



MEDICINE HAT COLLEGE
General Academic Council

AGENDA

February 7, 2023

Crowfoot

10:00 am – 12:00 pm

- | | |
|--|--------------------------------------|
| 1. CALL TO ORDER | K. Shufflebotham |
| 2. APPROVAL OF AGENDA
[MOTION] | All |
| ✓ 3. APPROVAL OF MINUTES – November 22, 2022
[MOTION] | All |
| 4. UPDATES | |
| 4.1 Executive Committee Update | K. Shufflebotham, W. Resch, N. Brown |
| 4.2 Faculty Update | L. Tooth |
| 4.3 Students' Update | L. Schaerer |
| 5. NEW BUSINESS | |
| 5.1 Honorary Applied Degree Nominations | N. Brown |
| 5.2 Curriculum Committee: Program Changes | S. Henderson |
| ✓ 5.2.1 Administrative Office Professional Major
[MOTION] | |
| ✓ 5.2.2 Tourism Major
[MOTION] | |
| 5.3 Proposed Academic Schedules | S. Henderson |
| ✓ 5.3.1 2023-2024
[MOTION] | |
| ✓ 5.3.2 2024-2025
[MOTION] | |
| 6. DISCUSSION TOPIC:
• Program Development | N. Brown |
| 7. ADJOURNMENT / NEXT MEETING
• Next Meeting: May 2, 2023
[MOTION] | K. Shufflebotham |



MEDICINE HAT COLLEGE General Academic Council

MINUTES

November 22, 2022

Courtyard Room

10:00 am – 12:00 pm

1. APPROVAL OF AGENDA

The Chair called the meeting to order at 10:04am. Nancy Brown, Vice President Academic & Provost was introduced, and round table introductions were done.

Addition to the agenda: Item #5.2 GAC Meeting Times (K. Shufflebotham)

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

Motion: (S. Schindel)

“That the agenda of the General Academic Council meeting of November 22, 2022 be adopted as amended.”

CARRIED

2. APPROVAL OF MINUTES – October 4, 2022

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

Motion: (C. Flinn)

“That the minutes of the General Academic Council meeting of October 4, 2022 be adopted as presented.”

CARRIED

4. UPDATES

4.1 Executive Committee Update

Kevin Shufflebotham, President & CEO

Priorities:

- Work is ongoing and on track for the new website to be implemented in July 2023.
- Gov't of AB – New Ministry: Skilled Trades & Professions
- All gov't mandate letters received and will be circulated to GAC for information (directives include increasing the number of rural physicians; increased funding for private colleges; expediting teaching certificates for instructors in skilled trade professions, etc.)
- SLT Retreat next week: priorities for 2023-24; mandate letters will be reviewed and discussed
- Targeted enrolment expansion: we will be considering our capacity and ability to respond to future funding calls that may have tight timelines as we've seen recently.

Wayne Resch, Vice President Administration & Finance

- ERP: we've had a couple of demonstration sessions for a new student system and next steps will be determining which option we'll go with.
- The SLT Retreat next week will also be a kick-off to the budget process. We'll begin discussing 2023-24 budget and review the list of competing priorities.

Nancy Brown, Vice President Academic & Provost

- Academic Plan: an email will be coming soon from Nancy regarding 2 engagement sessions to obtain feedback on the Academic Plan V1 (Nov. 30 & Dec.2). We will be populating the areas of focus within the six frames identified. Priorities will be set for the remainder of this academic year, and we can also populate out for the next three years.
- A big thank you to the SALT team for all the work done on the Academic Plan to date.

4.2 Faculty Update

Linda Tooth, School of Business & Continuing Studies

- Hearing some concerns recently from both faculty and students regarding post-covid issues
- On the faculty side, there have been concerns around student expectations now that we are back in the classroom.
- On the students' side, there are concerns around communication issues with faculty. All issues are attributed to post-covid challenges for the most part.
- Nancy and Linda will connect to discuss the concerns.

4.3 Students' Update

Alysha Kuntz, President, Students' Association

- ASEC is going through a restructure and Shivam, our VP External; has been voted onto the ASEC Board of Governors.
- Seeing a lot of students on campus who are dealing with food scarcity. Last year, 15 students accessed the food bank through the Students' Association throughout the entire year. This year we've already had 15 students access it from September until now. We are trying to work on finding solutions for this.
- There has been a large number of non-academic misconduct violations so far this year. We haven't identified a theme but will be looking into this further and will work with the deans as these issues arise.

5. OLD BUSINESS

5.1 Honorary Applied Degree Membership

- The first meeting of the Committee will need to take place before the Christmas break
- We are still seeking both a faculty and student representative to participate on the Committee this year (2 meetings only).
- Mark Kaethler volunteered to participate on behalf of faculty. Lily or Alysha will participate on behalf of the Students' Association.
- Paula will be in touch soon to schedule the initial meeting.

5.2 GAC Meeting Times

- The remaining meetings for this year are scheduled on February 7th and April 2nd. Currently, both meetings are set for 10:00am-12:00pm and the meeting dates are scheduled around Board of Governor and Curriculum Committee meetings as well.
- If faculty have conflicts, they are welcome to plan for alternate arrangements for their classes which may fall during meeting times.
- Everyone agreed that we will keep the meeting time of 10:00am-12:00pm for the February and April meetings.

6. NEW BUSINESS

6.1 Curriculum Committee Update

6.1.1 Terms of Reference

- The Committee has met twice since the last GAC meeting and they have made changes to the Terms of Reference, regarding which items this Committee *actually* needs to review/address and these are being presented to GAC for approval.
- Slight changes have been made to reflect that the Committee will focus on the bigger things that need to go to the Board of Governors or the Ministry of Advanced Education for approval. Going forward; smaller items/changes will have oversight from the Dean.

Motion: (S. Henderson)

“That General Academic Council approve the Curriculum Committee Terms of Reference changes as presented.” **CARRIED**

6.1.2 EREC Program Change

- If GAC Approves the name change presented today, it will go to the Board of Governors and the Ministry of Advanced Education for final approval.
- EREC enrollment has been under review and due to the fact that it is not where it should currently be, the proposal is to change the name of the program from Environmental Reclamation Technician to Environmental Biology & Reclamation Technology.
- The program initially had an oil and gas focus but now there will be more focus on agrology technology.
- We hope the name change will incorporate more opportunity as recruiters feel this resonates well with students. There was unanimous support for the name change at the PAC meeting as well.

Motion: (S. Henderson)

“That General Academic Council recommend to the Board of Governors for approval, that the Environmental Reclamation Technician Diploma program name be changed to Environmental Biology & Reclamation Technology Diploma, subject to the approval of the Minister of Advanced Education.” **CARRIED**

7. PRESENTATION/DISCUSSION: Essential/Foundational Skills

- Jason Openo and Clay Bos gave a presentation and exercise on essential skills
- Four handouts were provided to help start the conversation and get people thinking and discussing these skills and we hope that more conversation will happen as we go forward.
- We have approximately 7-10 skills categories that could be used to provide focus for program and course level outcomes:
 1. Creative thinking
 2. Critical thinking
 3. Communication
 - a. Reading
 - b. Oral
 - c. Written
 4. Problem solving
 5. Quantitative literacy
 6. Teamwork/Collaboration/Interpersonal
 7. Information literacy/Digital Skills
 8. Self-management & Leadership/Adaptability

- Discussion/Essential Skill exercise ensued.

8. Next Meeting: February 7, 2023

- Meeting adjourned at 11:11am.

MOTION: (S. Henderson)

“That the November 22, 2022 General Academic Council meeting be adjourned”.

CARRIED

MEDICINE HAT
COLLEGE

Proposed Program Changes

School: Business & Continuing Studies
Program Name: Business Administration
Proposed Implementation Date: July 1, 2023

In order for changes to move to the next step, they must be submitted to Lana West (lwest@mhc.ab.ca) by the Dean via email.

Indicate the type(s) of change(s) involved

- | | |
|--|--|
| <input type="radio"/> Program Name | <input type="radio"/> Delete course from the program |
| <input type="radio"/> Change in program name | <input type="radio"/> Change in program description |
| <input type="radio"/> Change in program requirements/sequencing | <input type="radio"/> Change in admission requirements |
| <input type="radio"/> Change in continuation and/or grad. Requirements | <input type="radio"/> Add courses to program |
| <input type="radio"/> Remove Major from program | <input type="radio"/> Change in total hours/credits |

Provide a rationale for the changes:

Business Administration offers a number of majors requiring students to take second-year courses to fulfill the requirements. The Administrative Office Professional Major 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. The outcome is that students receive a diploma without taking any second-year courses.

Current Calendar Program Description

(Include course title, number, description, hours, credits, co-requisites and pre-requisites, etc.)

Administrative Office Professional Major

(This major does not transfer to Mount Royal University)

This program is appropriate for students that wish to work in a technical position within a business office and also wish to develop a comprehensive perspective on business theory and practice. Many business disciplines are introduced including accounting, marketing, management, and economics. Students entering this major must meet the entrance requirements for Business Administration.

First Year - Administrative Office Professional

See Administrative Office Professional Certificate for program selection. (page 65)

Second Year - Business Administration

To change from the Business Administration program to the Administrative Office Professional program for the second year, students must apply to the Administrative Office Professional program in January for the following Fall semester. (Administrative Office Professional has a limited enrolment.)

Fall

ACCT 111 Introductory Accounting I
 MGMT 263 Organizational Behaviour
 MGMT 161 Management Theory
 MGMT 193 Business Problems Software Applications
 Business Elective* or MKTG 171

Winter

ACCT 113 Introductory Accounting II
 COMM 252 Advanced Business Communications
 MGMT 243 Human Resource Management
 Business Elective* or MKTG 171

One of

ECON 201 Introduction to Microeconomics
 ECON 203 Introduction to Macroeconomics

Administrative Office Professional Business Electives*

ACCT 215, ACCT 276

ECON 201, ECON 203
FINA 255
FNSV 200, FNSV 210
MGMT 267, MGMT 268, MGMT 284, MGMT 395
MKTG 280, MKTG 315, MKTG 325, MKTG 345, MKTG 355
**with permission of the Program Coordinator, students may take an elective course from outside this list.*

Continuation Requirements

Prerequisite grades must be "C-" or higher. For the Administrative Office Professional courses, students must have a minimum of a "C" grade (2.0) as a prerequisite for the next level. Students should be advised that a passing grade at Medicine Hat College for non-prerequisite courses is a 50%. However, CPA Alberta requires that students earn a minimum grade of 60% (C) grade in the courses required for admission to the PEP program. For more information, please refer to CPA Alberta's website.

Proposed Calendar Program Description

(Include course title, number, description, hours, credits, co-requisites and pre-requisites, etc.)

N/A - Removed



Proposed Program Changes

School: Business & Continuing Studies
Program Name: Business Administration
Proposed Implementation Date: July 1, 2023

In order for changes to move to the next step, they must be submitted to Lana West (lwest@mhc.ab.ca) by the Dean via email.

Indicate the type(s) of change(s) involved

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="radio"/> Program Name <input type="radio"/> Change in program name <input type="radio"/> Change in program requirements/sequencing <input type="radio"/> Change in continuation and/or grad. Requirements <input type="radio"/> Remove Major from program | <ul style="list-style-type: none"> <input type="radio"/> Delete course from the program <input type="radio"/> Change in program description <input type="radio"/> Change in admission requirements <input type="radio"/> Add courses to program <input type="radio"/> Change in total hours/credits |
|---|--|

Provide a rationale for the changes:

This program has not run due to low enrollment and there is no reason to believe the enrollment will grow.

Current Calendar Program Description (Include course title, number, description, hours, credits, co-requisites and pre-requisites, etc.)

Hospitality & Tourism Major

Second Year

Fall

FINA 255 Finance
 MGMT 250 Hotel & Resort Management
 MGMT 284 Business Statistics I
 MKTG 315 Science of Persuasion

One of:

ACCT 276 Advanced Computerized Accounting
 MKTG 325 Evidence-based Marketing
 MGMT 270 The Entrepreneurial Experience

Winter

MGMT 252 Food & Beverage Management
 MGMT 254 Tourism Marketing
 MGMT 268 Business Integration
 MGMT 263 Organizational Behaviour
 MGMT 395 Business Law

Proposed Calendar Program Description (Include course title, number, description, hours, credits, co-requisites and pre-requisites, etc.)

N/A - Removed

Proposed 2023 - 2024 Academic Schedule

Event	Date
July	
Canada Day (College Closed)	Saturday, July 1, 2023
College Closed in lieu of Canada Day	Monday, July 3, 2023
August	
Fall Semester Residence Fees Due	Tuesday, August 1, 2023
Heritage Day (College Closed)	Monday, August 7, 2023
College Day (No classes and College Closed to the public)	Wednesday, August 23, 2023
September	
Labour Day (College Closed)	Monday, September 4, 2023
New Student Orientation	Tuesday, September 5, 2023
Credit Classes Begin	Wednesday, September 6, 2023
Add deadline	Wednesday, September 13, 2023
Drop deadline	Wednesday, September 20, 2023
Last day to pay tuition and fees for Fall semester	Wednesday, September 20, 2023
National Truth & Reconciliation Day	Saturday, September 30, 2023
October	
College Closed in lieu of National Truth & Reconciliation Day (No classes)	Monday, October 2, 2023
Thanksgiving Day (College Closed)	Monday, October 9, 2023
November	
Student Study Break (No classes)	Wednesday, November 8 & Thursday, November 9, 2023
College Closed in lieu of Remembrance Day	Friday, November 10, 2023
Remembrance Day (College Closed)	Saturday, November 11, 2023
Withdrawal with "W" Grade deadline	Thursday, November 23, 2023
December	
Winter Semester Residence Fees Due	Friday, December 1, 2023
Last day of Credit Classes	Tuesday, December 12, 2023
Exams for Credit Classes begin	Wednesday, December 13, 2023
Exams for Credit Classes end	Thursday, December 21, 2023
Christmas Break (College Closed)	Friday, December 22 - 31, 2023
January	
New Year's Day (College Closed)	Monday, January 1, 2024
College Open	Tuesday, January 2, 2024

Credit Classes Begin	Wednesday, January 3, 2024
Add Deadline	Wednesday, January 10, 2024
Drop Deadline	Tuesday, January 16, 2024
Last day to pay tuition and fees for Winter semester	Tuesday, January 16, 2024
February	
Family Day (College Closed)	Monday, February 19, 2024
Student Study Break Begins (No Classes)	Tuesday, February 20, 2024
Student Study Break Ends (No Classes)	Friday, February 23, 2024
March	
Withdrawal with "W" Grade deadline	Thursday, March 21, 2024
Good Friday (College Closed)	Friday, March 29, 2024
April	
Easter Monday (College Closed)	Monday, April 1, 2024
Last day of Credit Classes	Wednesday, April 10, 2024
Exams for Credit Classes Begin	Monday, April 15, 2024
Exams for Credit Classes End	Wednesday, April 24, 2024
May	
Credit Classes Begin for Spring May & May/June Session	Wednesday, May 1, 2024
Add Deadline for Spring May Session	Thursday, May 2, 2024
Drop Deadline for Spring May Session	Friday, May 3, 2024
Add Deadline for Spring May/June Session	Monday, May 6, 2024
Last day to pay tuition and fees for Spring May & May/June Sessions	Tuesday, May 7, 2024
Drop Deadline for Spring May/June Session	Wednesday, May 8, 2024
Victoria Day (College Closed)	Monday, May 20, 2024
Withdrawal with "W" Grade deadline for Spring May Session	Thursday, May 23, 2024
Credit Classes End for Spring May Session	Thursday, May 30, 2024
June	
Credit Classes Begin for Spring June Session	Monday, June 3, 2024
Add Deadline for Spring June Session	Tuesday, June 4, 2024
Drop Deadline for Spring June Session	Wednesday, June 5, 2024
Last day to pay tuition and fees for Spring June Session	Friday, June 7, 2024
Convocation	Friday, June 14, 2024
Withdrawal with "W" Grade deadline for Spring May/June Session	Monday, June 17, 2024
Withdrawal with "W" Grade deadline for Spring June Session	Friday, June 21, 2024
Credit Classes End for Spring May/June & June Sessions	Thursday, June 27, 2024

Proposed 2024-2025 Academic Schedule

Event	Date
July	
Canada Day (College Closed)	Monday, July 1, 2024
August	
Fall Semester Residence Fees Due	Thursday, August 1, 2024
Heritage Day (College Closed)	Monday, August 5, 2024
College Day (College Closed)	Wednesday, August 21, 2024
September	
Labour Day (College Closed)	Monday, September 2, 2024
New Student Orientation	Tuesday, September 3, 2024
Credit Classes Begin	Wednesday, September 4, 2024
Add deadline	Wednesday, September 11, 2024
Drop deadline	Wednesday, September 18, 2024
Last day to pay tuition and fees for Fall semester	Wednesday, September 18, 2024
National Truth & Reconciliation Day	Monday, September 30, 2024
October	
Thanksgiving Day (College Closed)	Monday, October 14, 2024
November	
Remembrance Day (College Closed)	Monday, November 11, 2024
Student Study Break (No classes)	Tuesday, November 12 & Thursday, November 13, 2024
Withdrawal with "W" Grade deadline	Thursday, November 21, 2024
December	
Winter Semester Residence Fees Due	Monday, December 2, 2024
Last day of Credit Classes	Tuesday, December 10, 2024
Exams for Credit Classes begin	Thursday, December 12, 2024
Exams for Credit Classes end	Friday, December 20, 2024
Christmas Break (College Closed)	Tuesday, December 24-31, 2024
January	
New Year's Day (College Closed)	Wednesday, January 1, 2025
College Open	Thursday, January 2, 2025
Credit Classes Begin	Friday, January 3, 2025
Add Deadline	Thursday, January 9, 2025
Drop Deadline	Thursday, January 16, 2025

Last day to pay tuition and fees for Winter semester	Thursday, January 16, 2025
February	
Family Day (College Closed)	Monday, February 17, 2025
Student Study Break Begins (No Classes)	Tuesday, February 18, 2025
Student Study Break Ends (No Classes)	Friday, February 21, 2025
March	
Withdrawal with "W" Grade deadline	Thursday, March 24, 2025
April	
Last day of Credit Classes	Wednesday, April 9, 2025
Exams for Credit Classes Begin	Friday, April 11, 2025
Good Friday (College Closed)	Friday, April 18, 2025
Easter Monday (College Closed)	Monday, April 21, 2025
Exams for Credit Classes End	Wednesday, April 24, 2025
May	
Credit Classes Begin for Spring May & May/June Session	Thursday, May 1, 2025
Add Deadline for Spring May Session	Friday, May 2, 2025
Drop Deadline for Spring May Session	Monday, May 5, 2025
Last day to pay tuition and fees for Spring May & May/June Sessions	Monday, May 5, 2025
Add Deadline for Spring May/June Session	Tuesday, May 6, 2025
Drop Deadline for Spring May/June Session	Thursday, May 7, 2025
Victoria Day (College Closed)	Monday, May 19, 2025
Withdrawal with "W" Grade deadline for Spring May Session	Monday, May 26, 2025
Credit Classes End for Spring May Session	Friday, May 30, 2025
June	
Credit Classes Begin for Spring June Session	Monday, June 2, 2025
Add Deadline for Spring June Session	Tuesday, June 3, 2025
Drop Deadline for Spring June Session	Wednesday, June 4, 2025
Last day to pay tuition and fees for Spring June Session	Friday, June 6, 2025
Convocation	Friday, June 13, 2025
Withdrawal with "W" Grade deadline for Spring May/June Session	Tuesday, June 17, 2025
Withdrawal with "W" Grade deadline for Spring June Session	Tuesday, June 24, 2025
Credit Classes End for Spring May/June & June Sessions	Monday, June 30, 2025