



# MEDICINE HAT COLLEGE

## General Academic Council

### AGENDA

January 20, 2025  
10:00am – 1:00pm

**Courtyard**

Teams link if needed:

[Join the meeting now](#)

Meeting ID: 286 374 090 409

Passcode: wD3Uj6eU

**\*Lunch provided\***

- 
- |   |                       |
|---|-----------------------|
| 1. CALL TO ORDER  | K. Shufflebotham      |
| 2. APPROVAL OF AGENDA<br>[MOTION]   | All                   |
| 3. APPROVAL OF MINUTES  | All                   |
| ✓ 3.1 November 25, 2024   |                       |
| ✓ 3.2 December 3, 2024  |                       |
| [MOTION]  |                       |
| 4. UPDATES  |                       |
| ✓ 4.1 Administration Update   | N. Brown              |
| ✓ 4.2 Academic Staff Update   | M. Kaethler           |
| ✓ 4.3 Student Update  | L. Schaerer           |
| 5. OLD BUSINESS   |                       |
| ✓ 5.1 Revised GAC Terms of Reference  | K. Shufflebotham      |
| ✓ 5.2 Revised Board Motion  | K. Shufflebotham      |
| [MOTION]  |                       |
| ✓ 5.3 AP 1.3 Course Outline Procedure <i>(continue discussion from Dec.3 Special GAC Meeting)</i> | T. Gyorkos, L. Lydic, |
| ✓ 5.4 AP 1.4 Evaluation of Student Learning Procedure   | B. Mitchell           |
| ✓ 5.5 AP 1.5 Work Integrated Learning Procedure   |                       |
| ✓ 5.6 AP 2.0 Program Quality Assurance Policy   |                       |
| ✓ 5.7 AP 2.1 Program Advisory Committee Procedure   |                       |
| ✓ 5.8 AP 2.2 Program Review   |                       |
| [MOTION]  |                       |
| 6. NEW BUSINESS   |                       |
| ✓ 6.1 Academic Standing Language: Proposed Changes  | S. Henderson          |
| ✓ 6.2 Academic Dismissal Appeal Process: Proposed Changes   |                       |
| ✓ 6.3 Proposed Academic Schedule 2025-26  |                       |
| ✓ 6.4 Proposed Academic Schedule 2026-27  |                       |
| [MOTION]  |                       |
| 7. DISCUSSION TOPIC: Flexible Learning  | C. Whidden            |
| 8. ADJOURNMENT / NEXT MEETING   | K. Shufflebotham      |
| • Next Meeting: March 31, 2024  |                       |
| [MOTION to ADJOURN]   |                       |



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

**Agenda item #3.1**

**UNAPPROVED**

**Minutes**

**November 25, 2024**  
**10:00am – 12:00pm**

**Crowfoot Room**

**Teams link if needed:**

**[Join the meeting now](#)**

Meeting ID: 292 697 801 563

Passcode: AV7KQJ

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**CALL TO ORDER**

- Kevin Shufflebotham, Chair, called the meeting to order at 10:03am.

**APPROVAL OF AGENDA**

- Hearing no additions to the agenda, the motion for approval was called.

***Motion: (C. Sissons)***

***“That the agenda of the General Academic Council meeting of November 25, 2024, be adopted as presented.”***

***CARRIED***

**APPROVAL OF MINUTES – September 23, 2024**

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

***Motion: (E. Pennefather-O’Brien)***

***“That the minutes of the General Academic Council meeting of September 23, 2024, be adopted as presented.”***

***CARRIED***

**UPDATES**

**Administration Update**

- Included for information.

**Academic Staff Update**

- Included for information.
- Suggestion: that the membership for the Curriculum Committee come from GAC (being that it is a Sub-Committee of GAC).

**Student Update**

- Included for information.

**Draft Revised GAC Terms of Reference**

- A Notice of Motion is being provided today for the revised Terms of Reference and Board of Governors Motion. The vote to approve the motions will take place at the next regular meeting (January 20, 2025).

**Draft Revised Board of Governors Motion**

- The original Motion included terms of office, but also some items that are not related to terms. The GAC Executive Committee went through the document to remove anything not related to terms of office and included them in the Terms of Reference.
- GAC will vote on the revised Terms of Reference, as well as the revised Board of Governors Motion at the January 2025 meeting.
- If any questions/concerns re: the revised TOR or Board Motion, please bring forward at the next regular meeting.

### **Academic Policy Update**

- The purpose of the Special GAC meeting on December 3<sup>rd</sup> is to review the 2 academic policies and 7 procedures that were revised in response to the recommendations from CAQC. We will now have fewer high-level policies with related procedures under them.
- These new versions have gone through many revisions, and there were extensive stakeholder engagement opportunities in order to get to this point.
- The revised policies/procedures needed to be provided to the GAC Executive Committee 10 days in advance of the meeting; as this deadline was missed, the special December meeting was called.

### **CAQC Degree Granting Process/Update**

- CAQC: Campus AB Quality Council
- Nancy provided a PowerPoint presentation on the process of becoming a degree granting institution, and what types of programming MHC is permitted to offer as a comprehensive community college (CCC).
- CAQC Process to achieve degree granting status:
  1. Proposal submission
  2. CAQC response: approval or conditions/recommendations provided. (The special GAC meeting in Dec.3 is to review the policies/procedures that have been revised in response to the CAQC recommendations)
  3. MHC interim response.
  4. Re-submission to CAQC
- CAQC meets in December to review MHCs' re-submission. We are confident that everything has been addressed satisfactorily in our response. More updates to come after we hear back from CAQC. *(original proposal was for Paramedicine but this has since been changed to Social Work; also looking at laddering opportunities with other programs)*
- Timeline: it would be very tight for an offering in Fall 2026, but very reasonable for 2027 (the consultation process with stakeholders will take some time).

### **Curriculum Committee**

- No meeting minutes included as the meeting was just held this past Friday at 3pm. The minutes will be included in the next GAC agenda package.
- Currently working with the Faculty Association to confirm committee members for this year.

### **Addictions Counselling Proposal**

- In Spring 2024 there was a government call for Targeted Enrolment Expansion funding applications; the 1<sup>st</sup> grant we received was for Health Care Aide. The 2<sup>nd</sup> was an expansion in the Practical Nurse program and the 3<sup>rd</sup> was for mental health professions (Social Work, Child & Youth Care Counsellor, Addictions Counselling – to launch by fall)
- We have a partnership with Northern Lakes College and have purchased the curriculum from them.
- The proposal is included in the agenda package; we will need to build some new courses but the majority is already there.
- Funding is being provided for 2 years and we hope it will be able to grow internally & externally and really be successful.

### **Motion: (S. Henderson)**

***“That General Academic Council refer the proposed Addictions Counselling Diploma to the Board of Governors for approval.”*** **CARRIED**

### **Pharmacy Technician Proposal**

- A consultant was hired in 2020 to look into the demand for this programming and found there will be an increased demand for pharmacy technicians within the next 5 years. There is also an increase in the technical skills required resulting in an increase in the demand for training.
- There was strong regional support voiced by all of the pharmacies that were contacted as they are all experiencing hiring shortages.
- We are currently working with NorQuest College to purchase the curriculum from them, and the accrediting body identified Norquest as one of the best programs to work with.
- The program developer was recently hired (also works for AHS) and is working through all of the curriculum.

- We worked with the Program Coordinator and Chair in Science to ensure the correct anatomy/physiology courses are included.

**Motion: (S. Henderson)**

***“That General Academic Council refer the proposed Pharmacy Technician Diploma to the Board of Governors for approval.”***  
**CARRIED**

#### **DISCUSSION TOPIC: International Enrolment**

- Sandy shared a presentation on international enrolment, MHC trends over the past 10 years, and the potential impacts of the recently announced IRCC changes.
- We definitely saw a decrease in enrolment throughout the Covid-19 pandemic but there has been significant growth in the last couple of years.
- MHC currently has students from over 30 countries; a lot from India but we are seeing growth in numbers from other places now also. High numbers in Business programs/APRO.
- We work with a number of recruitment agents, institutional partners, exchange students and word-of-mouth/self-applicants.
- Recent IRCC Changes include a reduction on the cap which was already placed on international student study permits. The changes also entail the end of the spousal work permit eligibility for most undergrad study permit holders. Post-grad work permits are also now restricted to the identified fields of study, as linked to the labour market shortage. Government has also reduced the temporary and permanent resident immigration targets.
- Impacts: reduced demand in colleges & polytechnics; there could be a 35-50% reduction in new international student numbers (this only affects new, 1<sup>st</sup> year international students and **not** current students).
- We are looking at ways to mitigate the impacts and advocate as much as we can. We’ll also focus efforts on student supports, interview processes, and build on recruitment strategies.
- We also aim to provide proactive communication and a lot of messaging has gone out to current & prospective students. Our website has also been updated with this information.

#### **ADJOURNMENT / NEXT MEETING**

- Special Meeting (Academic Policies): December 3, 2:00-3:00pm
- Next Regular Meeting: January 20, 2025, 10:00am-12:00pm

**Motion: (S. Henderson)**

***“That the November 25, 2024 meeting of General Academic Council, be adjourned (11:16am).”***

**CARRIED**



## MEDICINE HAT COLLEGE General Academic Council

### MINUTES

December 3, 2024

2:00 – 3:00pm

Teams Link:

[Join the meeting now](#)

Meeting ID: 296 286 261 951

Passcode: Q85mVt

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#### Call to Order

- Kevin Shufflebotham (Chair) called the meeting to order at 2:03pm.
- Hearing no additions or changes to the agenda, the motion for approval was called.

**Motion: (E. Pennefather-O'Brien)**

***“That the agenda of the General Academic Council meeting of December 3, 2024, be adopted as presented.”***

**CARRIED**

#### CAQC Academic Policies and Procedures

- Council members in attendance will review the policies/procedures being brought forward today. GAC will recommend documents with no revisions or minor revisions be forwarded to MHC Executive Committee for approval. Suggestions requiring further consideration will be reviewed by the Policy Authority and Executive Sponsor and will come back to the January 2025 GAC meeting for discussion.
- 2 policies and 7 procedures are provided for review today. These drafts have been worked on extensively with stakeholders, SALT, Teresa & Laura.

#### AP 1.0 Program Framework Policy

**Motion: (M. Kaethler)**

***“That General Academic Council approves Policy 1.0 Program Framework Policy and refers it to the MHC Executive Committee with minor changes as discussed.***

**CARRIED**

#### AP 1.1 New Program Development Procedure

**Motion: (M. Kaethler)**

***“That General Academic Council approves Procedure 1.1 New Program Development and refers it to the MHC Executive Committee with minor changes as discussed.***

**CARRIED**

#### AP 1.2 Course Development Procedure

**Motion: (J. Openo)**

***“That General Academic Council approves Procedure 1.2 Course Development and refers it to the MHC Executive Committee with minor changes as discussed.***

**CARRIED**

#### AP 1.3 Course Outline Procedure

- Discussion around ‘review’ vs ‘approve’.
- Discussion around ‘disadvantage’.
- Nancy and Colleen to discuss further.

- ❖ As there was insufficient time to get through all agenda items, the remaining policy and procedures will come back to GAC at the January 20, 2025 meeting and discussion will resume on 1.3 Course Outline Procedure at that time. Policies/procedures 1.0, 1.1, 1.2 will go forward to the Executive Committee for approval.

**Remaining:**

**AP 1.4 Evaluation of Student Learning Procedure**

**AP 1.5 Work Integrated Learning Procedure**

**AP 2.0 Program Quality Assurance Policy**

**AP 2.1 Program Advisory Committee Procedure**

**AP 2.2 Program Review Procedure**

**General Academic Council**

**January 20, 2025**

**Administration update**

**Submitted by: Nancy Brown, Vice President Academic & Provost**

1. **Autonomous degree:** Full response to CAQC, addressing all the conditions and recommendations set out following our institutional self-study, was submitted in November. Meeting with CAQC Council took place in December. Currently waiting to receive written response to submission.
2. **Medicine Hat Police Service:** MHPS training for new recruits began January 13.
3. **Pharmacy Technician diploma program:** Submission to government in December following Board approval.
4. **Addictions Counselling diploma program:** Submission to government in December following Board approval.
5. **Academic Update:** Open forum scheduled for March 21.
6. **IRCC/International:** Monitoring, advocating, and communicating in response to changes implemented by IRCC that impacts international student enrollment is ongoing.
7. **MHCFA collective agreement:** Bargaining between Medicine Hat College Faculty Association and MHC is continuing.

Academic Staff Update  
January 2025

- **Communications:**
  - No issues with new On Campus system heard, but the notice about the open forum through the new system and via email less than 24-hours beforehand might have resulted in low faculty attendance.
- **Bookstore Orders:**
  - Ongoing concerns about materials not arriving and students voicing frustrations to faculty.
  - Projected costs to print OER resources seem to be more than textbooks in some cases.
- Academic Staff have been working with the calendar committee to review **the current Grade Appeals process and Academic Integrity:**
  - It is also possible that the form to report incidents of academic dishonesty needs to be updated (contact person, etc.).
  - Process should now be addressing concerns that were voiced in last update.
- **Program Coordination and Program Review:**
  - Hearing issues with not all Program Coordinators having been communicated with about forthcoming changes to the program review process or this not coming to their attention through conversations with Deans. Questions regarding adequate time for additional work, of when this is starting, of whether faculty will be informed of whether this significant expectation falls within the scope of their term if they take on the role, and of what additional supports will be in place if so.
- **GAC Subcommittees:**
  - Conversations underway to revise Terms of Reference for next year re: Curriculum Committee.
  - Question of if Honorary Applied Degree policy should restrict to a GAC academic staff member, if it is a GAC subcommittee (i.e., one comprising persons on GAC, as per legislation).



**SAMHC Report**

*For the General Academic Council*

**1. Academic Appeals and Student Advocacy**

- Over the past semester, SAMHC has supported several students through the academic appeals process, including some formal appeals.

**2. Welcome Back Event: Frost Fest (January 10)**

- SAMHC hosted “Frost Fest,” a campus-wide welcome back event scheduled for January 10. We did trivia, an “eras/decades” theme.

**3. Challenges with Library Noise Levels**

- SAMHC has received feedback from students expressing concerns about high noise levels in campus libraries, particularly during peak study times.
- In response, SAMHC has begun discussions with library administration to explore possible solutions.

**4. Textbook Broke Campaign**

- During the first full week back, SAMHC did a social media awareness campaign for the #TextbookBroke campaign, we saw some decent engagement compared to other times we’ve run the campaign. We are excited to see developments with OERs.



## GENERAL ACADEMIC COUNCIL

### Terms of Reference

#### Preamble

These Terms of Reference detail the powers, duties, and procedures of the General Academic Council of Medicine Hat College and shall be interpreted in a manner consistent with the Post-secondary Learning Act (PSLA).

#### 1) Definitions

- a) For the purposes of the Terms of Reference, the following definitions apply:
  - i. “MHC” means Medicine Hat College.
  - ii. “General Academic Council” means a representative council, established under the provisions of the PSLA and herein referred to as General Academic Council, Academic Council, Council, or GAC.
  - iii. “Board” means the Board of Governors of Medicine Hat College.
  - iv. “Chair” means the Chair of General Academic Council.
  - v. “Council Member” means a member of the General Academic Council.
  - vi. “Academic Staff Member” means an academic staff member employed at Medicine Hat College and elected to Council by the Faculty Association.
  - vii. “Student Member” means a student enrolled at Medicine Hat College appointed to Council by the Students’ Association.

#### 2) Authority

- a) The Post-Secondary Learning Act (PSLA) establishes that Medicine Hat College, designated as a Comprehensive Community College, will have a General Academic Council.
- b) The PSLA stipulates the membership, powers, and duties of GAC.
- c) The term of office of members of GAC shall be determined by the Board.
- d) Where any question arises as to the composition of the Academic Council or any matter concerning the election of academic staff members or students to academic council, the question shall be decided by the Board and the Board’s decision is final.

### 3) Powers and Duties

- a) General Academic Council shall make recommendations or reports to the Board with respect to:
  - i. any matter that the Board refers to General Academic Council;
  - ii. academic policy relating to standards and policy respecting the selection and admission of students other than students in classroom instruction that is part of an apprenticeship program;
  - iii. academic policy relating to courses and programs of instruction or training provided or to be provided by the Board;
  - iv. academic policy relating to academic awards; and
  - v. any other matter General Academic Council considers advisable.
- b) General Academic Council shall review proposed programs of study to be offered by the College and make a report respecting that review.
- c) A recommendation or report of GAC under subsection 3a or 3b must be in writing and must be transmitted to the Board through the President and CEO for consideration at its next meeting.

### 4) Membership

- a) As stipulated by the PSLA, General Academic Council shall consist of the following members:
  - i. The President and CEO, who is the chair unless a chair is elected under subsection 4d;
  - ii. Not more than four (4) senior officials appointed as members of the GAC by the Board;
  - iii. Not more than ten (10) academic staff members elected by the Faculty Association;
  - iv. Not more than ten (10) students, appointed by the Students' Association; and
  - v. Not more than five (5) additional members, appointed by the Board.
- b) The number of academic staff members elected to the academic council shall in no case be less than one-third of the total number of members of the Academic Council.
- c) At its last meeting of the year, Council will discuss the number of members each of the constituents plan to elect or appoint in the upcoming academic year.
- d) The GAC may elect a chair from its members.
- e) Council shall elect two vice-chairs, one member from each constituency not represented by the chair.
- f) The President and CEO shall assign, when requested by Council, staff to serve as resource persons to the Council (non-voting).

- 5) Executive of General Academic Council
  - a) The Executive of General Academic Council shall consist of the following members of Council:
    - i. chair
    - ii. both vice-chairs
  - b) The President and CEO of MHC shall appoint a non-voting recording administrative staff to serve the General Academic Council and the Executive.
  
- 6) Duties of the Executive
  - a) Subject to the authority of General Academic Council, which resides in the general assembly of its members, the Executive shall:
    - i. coordinate the work of the Council;
    - ii. establish necessary procedures for the conduct of its affairs;
    - iii. delegate any of its functions as it deems proper; and
    - iv. provide draft minutes of the Council Executive meetings to General Academic Council at the next meeting of the Council.
  
- 7) Duties of the Executive Members
  - a) The Chair shall:
    - i. preside over all meetings of the Executive;
    - ii. coordinate all business and operations of the Council;
    - iii. coordinate the preparation of the agenda for all meetings of General Academic Council;
    - iv. serve as an ex-officio member of all committees of General Academic Council;
    - v. shall act as its official spokesman, except as noted in subsection 3c;
    - vi. ensure that all the provisions and requirements of the Terms of Reference are fulfilled; and
    - vii. call special meetings of the Council when necessary or desirable to do so.
  - b) The Vice-Chair(s) shall:
    - i. assume the Chair when the Chair is participating in debates;
    - ii. carry out the duties of the Chair in that person's absence or the position of Chair becomes vacant; and
    - iii. assist the Chair in the coordination of the business of Council.

- 8) Duties of the Members of Council
  - a) Members of the Council shall be responsible for attending all meetings of the Council and of the committees on which they serve, and for participating in the affairs of the Council for the duration of their term of appointment or election.
- 9) Duties of the Recording Administrative Staff
  - a) Circulate the agenda and supporting material for all meetings of General Academic Council;
  - b) Record, file, and distribute the official minutes of the Executive Committee and the Council;
  - c) Assist the Chair with the preparation of General Academic Council correspondence;
  - d) Maintain necessary membership lists, records, and files on behalf of the Council;
  - e) Maintain approved minutes of Executive Committee and make them available to Council Members upon request; and
  - f) Prepare an annual summary of the last year's motions and recommendations for submission to all Council members and to the Board at the first regular meeting.
- 10) Procedural Matters
  - a) Rules of Order
    - i. All proceedings of General Academic Council shall be governed by the current Robert's Rules of Order, except as otherwise stipulated by these terms of reference.
  - b) It is expected that all members of GAC and public visitors adhere to the college's Guiding Principles during debate, discussion, and attendance at meetings.
  - c) Agenda
    - i. Any member of the MHC community may refer any matter to the attention of General Academic Council by presenting a written submission to the Chair not less than ten (10) business days prior to any meeting of the Council.
    - ii. The proposed agenda and the supporting material for any meeting of General Academic Council shall be circulated to all Council Members not less than five (5) business days prior to any meeting of the council.
    - iii. Agendas of General Academic Council shall be posted publicly.
  - d) Attendance at General Academic Council by Non-Council members
    - i. Any student or staff member of MHC may attend meetings of General Academic Council.
    - ii. Upon the invitation of a member of Council and the approval of a majority of Council, any member of the College or the public may provide information on a specific agenda item.
    - iii. The seat of any Council Member who fails to attend two (2) consecutive meeting of the GAC without prior approval of the Chair shall may be declared vacant by the Chair.
    - iv. In the event of any vacancy, the Chair shall request an immediate election or appointment from the appropriate constituency for the remainder of the un-expired term.
    - v. A Council Member who is elected or appointed to fill an unexpired term of one (1) year or less shall be eligible to sit as though the Council Member had not served on GAC.
  - e) All meetings of the Council shall be open to the College and public unless, by a two-thirds vote of its members present, the Councils resolves to exclude all non-members except those specifically requested to remain.
  - f) Voting

- i. All members of the Council shall be voting members.
  - ii. A majority vote of the Council Members in attendance at a meeting is required to pass any motion. Any strongly expressed minority opinions shall be recorded in the minutes.
  - iii. Council Members cannot provide their proxy to other Council Members or non-Council Members.
- g) Quorum
- i. A quorum of the Council at all regular and special meetings shall consist of at least four administration members, four academic staff members, and four student members. There shall be at least fourteen members present.
- h) Orientation to General Academic Council
- i. A full and comprehensive orientation for the members of the incoming Council shall be provided in conjunction with the first regular meeting of the Council by the Chair.

#### 11) Committees of General Academic Council

- a) Standing Committees of General Academic Council shall have terms of reference approved by the Council. Terms of reference shall include a schedule for reporting to General Academic Council.
- b) GAC Standing Committees include the following:
  - i. Curriculum Committee
  - ii. Honorary Applied Degree Committee
- c) General Academic Council may from time to time establish such ad-hoc committees as it considers necessary to conduct its affairs and shall prescribe the conditions under which such committees are to carry out their assignments.
- d) Standing and ad-hoc committees should endeavour to include members from all constituent groups when reasonable.
- e) Members of Council Committees shall be appointed by Council but need not be members of Council.

#### 12) Meetings

- a) Regular meetings of Council shall be called by the Chair in accordance with a schedule established by Council at the last Council meeting of the previous academic year.
- b) The GAC will meet not less than four (4) times per academic year.
- c) General Academic Council shall hold such additional meetings as are deemed necessary by the Chair, upon serving written notice of not less than five (5) business days to General Academic Council.

#### 13) Reports

- a) Draft minutes of General Academic Council meetings shall be provided to the Board of Governors at the next meeting of the Board.
- b) The approved minutes will serve as the official record of meetings and supersede the draft minutes.
- c) An account of remarkable action items will be maintained for continuity and orientation purposes.
- d) Approved minutes from the GAC meetings shall be posted publicly.

14) Adoption and Amendment of the Terms of Reference

- a) The adoption of and any proposed change to the Council's Terms of Reference shall be brought about by the following:
  - i. a written notice setting out the proposed change shall be submitted to the Chair of the Council, not less than 10 days prior to a regular meeting of the Council;
  - ii. the Chair shall place the proposed change before the next meeting of the Council as a Notice of Motion;
  - iii. the Council shall have at least 30 days to consider such a change;
  - iv. the Council shall vote upon the proposal at the first regular meeting following this 30-day period; and
  - v. a proposal for changes to the Terms of Reference must be ratified at least two-thirds (2/3) of the Council members present.

*Approved: March 1999*

*Updated: October 2004/October 2007/November 2008/March 2015 /October 2019/January 2021/October 2022/September 2023/[November 2024](#)*

**Board of Governors Motion**

As per the PSLA, the term of office of members of GAC shall be determined by the Board. In addition, the Board is to appoint not more than four (4) senior officials to the GAC and not more than five (5) additional members.

~~Proposed~~ Motion: Be it resolved that the following matters concerning the Board’s appointment of GAC members, and the election of academic staff and students to academic council are adopted by the Board:

1. The following office holders ~~are~~ may be appointed to GAC ~~ex-officio~~:
  - a. The Vice-President Academic and Provost,
  - b. The Vice-President Administration and Finance,
  - c. The Dean of Arts, Science, and Education,
  - d. The Dean of Health and Community Services,
  - e. The Dean of Business and Continuing Education,
  - f. The Dean of Trades and Technology,
  - g. The Registrar and Dean of Students,
  - h. The Director of Teaching and Learning, and
  - i. The Director of International Education
2. Should the number of academic staff members elected to academic council be less than 1/3 of the total membership, the President and CEO, in consultation with the Vice-President Academic and Provost, shall advise the Board which administrative staff from above are ~~voting~~ members of GAC at the first Board meeting of the academic year.
3. The term of office of academic staff members elected to Council shall be for a one (1) year term, commencing on 1 July of the year of appointment, subject only to their continued employment as academic staff members at MHC.
 

~~It is requested that a broad range of academic interests be represented.~~

  - a. Academic staff members may sit up to four (4) consecutive terms.
  - b. Academic staff members must be out of office from Council for one (1) full term beyond their fourth term served before being eligible to sit on GAC again.
4. The term of office of student members appointed to Council shall be for a period of one (1) calendar year, commencing upon appointment, subject only to their continued enrollment as students at MHC.
 

~~It is requested that a broad range of academic interests are represented.~~

  - a. Student members may sit up to four (4) consecutive terms.
  - b. Student members must be out of office for one (1) full term beyond their third term served before being eligible to sit on GAC again.
- ~~5. The seat of any Council Member who fails to attend two (2) consecutive meeting of the GAC without prior approval of the Chair shall be declared vacant by the Chair.~~
- ~~6. In the event of any vacancy, the Chair shall request an immediate election or appointment from the appropriate constituency for the remainder of the un-expired term.~~
- ~~7.5. A Council Member who is elected or appointed to fill an unexpired term of one (1) year or less shall be eligible to sit as though the Council Member had not served on GAC.~~





**PROCEDURE**

Procedure Name	<b>COURSE OUTLINE</b>			<i>New</i>
Procedure Number	<b>AP 1.3</b>	Approval Date	M/dd/yyyy	
Parent Policy	AP 1.0 Program Framework			
Procedure Authority	Director, Teaching and Learning			
Executive Sponsor	Vice-President, Academic and Provost			
Approved By	Vice-President, Academic and Provost			

**1. PURPOSE**

Course outline development, revision, and management for credit courses preserves integrity and manages student expectations. Medicine Hat College (MHC) is committed to providing students with course information to assist them in planning for academic success.

**2. GENERAL**

- 2.1 Each credit course has an approved course outline that is consistent with the calendar course description.
- 2.2 Course outlines contain standard elements found in the course outline manager template. Additional elements may be required by schools such as, transfer agreements, collaborative agreements, or an instructor’s pedagogical requirements.
- 2.3 Students will be given a course outline at the beginning of each course.
- 2.4 Changes to the course outline must not be made to the disadvantage of students and written notice to students is required for changes involving due dates and the weighting and distribution of marks.
- 2.5 A repository of past course outlines will be retained by the Registrar’s Office according to the MHC Retention and Disposition Schedule.

**3. RESPONSIBILITIES**

- 3.1 The Vice-President, Academic and Provost is responsible for setting approval and review deadlines for the submission of outlines.
- 3.2 Course instructors are responsible for preparing course outlines for credit courses.
- 3.3 The associate dean or designate of the school from which the course originates is responsible for the approval of course outlines.
- 3.4 Course instructors are responsible for placing course outlines on the learning management system, reviewing with students on the first day of classes or at the earliest opportunity, and giving students the opportunity to ask questions.

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Nancy Brown  
Vice-President, Academic and Provost  
Date:

<b>Additional Information</b>	<b>Location</b>
Course Outline Manager Template	MHC Website Online Services and Portals
MHC Retention and Disposition Schedule	MHC Website and RIM SharePoint
Learning Management System Requirements	Vice-President, Academic and Provost's Office



**PROCEDURE**

Procedure Name	<b>EVALUATION OF STUDENT LEARNING</b>			<i>Revised</i>
Procedure Number	<b>AP 1.4</b>	Approval Date	M/dd/yyyy	
Parent Policy	AP 1.0 Program Framework			
Procedure Authority	Dean of Student Services/Registrar			
Executive Sponsor	Vice-President, Academic and Provost			
Approved By	Vice-President, Academic and Provost			

**1. PURPOSE**

Evaluation of student learning is an important contributor to student success, providing students and employees vital information to support decision making. High quality evaluation is conducted regularly, transparently, and consistently.

**2. GENERAL PROCEDURES**

- 2.1 Evaluation of student learning is based on criteria that reflects the learning outcomes established for the course and program.
- 2.2 Evaluation results will be formally documented and accessible to the student. The overall achievement demonstrated in evaluation of learning will be translated into a grade in accordance with established college grading systems unless otherwise specified in the course outline.
- 2.3 Programs and courses may have specific practices related to the evaluation of student learning and are identified in the Medicine Hat College (MHC) Calendar, course outlines, or program specific student handbooks.

**3. FINAL GRADES**

- 3.1 A final grade is assigned at the end of a course. Grades are based on student achievement of the course learning outcomes and will be consistent with the college grading system, unless otherwise specified in the course outline.
- 3.2 A final grade is deemed official once it has been submitted by an instructor. Dean or designate approval is required for a change of grade after the final grade has been submitted.
- 3.3 A student must be officially registered in a course to achieve a final grade.

**4. INSTRUCTOR RESPONSIBILITIES**

- 4.1 Normally, instructors are required to return graded work to the student within 14 calendar days.
- 4.2 In order to allow students to make informed decisions, instructors must provide the student with feedback of their level of performance in a course, prior to the last date to voluntarily withdraw from courses.

4.3 Instructors will input the final grades into the administrative system within four calendar days after the final exam period.

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Nancy Brown  
Vice-President, Academic and Provost  
Date:

<b>Additional Information</b>	<b>Location</b>
MHC Grading Scale	Academic Calander



## PROCEDURE

Procedure Name	<b>WORK INTEGRATED LEARNING</b> <span style="float: right;"><i>New</i></span>		
Procedure Number	<b>AP 1.5</b>	Approval Date	M/dd/yyyy
Parent Policy	AP 1.0 Program Framework		
Procedure Authority	Director, Teaching and Learning		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

### 1. PURPOSE

Work-integrated learning (WIL) assists with integrating theory to practice and allows students to demonstrate program learning outcomes, knowledge, skills, and/or behaviours required at the completion of a program. Workplace competencies and career goals are also developed in this collaborative endeavor that supports achievements, actions, and aims of students, educators, and employer/community partners.

### 2. CONTEXT

WIL is an educational model rather than a job placement strategy; it is a form of curricular experiential education that formally integrates a student's academic studies with high quality experiences within a workplace or practice setting. WIL promotes continuous learning through the integration of classroom and applied work-based learning. It is supported and recognized by students, educators, and employers/community partners as a highly valuable part of learning.

WIL experiences are subject to a three-partner model made up of at least:

- (a) Students: students enrolled in a course or program at MHC.
- (b) Academic Institution: faculty, and possibly, coordinator, chair, associate dean, dean, placement officer, Career Centre, and executive support at various levels at MHC.
- (c) Host Organization: local, regional, provincial, or national organizations/employers and/or external partners such as provincial organizations or government.

WIL can occur at the course or program level and includes the development of student learning outcomes and objectives related to employability, agency, knowledge and skill mobility, and life-long learning (Aligned with the definition from Cooperative Education and Work Integrated Learning Canada, CEWIL).

### 3. ROLES AND RESPONSIBILITIES

#### 3.1 Student

- (a) Students partake in and reflect upon WIL experiences, acting in an ethical and professional manner.

#### 3.2 Academic Institution

- (a) Faculty ensures alignment between curriculum and WIL experiences and acts as primary contact/supervisor for students during WIL on course-related material.
- (b) Program coordinators support faculty by advocating for WIL experiences.

- (c) The chair, associate dean, and dean support faculty in any ad-hoc issues, support faculty by advocating for WIL experiences, and steward and engage with new external partners.
- (d) Placement officers work with faculty and employers/community partners to secure student placement opportunities and support student preparation for WIL experiences on placement-related issues.
- (e) Career Centre supports students, faculty and placement officers in career development strategy, and provides employer referrals for connections for placements or projects.
- (f) MHC Executive and Executive Directors support and advocate for WIL experiences through a coordinated approach to stewardship and recruitment of partners.

### 3.3 Host Organization

- (a) Employer/community partners determine capacity for involvement (including supervision and mentorship), budget (if necessary), and engage with appropriate MHC educators.

## 4. PROCEDURE

- 4.1 New WIL experiences at the program or course level can be initiated by an educator or employer and require institutional approval.
- 4.2 A non-binding Memorandum of Understanding (MOU) will set out the intent of the working relationship between the student, MHC, and host organization. The MOU will include:
  - (a) Standard content such as liability and insurance, confidentiality and intellectual property, and compliance with regulations. This standard content will be approved by the Vice-President, Administration and Finance. Changes to standard content require new approval.
  - (b) Program specific content such as purpose and outcomes, scope of work, duration of the agreement, and support and resources. This content will be approved annually by the program dean.

WIL coordinators and/or placement officers will maintain records of the completed templates for individual placements. Exceptions may be granted for externally regulated programs.
- 4.3 Consideration must be given to academic, physical, mental, or other accommodations based on a protected ground to ensure all students have the opportunity to engage in the WIL experience. This may include but is not limited to transportation, adapted equipment, supports, accessibility, or an alternate placement if available.
- 4.4 Risk management will be considered as a vital component of WIL experiences, both at the program and course level. Areas of risk management that will be addressed include but are not limited to contracts, safety, working with others, health, privacy, and company requirements.
- 4.5 WIL quality should be framed under CEWIL quality indicators of pedagogy, experience, assessment and reflection (P.E.A.R).
  - Pedagogy: how WIL fits into overall curriculum, program, and timeline.
  - Experience: how students are placed and supported.
  - Assessment: how course and program learning outcomes relate to developing skills.
  - Reflection: how critical self-reflection in, on, and for each experience impacts learning.
- 4.6 WIL quality for programs with external regulation may be determined by the quality assurance processes of their respective regulatory body.
- 4.7 WIL is tracked for two purposes:

- Investment Management Agreement (IMA); the registrar tracks WIL experiences at a program level.
- Institutional knowledge; to be used for future WIL planning and regional engagement.

4.8 WIL educators and employers/community partners are supported by guiding documents.

4.9 Students may work with more than one WIL employer/community partner for their placement.

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Nancy Brown  
Vice-President, Academic and Provost

Date:

<b>Additional Information</b>	<b>Location</b>
MHC Educator Tool Kit	PEIR SharePoint (to be developed)
MHC Employer Tool Kit	PEIR SharePoint (to be developed)
MHC Memorandum of Understanding template	PEIR SharePoint (to be developed)
Definition of Work Integrated Learning and nine Types of WIL	cewilcanada.ca



# POLICY

Policy Name	<b>PROGRAM QUALITY ASSURANCE</b>			<i>Revised</i>
Policy Number	<b>AP 2.0</b>	Category	Academic Programming	
Policy Authority	Manager, Program Excellence		Effective Date	M/dd/yyyy
Executive Sponsor	Vice-President, Academic and Provost		Next Review Date	M/dd/yyyy
Approved By	President and CEO		Frequency of Review	every 5 years

## 1. POLICY STATEMENT

Medicine Hat College (MHC) applies quality assurance in the development, revision, and review of academic programs for the benefit of students and the broader community with a commitment to continuous improvement.

## 2. SCOPE

This policy applies to all Ministry approved programs.

## 3. DEFINITIONS

- **Curriculum:** in the context of this policy, a collection of courses that fulfill program learning outcomes offered by MHC.
- **Medicine Hat College Academic Community:** MHC employees who are involved in the delivery of academic programs and academic support services.
- **Program Quality:** the degree to which programs have positive impacts on the development of students' knowledge, skills, competencies, and personal development.
- **Program Quality Assurance:** a comprehensive, periodic assessment that follows established processes to monitor and review performance, identify quality outcomes, and recommend improvement of academic programs.
- **Structure:** the core course requirements, specialized courses, their level and the number of credits assigned to each that make up a program.

## 4. PRINCIPLES

- 4.1 Program Quality Assurance (QA) ensures alignment with institutional mandates and strategic goals and provides a basis for strategic planning and resource allocation.
- 4.2 The Medicine Hat College Academic Community is collectively responsible for maintaining and enhancing the quality of academic programs, and for improving the quality of the student learning experience.
- 4.3 Program QA is integral to all facets of the program lifecycle from inception to discontinuation.
- 4.4 Program QA provides credible evidence for the purpose of in-time and actionable program and curricular improvement planning.



- 4.5 In order to ensure quality and effectiveness, the structure and curriculum of academic programs adheres to quality standards as determined by MHC and applicable provincial, federal, and industry regulatory bodies.
- 4.6 Program quality is assessed based on a collection of evidence, and not on any single piece of evidence. Every program will be assessed using a consistent quality assurance process.
- 4.7 The program review cycle contributes to MHC’s commitment to continuous improvement.
- 4.8 External input is integral to MHC’s program quality review to achieve program effectiveness and relevancy.

\_\_\_\_\_  
 Kevin Shufflebotham  
 President and CEO  
 Date:

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 Nancy Brown  
 Vice-President, Academic and Provost  
 Date:

Additional Information	Location
Alberta Credential Framework	Open.Alberta.ca
Quality Assessment & Quality Assurance (CAQC Handbook)	caqc.alberta.ca
AP 2.1 Program Advisory Committees Procedure	MHC Website and Policy SharePoint
AP 2.2 Program Review Procedure	MHC Website and Policy SharePoint

**PROCEDURE**

Procedure Name	<b>Program Advisory Committees</b>		
Procedure Number	<b>AP 2.1</b>	Effective Date	M/dd/yyyy
Parent Policy	AP 2.0 Quality Assurance		
Procedure Authority	Manager, Program Excellence		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

**1. PURPOSE**

Program Advisory Committees (PACs) provide strategic advice to Medicine Hat College (MHC) to ensure programs are current and relevant to business, industry, and our community partners.

**2. RESPONSIBILITIES**

2.1 The program coordinator is responsible for reviewing the skills and knowledge students require for employment and program learning outcomes with the PAC.

2.2 PACs are responsible for providing strategic advice to the program coordinator on current and future employment opportunities and industry trends, to ensure graduates continue to meet employer requirements.

**3. MEMBERSHIP**

3.1 The program dean approves committee composition.

3.2 PAC membership is determined by the program coordinator and will be based on the needs of the program.

3.3 Membership should include but is not limited to students, employers, alumni, government representatives, and a diverse cross section of industry. Normal composition is six to twelve members.

3.4 PAC representatives are normally appointed for a two-year term with staggered end dates to maintain consistency of membership. Term extensions will be discussed with the membership and the program coordinator at the end of each term.

**4. ADMINISTRATION**

4.1 Program coordinators will lead and chair the PAC meetings.

4.2 Annually, at the beginning of the fall semester, the program coordinator will provide PAC members with program learning outcomes and other relevant information.

4.3 The program coordinator will schedule a meeting with all PAC members prior to March 1 of each academic year. Other meetings will be scheduled as required to meet program needs.

- 4.4 Strategic advice and recommendations from the PAC will be incorporated into program review to address program quality assurance.
- 4.5 A summary of information that is related to learning outcomes, skills, knowledge, advice, and industry trends must be recorded for use in program quality assurance processes. Formal minute taking may be required by a regulatory body.

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Nancy Brown  
Vice-President, Academic and Provost

Date

<b>Additional Information</b>	<b>Location</b>
Post-secondary Learning Act	Open.alberta.ca
Sample Terms of Reference (in development)	PIER SharePoint
Sample Matrix (in development)	PIER SharePoint
Alberta Credential Framework	Open.Alberta.ca
AP 2.2 Program Review Procedure	MHC Website and Policy SharePoint



## PROCEDURE

Procedure Name	<b>Program Review</b> <span style="float: right;"><i>Revised</i></span>		
Procedure Number	<b>AP 2.2</b>	Effective Date	M/dd/yyyy
Parent Policy	AP 2.0 Quality Assurance		
Procedure Authority	Manager, Program Excellence		
Executive Sponsor	Vice-President, Academic		
Approved By	Vice-President, Academic		

### 1. PURPOSE

Medicine Hat College (MHC) is committed to maintaining high standards, promoting academic excellence, and ensuring programs remain relevant and effective in meeting the needs of students and the broader community. Program review promotes MHC’s accountability and commitment to continuous improvement through regular analysis and the development and implementation of evidence-informed action plans. It is intentionally flexible and collaborative in order to meet the unique needs of the institution’s diverse programs.

### 2. DEFINITIONS

- **Action Plan:** a documented integrated plan for strengthening a program that defines specific actions, timelines and accountability for achieving them, based on the self-study, external, and internal committee recommendations.
- **Curriculum:** in the context of this procedure, a collection of courses, that together fulfil program learning outcomes offered by MHC.
- **Curriculum Map:** a document that outlines program learning outcomes and shows how elements of course learning outcomes align with these in a matrix format.
- **Program Review:** a systematic approach to evaluating academic programs, focusing on academic standards, student outcomes, resources, and strategic alignment with MHC’s purpose and mandate.
- **Self-Study:** an analysis of a program's strengths, opportunities, and challenges that forms the foundation on which a comprehensive review is based. It defines the scope of the review and determines the focus for the external review and subsequent action planning.

### 3. THE PROGRAM REVIEW CYCLE

The program review cycle is comprised of three parts:

1. Comprehensive Program Review
2. Annual Program Reporting
3. Annual Curriculum Review

Title	Frequency	Summary of Content
Comprehensive Program Review	Normally 7 years <i>initiated at the start of the academic year (July 1) and completed over 12 months.</i>	<ul style="list-style-type: none"> <li>• Self-Study</li> <li>• External review and recommendations</li> <li>• Internal Committee review and recommendations</li> </ul> Output: ACTION PLAN
Annual Program Report	Annually – completed by June 30	<ul style="list-style-type: none"> <li>• Updates on action plan</li> <li>• Key or emerging considerations (from PAC input, data, instructor feedback)</li> <li>• Noteworthy activity (including celebrations)</li> </ul> Output: UPDATED ACTION PLAN
Annual Curriculum Review	Annually – Winter	<ul style="list-style-type: none"> <li>• Updated curriculum map (ensures course learning outcomes collectively achieve program learning outcomes and that the program courses are relevant and current)</li> </ul> Output: UPDATED CURRICULUM and related documents

#### 4. COMPREHENSIVE PROGRAM REVIEW

A comprehensive program review is normally conducted once every seven years. This review helps achieve Campus Alberta Quality Council (CAQC) standards for degree programs and parallels the CAQC process for other programs. It includes external review. The process focuses on academic standards, student outcomes, resources, and strategic alignment with the institution's mission. It leads to coordinated action that strengthens the program's ability to support students in achieving the program's competencies and learning outcomes and ensures effectiveness, currency, and relevancy. Published action plans resulting from comprehensive program reviews are stored centrally and used for program, school, and institutional planning.

In consultation with the Senior Academic Leadership Team (SALT) the Manager, Program Excellence develops the schedule of reviews. Comprehensive program reviews that are outside of this schedule can occur if they are deemed necessary.

A comprehensive program review features both quantitative and qualitative analysis, including enrollment metrics, financial indicators, retention and completion data, student satisfaction and stakeholder feedback. The quantitative analysis consists of gathering and analyzing numerical data related to the program. The qualitative analysis is done in two parts: a self-study and a review by an external reviewer to augment and validate the self-study which is used to develop a strategic action plan for the program. These data are reported in the Self-Study Report.

A balance between quantitative and qualitative analysis ensures accountability and fairness of the review process.

The comprehensive review process is completed over a 12-month period.

**ROLES AND RESPONSIBILITIES: COMPREHENSIVE PROGRAM REVIEW**

<p>Program Coordinator (RESPONSIBLE)</p>	<p>Chair and select self-study committee and coordinate the review. Write self-study report. Host external reviewer. Jointly, with chair, present review to program quality assurance (QA) committee. Create final draft action plan. Develop summary report for dean and Vice-President, Academic and Provost (VPA). Develop implementation plan.</p>
<p>Academic Chair (SUPPORT)</p>	<p>Guide selection of a self-study committee. Guide recommendation for external reviewer. Guide development of self-study report. Present review to a program QA committee with program coordinator.</p>
<p>Associate Dean (COLLABORATE)</p>	<p>Approve external reviewer(s). Oversee any issues managing review. Oversee implementation of action plans.</p>
<p>Self-Study Committee (COLLABORATE)</p>	<p>Participate in the collection and analysis of, and reflection on qualitative and quantitative data, identifying themes, and generating draft action plans.</p>
<p>Program Faculty (COLLABORATE)</p>	<p>Provide input to self-study. Sit on self-study committee, if selected. Participate in implementation of action plan.</p>
<p>Program Excellence and Institutional Research (PEIR) (COLLABORATE)</p>	<p>Assist program coordinator with review. Provide data packages for quantitative review. Facilitate qualitative data gathering. Maintain current templates. Maintain database of action plans.</p>
<p>External Reviewer (SUPPORT)</p>	<p>Review self-study and provide feedback. Conduct a site visitation. Make recommendations on draft action plan.</p>
<p>Program Quality Assurance Committee (PQAC) (COLLABORATE)</p>	<p>Review the results of self-study and external review. Review and make recommendations on draft action plan.</p>

Dean (ACCOUNTABLE)	<p>Receive summary report and draft action plan.</p> <p>Finalize and approve action plan.</p> <p>Use report and action plans for planning purposes.</p> <p>If off-cycle review is required, request review through VPA.</p> <p>Budget approval/inclusion.</p>
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## 5. ANNUAL PROGRAM REPORTING

Between comprehensive reviews, annual program reporting is used to highlight significant achievements, emerging challenges, and progress toward implementing action plans. The report incorporates program specific key data including enrollment metrics, financial indicators, retention and completion data, and student satisfaction. It also provides a summary of changes resulting from the annual curriculum review and is used for annual planning and budgeting. The updated action plan is tracked and revised annually and both it and the annual reports are key inputs to comprehensive reviews.

### ROLES AND RESPONSIBILITIES: ANNUAL REPORTING

Program Coordinator (RESPONSIBLE)	<p>Complete annual report according to college requirements.</p> <p>Update draft action plan (provide rationale for any changes).</p> <p>Lead the implementation of action plan.</p>
Program Faculty (COLLABORATE)	<p>Provide input and support to coordinator, as requested.</p> <p>Participate in implementation of action plan.</p>
PEIR (SUPPORT)	<p>Provide data packages.</p> <p>Respond to ad hoc requests for data to support reporting.</p> <p>Receive updated action plans and update records.</p>
Academic Chair (SUPPORT)	<p>Review draft report, provide suggestions.</p>
Associate Dean (COLLABORATE)	<p>Review report, make recommendations for revisions to action plans.</p> <p>Make budget recommendations.</p> <p>Oversee implementation of action plans.</p>
Dean (ACCOUNTABLE)	<p>Respond to report.</p> <p>Finalize and approve changes to action plan.</p> <p>Use updated action plans for planning purposes.</p> <p>Approve budgetary changes.</p>

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## 6. ANNUAL CURRICULUM REVIEW

Annual curriculum review is a formative component of the overall quality assurance process. It focuses on mapping program learning outcomes (PLOs) across courses, checking currency and relevance with faculty and external stakeholders, and identifying any gaps. The outcome of the review is an updated curriculum map, response to gaps, and, where appropriate, recommendations for improving the following curricula areas:

- Student preparedness for careers and further education.
- Discipline and sector currency and relevance.

Annual curriculum review normally occurs in the Winter. All changes go through required institutional processes prior to implementation. Changes that do not impact the Academic Calendar can be implemented immediately following the approval process, as early as the next semester. Changes requiring General Academic Council Curriculum Committee (GAC CC) and/or government approval will not be implemented for one full academic year.

### ROLES AND RESPONSIBILITIES – ANNUAL CURRICULUM REVIEW

Program Coordinator (RESPONSIBLE)	<p>Chair the review of curriculum with program faculty.</p> <p>Review PLOs, and skills and knowledge required for employment and further education, with the Program Advisory Committee (PAC).</p> <p>Update curriculum map and create response to gaps.</p> <p>Submit changes as appropriate</p>
Academic Chair (SUPPORT)	<p>Review curriculum map and make recommendations.</p> <p>Approve changes according to GAC CC process.</p> <p>For University Transfer (UT) programs, check alignment of learning outcomes with equivalent courses at receiving institutions.</p>
Program Faculty (COLLABORATE)	<p>Map curriculum for the courses taught.</p> <p>Provide feedback on PLOs.</p> <p>Help identify and address gaps.</p>
Teaching and Learning (SUPPORT)	<p>Provide consultation for mapping.</p>
Associate Dean (COLLABORATE)	<p>Initiate review process, provide assistance in managing review.</p> <p>Review curriculum map.</p>
Dean (ACCOUNTABLE)	<p>Approve curriculum map.</p> <p>Approve changes according to the GAC CC process.</p>



## 7. EXTERNALLY REGULATED QUALITY ASSURANCE PROCESSES

Some MHC programs undergo a program review process governed by external bodies. This includes programs subject to CAQC oversight, collaborative degrees, or programs requiring external review reporting and/or accreditation.

These reviews are another way in which programs are appraised using a process of self-evaluation and peer assessment to ensure continuous program quality improvement.

MHC recognizes the mutually reinforcing relationship between internal and external quality assurance. MHC is committed to reducing duplication of effort in quality assurance activities and to, where possible, harmonize internal quality assurance review with external processes.

The VPA will consider a written request from the dean of the relevant faculty to delay, modify, or cancel a particular quality assurance review cycle when program in question is subject to an external process. The written request from the dean must include detailed rationale that justifies the request, plus relevant supporting documentation, such as past accreditation review reports and up-to-date action plans.

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Nancy Brown  
 Vice-President of Academic and Provost  
 Date:

<b>Additional Information</b>	<b>Location</b>
General Academic Council Curriculum Committee Process	Registrar's Office
AP 1.3 Course Development Procedure	MHC Website/Policy SharePoint
AP 2.1 Program Advisory Committee Procedure	MHC Website/Policy SharePoint
Comprehensive Review Template and Guide (in development)	PEIR SharePoint
Annual Report Template and Guide (in development)	PEIR SharePoint
Annual Curriculum Review Guide (in development)	PEIR SharePoint
Published Action Plans	PEIR SharePoint

## Agenda item #6.1

Current	Proposed	Notes
<b>Academic Standing</b>  Academic Standing refers to a student’s position or status in their academic program, determined by their academic performance and achievement.	<b>Academic Standing</b>  Academic Standing refers to a student’s position or status in their academic program, determined by their academic performance and achievement. It is awarded based on the student's grade point average (GPA), calculated to two decimal points. Please note: The GPA will not be rounded up.	Added GPA note that was removed below.
<b>President’s Honour Roll</b>  If you have earned a minimum term grade point average (GPA) of 3.87 on all courses taken during each semester, you will be placed on the President’s Honour Roll. A minimum of 15 credits per semester must be completed and none can be incomplete “IC” grades. All classes taken will be included in the GPA calculations. The GPAs will be calculated to two decimal points and will not be rounded up.	<b>Honours with Excellence</b>  Honours with Excellence standing is awarded when a student has earned a term GPA of 3.9 or above. A full-time credit load is required for the assessed term with no incomplete (IC) grades assigned.	Title change  GPA level required changed. Language updated. Moved some language to the intro to reduce duplication.
<b>College Honour Roll</b>  If you have earned a minimum term grade point average (GPA) of 3.5 on all courses taken during each semester, you will be placed on the College Honour Roll. A minimum of nine credits per semester must be completed and none can be incomplete “IC” grades. All classes taken will be included in the GPA calculations. The GPA’s will be calculated to two decimal points and will not be rounded up	<b>Honours</b>  Honours standing is awarded when a student has earned a term GPA of 3.5 or above. An incomplete (IC) grade for the assessed term is not allowed.	Title change  Credits required changed. Moved some language to the intro to reduce duplication.
<b>Good</b>	<b>Good</b>	

A student who has earned a minimum grade point average (GPA) of 1.7 or above, is considered to be in good academic standing.

Good standing is awarded when a student has earned a term GPA of 1.7 - 3.49.

Rewrote for language consistency

### **Academic Probation**

### **Academic Warning**

Title change

Academic probation occurs when the student GPA falls below 1.7 for six or more credits by the end of a semester.

Academic Warning occurs when a student with 6 or more credits has earned a term GPA below the institutional minimum of 1.7.

Rewrote for language consistency

If you're on academic probation, you'll receive a letter from the Registrar indicating the potential for academic dismissal at the end of your next semester. Contacting an Academic Advisor for support and improvement strategies is strongly recommended.

Academic warning can lead to academic dismissal.

Listing order changed and removal of unnecessary procedure statement

Academic probation can lead to academic dismissal.

Contacting an Academic Advisor for support and improvement strategies is strongly recommended.

A student may be subject to program specific probation policies that supersede the institutional standard. Please refer to the appropriate program section within the calendar.

A student may be subject to program specific standing policies that supersede the institutional standard. Please refer to the appropriate program section within the calendar.

### **Academic Dismissal**

### **Academic Dismissal**

Academic dismissal occurs when the student GPA remains below 1.7 for two consecutive semesters with six or more credits.

Academic dismissal occurs when the student GPA remains below 1.7 for two consecutive terms with six or more credits.

This results in the addition of the “Dismissal” designation to the student academic record, being removed from all future classes and withdrawn from the program.

Dismissed students are removed from all future classes and withdrawn from the program.

Removed dismissal designation comment as it is unnecessary. All Academic Standings are recorded on the student transcript.

Dismissed students are not eligible for re-admission for a minimum of one academic year.

Dismissed students are not eligible for re-admission for a minimum of one academic year.

A student may be subject to program specific dismissal policies that supersede the institutional standard. Please refer to the appropriate program section within the calendar.

A student may be subject to program specific dismissal policies that supersede the institutional standard. Please refer to the appropriate program section within the calendar.

### 2025-2026 Calendar Submission

#### Academic Probation

- You will be placed on academic probation if your grade point average (GPA) is less than 1.7 on six or more credits at the end of a semester.
- If you are on academic probation, you will be sent a letter from the Registrar outlining the possibility of academic dismissal at the end of the next semester in which you attend Medicine Hat College. You will be encouraged to contact an Academic Advisor or access other student supports to improve your academic performance.
- Academic probation may lead to academic dismissal.

#### Academic Dismissal

- You will be dismissed for one academic year if:
  - You are on academic probation from the most current semester in which you completed six or more credits; and
  - Your grade point average remains less than 1.7 at the end of your next semester of six or more credits.
- You will be sent an academic dismissal letter from the Registrar and removed from all future classes.

#### Request for Reinstatement

- Within **five business days** of the date on your academic dismissal letter, you can submit a written request to be considered for reinstatement. Written requests must be emailed to the **Associate Dean** of your program.
- The reinstatement request must state:
  - Why your GPA is below 1.7 and what circumstances led to your low grades;
  - Why you want to be reinstated; and
  - How you plan to improve your grades.
- The **Associate Dean** will review your request and book a meeting to discuss it with you. This meeting is mandatory. **Failure to attend this meeting will result in automatic denial of reinstatement.**
  - Staff and/or faculty may be consulted by the **Associate Dean** to gather further information relevant to the request.
  - The **Associate Dean** will present a recommendation to the Registrar.
  - The Registrar will review the recommendation and either reinstate you or deny the request.
  - You will be notified of the decision in writing.
  - The decision of the Registrar is final and will be indicated on your transcript.
- If your request for reinstatement is approved:
  - You will be responsible for registering in classes. Specific class availability is not guaranteed.
  - **You are strongly encouraged to access student support services.**
- If your request for reinstatement is denied:
  - You will remain dismissed and cannot attend Medicine Hat College credit programming for one academic year.
  - You may re-apply to Medicine Hat College at any time but cannot attend until after this dismissal period.
  - Medicine Hat College reserves the right to refuse readmission.

**Proposed 2025-2026 Academic Schedule**

<b>Event</b>	<b>Date</b>
<b>July</b>	
Canada Day (College Closed)	Tuesday, July 1, 2025
First day of Summer term	Wednesday, July 2, 2025
Last day to add for Summer term	Friday, July 4, 2025
Last day to drop and pay for Summer term	Wednesday, July 9, 2025
<b>August</b>	
Fall Semester Residence Fees Due	Friday, August 1, 2025
Heritage Day (College Closed)	Monday, August 4, 2025
Withdrawal with "W" grade for Summer Term	Monday, August 18, 2025
College Day (No classes & college closed to the public)	Wednesday, August 20, 2025
Last Day of Summer term Classes	Friday, August 29, 2025
<b>September</b>	
Labour Day (College Closed)	Monday, September 1, 2025
New Student Orientation	Tuesday, September 2, 2025
Credit Classes Begin	Wednesday, September 3, 2025
Add deadline	Wednesday, September 10, 2025
Drop deadline	Wednesday, September 17, 2025
Last day to pay tuition and fees for Fall term	Wednesday, September 17, 2025
National Truth & Reconciliation Day (No classes)	Tuesday, September 30, 2025
<b>October</b>	
Thanksgiving Day (College Closed)	Monday, October 13, 2025
<b>November</b>	
Student Study Break (No classes)	Monday, November 10, 2025
Remembrance Day (College Closed)	Tuesday, November 11, 2025
Student Study Break (No classes)	Wednesday, November 12, 2025
Withdrawal with "W" Grade deadline	Thursday, November 20, 2025
<b>December</b>	
Winter Semester Residence Fees Due	Monday, December 1, 2025
Last day of Credit Classes	Tuesday, December 9, 2025
Exams for Credit Classes begin	Thursday, December 11, 2025
Exams for Credit Classes end	Friday, December 19, 2025
Holiday Break (College Closed)	Wednesday, December 24-31, 2025

<b>January</b>	
New Year's Day (College Closed)	Thursday, January 1, 2026
College Open	Friday, January 2, 2026
New Student Orientation	Monday, January 5, 2026
Credit Classes Begin	Tuesday, January 6, 2026
Add Deadline	Monday, January 12, 2026
Drop Deadline	Monday, January 19, 2026
Last day to pay tuition and fees for Winter term	Monday, January 19, 2026
<b>February</b>	
Family Day (College Closed)	Monday, February 16, 2026
Student Study Break Begins (No Classes)	Tuesday, February 17, 2026
Student Study Break Ends (No Classes)	Friday, February 20, 2026
<b>March</b>	
Withdrawal with "W" Grade deadline	Wednesday, March 25, 2026
<b>April</b>	
Good Friday (College Closed)	Friday, April 3, 2026
Easter Monday (College Closed)	Monday, April 6, 2026
Last day of Credit Classes	Wednesday, April 15, 2026
Exams for Credit Classes Begin	Friday, April 17, 2026
Exams for Credit Classes End	Monday, April 27, 2026
<b>May</b>	
Credit Classes Begin for Spring May & May/June Term	Friday, May 1, 2026
Add Deadline for Spring May Term	Monday, May 4, 2026
Drop Deadline for Spring May Term	Tuesday, May 5, 2026
Last day to pay tuition and fees for Spring May & May/June Term	Tuesday, May 5, 2026
Add Deadline for Spring May/June Term	Wednesday, May 6, 2026
Drop Deadline for Spring May/June Term	Friday, May 8, 2026
Victoria Day (College Closed)	Monday, May 18, 2026
Withdrawal with "W" Grade deadline for Spring May Term	Monday, May 25, 2026
Credit Classes End for Spring May Term	Friday, May 29, 2026

<b>June</b>	
Credit Classes Begin for Spring June Term	Tuesday, June 2, 2026
Add Deadline for Spring June Term	Wednesday, June 3, 2026
Drop Deadline for Spring June Term	Wednesday, June 3, 2026
Last day to pay tuition and fees for Spring June Term	Friday, June 5, 2026
Convocation	Friday, June 12, 2026
Withdrawal with "W" Grade deadline for Spring May/June Term	Wednesday, June 17, 2026
Withdrawal with "W" Grade deadline for Spring June Term	Wednesday, June 24, 2026
Credit Classes End for Spring May/June & June Sessions	Tuesday, June 30, 2026



**Proposed 2026-2027 Academic Schedule**

<b>Event</b>	<b>Date</b>
<b>July</b>	
Canada Day (College Closed)	Wednesday, July 1, 2026
First day of Summer term	Thursday, July 2, 2026
Last day to add for Summer term	Monday, July 6, 2026
Last day to drop and pay for Summer term	Thursday, July 9, 2026
<b>August</b>	
Heritage Day (College Closed)	Monday, August 3, 2026
Fall term Residence Fees Due	Tuesday, August 4, 2026
Withdrawal with "W" grade for Summer term	Tuesday, August 18, 2026
College Day (No classes & college closed to the public)	Wednesday, August 19, 2026
Last Day of Summer term Classes	Monday, August 31, 2026
<b>September</b>	
New Student Orientation	Tuesday, September 1, 2026
Credit Classes Begin	Wednesday, September 2, 2026
Labour Day (College Closed)	Monday, September 7, 2026
Add deadline	Wednesday, September 9, 2026
Drop deadline	Tuesday, September 15, 2026
Last day to pay tuition and fees for Fall term	Tuesday, September 15, 2026
National Truth & Reconciliation Day (No classes)	Wednesday, September 30, 2026
<b>October</b>	
Thanksgiving Day (College Closed)	Monday, October 12, 2026
<b>November</b>	
Remembrance Day (College Closed)	Wednesday, November 11, 2026
Student Study Break (No classes)	Thursday, November 12 & Friday, November 13, 2026
Withdrawal with "W" Grade deadline	Friday, November 20, 2026
<b>December</b>	
Winter terms Residence Fees Due	Tuesday, December 1, 2026
Last day of Credit Classes	Wednesday, December 9, 2026
Exams for Credit Classes begin	Thursday, December 10, 2026
Exams for Credit Classes end	Friday, December 18, 2026
Holiday Break (College Closed)	Thursday, December 24-31, 2026
<b>January</b>	

New Year's Day (College Closed)	Friday, January 1, 2027
College Open	Monday, January 4, 2027
New Student Orientation	Monday, January 4, 2027
Credit Classes Begin	Tuesday, January 5, 2027
Add Deadline	Monday, January 11, 2027
Drop Deadline	Monday, January 18, 2027
Last day to pay tuition and fees for Winter semester	Monday, January 18, 2027
<b>February</b>	
Family Day (College Closed)	Monday, February 15, 2027
Student Study Break Begins (No Classes)	Tuesday, February 16, 2027
Student Study Break Ends (No Classes)	Friday, February 19, 2027
<b>March</b>	
Withdrawal with "W" Grade deadline	Wednesday, March 24, 2027
Good Friday (College Closed)	Friday, March 26, 2027
Easter Monday (College Closed)	Monday, March 29, 2027
<b>April</b>	
Last day of Credit Classes	Wednesday, April 14, 2027
Exams for Credit Classes Begin	Friday, April 16, 2027
Exams for Credit Classes End	Tuesday, April 27, 2027
<b>May</b>	
Credit Classes Begin for Spring May & May/June term	Monday, May 3, 2027
Add Deadline for Spring May term	Tuesday, May 4, 2027
Drop Deadline for Spring May term	Wednesday, May 5, 2027
Last day to pay tuition and fees for Spring May & May/June terms	Wednesday, May 5, 2027
Add Deadline for Spring May/June term	Thursday, May 6, 2027
Drop Deadline for Spring May/June term	Monday, May 10, 2027
Victoria Day (College Closed)	Monday, May 24, 2027
Withdrawal with "W" Grade deadline for Spring May term	Tuesday, May 25, 2027
Credit Classes End for Spring May term	Monday, May 31, 2027
<b>June</b>	
Credit Classes Begin for Spring June term	Tuesday, June 1, 2027
Add Deadline for Spring June term	Wednesday, June 2, 2027
Drop Deadline for Spring June term	Thursday, June 3, 2027
Last day to pay tuition and fees for Spring June term	Thursday, June 3, 2027

Convocation	Friday, June 11, 2027
Withdrawal with "W" Grade deadline for Spring May/June term	Friday, June 18, 2027
Withdrawal with "W" Grade deadline for Spring June term	Thursday, June 24, 2027
Credit Classes End for Spring May/June & June terms	Wednesday, June 30, 2027