BOARD OF GOVERNORS
REGULAR MEETING
March 29, 2016; 12:00 p.m.
Room S103B, Kelowna Campus

AGENDA
OPEN SESSION

		Attachment	Approximate Time
1	APPROVAL OF AGENDA Recommended Motion "BE IT RESOLVED THAT the March 29, 2016, OC Board open session meeting agenda is approved".		12:00 p.m.
2	DECLARATION OF CONFLICT		12:05 p.m.
3	CONSENT AGENDA Recommended Motion "BE IT RESOLVED THAT the Consent Agenda be approved as presented".		
3.1	MINUTES – February 23, 2016	A	
3.2	WRITTEN REPORTS		
3.2.1	President's Report (J. Hamilton)	B	
3.2.2	Education Council Report (C. Bransfield)	C	
3.3	APPROVALS		
3.3.1	Student Fee Structure Recommended Motion "BE IT RESOLVED THAT the Board agrees to collect student		

Consent Agenda Resolutions
Attachment A

Item 3.1
Recommended Motion
"BE IT RESOLVED THAT the February 23, 2016, open session minutes be approved."

MINUTES OF REGULAR MEETING OF THE
OKANAGAN COLLEGE BOARD OF GOVERNORS
Open Session

Motion: L. Thurnheer/J. Maciel
"BE IT RESOLVED THAT the Consent Agenda be approved "

Items Approved:
"BE IT RESOLVED THAT the November 24, 2015, open session minutes be approved".

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. PRESENTATION/DELEGATIONS
5.1 OCSU Students (C. Grisch, B. Berchowitz)[1]

A handout was distributed.

The following recommendations were made:

- Promote awareness and assistance in the application of the AUG (Adult Upgrading Grant) process. Assistance could take the form of a soft deadline for students to submit their application for financial aid;
- Ensure that OC funding is drawn from a sustainable source;
- Advocate against the 2% increase for domestic tuition;
- That Okanagan College explore further the competitiveness of international markets and analyze the reason international students are choosing Okanagan College;
- The OCSU is willing to work with the College to determine the demographics of ABE learners at the College.

It was noted that the students will have the opportunity for the union to be a part of the internationalization plan as this is being developed as part of the Strategic Plan.

The Board requested a copy of the presentation notes.[2]

The Board Chair noted that changes were made to the ABE tuition structure after the students' presentation in January and she thanked them for their presentations.

6. NEW BUSINESS/RESOLUTIONS
6.1 Finance, Audit and Risk Review Committee (B. McGowan)
6.1.1 Committee Chair Report

In March 2015 the Board approved a motion with regard to principles for implementing ABE tuition. After reviewing the process extensively, the Committee is recommending approval of an ABE tuition structure.

The contract for the auditors expires June 2015. Due to workload in the Finance area, the VP Administration, proposed that the current auditors be extended for one year and then the tender process would go out next year for a 5 year term. He will discuss this with the auditors (Grant Thornton) and the Auditor General and will then bring it back to the Committee for approval.

6.1.2 ABE/ESL Tuition

After further review since the January 2016 meeting, the College is proposing a structure that situates Okanagan College not at the high or low end compared to other institutions. This will be implemented in May 2106. Regardless of income, students will receive assistance from either the AUG grant or from the

[1] This Presentation is posted on the Board MyOkanagan website and is available upon request.
[2] These notes are posted on the Board MyOkanagan website and

The College is facing a $2 million revenue gap, the proposal is to increase revenues as opposed to

President's Report
to the
Okanagan College Board of Governors

Education Council - Report to the Board
March 2016

Candidates for Graduation – March 9, 2016 Education Council Operations Committee meeting

Program	# of Students
Administrative Assistant Certificate	1
Bachelor of Business Administration	1
Bachelor of Computer Information Systems	1
Culinary Arts Certificate	2
Early Childhood Education Certificate	1
Electrician Pre-Apprenticeship (August 20, 2015 – January 29, 2016) Penticton	13
General Studies Diploma	1
Health Care Assistant (August 24, 2015 – February 19, 2016)	15
Legal Administrative Assistant (September 9, 2015 – January 22, 2016)	6
Office Assistant Certificate (Out of sequence)	1
Office Assistant Certificate (September 8, 2015 – January 22, 2016)	18
Pharmacy Technician Certificate	7
Plumbing and Piping Trades Certificate (August 4, 2015 – January 29, 2016)	17
Plumbing and Piping Trades Certificate (August 10, 2015 – January 29, 2016) Vernon	17
Refrigeration and Air Conditioning Mechanic Pre-Apprenticeship Certificate (August 4, 2015 – January 29, 2016) Penticton	15
Welder Foundation Certificate (Out of sequence)	2
Welder Foundation Certificate (August 10, 2015 – January 29, 2016) Salmon Arm	13
Total	131

NOTICE TO BOAR OF VER RS TO COLL ECT STUD SOC Y FEE

Pursuant to the *College ar Institu Act*, i th Studen t Soci ety has met oligatio he Boar f Governors must direct Oka agan ege C") to co llect s udent socie s on b lf of the Student Union, or on beha of a pr ncial or ational studen t organizatio the ca may be, d remit the fees to the Stude Union the ro incial or natio al student c ization may be agreed by the Board and t Stude Unio .

The Student Union must c plete s form a d subm it it to he Board Se ary no r than **M ch 15, 2016** in order for OC to ollect fees fo the **aca demic ye ar 2016/** . Any IE ts or exp ses incurred by OC due to late otice v be th r sponsib ility of the Student n. OC y deduc these expenses from the fe s colle d.

Student Association Name Okat an C lle ge Stud ents' U nion

With this Notice the Stude Union quest s th at the B oard d rect OC to c t the f as wing fee or the academic year **2016/2 7.**

All Registered Students:				
Students' Union Fee	5	to a maxim um of	57.76	tudent semest
	0.	pe Adult B asic E ducation co		
Media Fund	5.	pe studen t per s emester		
Registered Students enroll d in nir redit c more:				
Extended Dental Plan	67	pe studen t per s emester		
Extended Health Plan	58	pe studen t per s emester		

Dental and Health Plan fee are nc harg d Adult B asic E ducation St ts.

Remit fees to: Okanagar Colleg tuden ts' Union

Canadian Federation of St ents B sh C lu bia' Me mbership Fee:				
	0.	to a maxim um of	8.86	tudent semest
	0.	pe Adult B asic E ducation co		
		to a maxim um of	8.86	

Remit fees to: Canadian ederat of S d nts-BC, #202-1055 West I dway, couver, V6H 1E2

If the Student Union chang s the a unt c th e studen t union fees to be cted (i. ower or increase fees, change cap, emove p, ch an e perce ntage, etc.) then th udent I on certifi that it has obtained the nec ssary a rova s f om its m embe s as require he *Co e and In ute Act*. Deadline for notice to e Boa of the ne v fee is **March 15, 2016**.

The Student Union confirm that or Dec mber 6 2015 it made a able to Var member s annual audited financial sta ements d th a ditor's r eport c n those fina statem s.

Student Union President C e Sea Gnsch
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ignat re

ate March 15, 2016

Okanagan Co
RECEIVED
MAR 15 2016
BOARD OF
GOVERNORS

Submission of Information
from Senior Staff to the Board of Governors

Report Title:	Interim FTE Projections
Date:	March 16, 2016

Background Information:
Information could include:
- x Purpose
- x History
- x Other relevant information

Purpose

Provide the Board with a copy of the 2015-16 Interim FTE projections, developed in March 2016. (Please see attached.) Note that these are estimates and final reports are prepared in May (which are included in our Accountability Report).

Background

For the 11th year in a row, we anticipate exceeding the combined 2015-16 total AVED and ITA targets. We expect the AVED utilization to be 104 per cent and total FTE utilization will be 108 per cent.

(Please insert graph(s) or [1] Other relevant AVE

Briefing note for Board of Governors

March 16

2016

Interim March Estimate 2015-16 FTEs

2015-16 FTE Winter Estimate

The following is an update on our Full-time Equivalent (FTE) enrolment estimate based on data available mid-March. The final numbers will be available after the fiscal year is complete and the report will be submitted to the Ministry of Advanced Education (AVED) May 31, 2016.

For the 11th year in a row, we anticipate exceeding the combined AVED and ITA targets. The Office of Institutional Research projects that AVED FTE utilization will be 104 per cent (the AVED target is established early in the budget cycle and is communicated in the institution's budget letter). We estimate that Blue Print and Skills Gap FTEs will be 100 per cent of target. Nursing will be 96 per cent of target, Practical Nursing 116 per cent, Health Care Assistant 81 per cent and all Heath combined will be 117 per cent of target. Developmental (AACP, ASE, ESL) enrolment is expected to be 97 per cent of target, (958 of 984 FTEs).

The total utilization is estimated to be 108 per cent at this point; the ITA target has not yet been finalized. The total number of domestic FTEs is expected to be just under 7,400, the most since 2011-12. International FTEs are expected to be 538, the most since the College opened in 2005.

By Portfolio

- Arts programming is expected to end the year slightly up (781 total) from the previous year (771).
-

By Campus

Kelowna's FTE count is projected to increase from 4,690 to 5,038. Enrolment at the other campuses is projected to decrease. Distance education FTEs are expected to increase to 441 FTE (from 382 in 2014-15).

Submission of Information from Senior Staff to the Board of Governors

Report Title:	Regional Dean Central Okanagan
Date:	March 29, 2016
Background Information:	Report and presentation to the Board of Governors from the Regional Dean Central Okanagan An overview of the region; recent developments, campus highlights, and focus areas for 2016
Action Required:	For information
Comments from the President:	None required
Report prepared and supported by:	Heather Schneider, Regional Dean, Central Okanagan Charlotte Kushner, Vice President, Students

Central Okanagan r eport to the Okanagan College Board of Governors – 2016

Introduction

The Central Okanagan has five Okanagan College locations where educational programming and services are delivered: Kelowna Campus; Penno Road Centre; Acland Road Centre; and two locations at the Kelowna International Airport. The Electrical, Sheet Metal and Plumbing programs at the Penno and Acland locations will be moved to the Kelowna campus by May 2016 when the new Trades Complex opens. The Penno and Acland Road leased facilities will be closed by May 2016.

The Kelowna

Kelowna Police Services building; Interior Health Authority Community and Health Services Centre, the Okanagan Innovation Centre, and our own Trades Training Complex. An additional $2.9 billion in new construction is proposed for the region.

Central Okanagan Economic Trends

Central Okanagan		2014 to 2015
Population		3.1%
Labour Force Participatio		2%

Kelowna Campus – review of 2015

Highlights and accomplishment for 2015:

1. Enrolment for the campus was up overall in the fall 2015 by 5% (headcount). Program areas of growth were Business, International and Engineering Technology. FTE's are expected to reach almost 5,000 domestic and 500 international students in 2015/2016.
2. The ArtsX program was launched in fall 2015.
3. Construction of the Trades Complex progressed with renovation to the East Wing, Plumbing, Carpentry, RV and Welding shops completed in 2015.
4. The Bright Horizons Campaign reached the $5.6 million mark and raised 80% of the capital for the building.
5. Kelowna campus students continued to participate, and be successful, in a wide variety of Skills Canada and business case competitions and ENACTUS projects.
6. The business case for the Health Sciences Centre was submitted to government for approval.
7. A new Strategic Plan was adopted by the College.
8. Master Capital Planning consultations were held with staff, students and the community.
9. The campus was host to many high profile community events such as Devour, Gold Medal Plates, Career Fair, Pow Wow, Spaghetti Bridge, Skills Canada and our own Red Dot Theatre Productions.

Submission of Information from Senior Staff to the Board of Governors

Report Title:	2016/17 Balanced Operating Budget & 2016/17 Capital Budget

Date:

Okanagan College
Schedule 1:

2016/17 Budget
Proposed Statement of Operations
(000's)

Okanagan College
Schedule 3:

Okanagan College
Schedule 3a:

Okanagan College

Okanagan College
Schedule 3c:

Activity	Ra. -0.748

Okanagan College
Schedule 3d:

2016/17 Budget - New Initiatives
(000's)

Activity	Recurring (Net)	One time (Net)	Total (Net)
Tuition from expanded programs and courses focused increased international enrolments	$ 1,195		$ 1,195
Resources required for expanded programs and cours focused on international students	$ (447)	$ (35)	$ (482)
OC Wide implementation of the strategic plan. (Indigenization project, succession planning, internationalization, sustainability)		$ (150)	$ (150)
Science Tech & Health continuing appointment of Associate Dean - 1 FTE	$ (119)		$ (119)
Lockdown Browser license for on-line exams	$ (6)		$ (6)
Legal Affairs .6 to .8 FTE workload	$ (30)		$ (30)
Public Affairs - Social media content specialist 1 FTE	$ (62)		$ (62)
Facilities - painting, carpeting, F & E, window cleanin envelope cleaning, deferred buildings/grounds maintenance work	$ (250)		$ (250)
Facilities - safety eyewash/drench shower testing - Worksafe BC	$ (25)		$ (25)
Total	$ 256	$ (185)	$ 71

Okanagan College
Schedule 4:

Submission of Information
from Senior Staff to the Board of Governors

Report Title:	2016-2017 ITA Training Plan

Date:

2016-2017 Trades and Apprenticeship Profile

In 2015-2016 Okanagan College received approval from the Industry Training Authority (ITA) to offer 118 Apprenticeship intakes and 37 Foundation intakes. During the fiscal year, a few adjustments were made with ITA approval, resulting in offering 120 Apprenticeship intakes and 38 Foundation intakes.

Due to an increased demand for training, funds were also secured from the Ministry of Advanced Education(AVED) to support 7 additional foundation intakes in high demand trades: Electrical – 36 seats, Heavy Mechanical – 20 seats, Welding – 16 seats, Professional Cook - 18 seats and Carpentry (Residential Construction) – 32 seats.

The demand for the Heavy Mechanical, Carpentry, Welding, Plumbing and Electrical apprenticeship programs continue to be strong. We will seek additional intakes when the Labour Market Demand Fund is determined for 2016-2017.

Foundation program enrollment has continued to grow at a moderate rate over the past two years due to the changes in employment opportunities and the demand for workers in the mining, forestry and gas industries. Various foundation programs are offered throughout the OC region with the greatest concentration of programs in Kelowna.

2016-2017 Proposed Trades and Apprenticeship Training Plan

In November of 2015, the ITA requested that OC develop the 2016-2017 Training Plan based on a status quo budget compared to 2015/16. This will prevent OC from offering any additional or new programs within the Training Plan, but shifts from low demand programs into high demand programs are fine. Based on these criteria a proposed Training Plan was developed by the Trades and

Table 1 Apprenticeship Intakes		ITA 15-16 Approved	ITA 15-16 Actuals	AVED 15-16 Actuals	Total ITA & AVED	ITA 16-17 Proposed	Difference 15-16 ITA Actuals	Proposed LMDF 16-17	Proposed Combined Total 16-17
Automotive Glass	APP	0	1		1	1	0		1
Automotive Painter	APP	1	1		1		-1		
Automotive Refinishing Prep	APP	0				1	1		1
Automotive Service Technician	APP	12	12		12	11	-1		11
Carpenter	APP	16	16		16	15	-1	5	20
Construction Craft Worker	APP	2	0		0	0	0		0
Electrician (Construction)	APP	36	37		37	36	-1	1	37
Electrician (Industrial)	APP	0	0		0	0	0		0
Heavy Duty Equipment (specialty)	APP	2	2		2	4	2		4
Heavy Mechanical Trades	APP	10	10		10	10	0		10
Motor Vehicle Body Repairer	APP	3	1		1	3	2		3
Plumber	APP	10	11		11	11	0	1	12
Professional Cook (workplace)	APP	6	6		6	6	0		6
Recreation Vehicle Service	APP	3	3		3	3	0		3
Refrigeration and AC	APP	4	4		4	4	0		4
Sheet Metal Worker	APP	4	4		4	4	0		4
Steamfitting/Pipefitting	APP	0	0		0	0	0	2	2
Truck and Transport Mechanic (specialty)	APP	0	0		0	1	1		1
Welder	APP	5	5		5	4	-1	1	5
Welder B	APP	1	3		3	1	-2	3	4
Welder A *	APP	0	1		1	0	-1		0
AME	APP	2	2		2	2	0		2
AMS	APP	1	1		1	1	0		1

Material is to be submitted to the relevant Vice President for review and submission

Submission of Information
from Senior Staff to the Board of Governors

Report Title:	Annual Programming Plan
Date:	March 22, 2015
Background Information: Information could include: x Purpose x History x Other relevant information	Annual Programming Plan

Action Required:

x For consultation
x For information
x For approval (including resolution) Q q 203.16 394.2 377.041 114 re W n 73(s)-9.7(o)10.8(l)-11.5(u(o)02.44 537.7(o)1-7.049.8(l)M02.44 537.7(o)1-7.049.8 6

A: Listing of Programming that will continue “unchanged” for 201 6/1 7

Arts Programming[1]

- x Associate of Arts Degree (Discipline emphases in Communication, Cross-cultural Studies, Economics,

- Business Studies Certificate (varies by campus)
- Business Administration Certificate (varies by campus)
- Post Baccalaureate Diplomas in Accounting and Marketing (first year at all campuses and second year in Kelowna)
- Office Management Certificate (varies by campus)
- Post-Diploma Certificates (varies by campus)

Engineering Technology Programming

- Civil Engineering Technology Diploma (Kelowna)
- Electronic Engineering Technology Diploma (Kelowna)
- Mechanical Engineering Technology Diploma (Kelowna)
- Network & Telecommunications Engineering Technology Diploma (Kelowna)
- Water Engineering Technology Diploma (Kelowna)
- Civil Engineering Bridge program with UBC Okanagan
- Electronic Engineering Bridge program with UBC Okanagan
- Mechanical Engineering Bridge program with UBC Okanagan

x

- Basic Electricity
- Blacksmithing
- Blueprint Reading
- Boat Maintenance
- Carpentry IP Refresher
- CFC Emissions
- Construction Safety Training Systems
- Cross Connection Control Backflow Preventer Tester License
- Cross Connection Control Examination
- Cross Connection Control Refresher Course
- Custom Paddle Building
- Designated Inspection Facility Operator
- Domestic/Commercial Gasfitter “B”/Gas Appliance Service Technician
- Electrical Code Course
- Electrical IP Refresher
- Forklift – recertification
- Forklift – 8 hour – some experience
- Forklift – 16 hour – non-experienced

- Special Needs Worker
- Staffing Services Clerk
- Teaching English as a Second Language
- Teaching English to Speakers of Overseas Languages (with International Education)

- x Trades Technology Teacher Education Diploma (Kelowna) – intake to be suspended for one final year; program revision is underway for 2017 intake

D: Listing of New Programming initiatives that will not require base O4.9(157hL1.2(re)m [(D)--5.9(

Programming that can be offered on a revenue generating basis for 2016/17 (existing tuition rates are sufficient to cover the full delivery cost):

Arts, Business and Science Programming

- Various new sections of Humanities, Social Science, Fine Arts, Interdisciplinary Studies, Business and Science courses to diversify and expand offerings in programming (any campus, determined by student demand and subject to tuition revenue)
- Post-baccalaureate diploma in Professional Accounting (Kelowna, Vernon)
- Post Baccalaureate Diploma in Marketing (first year Kelowna and Vernon; second year Kelowna)

Okanagan College International Education Programming

- English for Special Purposes (curriculum designed to be responsive to various organizational and employer needs)

Trades Programming

- Welding/Metal Fabricating Shop Equipment Operator
- Timberframe Construction
- Backyard Structures – Timberframe
- Automotive Refinishing – ICBC Upgrading
- Automotive Glass Installer – ICBC Upgrading
- Overhead Crane Operator
- Rigging and Hoisting
- Plumbing Code Refresher
- Plumbing IP Refresher
- Designated Inspection Facility Operator
- Scissorlift Operator
- Waterpipe sizing
- Paintless dent repair

E: Listing of new programming initiatives that would require reallocation of OC funding for 2016/17 or new funding from AVED, the Industry Training Authority (ITA) or other sources

Arts Programming

- Expansion of second year of the Criminal & Social Justice diploma program (4 sections of Criminology, 1 section of Psychology, Penticton)
- New applied degree in partnership with UBC Okanagan's 3-year Master of Social Work (under development: Kelowna)

- English Infrastructure (Kalamalka Press, Work Ruckus, Ryga, Ryga Journal, KidsWWrite creative ezine, John Lent Poetry Award, Red Dot Players, Vertigo Voices)
- New Associate of Arts Degree Emphasis in Resistance and Revolution (Salmon Arm)
- Additional sections of Economics to match growth in International students (Business and Arts programs, Kelowna)

Science Programming

-

- English 11 with minimum 67% or alternatives or English 12 with minimum 60% or alternatives or an ABLE reading comprehension score of at least 83%.

  Math requirement:
  A minimum of 60% in:
  - Pre-calculus Grade 11

  Or a minimum of 67% in any of:
  - Principles of Mathematics 11
  - Applications of Mathematics 11
  - Foundations of Mathematics Grade 11
  - Apprenticeship and Workplace Mathematics Grade 11
  - Adult Basic Education MATH 011
  - Adult Basic Education MATH 084 and MATH 085
  - Adult Basic Education IALG 011
  - Principles of Mathematics 11

  Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years.

  Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%

Implementation date: April 2016 Costs: n/a

Program Revision – Automotive Collision Repair/Painting and Refinishing

Recommended Motion:
"BE IT RESOLVED THAT the Board approve the revision to the Automotive Collision Repair/Painting and Refinishing , as recommended by Education Council and as presented"

Program revision
- x Program description
- x Program name – new name Collision Repair/Refinishing Prep Technician
  - o Short name for transcript – Collision Repair Prep Tech
- x Program outline
- x Resequencing of courses

Rationale:
To clear confusion on the name as there are two descriptions in the title that are similar.

To provide the student the opportunity to apply skills learned in an industry environment, and gain a better understanding of the industry operations through a two week work term. Along with the experience in the industry, the student has the opportunity of gainful employment. The Heavy Mechanical program has this component and it has proved very successful.

Additional course CLSN 118 Industry Work Placement

Program description
Existing:
This 36-

Refinishing Prep Technician credential is the prerequisite for the Automotive Refinishing and Paint apprenticeshi

Program Table:

CLSN 101A, Use of Safe Work Practices, Theory, 30 hours
CLSN 101 B, Use of Safe Work Practices, Practicum, 12 hours
CLSN 102A, Process Technical Information, Theory, 30 hours
CLSN 102 B, Process Technical Information, Practicum, 6 hours
CLSN 103A, Tools and Equipment, Theory, 30 hours
CLSN 103B, Tools and Equipment, Practicum, 60 hours
CLSN 104A, Hardware and Trim, Theory, 24 hours
CLSN 104B, Hardware and Trim, Practicum, 48 hours
CLSN 105A, Surface Preparation, Theory, 30 hours
CLSN 105B, Surface Preparation, Practicum, 110 hours
CLSN 106A, Oxy-Acetylene Welding, Theory, 10 hours
CLSN 106B, Oxy-Acetylene Welding, Practicum, 20 hours
CLSN 107A, MIG Welding, Theory, 18 hours
CLSN 107B, MIG Welding, Practicum, 72 hours
CLSN 108A, Sheet Metal Repair, Theory, 30 hours
CLSN 108B, Sheet Metal Repair, Practicum, 174 hours
CLSN 109A, Plastic and Composites, Theory, 18 hours
CLSN 109B, Plastic and Composites, Practicum, 30 hours
CLSN 110A, Undercoats, Theory, 10 hours
CLSN 110B, Undercoats, Practicum, 50 hours
CLSN 111A, Topcoats, Theory, 18 hours
CLSN 111B, Topcoats, Practicum, 72 hours
CLSN 112A, Panel Replacement, Theory, 20 hours
CLSN 112B, Panel Replacement, Practicum, 44 hours
CLSN 113A, Mechanical Components, Theory, 18 hours
CLSN 113B, Mechanical Components, Practicum, 12 hours
CLSN 114A, Pre-Delivery, Theory, 12 hours
CLSN 114B, Pre-Delivery, Practicum, 30 hours
CLSN 115, Preparation for Employment, Theory, 30 hours

CLSN 116, Collision Repair Level 1 Exam, Theory, 6 hours
CLSN 117, Au(pa)-12.3(i)3.1(r)-6.3(Le)-12.3(v)xam, Theory, 6

CLSN 101B Use of Safe Work Practices (Practicum) 12 hours
The learner demonstrates safe work practices and how the WorkSafeBC Occupational Health and Safety Regulations relate to safety procedures in the Automotive Collision Repair industry.
Assessment is by means of practical assignments, and one exam upon completion of the course.
A combined minimum of 70% is required to achieve a passing gr ade.

CLSN 102A Process Technical Information (Theory) 30 hours
This course introduces the learner to the composition of reports, the use of collision repair manuals, and the necessary mathematics required in the Collision Repair industry.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 102B Process Technical Information (Practicum) 6 hours
The learner demonstrates the composition of reports, the use of collision repair manuals, and the necessary mathematics required in the Collision Repair industry.
Assessment is by means of practical assignments, and one exam upon completion of the course.
A combined minimum of 70% is required to achieve a passing grade.

CLSN 103A Tools and Equipment (Theory) 30 hours
This course involves the selection, maintenance, and safe operation of automotive collision repair tools and equipment.

Assessment is by means of practical assignments, and one exam upon completion of the course.
A combined minimum of 70% is required to achieve a passing grade.

CLSN 110A Undercoats (Theory) 10 hours
This course introduces the learner to the types, proper usage, and application techniques of the various type of automotive undercoats used in preparation for the refinishing process.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A co mbined minimum of 70% is required to achieve a passing grade.

CLSN 110B Undercoats (Practicum) 50 hours
The learner demonstrates the types, proper usage, and application techniques of the various type of automotive undercoats used in preparation for the refinishing process.
Assessment is by means of practical assignments, and one exam upon completion of the course.
A combined minimum of 70% is required to achieve a passing grade.

CLSN 111A Topcoats (Theory) 18 hours
This course introduces the learner to the types, proper usage, and application techniques of the various type of automotive topcoats used in preparation for the refinishing process.
Assessment is by means of quizzes, homework, assignments, and one exam up on completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 111B Topcoats (Practicum) 72 hours
The learner demonstrates the types, proper usage, and application techniques of the various type of automotive topcoats used in preparation for the refinishing process.
Assessment is by means of practical assignments, and one exam upon completion of the course.
A combined minimum of 70% is required to achieve a passing grade.

CLSN 112A Panel Replacement (Theory) 20 hou rs
This course involves techniques used in the replacement of welded non-structural body components.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 112B Panel Replacement (Practicum) 44 hours
The learner demonstrates techniques used in the replacement of welded non-structural body components.
Assessment is by means of practical assignments, and one exam upon completion of the co urse.
A combined minimum of 70% is required to achieve a passing grade.

CLSN 113A Mechanical Components (Theory) 18 hours
This course involves diagnostic and servicing techniques to the automotive, HVAC, electrical, and restraint systems as they apply to the collision repair process.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 113B Mechanical Components (Practicum) 12 hours
The learner demonstrates diagnostic and servicing techniques to the automotive, HVAC, electrical, and restraint systems as they apply to the collision repair process.

Assessment is by means of practical assignments, and one exam upon completion of the cou rse.
A combined minimum of 70% is required to achieve a passing grade.

CLSN 114A Pre-Delivery (Theory) 12 hours
This course involves pre-delivery inspection, refinish detailing, customer relations techniques, and paint finishes maintenance as they apply to the collision repair process.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 114B Pre-Delivery (Practicum) 30 hours
The learner demonstrates pre-delivery inspection, refinish detailing, customer relations techniques, and paint finishes maintenance as they apply to the collision repair process.
Assessment is by means of practical assignments, and one exam upon completion of the course.
A combined minimum of 70% is required to achieve a passing grade.

CLSN 115 Preparation for Employment (Theory) 30 hours
This course involves the preparation and review of resumes and introduces the learner to job interview procedures.
Assessment is by means of quizzes, homework, assignments, and one exam upon completion of the course. A combined minimum of 70% is required to achieve a passing grade.

CLSN 116 Collision Repair Level 1 Exam 6 hours
This course involves curriculum review, preparation for final exam, and completion of the Collision Repair Level 1 exam.
Assessment is by means of one final exam upon completion of the course. A minimum of 70% is required to achieve a passing grade.

CLSN 117 Auto Refinishing Prep Level 1 Exam 6 hours
This course involves curriculum review, preparation for final exam, and completion of the Automotive Refinishing Prep Technician Level 1 exam.
Assessment is by means of one final exam upon completion of the course. A minimum of 70% is required to achieve a passing grade.

CLSN 118 Industry Work Placement 60 hours
The learner will be assigned to an employer for a two-week period where they will have the opportunity to demonstrate their skills acquired throughout the program.
Assessment will be provided by the employer and input will be given by the instructors.

Implementation date: September 2016

Costs:

	One-time	Ongoing
Staffing	n/a	2,127.00
Travel	n/a	500.00
Total Estimated Costs	n/a	2,627.00

design and build a final project from concept to promotion. A public exhibit at the conclusion of the program will spotlight the students' achievements and provide a showcase for their work.

Proposed:
The Studio Woodworking Certificate Program is a 38-week (1140 hours) full-time study of woodworking from the craftsperson's perspective. With a primary focus on furniture, the program will offer a range of woodworking skill sets that can be adapted to any of the many disciplines within the Cabinetmaker/Joiner trade. Inasmuch as this program's focus is 'Art' as well as 'Industry', the range of knowledge covered within this program will enable the successful student to acquire meaningful employment in a range of 'studio' or 'custom' environments with confidence, whether self-employed or working for others. Those successful students who wish to continue in a traditional apprenticeship will be granted level one apprenticeship technical training credit in the Cabinetmaker/Joiner trade by the Industry Training Authority in B.C.

The range of topics taught includes a history of the trade, design basics, an understanding of the materials, safe work practices, hand and machine skills, and joinery techniques. They also include more advanced techniques such as design and creating curved parts, veneer, inlay, marquetry and banding. Basic Computer Numeric Control (CNC) machining will be explored. Wood finishing from simple hand rubbed to advanced spray booth techniques will be practdi3(e)-t.2(he)]TJ T* [ra([(B)2.4(as)-es)22nue [rllel als radanconte

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include mortise and tenon machines, shapers, panel saws, creating curved products, CNC equipment, clamping and pressing machines, the layup and use of veneer, and the selection and use of finishing products.	and tenon machines, shapers, panel saws, creating curved products, CNC equipment, clamping and pressing machines, the layup and use of veneer, and the selection and use of finishing products.

criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

Proposed:
Regular Applicants

- B.C. secondary school graduation or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes.

- For applicants whose first language is English: English 12 with minimum 60% or alternatives.

For applicants whose first language is not English:

- Language proficiency test results that meet the National Association of Pharmacy Regulatory Authorities (NAPRA) Language Proficiency Requirements
  - A TOEFL score of at least 91 (Internet-based), or
  - an overall band score of 6.5 on the academic version of IELTS
  - Or Graduation from a high school in Canada with four consecutive, first language English courses;
  - Or An undergraduate degree from a university in Canada, whose instruction was provided in English

- A minimum grade of 60% in BIOL 11 or an equivalent Advanced Level ABE Biology course, or Biology 12 or an equivalent. The Biology course must include a human anatomy and physiology component.
- A minimum grade of 60% in Chemistry 11 or an equivalent Advanced Level Adult Basic Education Chemistry course. Chemistry 12 is recommended.
- A minimum of 60% in any of:
- Pre-calculus Grade 11
- Principles of Mathematics 11
- Adult Basic Education MATH 011
-

Rationale:

- The Civil Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of word processing, spreadsheets and presentation tools. An introductory course in computers or computer experience is strongly recommended.
- A minimum grade of 60% in Physics 11, or a minimum grade of 50% in Physics 12 or Applied Physics 12.
- Mature Students: Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.
- The mathematics requirement will not be waived for mature students.

Reason: Keyboarding skills of 20 wpm no longer a relevant recommendation.

Implementation date: March 2016 Costs: n/a

Program Revision – Electronic Engineering Technology Diploma

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Electronic Engineering Technology Diploma , as recommended by Education Council and as presented"

Program revision

- English 12 with minimum 60% or alternatives.
- Math requirement - a minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
  - Or a minimum of 70% in an Okanagan College Mathematics 12 Proficiency Test

- Physics 11 (Physics 12 is recommended) is required. Chemistry 11 or Chemistry 12 is strongly recommended.
- The Mechanical Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have some familiarity with computers. Computer Science 11 or 12, an introductory course in computers, key boarding skills of 20 wpm or computer experience is strongly recommended.

Mature Students

- Applicants who do not have secondary school graduation may apply as a mature student provided they are at least 19 years of age and have not attended secondary school on a full-time basis for a year or more. Mature students must complete specific entrance requirements that apply to regular applicants.

- Mature students without the required 60% grade in Mathematics 12 will be permitted to write a Mathematics 12 challenge exam. Exemption from these admission requirements for mature students is based upon a department interview, work experience, educational background and the results of a Mathematics 12 challenge exam.

Proposed:

Regular Students

- B.C. secondary school graduation or equivalent
- English 12 with minimum 60% or alternatives.
- Math requirement - a minimum of 60% in any of:
  - Pre-calculus Grade 12
  - Principles of Mathematics 12
  - Adult Basic Education MATH 012
  - Okanagan College MATH 120
  - Or a minimum of 70% in an Okanagan College Mathematics 12 Proficiency Test
- Physics 11 (Physics 12 is recommended) is required. Chemistry 11 or Chemistry 12 is strongly recommended.
- The Mechanical Engineering Technology program stresses the use of computers in solving

Program Revision – Water Engineering Technology Diploma

Recommended Motion:

"BE IT RESOLVED THAT the Board approve the revision to the Water Engineering Technology Diploma, as recommended by Education Council and as presented"

Program revision

- x Admission requirements

Rationale:

To remove keyboarding skills of 20 wpm as a recommendation in the Admission Requirements.

Admission requirements:

Existing:

- x B.C. secondary school graduation or equivalent.
- x English 12 with minimum 60% or alternatives.
- x Math requirement - a minimum of 60% in any of:
  - o Pre-calculus Grade 12
  - o Principles of Mathematics 12
  - o Applications of Mathematics 12
  - o Adult Basic Education MATH 012
  - o Okanagan College MATH 120
- x Or a minimum of 67% in any of:
  - o Pre-calculus Grade 11
  - o Principles of Mathematics 11
  - o Adult Basic Education MATH 011
  - o Or a minimum of 85% in an Okanagan College Mathematics 11 Proficiency Test
- x Chemistry 11 with a grade of 67% or better.
- x The Water Engineering Technology program stresses the use of computers in solving engineering problems. It is recommended that students entering the program have a working knowledge of Word, Excel and Power Point. Computer Science 11 or 12, an introductory course in computers, keyboarding skills of 20 wpm, or computer experience is strongly recommended.

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