



**MEDICINE HAT COLLEGE**  
**General Academic Council**

**MINUTES**

February 7, 2023

Crowfoot Room

10:00 am – 12:00 pm

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**1. APPROVAL OF AGENDA**

The Chair called the meeting to order at 10:03am.

Hearing no changes or additions to the agenda; the motion for approval was called.

**Motion: (C. Flinn)**

**“That the agenda of the General Academic Council meeting of February 7, 2023 be adopted as presented.”** **CARRIED**

**2. APPROVAL OF MINUTES – November 22, 2022**

Hearing no changes to the minutes; the motion for approval was called.

**Motion: (M. Kaethler)**

**“That the minutes of the General Academic Council meeting of November 22, 2022 be adopted as presented.”** **CARRIED**

**4. UPDATES**

**4.1 Executive Committee Update**

Kevin Shufflebotham, President & CEO

- Provincial budget announcement coming at the end of February; so far hearing of no surprises and we’re hoping for the same level of funding as was received in the past.
- The Minister is pleased with how the targeted enrolment expansion is going and we can expect to see more of these funding calls to increase capacity in the system, in future.
- MHC (and all institutions) are expected to develop Investment Management Agreements (IMA’s) with government. Prior to Christmas we were notified that we met our Work Integrated Learning (WIL) target which is great, and we hope we will be able to continue to meet the target in future years.  
This year we will be evaluated on WIL, total domestic enrolment (apprentice included), and the graduate outcome survey.
- Freedom of Expression: all institutions will be evaluated on how we hold up our freedom of expression agreements. MHCs’ statement is on our website and if anyone is coming on campus to speak, that statement is what we will be following. Our current statement was developed and signed off by government in 2019. There may be required changes to it, but we will wait for direction from government.
- GAC Terms of Reference (Conditions/Terms of Office): The Board of Governors will be working on reviewing the terms of reference for all of their subcommittees so the GAC ToR/new format will be shared prior to the next meeting where discussion will take place.

#### Nancy Brown, Vice President Academic & Provost

- Welcome to Morgan Blair who has joined GAC in her role as Interim Dean, School of Business & Continuing Studies.
- Nancy reflected on her first 2 months at MHC and thanked everyone for such a warm welcome. She has been meeting and connecting with a lot of people and has been working on a number of things within the academic portfolio, including program development which she will speak to later in the meeting.
- Nancy has met formally with the Faculty and Student Associations, and many informal meetings and discussions have also taken place. Nancy is happy to join any department/faculty meetings in coming semesters.
- Academic Plan: two engagement sessions were held in November and a lot of feedback was received on the priority actions. Nancy is currently working to finalize the actions and work to be done over the next 18 months.

#### Wayne Resch, Vice President Administration & Finance

- Staffing, stability, etc. in IT is a concern as we've lost 7 people from the department in the last 24 months. We've been working for the past 6 months on risk mitigation planning around this and are still working on backfilling the positions but there are difficulties with finding the same level of experience that we've lost.
- ERP: HR, Payroll and Finance have now gone live, and we are in the process of choosing a solution for the student area.
- Budget Process: this will be a focus for the next few months and we will present our budget to the Board of Governors at the May meeting. Looking forward to hearing more on the provincial budget at the end of February as it is a big part of our funding.

#### **4.2 Faculty Update**

No Update.

#### **4.3 Students' Update**

##### Lily Schaerer, Students' Association, Vice President Internal

- In response to the confusion students have been experiencing post covid; we launched a campaign in January focusing on acceptable behavior on & off campus, student expectations, health & wellness, etc.
- As this week is Academic Awareness Week, there will be information/services available to students and the main focus is on academic integrity. We are also trying to reduce barriers and communicate all of the services available to students throughout the year.
- Elections will be held at the end of the month, and we will be holding information sessions on the expectations of the roles of the Student's Association Executives.
- We will also be launching our "Get Out and Vote" campaign to encourage students to vote.
- Banger Bingo and Last Class Bash are coming up as well, which were both very successful events last year.

### **5. NEW BUSINESS**

#### **5.1 Honorary Applied Degree Nominations**

- Deferred to the end of the agenda as we will need to move in-camera.

#### **5.2 Curriculum Committee: Program Changes (Business Administration Program)**

##### **5.2.1 Administrative Office Professional Major**

- This offers students the opportunity to receive a two-year diploma while taking only certificate courses in the APRO course and first-year Business Administration courses, but the program has had historically low enrolment.

- Currently, there are only two students enrolled and since this would be a suspension rather than program termination, they will still be able to complete the program. No students have applied for next year but if anyone does want to enroll, we can work with them on a case-by-case basis as we have flexibility with this being a suspension.

**Motion: (S. Henderson)**

**“That GAC refer to the Board of Governors, approval of the suspension of the Administrative Office Professional specialization within the Business Administration program.”**

**CARRIED**

### **5.2.2 Hospitality & Tourism Major**

- This was launched as a Major 4-5 years ago, however; since there has been no enrolment since the inception, faculty in the Business program have requested to remove it.

**Motion: (S. Henderson)**

**“That GAC refer to the Board of Governors, approval of the termination of the Hospitality & Tourism specialization within the Business Administration program.”**

**CARRIED**

## **5.3 Proposed Academic Schedules**

### **5.3.1 2023-2024 Schedule**

- One minor change from last year is that the National Day for Truth & Reconciliation will be on Monday this year; last year it was Friday.

**Motion: (S. Henderson)**

**“That GAC approve the academic schedule for 2023-2024 as presented.”**

**CARRIED**

### **5.3.2 2024-2025 Schedule**

- Concerns were raised around the first day of classes for the 2025 year as it would be on a Friday, which may result in a lot of students not attending that day.
- Sandy indicated that dates could be shifted ahead by one day so classes could begin on Monday January 6<sup>th</sup>, however; the exam period will need to be adjusted and may need to begin on a Saturday.
- After discussion, general consensus was to avoid having the first day of class on Friday January 3, 2025 and adjust it to Monday January 6, 2025.
- Sandy will make the changes and the schedule will be provided at the next meeting for information.

**Motion: (S. Henderson)**

**“That GAC approve the academic schedule for 2024-2025 with the modifications discussed, which will be provided for information at the next meeting.”**

**CARRIED**

## **6. DISCUSSION TOPIC: PROGRAM DEVELOPMENT**

- Program development has been an area of focus for Nancy for the past 2 months since she started with MHC. She has been reviewing past processes and working to determine the current process, as well as any modifications needed.
- For quite a while, there was no program development happening at MHC but there has been great work done in recent years and we are currently in a great place in terms of program development.
- Gaps/area that are unclear in the current process:

- Roles/responsibilities
- Timing/when specific things need to be done
- Resources available to assist with the work
- Not having a clear process in place puts a strain on the institution, so SALT is currently working on a clear program development pipeline/process; indicating responsibilities and resources available to assist and help guide the work.
- The goal is a 5 to 7-year pipeline for program development (beginning to launch) in order to have a consistent process to avoid a huge burst/or lull in activity and be more strategic/proactive.
- There will need to be enough flexibility in the process to allow us to respond to various calls for funding as well.
- Collaborative degrees, laddering opportunities, etc. will all fit within the pipeline. Microcredentials, industry program/course requests, and continuing studies opportunities will be a part of our overall program development but will be separate from the actual pipeline.
- The Plan will be flexible so that we can look at it on a regular basis and assess opportunities.
- SALT has also been discussing dual credit and is currently in the process of gauging interest on future offerings with various school districts. Changes will be made to the current process as the handling of agreements will need to be a centralized process rather than the responsibility of one person.
- Updates to follow once the program development process has been finalized.

### **5.1 Honorary Applied Degree Nominations**

**MOTION: (K. Shufflebotham**

**“That General Academic Council move to an in-camera session”. CARRIED**

**MOTION: (K. Shufflebotham)**

**“That General Academic Council exit the in-camera session”. CARRIED**

**MOTION: (N. Brown)**

**“That General Academic Council recommend to the Board of Governors for approval; the recipient of the 2022-23 MHC Honorary Applied Degree”. CARRIED**

### **7. ADJOURNMENT/NEXT MEETING**

- Meeting adjourned at 11:01am
- Next meeting: May 2, 2023