



MEDICINE HAT COLLEGE
General Academic Council

MINUTES

May 2, 2023

Crowfoot Room

10:00 am – 12:00 pm

1. APPROVAL OF AGENDA

Nancy Brown Chaired the meeting as Kevin Shufflebotham was going to arrive a bit late. Meeting called to order at 10:01am.

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

Motion: (S. Henderson/L. Schaerer)

“That the agenda of the General Academic Council meeting of May 2, 2023 be adopted as presented.”

CARRIED

2. APPROVAL OF MINUTES – February 7, 2023

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

Motion: (S. Hansen/L. Tooth)

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

CARRIED

4. UPDATES

4.1 Executive Committee Update

Kevin Shufflebotham, President & CEO

- Free speech monitoring was mentioned at the last meeting and our annual report must now include a report on free speech and policy information, if any complaints are raised.
- **System level:** Kevin is part of the AB post-secondary group that advocates and connects with government officials. One of their goals is to focus on finding solutions with regard to base funding as this is short-term funding, but we’re expected to be able to do more and more with this money. They’d like to look at conducting a comprehensive funding review as there is currently a historical model being used. They’d like to have a comprehensive plan including faculty and student associations working with institutions to determine how to increase that funding. Another goal of this group is to advocate and focus efforts around increasing mental health funding.
- **Budget:** the 2023-24 budget will be presented to the Board of Governors at the May 16th meeting. The May 18th Open Forum will provide staff and faculty with a deeper dive into budget information.
- **Investment Management Agreements:** we’re currently finalizing and determining our metrics; this will go to the Board for approval on May 16th.
- **Enrollment:** applications remain strong; we currently have the highest number of applications that we’ve ever had since 2019.
- **Convocation:** June 9th, CO-OP Place. Staff, faculty are encouraged to attend.

Nancy Brown, Vice President Academic & Provost

- **Targeted Enrolment Expansion:** the government recently put out a call for proposals as they've done in recent years, for funding that will allow for additional seats in highly prescribed programs. The Senior Academic Leadership Team (SALT) submitted 6 proposals for various program expansions, and government has just announced that we've been approved for 32 additional seats in the Practical Nurse program.
- **Academic Plan:** The Plan is now finalized and has been sent out internally. It's a living document, however; the 6 main academic objectives will remain as-is and will guide our work for the next 16 months.
- **Program Development Process:** SALT reviewed the current process and determined that we've got a good process which just needs to be finalized and circulated. This will be a structured process and will align programs to our overall institutional goals.
- **Supportive Care Assistant Program:** new program funded by government as a way to recognize the shortage of health care aides. Each student received \$5000 in tuition subsidy and the College receives \$3000 for each student who completes the program. Employers received \$2000 per student. Students need to have a realistic chance to complete practicums, so we don't want to enroll too many students at once and make this unachievable. There has already been some early success with this and there are more students in Brooks who are interested. We just need to work through the placement piece before we start accepting more students.
- There are two apprenticeship style programs we've been working on with the goal of launching this coming fall, however; due to the planning and work still required they will be delayed slightly (Data Analytics for Business and Sustainable Energy Systems).
- **Institutional Self-Study in Pursuit of Autonomous Degrees:** after our institutional self-study was submitted to CAQC and the site visit was completed; CAQC provided us with various recommendations we will need to meet. Work has been progressing toward a June 2023 completion date on the recommendations made, but as there is still a lot of work required, we will now be aiming to ensure the recommendations are met and in place by June 2024. We'll ideally be ready by December 2023, with a 6-month buffer built-in to ensure we can fill those gaps and recommendations appropriately and thoughtfully.

Wayne Resch, Vice President Administration & Finance

- Student Information System: IT and Registration are currently working through this; we will be meeting with potential 3rd party vendors over the next while.

4.2 Faculty Update

Linda Tooth, School of Business & Continuing Studies

- We have some new Faculty Association Executive members in place
- Some concerns this year around mental health and how best to work with students on the transition to/from online learning after the pandemic, etc. in recent years.
- We're coming to the end of another year and faculty are looking forward to the summer break.

4.3 Students' Update

Lily Schaerer, Students' Association, Vice President Internal

- Our new Student Executive Team is now in place:
Lily Schaerer - President
Shintaro Iwata – Vice President Internal
Nikita Kovalev – Vice President External
Rebecca Hirsch – Vice President Community
- There is a lot of interest in disc-golf courses, and we are seeing courses popping up on various campuses, so we are working on a proposal for an 18-hole disc-golf course here at MHC. Also

interested in looking into the possibility of a Rattlers disc golf team as we recently held a tournament which was a success.

- We will be launching our 'Get Out and Vote' campaign which will provide information to students on election information and the various parties involved.
- There is now a new Executive Director in place for the AB Students Executive Council (ASEC)
- This Friday May 5, the Students' Association will be offering free chips and salsa for Cinco de Mayo, as a thank you from all the students this year.

5. CURRICULUM COMMITTEE

5.1 Kinesiology Diploma Proposal

- Thank you to the Curriculum Committee members for the great work done this year.
- Today: presenting a new program proposal for a Kinesiology Diploma. We currently offer University Studies courses but wanted to package what we are already doing (with a couple of new courses added) and offer our own diploma.
- The current Kinesiology program quota is 30 students so we will start there for the Diploma.

Motion: (S. Henderson/J. Openo)

"That GAC refer to the Board of Governors, the approval of the Kinesiology Diploma program as presented." **CARRIED**

5.2 Addictions Counselling Termination

- A number of years ago, this program was discontinued due to decreased funding and there was a suspension in place in order to allow any students still enrolled, to complete the course and receive their credential. As all students have now completed the program, we are recommending a termination. If we ever want to reinstate the program, we will be able to submit a new program proposal to government.

Motion: (S. Henderson/L. Schaerer)

"That GAC refer to the Board of Governors, the termination of the Addictions Counselling diploma." **CARRIED**

6. OLD BUSINESS

6.1 Academic Schedule 2024-25

- The proposed schedule was presented at the last meeting which indicated that the first day of classes in winter 2025 would be a Friday. After discussion at that meeting, the first day of classes was adjusted to the following Monday. A motion was made and approved at the last meeting; schedule provided now for information.
- It was pointed out that there are some dates that did not get changes on the new schedule/ Linda Tooth will connect with Sandy and the dates will be revised.

6.2 Honorary Applied Degree Update

- The recommendation was approved by the Board of Governors and the recipient has now accepted. The award will be presented during the convocation ceremony on June 9, 2023.

7. NEW BUSINESS

7.1 AC-09 PLAR Policy & Procedure (Revised)

- This has now gone through stakeholder consultation and just a few changes were made:
 - Added a grade notation of PL rather than a letter grade, for those going through PLAR process as this aligns with other institutions. (PL's are not included in GPA calculation)
 - Also added AC for Advanced Credit; this will provide credit to students who completed something else and maybe not doing traditional transfer credit. (Similar to NAPPL which recognizes prior military training).

- *Summary of changes included in agenda package.*
- Currently, not a lot of PLAR happening here but this may offer more opportunities. The goal is to implement by July 1.

Motion: (S. Henderson/L. Schaerer)

“That GAC approve the revised PLAR Policy, and Procedure as presented.”

CARRIED

7.2 GAC Terms of Reference Revision – Notice of Motion

- The agenda package includes the original TOR as well as the proposed new document.
- Current process states that the Terms of Reference must be presented to GAC with a notice of motion (30 days-notice) and a vote will take place at the next meeting in fall 2023.
- The Board will be looking at reviewing the Terms of Reference for all of their subcommittees, so this is timely. There were also some suggested changes from the Faculty and Student Associations’ as well. The Post-Secondary Learning Act (PSLA) dictates everything around GAC so the TOR must reflect that. Highlights from the changes:
 - Membership: changes to the number of various members now reflect what’s in the Act
 - Terms of Office for FA, SA and Executive Administration updated
 - Two additional members proposed: Director of Teaching & Learning and Director of International Education
 - Terms of Office: Academic Staff – 1 year term/4 consecutive terms (previously 2-year term). Student Members: 3 terms indicated in the document but after discussion there was a request made to change it to 4 which was approved by the Chair and will be updated in the document.
 - First GAC meeting of the year: Chair will be elected
 - Executive Committee: recommending one Chair elected by GAC and two Vice-Chairs.
- Please let Kevin know if any questions or suggestions for further changes. Notice of motion provided; vote will take place in Fall 2023.
- Thank you to the FA and SA for the work on this.

8. DISCUSSION TOPIC: Academic Policy Project

- The initial policy review began in 2021 in pursuit of the ability for MHC to offer autonomous degrees.
- As Lakeland College had recently been through the CAQC process, we used their policy process and framework as a model for MHC
- Some policies were completed and went through stakeholder engagement in 2021, however; the project was then put on hold as the VPA at the time had left the position.
- CAQC then came back to us with a different set of policies/areas of focus we need to develop
- Teresa presented the proposed framework created by Dr. Sue Fitzsimmons (interim VPA at that time) and the Senior Academic Leadership Team (SALT).
- It was determined that while reviewing the academic policies within the new framework, it would be a good time to review the entire suite of academic policies and not only those recommended for review/development by CAQC. We found it to be fairly heavy with regard to policy and a bit light on procedure. The policies we need to develop are:
 - Academic Program Quality Assurance
 - Academic Program Operations
 - Evaluation of Student Learning
 - Work Integrated Learning (WIL)
- Those 4 recommended policies will be the main overarching policies which will include a number of procedures within them. Everything will be reviewed to determine where there may be procedures that can be moved into an overarching policy.
- There are a number of other policies in other areas that still require review, and some may overlap (i.e., Student Services, etc.)

- As the policy frameworks used by Red Deer Polytechnic and NorQuest College are both great examples, we will use those as a model for MHCs' framework
- **Academic Policy Project Next Steps:**
 1. Research & compare other institutions frameworks to see what will work best for MHC.
 2. Formally adopt framework.
 3. Assess what should be policy and what should be procedure. Commence drafts.
 4. Schedule regular meetings with Deans and VPA as the subject matter experts.
 5. Present new policy suite and procedures for GAC and stakeholder engagement. This will be a big job that will take some time and the pace of the work will depend on how quickly we will be able to hire a policy assistant, as that role is currently vacant.

9. ADJOURNMENT/NEXT MEETING

- Meeting date TBD (Fall 2023)
- We will go ahead with 8 representatives from each section of the membership, until the new TOR are approved.