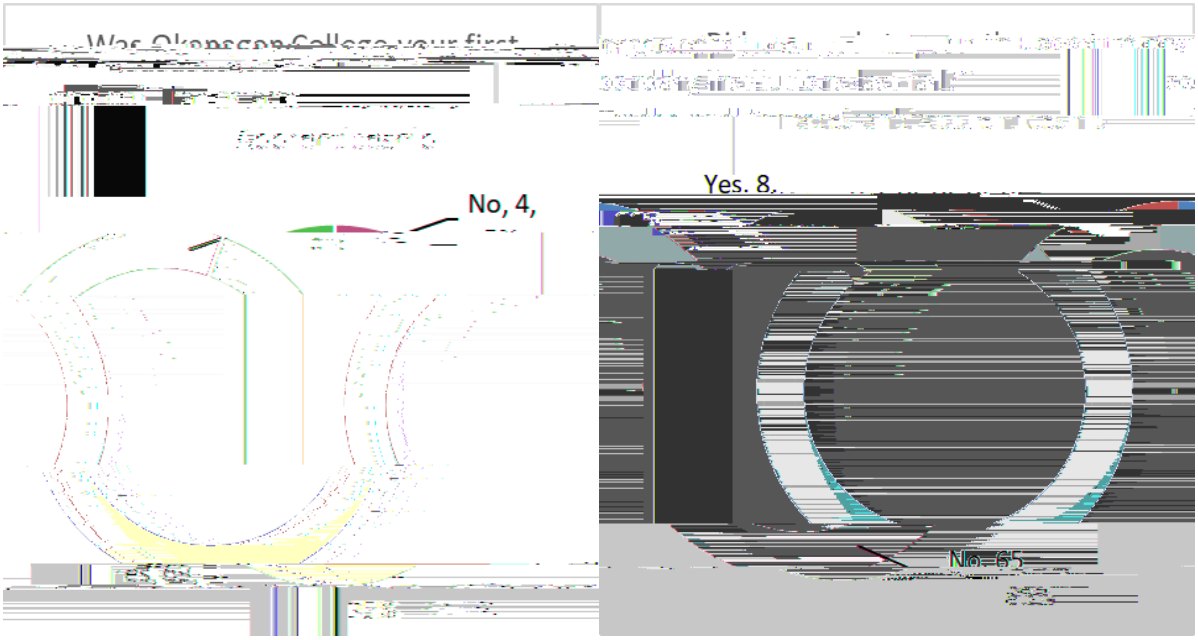




Year	2019
Total	127

First Choice

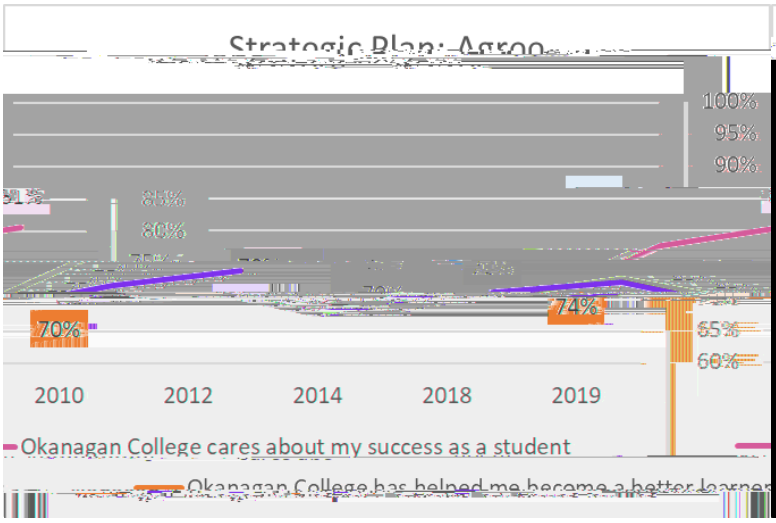


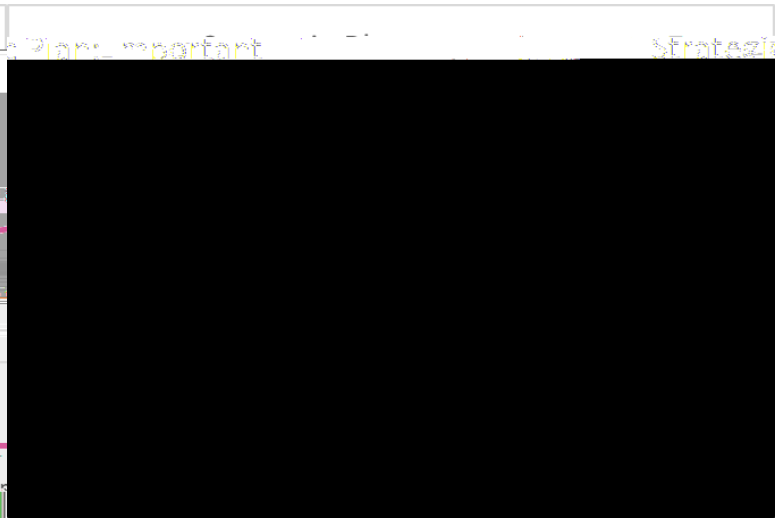


Motivation to Enroll at Okanagan College

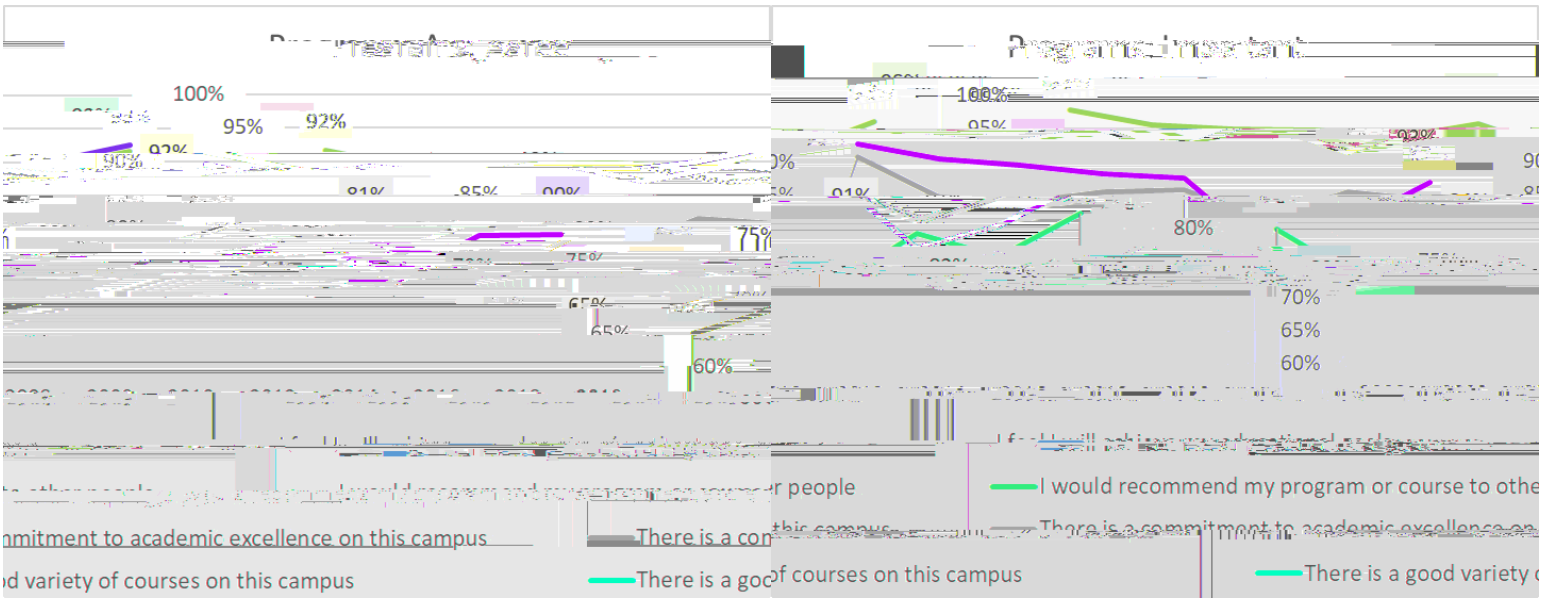
Results by Category: Overall

Results by Category: Strategic Plan





Results by Category: Program

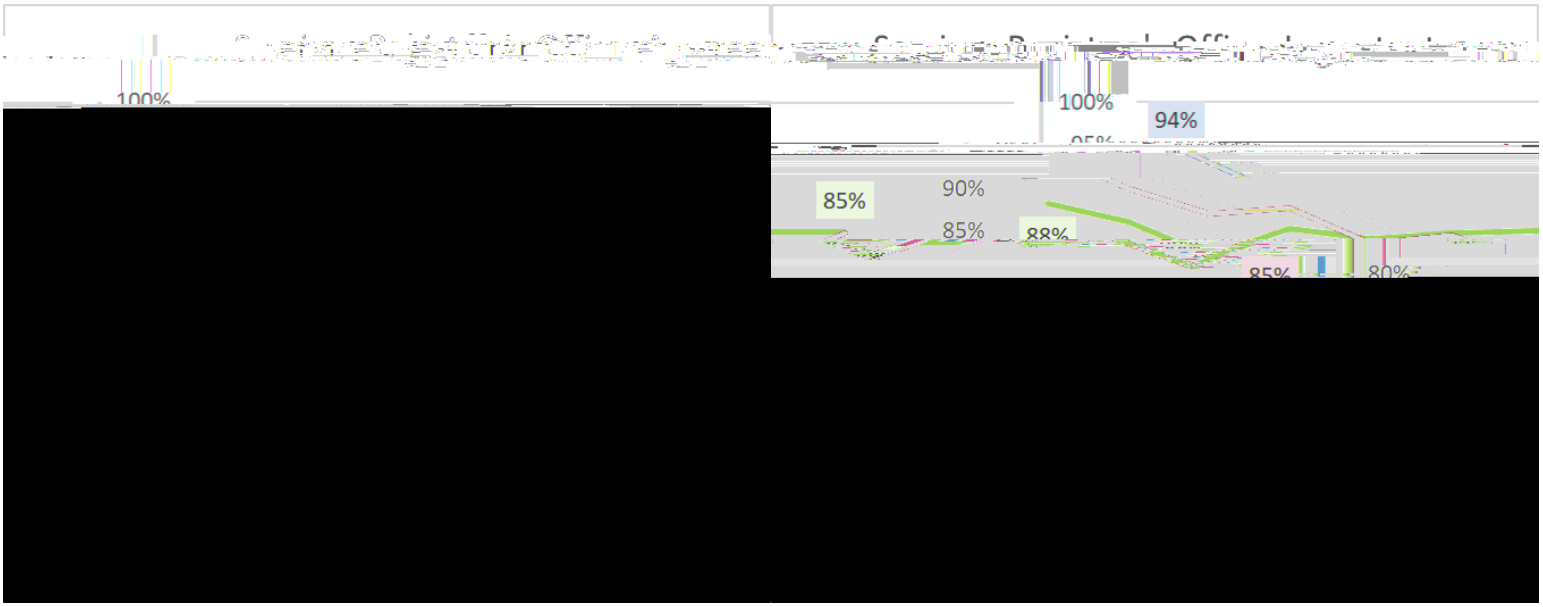


Results by Category: Facilities

Facilities: Other

Results by Category: Services

Registration Office

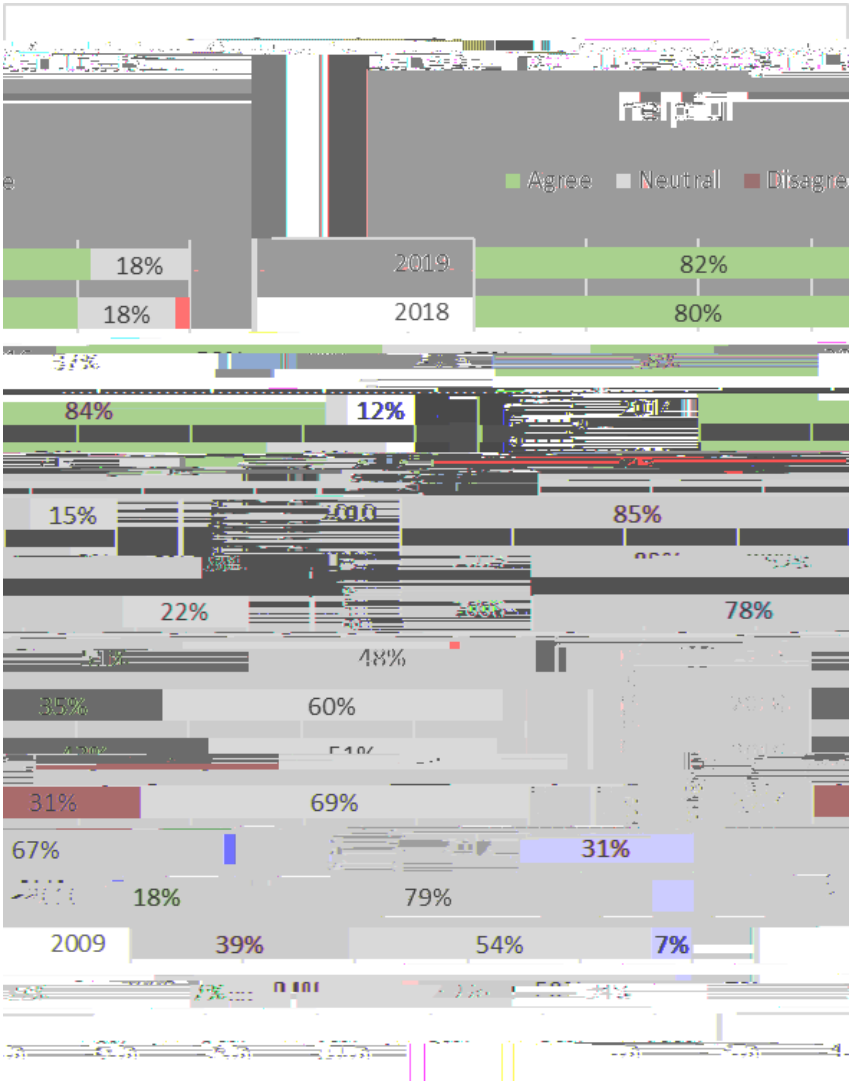


Registration Process

Library

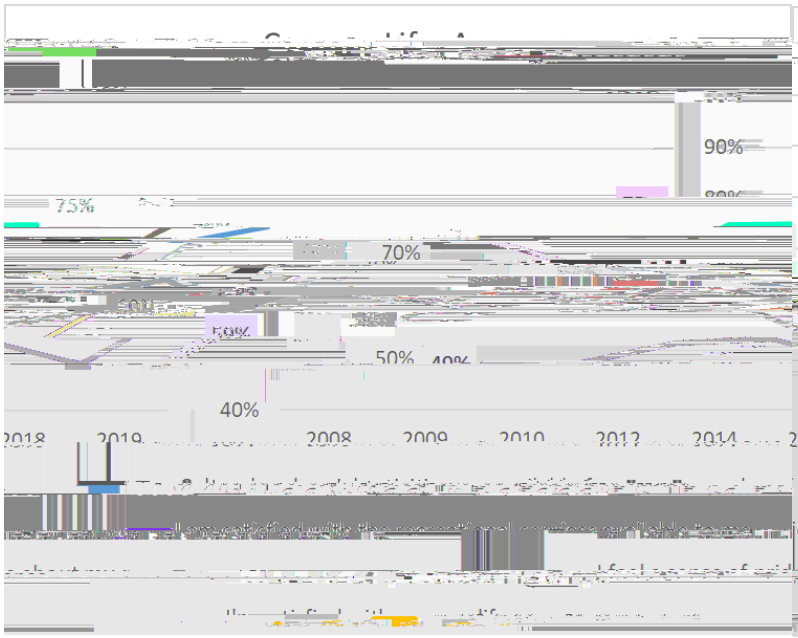
Services: Personal

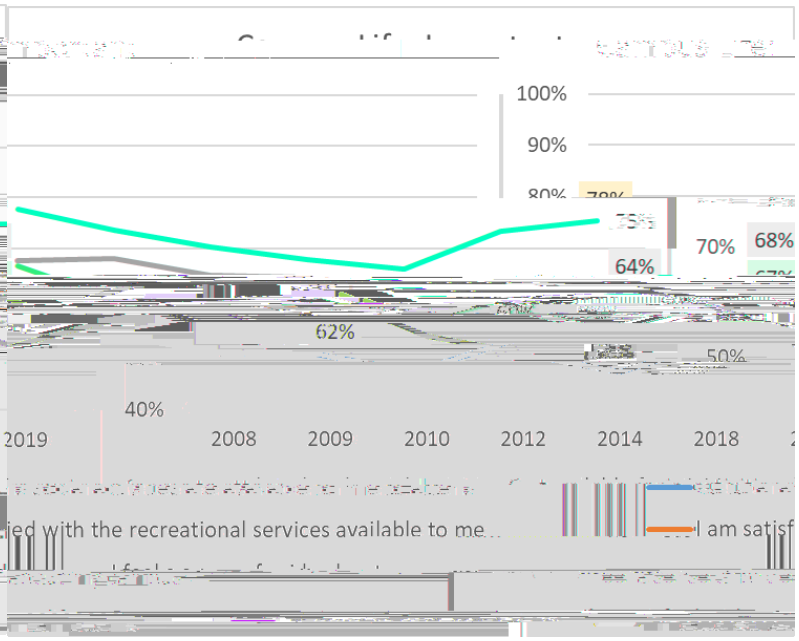
Services: Personal (continued)



Services: Other

Results by Category: Campus Life



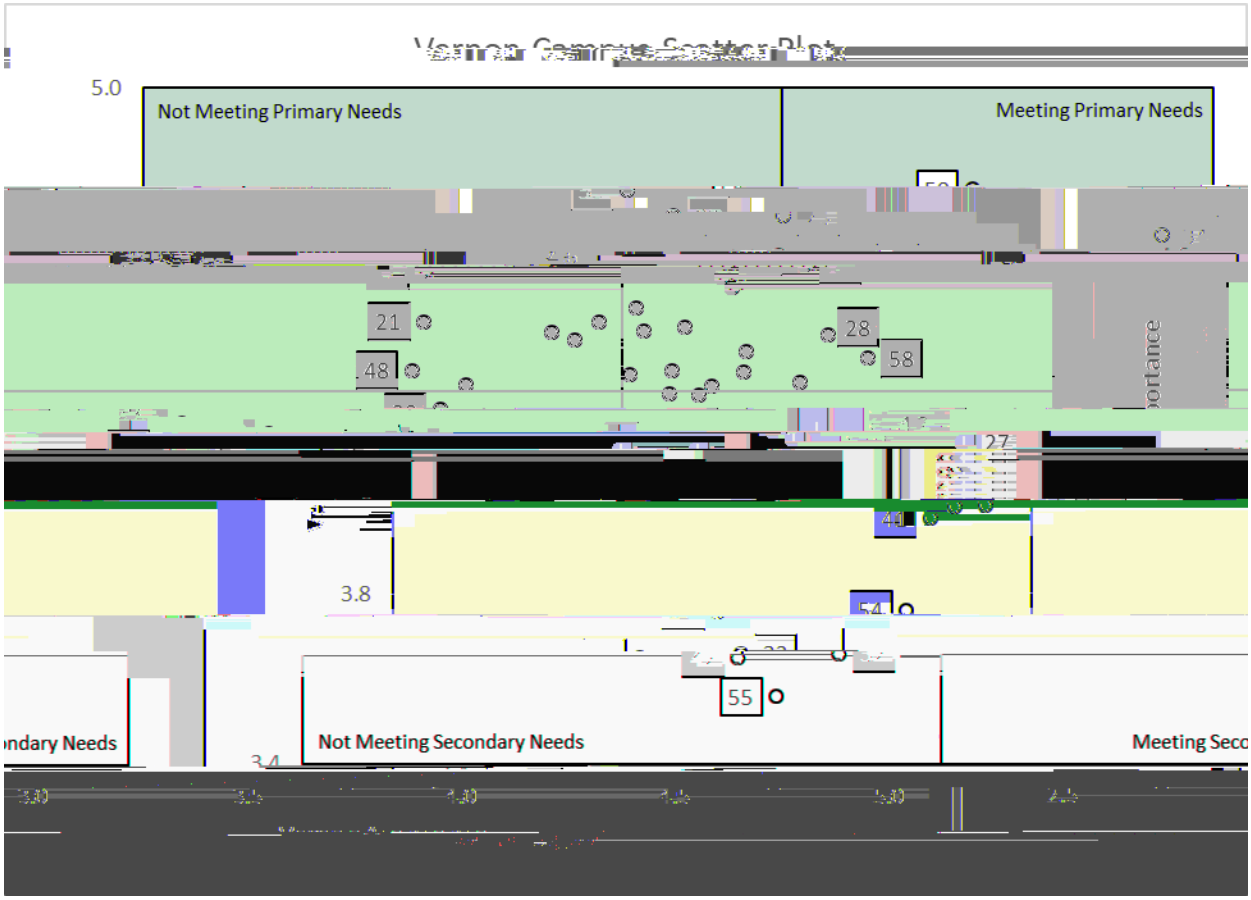


Results by Category: Transportation

Results by Campus: Kelowna

Kelowna Campus Gap Analysis

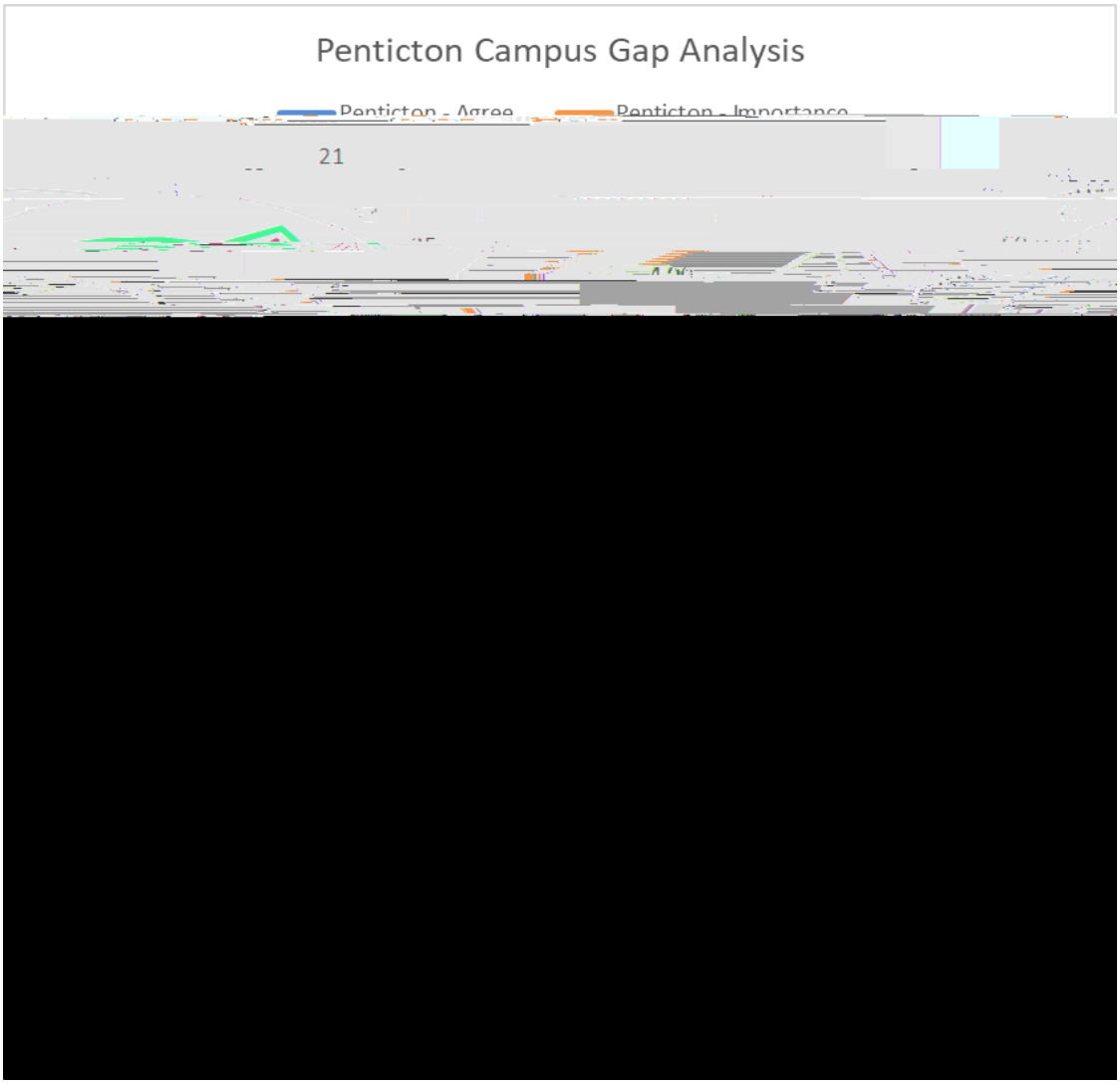
Results by Campus: Vernon



Vernon Campus Gap Analysis

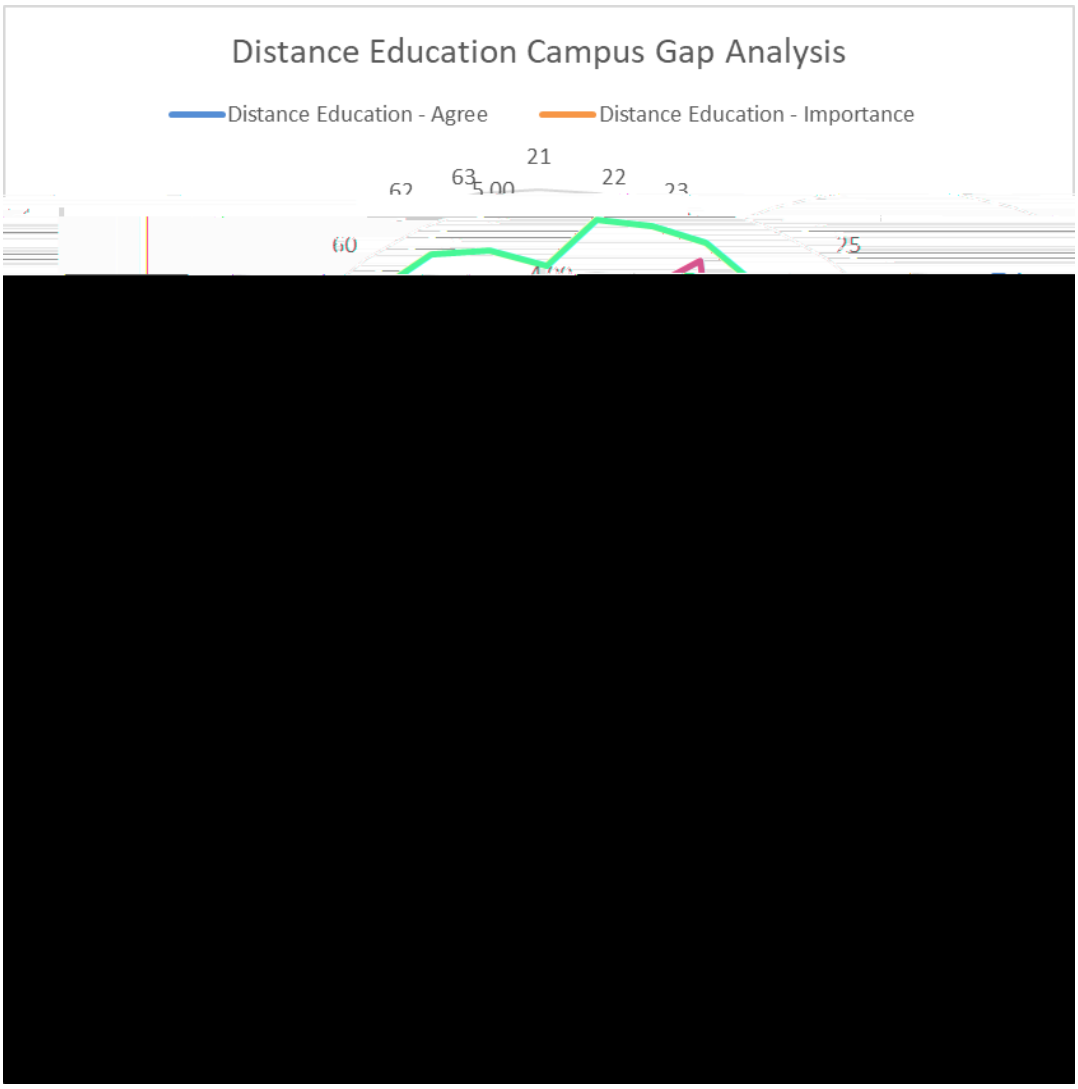
Results by Campus: Penticton

Penticton Campus Gap Analysis



Results by Campus: Salmon Arm and Revelstoke

Distance Education Gap Analysis

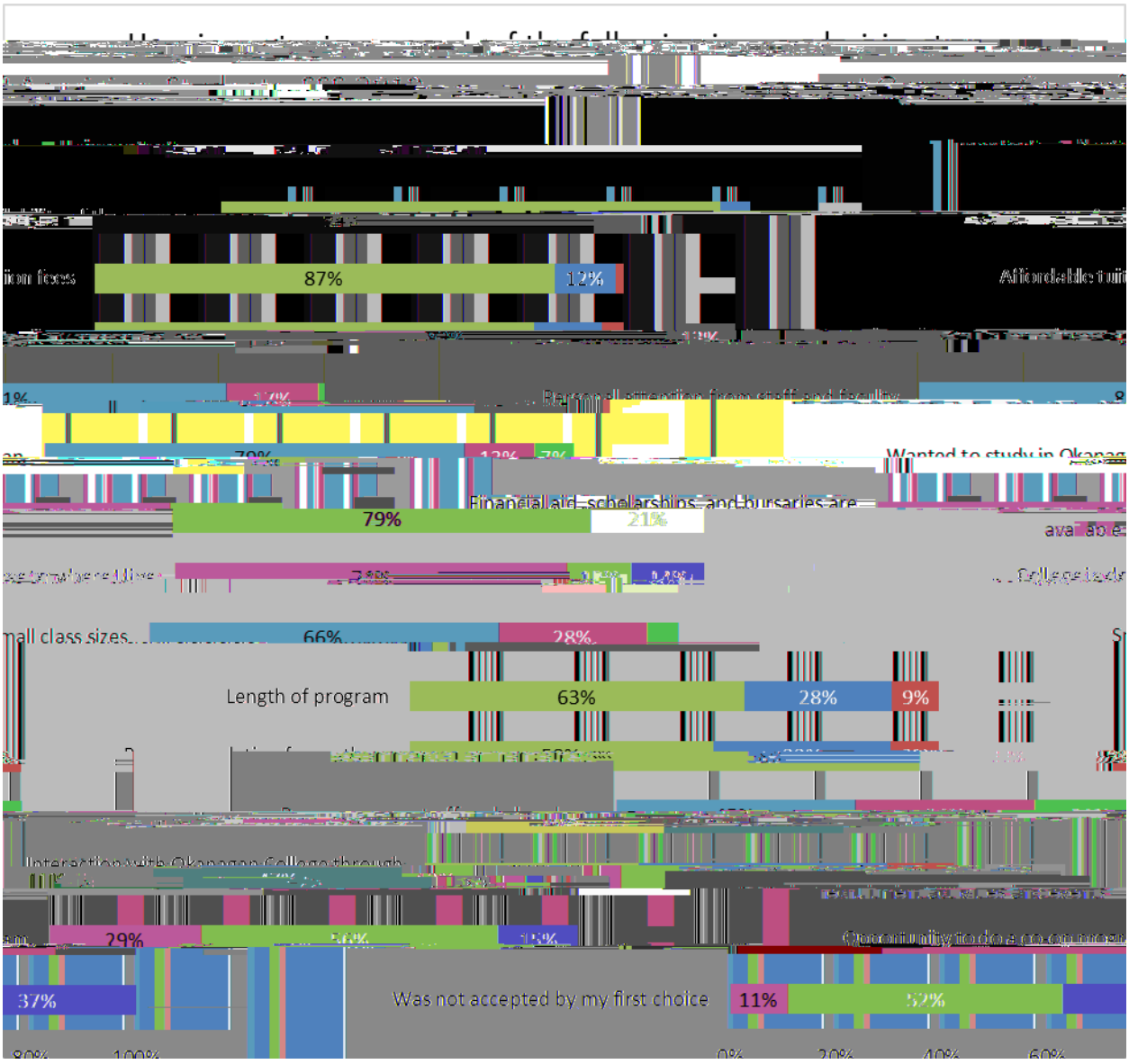


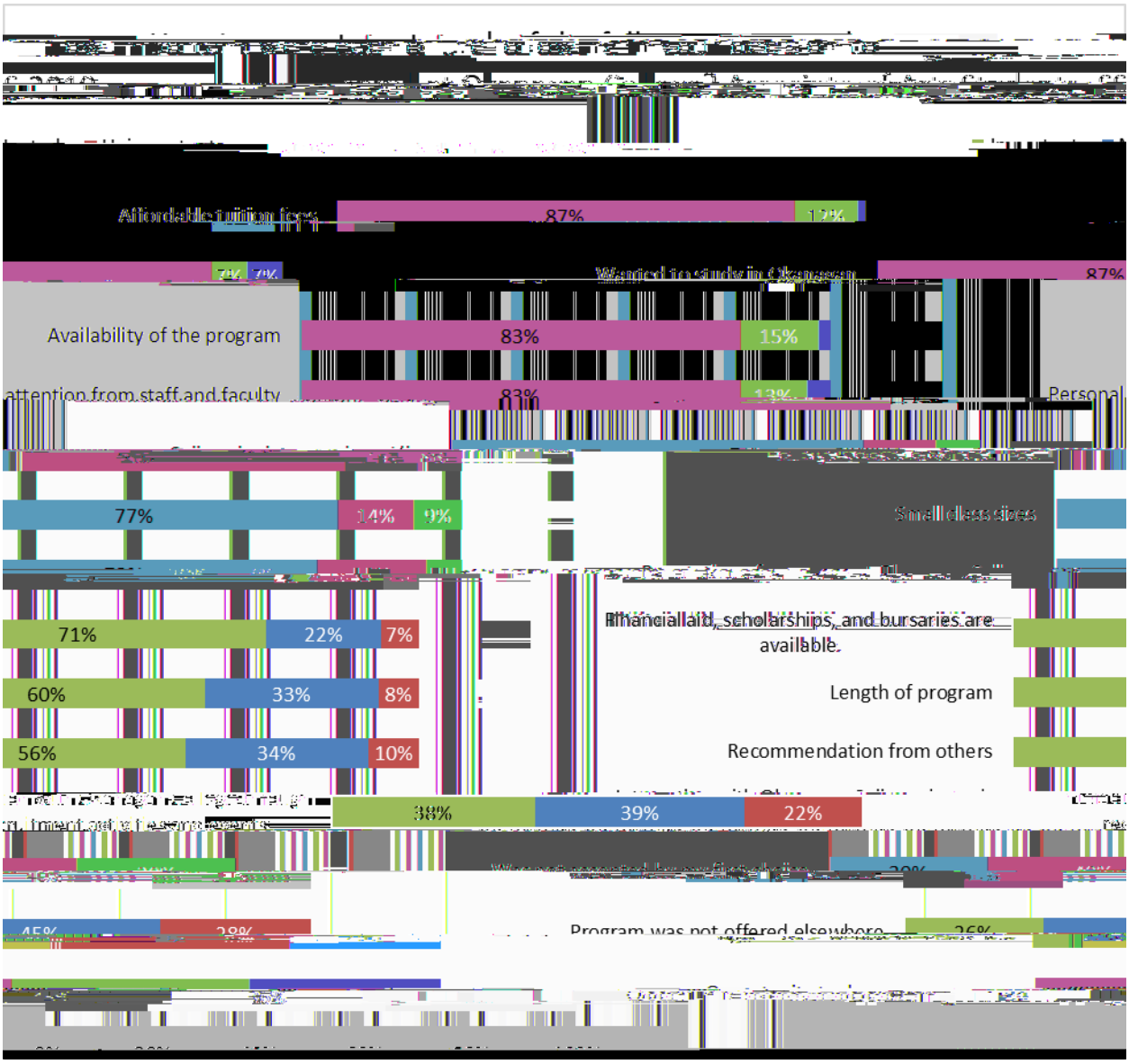
Conclusions

Appendix A: Responses by Demographics

Ge	% of Population

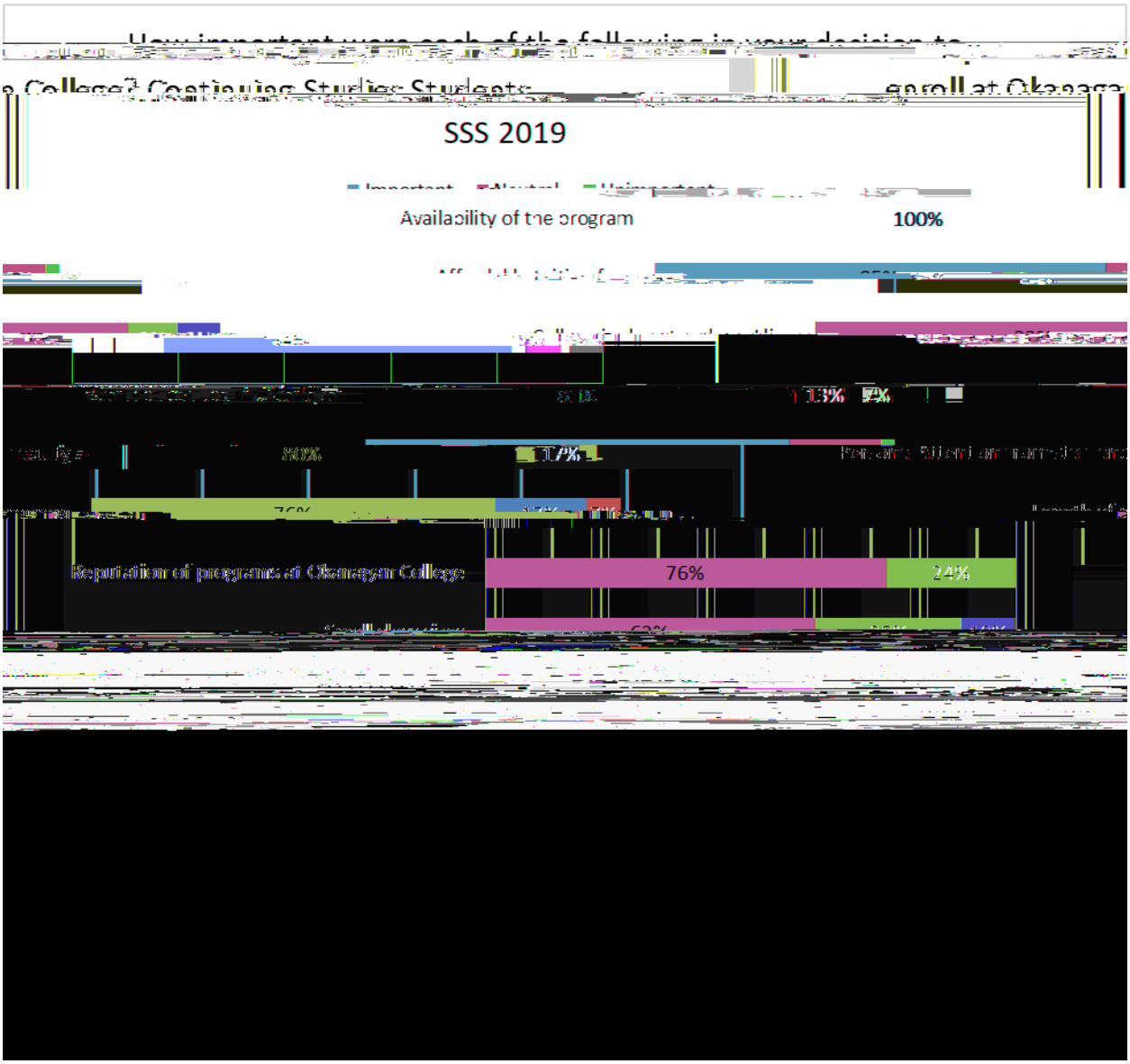
Appendix B: Motivation by Demographics

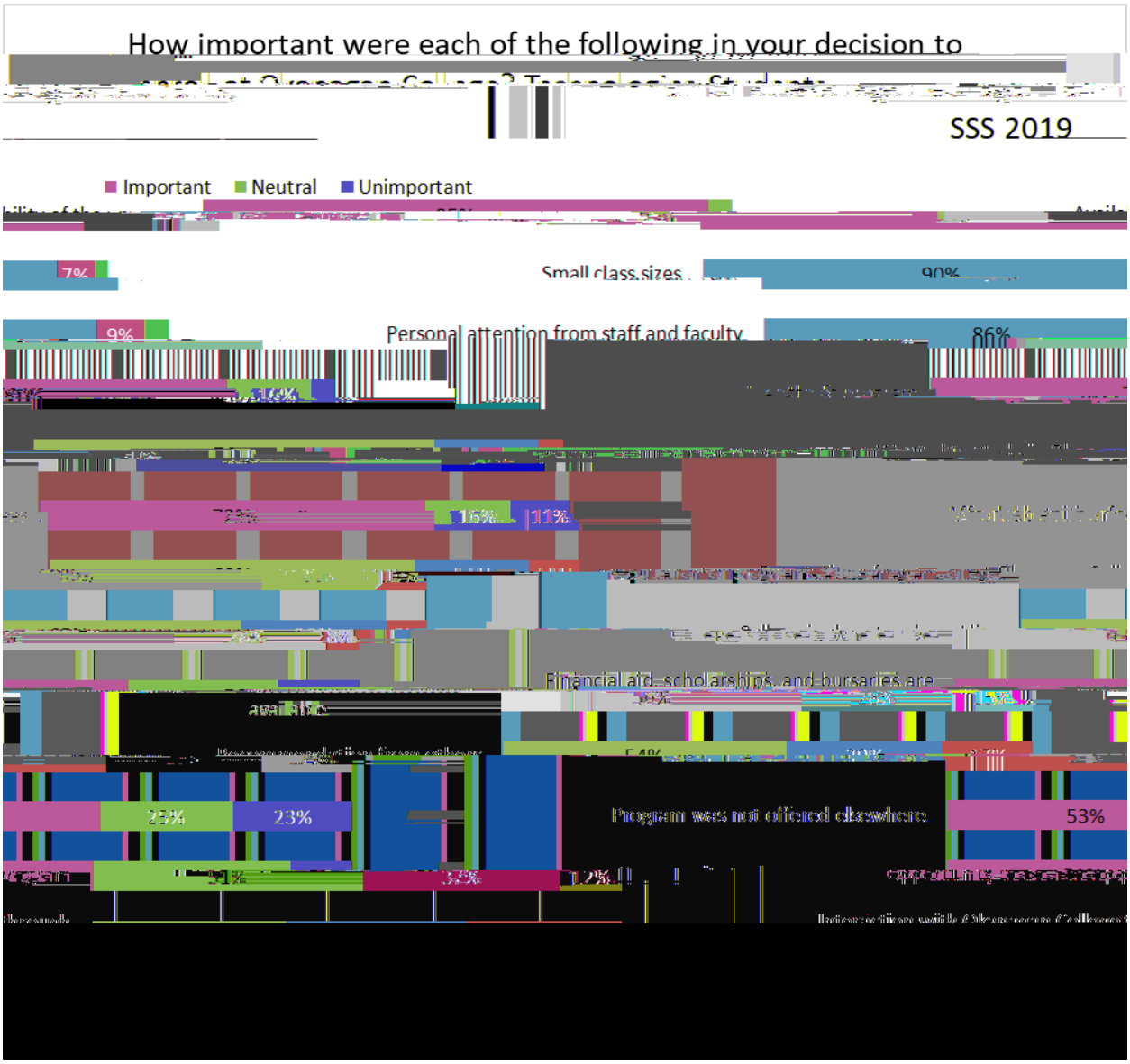


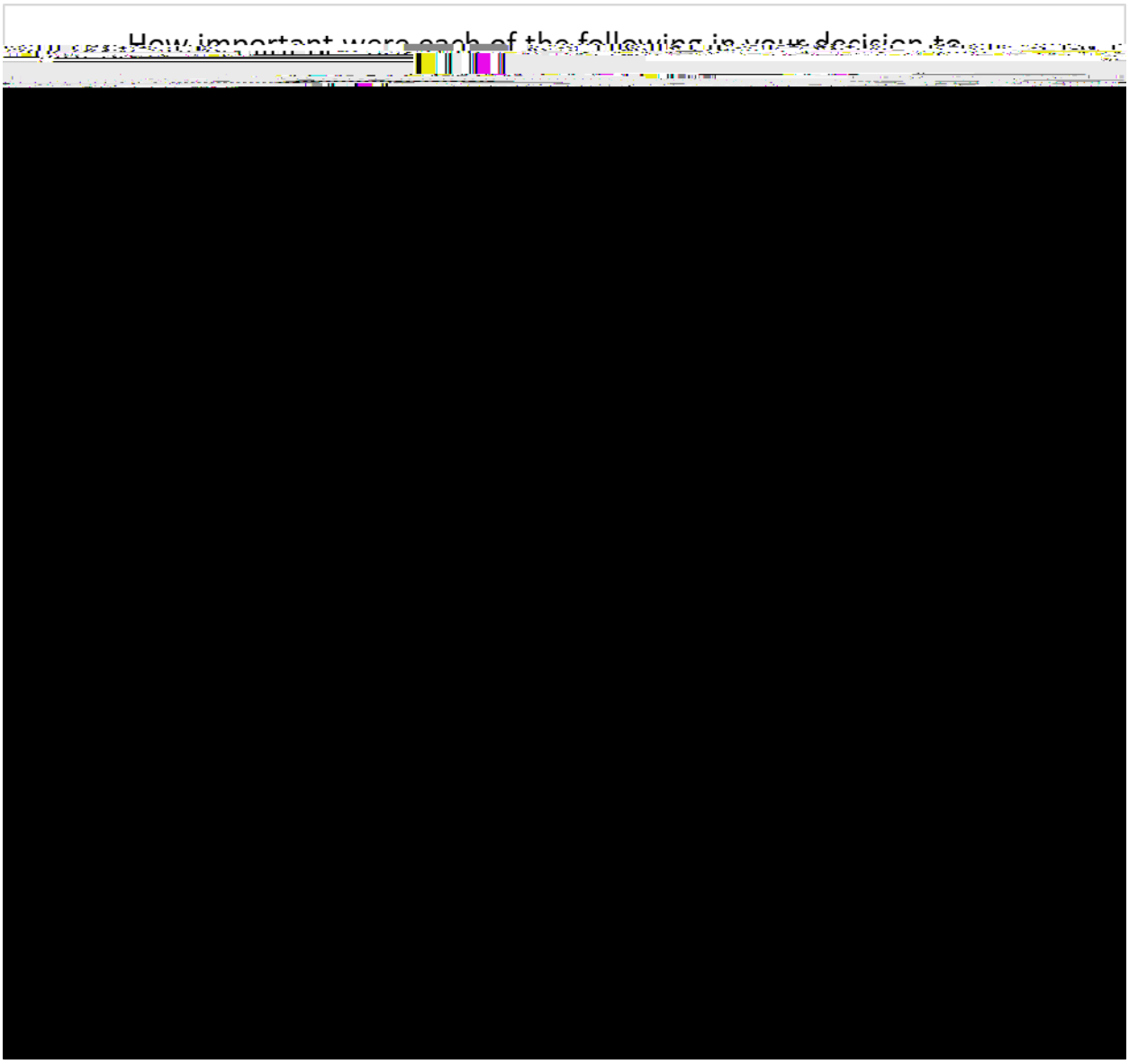

87%
83%
15%
83%
77%
14%
9%
71%
22%
7%
60%
33%
8%
56%
34%
10%
Availability of the program
Small class sizes
Financial aid, scholarships, and bursaries are available.
Length of program
Recommendation from others
38%
39%
22%

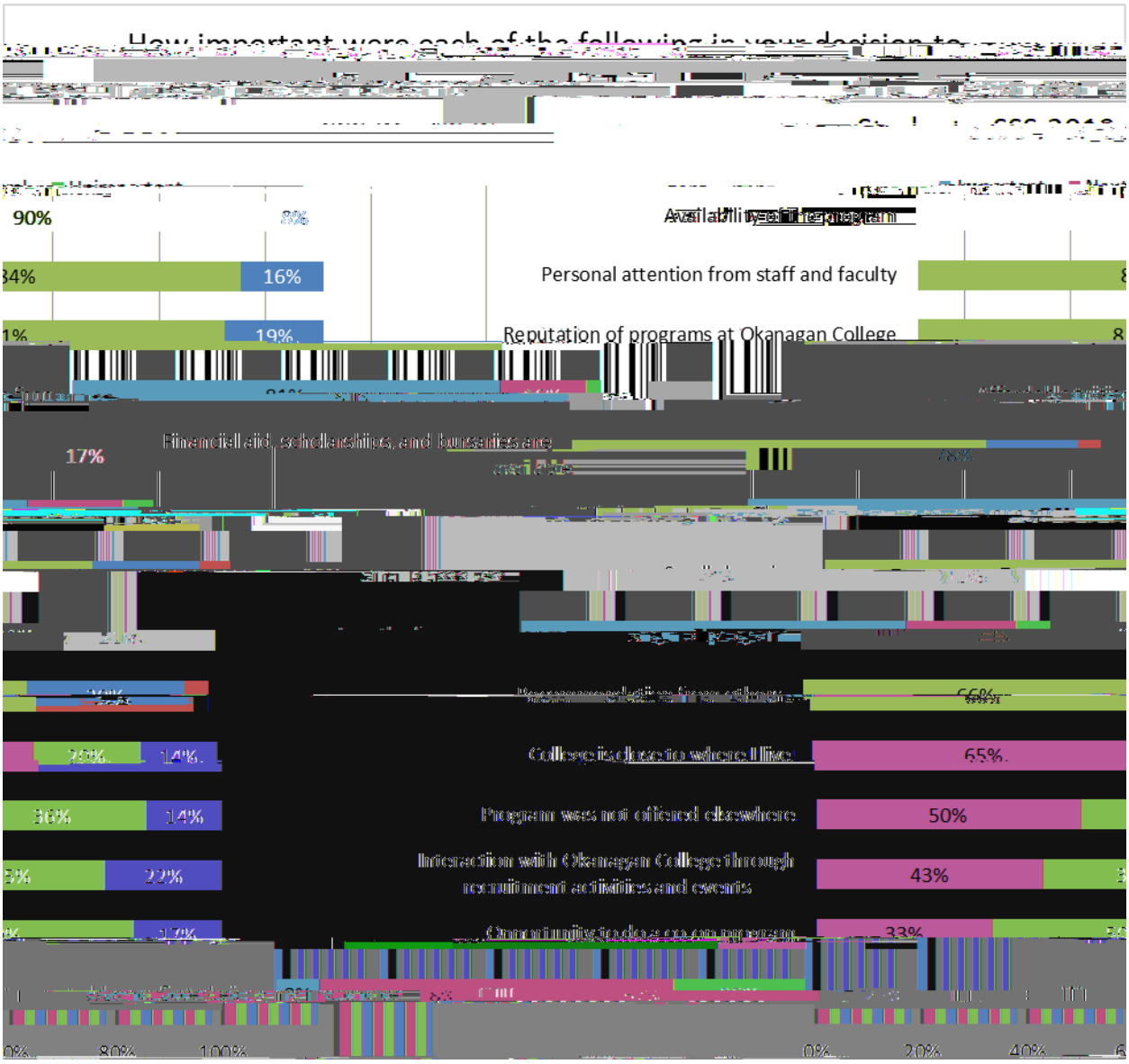
How important were each of the following in your decision to
Wanted to study in Okanagan
80%
11%
9%
College is close to where I live
80%
69%
24%
7%
Interaction with Okanagan College through
51%
Was not accepted by my first choice
41%
34%
24%

92%
80%
11%
9%
Wanted to study in Okanagan
26%
19%
55%
Interaction with Okanagan College through


SSS 2019
Availability of the program
100%
76%
24%

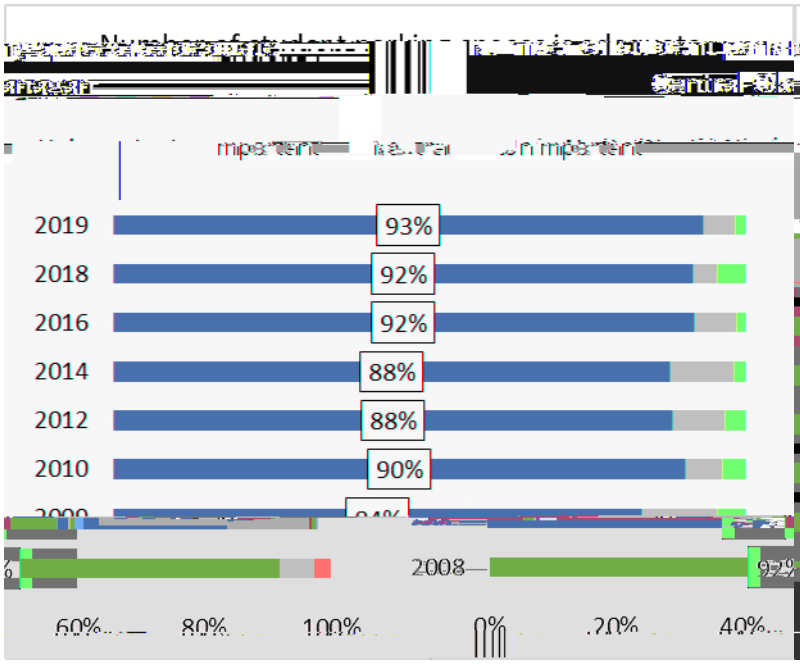

How important were each of the following in your decision to
SSS 2019
Important
Neutral
Unimportant
Small class sizes
90%
Personal attention from staff and faculty
86%
Financial aid, scholarships, and bursaries are
Program was not offered elsewhere
53%

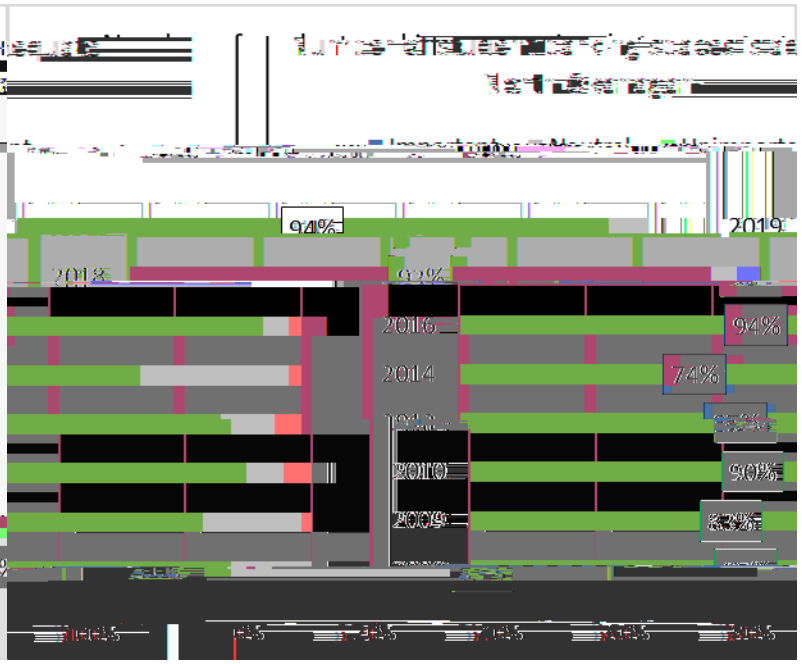

How important were each of the following in your decision to

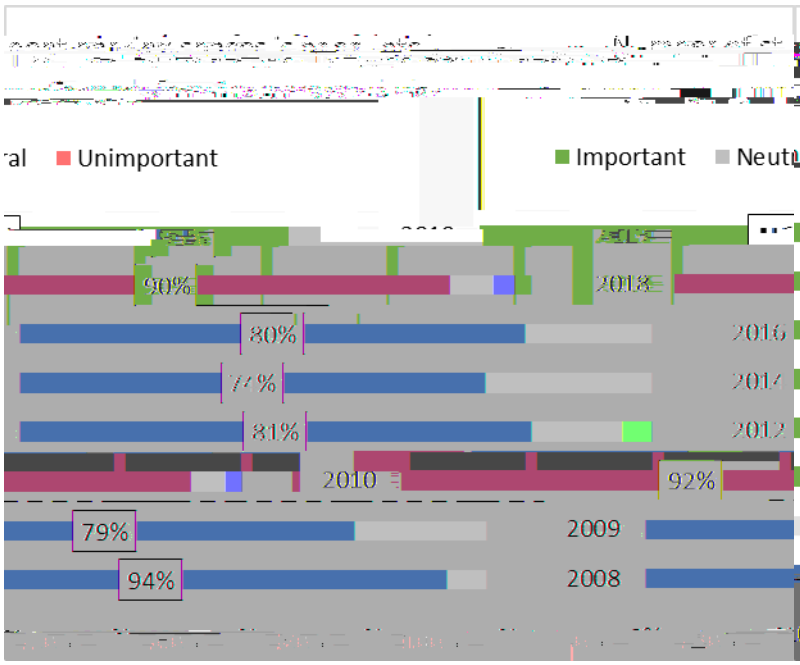

90%
16%
Personal attention from staff and faculty
19%
Reputation of programs at Okanagan College
17%
Financial aid, scholarships, and bursaries are
14%
65%
14%
50%
22%
43%
33%
80%
100%
0%
20%
40%

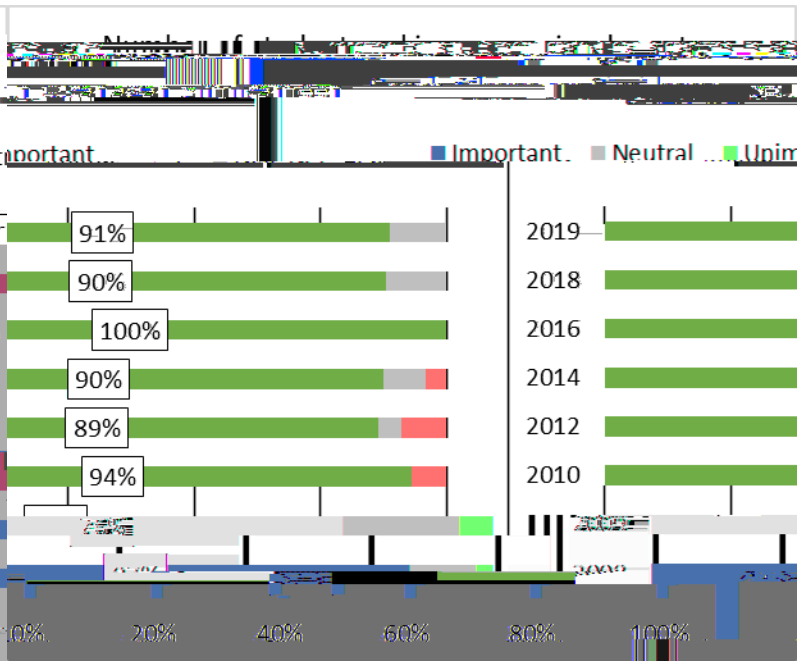
Appendix C: Student Parking by Region

Importance

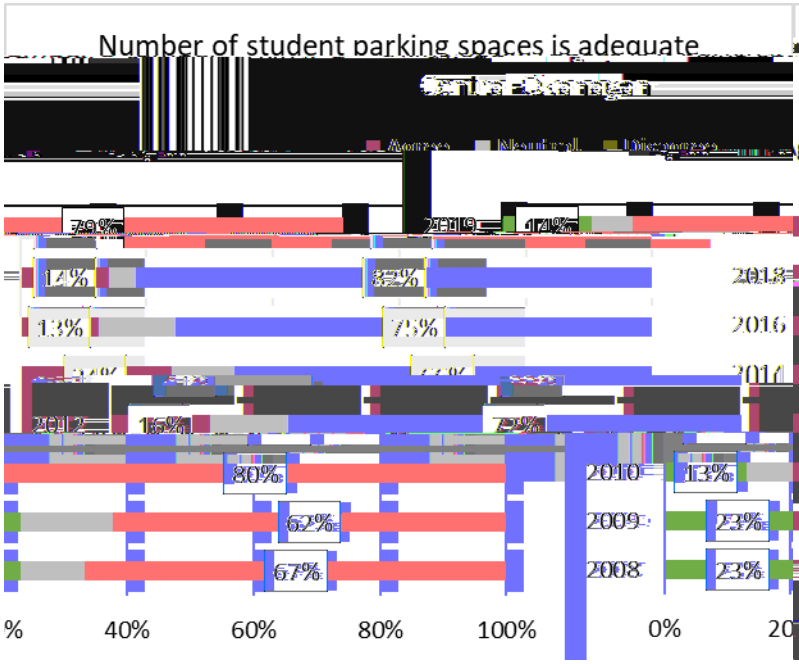


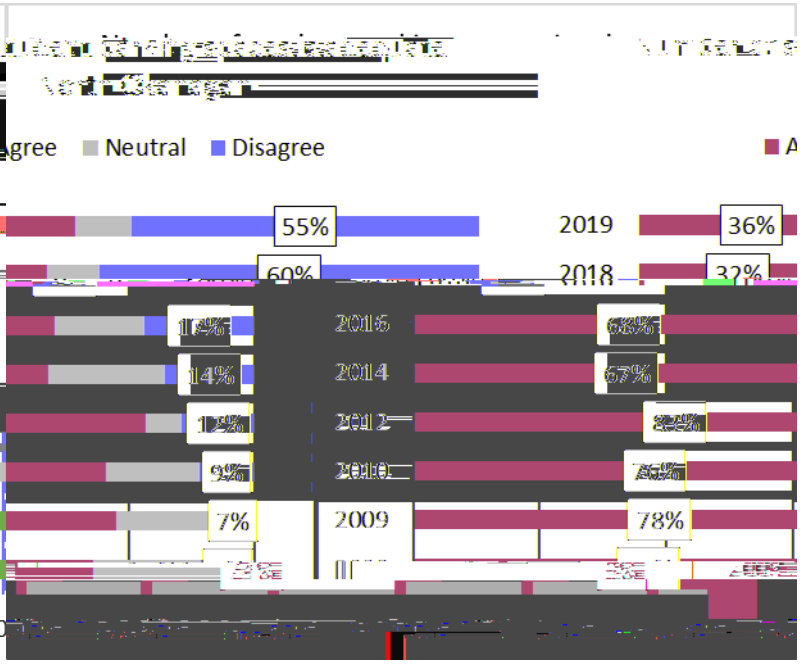


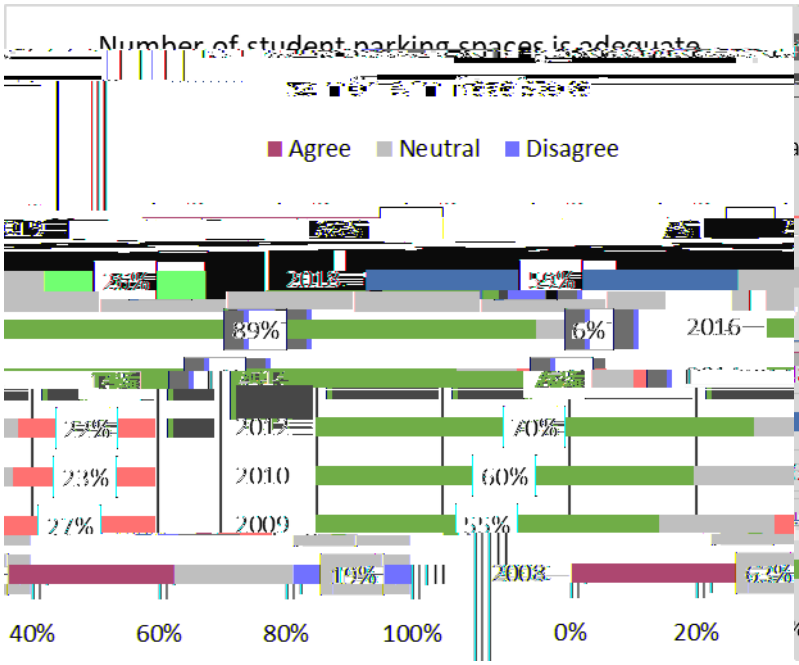


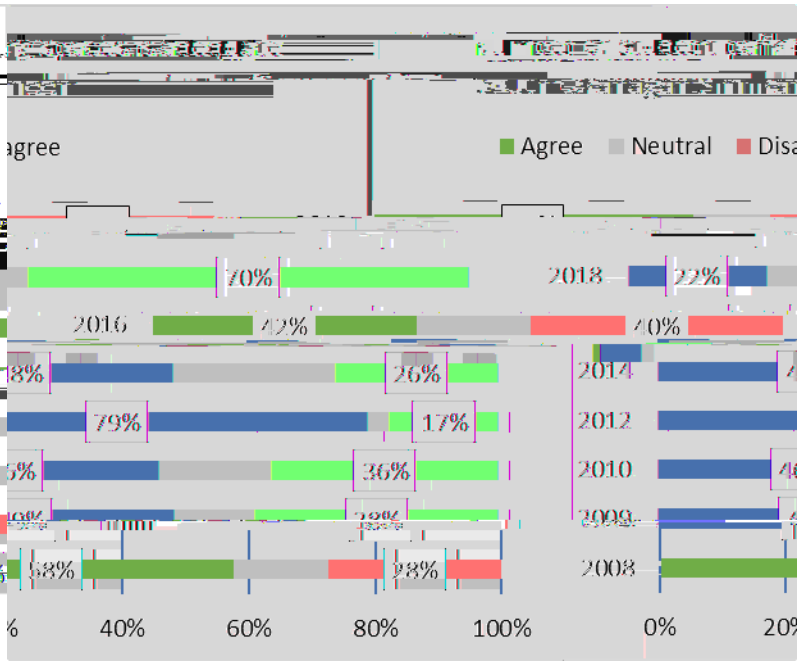


Agree


Number of student parking spaces is adequate
Agree
Neutral
Disagree
79%
14%
13%
80%
62%
67%
2019
2018
2016
2010
2009
2008
40%
60%
80%
100%
0%


Neutral
Disagree
55%
60%
14%
7%
2019
2018
2016
2014
2009
36%
32%
68%
67%
78%


Agree
Neutral
Disagree
89%
6%
2016
2010
2009
23%
27%
40%
60%
55%
19%
62%
40%
60%
80%
100%
0%
20%


Agree
Neutral
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2018
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