



GENERAL ACADEMIC COUNCIL

NOVEMBER 22, 2022

ADMINISTRATIVE REPRESENTATIVES

Kevin Shufflebotham, President & CEO
Nancy Brown, Vice President Academic & Provost
Wayne Resch, Vice President, Administration & Finance
Chad Flinn, Dean, School of Trades & Technology
Clay Bos, Dean, School of Arts, Science & Education
Jason Openo, Dean, School of Health & Community Services
Timothy Spielman, Dean, School of Business & Continuing Studies
Sandy Henderson, Registrar & Dean of Student Services

STUDENT REPRESENTATIVES

Alysha Kuntz, S.A President
Lily Schaerer, S.A VP Internal
Shivam, S.A VP External
Kannan Stickel, S.A VP Community
Abdul Qaderi, Student Council Representative
Carolynne Marr, Student Council Representative
Marnie Gatfield, Student Council Representative
Spencer Schindel, Student Council Representative

FACULTY REPRESENTATIVES

Linda Tooth, School of Business & Continuing Studies
Jason McLester, School of Arts, Science & Education
Mark Kaethler, School of Arts, Science & Education
Serena Cataldo, School of Health & Community Services
Stan Hansen, School of Trades & Technology
Colleen Whidden, Member at Large

GUESTS

Hadija Drummond, Director, International Education
Nicholas Langat, Manager, Student Supports

REGRETS

Jason Bonogofsky, School of Trades & Technology
Kate Squires, School of Health & Community Services
Jose Polit, Student Council Representative

RECORDER

Paula Forsythe



MEDICINE HAT COLLEGE
General Academic Council

AGENDA

November 22, 2022

Courtyard

10:00 am – 12:00 pm

- | | |
|--|--------------------------------------|
| 1. CALL TO ORDER | K. Shufflebotham |
| 2. APPROVAL OF AGENDA
[MOTION] | All |
| ✓ 3. APPROVAL OF MINUTES – October 4, 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. OLD BUSINESS | |
| 5.1 Honorary Applied Degree Membership | K. Shufflebotham |
| 6. NEW BUSINESS | |
| 6.1 Curriculum Committee Update | S. Henderson |
| ✓ 6.1.1 Terms of Reference | |
| ✓ 6.1.2 EREC Program Change | |
| 7. DISCUSSION TOPIC: | |
| • Essential/Foundational Skills | C. Bos |
| 8. ADJOURNMENT / NEXT MEETING | K. Shufflebotham |
| • Next Meeting: February 7, 2023 | |
| [MOTION] | |



MEDICINE HAT COLLEGE
Board of Governors – General Academic Council

MINUTES
October 4, 2022

Administration

Members: Kevin Shufflebotham, President & CEO (Chair)
Wayne Resch, Vice President, Administration & Finance
Clay Bos, Dean, School of Arts, Science & Education/Acting Vice President Academic & Provost
Sandy Henderson, Dean of Student Services/Registrar
Jason Openo, Dean, School of Health & Community Services
Chad Flinn, Dean, School of Trades & Technology
Timothy Spielman, Dean, School of Business & Continuing Studies

Faculty Members: Linda Tooth, School of Business & Continuing Studies
Jason Bonogofsky, School of Trades & Technology
Mark Kaethler, School of Arts, Science & Education
Kate Squires, School of Health & Community Services
Serena Cataldo, School of Health & Community Services
Stan Hansen, School of Trades & Technology

Student Members: Alysha Kuntz, Students' Association President
Lily Schaerer, Students' Association VP Internal
Shivam, Students' Association VP External
Kannan Stickel, Students' Association VP Community
Carolyn Marr, Student Council Representative
Marnie Gatfield, Student Council Representative
Mizuki Iwata, Student Council Representative

Guests: Hadija Drummond, Director, International Education

Regrets: Jason McLester, School of Arts, Science & Education
Colleen Whidden, School of Arts, Science & Education
Abdul Qaderi, Student Council Representative

Administrative Resource: Paula Forsythe, Executive Assistant, Vice President Academic & Provost

1. CALL TO ORDER

The Chair called the meeting to order at 10:01 am.

2. APPROVAL OF THE AGENDA

Changes to the agenda: item #6.2 will be changed from 'Faculty Association Update' to: Faculty Update.

Additions to the agenda: item #7.2: Curriculum Committee (Sandy Henderson).

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

Motion: (M. Kaethler)

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

CARRIED

3. APPROVAL OF THE MINUTES

The Chair called for any errors or omissions to the minutes from the May 10, 2022 meeting. Changes to the minutes: on page 4; the title of item #4.2 will be changed to: Faculty Update, Linda Tooth, School of Business & Continuing Studies.

Hearing no further changes, the motion for approval was called.

Motion: (C. Flinn)

“That the minutes of the General Academic Council meeting of May 10, 2022 be adopted as amended.”

CARRIED

4. GAC ORIENTATION

Kevin gave a PowerPoint presentation including background information on GAC and its subcommittees, duties of GAC; as well as the Post-Secondary Learning Act (PSLA). PSLA and GAC ToR provided for reference.

5. 2021-22 GAC MEETING TIMES

Everyone agreed that 10:00am – 12:00pm on a Tuesday would work well for the next meeting. We will continue with that meeting time for now and if we need to adjust it next semester due to changes with members' availability, etc.; we can do so.

6. EXECUTIVE UPDATE

6.1 Executive Administration

Kevin Shufflebotham, President & CEO

Enrolment is strong this year; up by 2.3%. FLE for fall is up by 40 which means we are meeting regional needs. Thank you to everyone for this collective effort and the great work that has been done to achieve this.

Jason Openo has accepted the position of Dean, School of Health & Community Services and has started in the position just this week – Congratulations Jason!

Dr. Nancy Brown has accepted the position of Vice President Academic & Provost and we are excited to welcome her back to MHC on November 14, 2022. She will be a great addition to our team.

There has been a lot of transition in the academic portfolio over the summer. Thank you to the Senior Academic Leadership Team for the seamless coverage.

We recently had our Indigenous naming ceremony which was a great experience and we are so lucky to have this new addition to our campus. The name for the new space is Big Eagle.

The official HWAE Grand Opening will take place on October 25th; mark your calendars!

Priorities for GAC this year:

- Finalize the Academic Plan
- Autonomous degrees
- New program development: Data Analytics and Sustainable Energy Systems scheduled to launch in Fall 2023
- Implement WIL framework

Clay Bos, Acting Vice President Academic & Provost

Clay will be acting as VPA& Provost until November 14th when Dr. Nancy Brown will start at MHC. As Jason Openo has accepted the position of Dean, School of Health & Community Services; we will be looking to fill the vacant position of CITE Director soon.

We recently had a follow-up meeting with CAQC regarding our self-study in pursual of a Bachelors' Degree in Paramedicine. Work is ongoing with the recommendations provided to us by CAQC.

New apprenticeship expansion programs (launching in Fall 2023):

- Sustainable Energy Systems Professional (60% taught in industry; offered a bit different than other programs as classes will occur evenings and weekends)
- Data Analytics

It's great to see staff and students in the hallways again now after the past couple of years. This will also bring some challenges so we will continue to monitor things and work through them as necessary.

Wayne Resch, Vice President Finance & Administration

ERP Project: Payroll, Finance and Human Resources systems have been implemented and we are looking at student systems next, however; it is taking a bit longer than originally anticipated.

HWAE: for the most part; phase 1 is now complete. There is still a bit of clean up to be done and we are still working to remedy some issues with fire regulations/building capacity.

Work will begin soon on the 2023-24 budget; meetings will begin in November.

6.2 Faculty Update

Linda Tooth, School of Business & Continuing Studies

Some faculty are hearing of some student expectations now that we are post-covid, and this is causing some challenges. Things are different now and we will need to determine some

solutions in order to move forward. *(Clay indicated that there will be some communication going out soon with regard to post-covid expectations and operations).*

We are working with a lot of new part-time faculty and getting them up to speed.

6.3 Student Update

Alysha Kuntz, Students' Association President

We attended a conference for AB student councils and were able to have a voice in selecting priorities and goals that are important to students.

Provincial Goals:

- Linking tuition to the long-run rate of inflation. We are interested to see how this goes over the next couple of years.
- Advocating for meaningful consultation.
- Increasing funding for WIL so that institutions can incorporate more of these opportunities.

Federal Goals:

- International student traction: currently international students are only allowed to work 20 hours off campus, which creates issues around timing with employment after graduating, etc.
- Increased student financial assistance.
- Increased Indigenous student supports.

Alysha attended a conference in Toronto which led to a new program the Students' Association is offering which provides a large variety of counselling services, goal setting, etc. This is great as people can talk to someone instantly without having to wait for an appointment. We are excited to be able to offer these services to everyone on campus.

We are finding that students are really wanting to get involved with events and volunteering this year which is great to see post-covid.

7. NEW BUSINESS

7.1 HONORARY APPLIED DEGREE COMMITTEE

This Committee is chaired by the Vice President Academic & Provost. The President, as well as the Executive Director, Advancement & Community Relations are also members of the Committee and we will need one faculty member from GAC, as well as one student from GAC to participate. Students and faculty: please communicate this information and let us know of a student and faculty member who would like to participate. This is an important committee and it's not a huge time commitment as there are only one or two meetings that members will need to attend.

If anyone knows of someone worthy of an MHC Honorary Applied Degree, please let us know and we can work with you to complete a nomination form if needed.
(Terms of Reference provided for information)

7.2 CURRICULUM COMMITTEE

The main role of this committee over the years has been to review any proposed course/program changes and we've had many discussions around the table, around exactly what items really need to be brought to the Committee. The first meeting this year will be on October 24th and there will be some changes to the Terms of Reference that Sandy will discuss with the Committee.

Membership: five faculty members have been identified to participate this year, but we still need one more faculty member from GAC, as well as a dean and one student from GAC. Please contact Sandy or Lana for more information of if you would like to participate on the Committee.

8. DISCUSSION TOPICS/PRESENTATIONS 2021-22

Chad Flinn and Clay Bos provided a presentation: Version 1.0 of the Academic Plan.

- Many engagement sessions held on campus with the Senior Leadership Team (SLT), the Senior Academic Leadership Team (SALT) as well as students, faculty & staff before work began.
- The model of the Plan includes the purpose, three goals and the six frames that relate to those goals.
- SALT will be working with our new VPA Dr. Brown, on next steps for the Academic Plan and ensure work continues within the frames identified.

9. FOR INFORMATION

9.1 2021-22 Approved Motions

10. ADJOURNMENT/NEXT MEETING

The meeting was adjourned at 11:26 am.

Next meeting: TBD

MOTION: (S. Henderson)

“That the October 4, 2022 General Academic Council meeting be adjourned”.

CARRIED



CURRICULUM COMMITTEE GENERAL ACADEMIC COUNCIL

Terms of Reference

PURPOSE:

The Curriculum Committee reviews and recommends for approval matters pertaining to curriculum, including new programs, and significant changes to programs that require Government of Alberta approval to General Academic Council. The Curriculum Committee brings together the academic expertise of its faculty with the expertise of the administration and support services to assure the quality and academic standards of the educational programs provided by Medicine Hat College.

MANDATE:

The Medicine Hat College General Academic Council is established to be consistent with the Alberta Post-Secondary Learning Act. The Committee is established by General Academic Council in order to provide detailed evaluation of significant curriculum changes in advance of General Academic Council review at its regular meetings.

ACCOUNTABILITY:

The Curriculum Committee is accountable to General Academic Council and shall provide their draft minutes at the next meeting of the Council.

MEMBERSHIP:

Curriculum Committee members are appointed annually by General Academic Council and normally include:

- Vice-President, Academic (ex officio, non-voting)
- One faculty representative from General Academic Council – this will be a rotating position approved by General Academic Council – GAC.
- Five faculty members: at least one member from each Academic School (nominated by their respective Schools and ratified by the Faculty Association). Faculty members are appointed for 2-year terms with half appointed each year if possible.
- One Academic Dean
- Dean of Student Services/Registrar
- One student (nominated by the Student Association)

Members on the Curriculum Committee may or may not be members of General Academic Council.

ADMINISTRATIVE SUPPORT:

Administrative support for the Committee is provided and coordinated by the Office of the Dean of Student Services/Registrar. This includes maintaining records of meetings and supporting materials.

OPERATING PROCEDURES:

The Curriculum Committee:

- meets as necessary
- may request information from any group or individual in the College
- may request people to attend
- may strike sub-committees and may appoint members outside of the Committee to sit on these sub committees
- may seek advice from groups or individuals external to the College
- may invite guests to its regular meetings
- is chaired by the Dean of Student Services/Registrar
- normally strives for consensus and makes formal decisions by a simple majority vote at a meeting where quorum is established
- achieves quorum when there is attendance by five members with at least one member from faculty and one member from administration
- agendas are set by the Chair of the Committee

MEDICINE HAT
COLLEGE

Proposed
Program Changes

School: School of Arts, Science & Education

Program Name: Environmental Reclamation Technician (EREC)

**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.

Indicate the type(s) of change(s) involved: Change in program name

- Program Name
- Change in program name
- Change in program requirements/sequencing
- Change in continuation and/or grad. requirements
- New Program
- Delete course from the program
- Change in program description
- Change in admission requirements
- Add courses to program
- Change in total hours/credits

Provide a rationale for the changes:

Medicine Hat College (MHC) endeavours to provide access to relevant education to strengthen regional vitality. The Environmental Reclamation Technician program is uniquely designed to combine traditional learning with practical application and maintains many successful collaborative partnerships. The processes and operations in the environment are continually evolving, and the program name should be transformed to better align to the needs of our region while maintaining the well established and successful portions of the program.

There is an emerging demand for specialized environmental technicians and a two-year diploma in Environmental Biology and Reclamation Technology will continue to provide learners with the skills, knowledge and abilities that are currently in demand in Alberta but attached to a more recognizable name. The Government of Alberta Labour Market research (OCCinfo) shows that Biologists, Biology technicians and related occupation are currently in high demand. Emerging occupations in Alberta include Reclamation Specialists, Sustainability Specialist, and other relevant environmental technician positions.

The revision of the program name requires minimal investment and transferability will be maintained in the current articulation agreements. The name change will improve opportunities for employment as it encompasses all parts of the current program.

By changing the program name, MHC will be able to help learners achieve their goal, find employment in our region, and provide collaboration opportunities.

Current Calendar Program Description

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

Environmental Reclamation Technician Diploma.

Consider a career where your passion for the environment and making the world a better place can be combined with excellent job and earning potential. Would you like the chance to work out of doors, travel and be able to apply your knowledge and skills to solve problems? Do you have above average communication, people and computer skills? Do you enjoy collecting information, meeting deadlines and have strong organization and planning skills? The environmental field is rapidly expanding and there is very strong demand for individuals with the required attitude, knowledge, skills and practical experience. Environmental Reclamation is the returning of lands disturbed from oil and gas activities, logging, mining, infrastructure or industrial development back into either economically productive or natural habitats. Government regulations now require that only individuals with extensive training, knowledge and professional designation can certify reclamation of disturbed lands or decommissioning of wells and pipelines. The MHC Environmental Reclamation Technician program is a two-year diploma designed with potential employers to include specific training essential for this career while focusing on the unique environmental conditions of southern Alberta and Saskatchewan. Graduates may find office or field orientated employment with private or government agencies involved with environmental monitoring; reclamation of disturbed lands; environmental planning; carrying out of phase one and two assessments, drilling waste management; integrated vegetation management; well decommissioning; resource development; conservation organizations or environmental impact assessments and auditing. Development of practical skills and applied training will take place during the programs Capstone Project in the final term.

Proposed Calendar Program Description

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

Environmental Biology and Reclamation Technology Diploma.

Consider a career where your passion for the environment and making the world a better place can be combined with excellent job and earning potential. Would you like the chance to work out of doors, travel and be able to apply your knowledge and skills to solve problems? Do you have above average communication, people and computer skills? Do you enjoy collecting information, meeting deadlines and have strong organization and planning skills? The environmental field is rapidly expanding and there is very strong demand for individuals with the required attitude, knowledge, skills and practical experience. Environmental Reclamation is the returning of lands disturbed from oil and gas activities, logging, mining, infrastructure or industrial development back into either economically productive or natural habitats. Government regulations now require that only individuals with extensive training, knowledge and professional designation can certify reclamation of disturbed lands or decommissioning of wells and pipelines. The MHC Environmental Biology and Reclamation Technology program is a two-year diploma designed with potential employers to include specific training essential for this career while focusing on the unique environmental conditions of southern Alberta and Saskatchewan. Graduates may find office or field orientated employment with industry or government agencies involved with environmental monitoring; reclamation of disturbed lands; environmental planning; carrying out of phase one and two assessments, drilling waste management; integrated vegetation management; well decommissioning; resource development; conservation organizations or environmental impact assessments and auditing. Development of practical skills and applied training will take place during the programs Capstone Project in the final term.