MEDICINE HAT COLLEGE
General Academic Council

AGENDA

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

1.	**CALL TO ORDER**	K. Shufflebotham
2.	**APPROVAL OF AGENDA** **[MOTION]**	All
✓ 3.	**APPROVAL OF MINUTES –** September 23, 2024 **[MOTION]**	All
4.	**UPDATES**	
✓	**4.1 Administration Update**	N. Brown
✓	**4.2 Academic Staff Update**	M. Kaethler
✓	**4.3 Student Update**	L. Schaerer
✓ 5.	**Draft Revised GAC Terms of Reference**	Chair
✓	**5.1 Draft Revised Board of Governors Motion**	
6.	**Academic Policy Update**	N. Brown
7.	**CAQC Degree Granting Process/Update**	N. Brown
8.	**NEW BUSINESS**	
	8.1 Curriculum Committee	S. Henderson
	8.1.1 Minutes *(to follow)*	
✓	**8.1.2 Addictions Counselling Proposal**	
✓	**8.1.3 Pharmacy Technician Proposal**	
9.	**DISCUSSION TOPIC: International Enrolment**	H. Drummond
10.	**ADJOURNMENT / NEXT MEETING** • Next Meeting: January 20, 2025 **[MOTION to ADJOURN]**	Chair

✓ **Denotes Agenda Items with Attachments**

MEDICINE HAT COLLEGE
General Academic Council

MINUTES

September 23, 2024

Crowfoot Room

10:00am – 12:00pm

CALL TO ORDER
- Kevin Shufflebotham opened the meeting at 10:02am and welcomed everyone to the first GAC meeting of 2024-25. Roundtable introductions were done as there are a few new members this year.

APPROVAL OF AGENDA
- Hearing no additions or changes to the agenda, the motion for approval was called.

Motion: (S. Henderson)
"That the agenda of the General Academic Council meeting of September 23, 2024, be adopted as presented."   *CARRIED*

APPROVAL OF MINUTES – May 28, 2024
- Page 1; the second sentence in the first bullet under "Discussion Topic – Faculty" (near the bottom of page) will be revised from:

  *"The first cohort of the program began in **January** 2024…"* to: *"The first cohort of the program began in the **fall** of 2024."*

Motion: (L. Schaerer)
"That the minutes of the General Academic Council meeting of May 28,2024, be adopted as amended."
                                                                                                 CARRIED

GAC ORIENTATION
Post-Secondary Learning Act (Academic Council)
- Kevin provided an overview of the PSLA which speaks to the role and mandate of General Academic Council within comprehensive community colleges (ccc's). It also determines GAC membership which is appointed by the Board of Governors.
- The PSLA also highlights the duties of GAC which include making recommendations or reports to the Board with respect to any matter the Board refers to GAC, including academic policy related to:
  - Academic standards/policy re: apprenticeship programming
  - Courses/programs offered
  - Academic awards

Terms of Reference
- A lot of work was done in recent years to ensure the Terms of Reference align to the PSLA.
- GAC elects a Chair from the membership, as well as two Vice-Chairs (one from each constituent group represented). The Chair, Vice-Chair (as well as the VP Academic & Provost, as an additional resource) will then make up the GAC Executive Committee for the year. The GAC Executive Committee meets in advance of GAC meetings and determines the agendas.
- All GAC members are encouraged to attend all meetings. If there are any requests for agenda items; please contact the GAC Executive Committee members, or Paula Forsythe (as the admin resource to GAC).
- All members of GAC are voting members (a proxy vote cannot be given to other Council members). The guests in attendance at meetings do not vote.
- Quorum is reached with a minimum of 4 administrative members, 4 academic staff members and 4 student members. Fourteen members in total must be present. Please notify Paula in advance if you are unable to attend a meeting.

- Subcommittees of GAC:
    1. Curriculum Committee
    2. Honorary Applied Degree Committee
- Process for changes to the Terms of Reference:
    - A written notice must be submitted to the Chair no less than 10 days prior to a meeting.
    - The Chair will then place a notice of motion on the next GAC agenda; with 30 days provided to consider the change.
    - At the first meeting after the 30-day period; Council will vote on the proposed change and will be ratified with at least 2/3 of members present.
- Attached to the TOR is a Board of Governors Motion (page 7) which will be revised this year. Any references to items that are not term related will be removed. Any associated changes to the TOR can also be proposed at that time.

ELECTION OF GAC CHAIR
- As no nominations were brought forward for the GAC Chair; Kevin Shufflebotham will remain as Chair for 2024-25.

ELECTION OF GAC VICE-CHAIRS
- Elizabeth nominated Mark Kaethler for a vice-chair position from the academic staff member constituency, and Mark agreed.
- Lily self-nominated for a vice-chair position from the student constituency.
- Both Lily and Mark left the room so Council could discuss the nominations and conduct a vote. No concerns were raised; GAC members were in favor of the nominations.
- As Vice-Chairs of GAC, Lily and Mark will also be members of the GAC Executive Committee along with Kevin Shufflebotham as Chair, and Nancy Brown as a guest/resource.

Motion: (K. Shufflebotham)
"That Mark Kaethler represent the academic staff members at the General Academic Council Executive Committee, as Vice-Chair for 2024-25".   *CARRIED*

Motion: (E. Pennefather-O'Brien)
"That Lily Schaerer represent the student members at the General Academic Council Executive Committee, as Vice-Chair for 2024-25".   *CARRIED*

MEETING FORMAT (online/in-person)
- GAC members were in agreement to hold hybrid meetings this year; with an option for members to join via Teams if necessary.

UPDATES
- Following the same format as recent years; updates are given at each GAC meeting from all 3 constituent groups. As there was no formal GAC Executive meeting in advance; Kevin invited any academic staff or student members in attendance to provide an update today if they wish.

Administration
Nancy Brown:
- Official enrollment for 2023-24: 2119 FLEs' (not headcount); 201 above previous year (1918 in 2022-23). The majority of the increase is from new program enrollment as well as international student registration.
- Verbal feedback received after recent IRCC changes were announced that will significantly impact MHCs' future international student numbers. Major changes announced nationally, including significant regional impacts. More to come on this as we receive more information.
- Pharmacy Technician program proposal: removed from todays' agenda and will be brought forward to GAC at the November meeting. This is a new diploma for MHC, with the curriculum being purchased from NorQuest College. This is a very well-established program that we are looking to launch in fall 2025.

- The Academic Plan 1.0 is in place (2023-26), with 18 priority initiatives in the context of 6 different objectives. The priority initiative review is currently in the final stages with some items removed, some changed, etc. Hoping to present Academic Plan 2.0 during the October Academic Update which Nancy will be hosting (similar to open forums).
- CAQC (Campus AB Quality Council): as a CCC, we can offer our own degrees with permission from CAQC. We've been back and forth with them for a while now on our original proposal for a Bachelor of Paramedicine. We've now changed course and are working with CAQC on a new proposal going forward in October 2024. This also leads into agenda item #9.3 (MHC Technology Integration Plan) which we will be reviewing later in the meeting and is one element included in the CAQC proposal.

Academic Staff Update
- No updates at this time.

Student Update
Lily Schaerer:
- Lily has been elected as Chair of ASEC (AB Students' Executive Council) which empowers and unites student leaders to advocate for the best interests of post-secondary students in Alberta, ensuring accessible advanced education and quality of life for students.
- Six students running for Student Council positions, with elections taking place later this week.
- Students have been struggling recently with the WIFI connection on campus as it's been affecting hybrid learning, meetings, etc. and we've received a lot of complaints about this.
  (Chuck mentioned that the WIFI issue has been identified and a solution was just applied over this past weekend. If any other issues arise, please log a request with the Call Centre).

NEW BUSINESS
Curriculum Committee
- This is an important committee and last year, we had a lot of great discussion and did a lot of work. This Committee reviews and recommends for approval, matters pertaining to curriculum including changes to existing courses and programs, as well as new programs and significant changes to programs that require Government of Alberta approval. The Curriculum Committee brings together the academic expertise of faculty, administration and support services to assure the quality and academic standards of the educational programs MHC provides.

Terms of Reference
- Included for information.

2024-25 Membership
- We are seeking GAC representatives from the academic staff and student constituencies to participate on the 2024-25 Curriculum Committee. There will be a meeting prior to the November GAC meeting and Sandy will be reaching out for members.
- Last year, Peter Kelly was the Curriculum Committee member appointed by GAC. Peter has agreed to continue this position for 2024-25.

Motion: (S. Henderson)
"That Peter Kelly will participate on the Curriculum Committee, as the GAC representative for 2024-25".   *CARRIED*

Honorary Applied Degree Committee
- Each year, MHC awards a community member with an Honorary Applied Degree during the convocation ceremony. This is the highest credential we can grant and honors someone who has made substantial contributions to the College and/or Medicine Hat community and aligns with our mandate.
- If you know of anyone who is worthy of this award, please let us know and we can always work with you to complete the required nomination package.
- It was noted that this policy is due for review in December 2024, however; all policies are being reviewed for submission to CAQC including the Honorary Applied Degree.

Terms of Reference
- Included for information.

2024-25 Membership
- Nominations come to this Committee which consists of Kevin Shufflebotham (President), Dr. Nancy Brown (Vice-President Academic & Provost), Mark Keller (Executive Director, Advancement & Community Relations), 1 academic staff member from GAC, and 1 student member from GAC.
- Participation on this Committee is not a huge time commitment (only 1-2 meetings). Please consider if you'd like to join for 2024-25 and submit your name to Paula at pforsythe@mhc.ab.ca.

MHC Technology Integration Plan
Overview & Invitation for Feedback

- One of the CAQC recommendations in order to be able to grant our own degree, was the creation of This Plan, included for information & feedback today.
- This Plan focusses on the technology integration centered around teaching & learning (students and academic needs) and aligns with the goals of the Academic and Strategic Plans.
- Chuck is inviting feedback today on the objectives included in The Plan as their Team has worked to develop initiatives in direct support of the objectives. The metrics are very high level and rely heavily on feedback. If anything is missing from This Plan, please let Chuck know.
- As GAC includes members from all constituencies, Chuck will bring The Plan back to GAC to oversee and monitor going forward. Updates will be provided to GAC regularly.
- Feedback today:
    - With having 2 campuses; hoping there is a way of digitally connecting both (potentially tied to This Plan)
    - Will there be a repository for shared work?

FOR INFORMATION
2023-24 GAC Approved Motions

ADJOURNMENT / NEXT MEETING
- The meeting was adjourned at 11:04am.
- Next meeting: November 25, 2024
- Paula will schedule the May meeting and if we decide it's not needed, we will cancel.
- 2024-25 Meetings:
    - November 25, 2024
    - January 20, 2025
    - March 31, 2025
    - May 2025?

Motion: (L. Schaerer)
"That the September 23. 2024 meeting of General Academic Council, be adjourned.
                                            CARRIED

General Academic Council
November 25, 2024
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.
2. **Academic Plan version 1 (2023-24 Priority Initiatives):** Report on progress achieving our priority initiatives was distributed through campus-wide email.
3. **Academic Plan version 2 (2024-26 Priority Initiatives):** Plan was distributed November 15 through campus-wide email.
4. **Academic Update:** Open forum was held by the VPA&P on October 26, in which Academic Plan version 2 was presented.
5. **IRCC/International:** Monitoring, advocating, and communicating in response to changes implemented by IRCC that impacts international student enrollment is ongoing.
6. **MHCFA collective agreement**: Bargaining between Medicine Hat College Faculty Association and MHC is continuing.

Academic Staff Update
November 2024

- **CAQC and Degree:**
    - o Faculty who attended the open forum received clarity on this.
    - o Still questions around timelines.
- **Communications:**
    - o Given lack of knowledge regarding open forum on October 29, the mention of it in On Campus was not as pronounced as it could be (insufficient "fireworks" relative to other things).
- **Bookstore Orders**:
    - o Faculty continue to encounter issues with insufficient numbers of texts being ordered, despite having ordered enough copies through the system.
    - o Increasing onus placed on faculty to ensure books are in the bookstore.
- **Student Grievance Process**:
    - o We have worked with the student representatives and administration to ensure that the right to a grievance process and the responsibility to follow it are upheld since no current process appeared to be in place.
- Academic Staff have the following concerns with **the current Grade Appeals process**:
    - o Discrimination cases should be separate from this process and handled by someone with the necessary expertise.
    - o There is no process for the Chair's final written response to the student to go ahead to the Dean and appeal committee, which needs to be in place for consistency.
    - o There is no formalized written process for what happens if the appeal is in the Chair's course.
    - o There is Faculty Association representation for the faculty member but not the chair, who is a faculty member.
    - o It is our understanding that neither Chairs nor the Faculty Association were consulted before the last revisions; we recommend that both be consulted in the spirit of collaboration, if council determines to make changes to this process.
- **GAC Curriculum Committee:**
    - o I have been in touch with GAC faculty and the Faculty Association.
    - o Faculty Association have voiced they don't want to be involved in ratification.
    - o In touch with Sandy regarding these things and options to make appointment process simpler for faculty members of the committee: two suggestions provided.
- **Academic Integrity concerns:**
    - o Faculty believe that we need a formal centralized place to record incidents.
    - o Faculty believe that it should be considered college business and therefore not a FOIP violation for faculty, or at least the Chair and Program Coordinator, to be aware of these incidents and notify when there are multiple infractions.
- **LLMs (Generative AI)**
    - o Given conversation at the open forum and in general, faculty have concerns about needing detection software as support (academic integrity issues).
    - o Need to ensure learning outcomes and necessary skills for students.
    - o Focus right now is on development and integration rather than detection and prevention, need to look two ways on LLMs to ensure quality across curriculum.

- Advocacy document- Over the summer, we developed an advocacy document highlighting five priority areas for the academic year, specifically tailored for Medicine Hat College. To access visit https://samhc.ca/samhc-advocacy-initiatives/
  - **Mandatory Non-Instructional Fees (MNIFs):** We are advocating for a review and rationalization of MNIFs to ensure that fees are transparent and justifiable, and directly contribute to the quality of student services and campus life.
  - **Engagement with Senior Academic Leadership Team (SLT):** We aim to enhance meaningful consultation with the Medicine Hat College Senior Leadership Team to ensure that student voices are considered in college decisions and future planning.
  - **Support for Club Faculty Advisors/Recognition for Student Leaders:** Recognizing the vital role that club activities play in our academic environment, we are working to secure release time for faculty advisors to support their commitment to student clubs. We are also working to have students recognized for their leadership at MHC on their transcripts.
  - **Collaboration on Non-Credit Courses/Programs:** We are fostering collaboration between students, faculty, and the administration to expand and improve non-credit courses and programs that can provide valuable skills and learning opportunities outside the traditional curriculum.
  - **Expansion of Open Educational Resources (OERs):** We advocate for the increased adoption of and support for OERs to reduce the financial burden on students and provide greater access to educational materials.
- We recently hosted a successful Diwali event, with approximately 85 students in attendance.
- We've appointed two new council representatives, Candia Sissons and Dawson Yeoman, completing our team.
- To date, there have been two academic appeals. However, we are currently reviewing each appeal ground to ensure it aligns clearly with the scope of a Chair's responsibilities.
- Brooks Concerns:
  - Library Hours: Their classes end at 4 p.m. and the library closes shortly after at 4:30 p.m., leaving limited time for students to utilize the library resources effectively.
  - Student Support: A desire for in-person visits from Student Services staff at least once a month.
  - Bookstore: Every year we send students online because we don't want to order for them, and then have to return any unpurchased books. Products aren't available, coordinator says they register their PN class is Sept, so they could be sold in Jan.
  - Weekend Access: Campus closure on weekends restricts students' ability to work on assignments and projects. The Brooks library is often full, and many students lack easy access due to transportation issues.

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 shallmay 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 then 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.~~

Curriculum Change Form

This form is intended to be used to make program and/or course changes to the curriculum at Medicine Hat College. The form must be completed by the program areas and/or schools by the deadlines stipulated by the Registrar's Office each year. The form must be signed by the Dean and then sent from the Dean to the Administrative Assistant of the Registrar. Depending on the types of changes, the Registrar may send the requested changes to one or all the following committees for approval: Curriculum Committee; General Academic Council. Some changes (like program additions or deletions) must also go to the Ministry of Advanced Education. Changes are not final until approved by the Registrar and any other applicable committees or provincial governing bodies.

Complete <u>ONE</u> form per program for all changes – program-level changes, course-level changes or both.

School:	**School of Health and Community Services**
Program:	**Addictions Counselling**
Sponsor Name (identify name and position responsible for completing forms):	**Jason Openo** **Dean, School of Health and Community Services**
Proposed Implementation Date:	**July 1, 2025**

Rationale for Curriculum Changes

Provide a detailed rationale for all changes:

Medicine Hat College received funding from the Mental Health Professions Targeted Enrollment Expansion to relaunch an Addictions Counselling program in Fall 2025.

Northern Lakes College (NLC) has generously agreed to provide MHC with their Addictions Counselling diploma curriculum (an already approved program under the *Post-Secondary Learning Act*).

Medicine Hat College conducted a labor market skills analysis in 2023 that explored the current and emerging skills gap in SE Alberta, specifically focused on technical skills. One aspect of this project was using EMSI data to identify the occupation codes expected to increase in the next 3-5 years. Social Workers was the second highest occupational category expected to grow (behind healthcare), and this occupational category includes a broad range of social workers, social and community service workers, family, marriage, and other related counsellors, including Addictions Counsellors.

Stakeholder consultation. <u>Please consult your own program area as well as any other programs / schools that may be impacted by the changes.</u> Recommended list of stakeholders to contact include:

- Associate Deans, Academic Chairs and Program Coordinators
- Academic Advisors
- Admissions and Recruitment Coordinator
- Financial Aid and Awards Coordinator

- Registration and Records Coordinator
- Scheduling and Transfer Services Coordinator
- Student Systems Support and Records Administrator

List the stakeholder consultations undertaken:

Industry

MHC has obtained three letters of support from SafeLink, REDI, and the Medicine Hat Women's Shelter Society. In addition to these letters of support, MHC received the following supportive comments from industry:

Victoria Potter, RSW, YMCA: "Medicine Hat continues to struggle with addictions and mental health, I think that the more resources we have, and the more trained people we have the better our community will be. I think that this will help to lay the foundation to getting the person who is impacted by addictions to the RIGHT supports. Folks who are impacted by addictions need to have lots of opportunity and options so that when they are ready to begin their journey to recovery they can choose what will work best for them. My hope is that programs like this will help the community to adopt a more empathetic approach in supporting those who are struggling in the community."

Faculty

Dr. Shane Andrus, Chair of Community Services, possesses Master's of Therapeutic Counselling, and he has reviewed the curriculum to ensure the program contains a sufficient focus on counselling courses.

Dr. Diane Gall, Chair of Arts, has also provided valuable input into the courses from the School of Arts, Science, and Education (SASE) that should be included in the Addictions Counselling program, including a course on Ethics in the Workplace and a custom-made ENGL 203 – Identity and Invention, that integrates Indigenous literature. She has reviewed the program to ensure that the SASE can offer these courses with the proposed schedule.

Program Developer
Ryan Oscar is a graduate of MHC's previous Addictions Counselling program with a great deal of recent, real-world experience. He reviewed Northern Lakes College's curriculum and provided input on the revisions.

Program-Level Changes

Current Program: Copy and paste your current calendar description into both the left and right columns. Make changes in the right column and highlight the changes in <mark>yellow</mark>.

New Program: If it is an entirely new program, fill out the right column (New Program Description).

Program descriptions must include:
- Program Name
- Credential
- Total Program Hours/Credits
- Program Length
- Intakes
- Career Opportunities
- Industry Credentials (if applicable)
- Admission Requirements
- Post-Admission Requirements (if applicable – ex: CPR, N-95 mask fit testing)
- Program Outline (formerly program requirements)
- Practicum/Field Work (if applicable)
- Program Progression (formerly continuation requirements)

- Graduation Requirements
- Transfer & Pathways

Current Program Description	New Program Description
	Program Name: Addictions Counselling
	Credential: Diploma
	Total Program Hours/Credits: 67
	Program Length: 2 years
	Intakes: Fall
	Program Description
	The journey to recovery from addiction requires the support of trained counsellors who understand neurological reward systems, the importance of community supports, and Indigenous ways of healing. The two-year Addictions Counselling Diploma program prepares learners for a career in the addiction field. This program integrates theory and practical skills in assessment, treatment, prevention and relapse so that learners are equipped to work in counselling settings with individuals, families, groups, and communities. This program includes a 6-credit, 240-hour work placement in the Spring Semester Year 2 of the program.
	Career Opportunities
	Addictions Counselling Diploma graduates work in non-profit and private agencies, including community-based organizations, schools, addiction services, residential settings, senior care facilities, and government organizations.
	Industry Credentials
	Upon completing the diploma, students can start applying for the Certified Addictions Counselling Certification (CACC) through the Canadian Addiction Counsellors Certification Federation (CACCF).
	Admission Requirements • Credit in English 30-1 or 65% in English 30-2 Or • Successful completion of the General Educational Development (GED) test with a

standard score of 520 in Language Arts: Reading and Writing

Additional Requirements

Because of the nature of the program, students must not be abusing alcohol or drugs for at least 1 year prior to applying. Additionally, students must not abuse alcohol or drugs for the duration of the program.

Program Learning Outcomes

- Apply addictions counselling skills and interventions that are grounded in theory, research, and best practices.
- Assess needs and resources at the individual and community level.
- Appreciate client diversity and the impact of cultural, socio-economic, political, and historical factors in counselling practice.
- Operate safely within the professional practice parameters defined by legislation and their employment agency.
- Adhere to the Canadian Addiction Counsellors Certification Federation's Code of Ethical and Professional Conduct and Disciplinary Procedures.
- Develop healthy practices and demonstrate personal wellness and readiness for professional practice.
- Accept legal, ethical, and moral responsibility, and maintain professional accountability for their actions.

Program Outline

Year One – Term 1
One of:
ENGL 123 – Fundamentals of Writing 3CR
ENGL 125 - Introductory Report Writing and Speech 3 CR
OR
ENGL 252 – Introductory Composition 3CR

	IDST 100 – Introductory Communications for Helping Professionals 4 CR
	PSYC 200 – Introduction to Psychology I – Natural Science 3 CR
	ADDC 110 – Introduction to Addictions 3CR
	ADDC 120 – Introduction to Counselling 3CR
	Year One – Term 2
	ANTH 213 – Contemporary Indigenous Issues in Canada 3 CR
	ENGL 203 – Identity and Invention: An Introduction to Literature 3 CR
	SOCI 201 – Introductory Sociology 3 CR
	ADDC 130 – Assessment of Addiction 3CR
	ADDC 140 – Counselling Theories and Approaches 3CR
	Year Two – Term 1
	PHIL 248 – Ethics in the Workplace 3 CR
	ADDC 150 – Prevention and Relapse 3 CR
	ADDC 160 – Suicide and Mental Health 3 CR
	ADDC 170 – Pharmacology of Addictions 3 CR
	ADDC 180 – Indigenous Ways of Healing 3 CR
	Year Two – Term 2
	IDST 250 – Conflict Management and Crisis Intervention in the Helping Professions 3 CR
	IDST 260 – Personal Health and Wellness 3 CR
	IDST 270 – Leadership in Helping Professions 3 CR
	ADDC 190 – Addictions Counselling with Families 3 CR
	ADDC 195 – Addictions Counselling with Groups 3 CR
	Year Two – Term 3
	ADDC 250 – Practicum 6 CR
	Practicum/Field Work
	To obtain the diploma Addictions Counselling students must successfully complete a 240-hour practicum.

	The practicum placement enables students to integrate knowledge gained from courses, life, and professional experiences. Students develop practical skills and confidence working in addiction services agencies. The challenges that clients experience and the issues that tend to impact Aboriginal clients are emphasized. Self-care and stress management are examined.
	Practicum agencies may require a Police Information Check and an Alberta Children's Services Intervention Record Check of students placed in their organizations. The inability to present clear checks may prevent a student from completing the program requirements. Contact the Program Coordinator for further information.
	Graduation Requirements All courses outlined in the calendar must be completed with an overall GPA of 2.0 or higher.
	Transfer & Pathways Students should consult Transfer Alberta for information regarding transfer credit and pathways for programs and individual courses.

Are courses being deleted from the program?

List courses being deleted from program:	Course being deleted from institutional offerings:

Course-Level Changes

Current course: Copy and paste your current course description into both the left and right columns. Make changes in the right column and highlight the changes in <mark>yellow</mark>.

New course: Fill out the right column (New Course).

Course descriptions must include:
- Course Code
- Title
- Description
- Hours
- Credits

- Pre-requisites/ Co-requisites
- Prior Learning Assessment and Recognition (PLAR) Eligibility (contact Transfer Services Coordinator for more details).

Current Course	New Course
	ADDC 110 – Introduction to Addictions This course introduces students to the study of addiction. Students will gain an awareness and understanding of the theories, practical skills, and issues that guide addictions workers. Participants will begin to explore various types of addictions and their impact on the addiction field. The course will demonstrate the breadth and diversity of addictions treatment theory, and how this is expressed in practice in the current world of addiction treatment. **Hours:** 42 (3-0) **Credits:** 3
	ADDC 120 – Introduction to Counselling Skills This course introduces learners to basic counselling skills and is designed to help students develop essential helping skills needed to work with clients in the field of addiction. **Hours:** 42 (3-0) **Credits:** 3
	ADDC 130 – Assessment of Addiction **Prerequisite: ADDC 110** This course provides an overview of tools and strategies to assess client needs, including the Brain Story model. Topics include: screening, intake and orientation, types of tests and selection, as well as behavioral assessment and observation. **Hours:** 42 (3-0) **Credits:** 3
	ADDC 140 – Counselling Theories and Approaches **Prerequisite: ADDC 120** This course examines major concepts of counselling theory. Students will be introduced to counselling theories such as person centered, motivational interviewing, and solution focuses techniques. **Hours:** 42 (3-0) **Credits:** 3
	ADDC 150 – Prevention and Relapse **Prerequisites: ADDC 110 & 130** A key issue in addictions is client relapse. This

	course examines prevention through the use of relapse planning strategies. Students examine how they can support individuals in identifying, evaluating, and preventing relapse. **Hours:** 42 (3-0) **Credits:** 3
	ADDC 160 – Suicide and Mental Health in Addiction **Prerequisites: ADDC 110, ADDC 120, ADDC 130, ADDC 140** This course studies the relationship between suicide, mental health and addiction. **Hours:** 42 (3-0) **Credits:** 3
	ADDC 170 – The Pharmacology of Addictions **Prerequisites: ADDC 110, ADDC 120, ADDC 130, and ADDC 140** This course focuses on the effects of psychoactive drugs and compulsive behaviours on the human body. Students will learn the major classes of abused substances and how they act on the brain and the body through the various stages of abuse/dependence and recovery. Students examine the clinical signs, symptoms and behaviours that may be indicative of psychoactive drug use, abuse, dependence and the implications for treatment and prevention planning. Students will also be introduced to the most common medical interventions for treating addiction and co-occurring disorders. In addition, students will learn about the history of drug use based on five historical themes and the progression of drug laws and public policy in Canada and the United States. **Hours:** 42 (3-0) **Credits:** 3
	ADDC 180 – Indigenous Ways of Healing Addictions The course presents the history of addictions for the Indigenous peoples through the lens of colonialism and residential schools. Indigenous

	concepts and healing in relation to multigenerational trauma and addiction process are discussed, including traditional ways and emerging methods for healing. **Hours:** 42 (3-0) **Credits:** 3
	ADDC 190 – Addictions Counselling with Families **Prerequisites: ADDC 110, ADDC 120, ADDC 130, ADDC 140** This course looks at how families are affected by addiction and introduces techniques to work with family systems in the recovery process. Students will explore the concepts of family survival roles/resilience, co-dependency and enabling, and they will develop strategies to help families who are caught in the addictions cycle. Advocacy and effective methods of empowering families to promote responsible parenting, accountability and healthy family roles are explored. **Hours:** 42 (2-1) **Credits:** 3
	ADDC 195 – Addictions Counselling with Groups **Prerequisites: ADDC 110, ADDC 120, ADDC 130, ADDC 140** Building upon course content in ADDP0120, this course focuses on developing techniques to work effectively with groups. Learners will gain practical knowledge and experience in interviewing and supporting groups. **Hours:** 42 (2-1) **Credits:** 3
	ADDC 250 – Practicum **Prerequisites: Successful completion of both years 1 and 2 Addictions courses** The practicum placement enables students to integrate knowledge gained from courses, life, and professional experiences. Students develop practical skills and confidence working in addiction services agencies. The challenges that clients experience and the issues that tend to impact Aboriginal clients are emphasized. Self-care and stress management are examined.

	Hours: 240 **Credits:** 6
	IDST 250 – Conflict Management and Crisis Intervention in the Helping Professions **Prerequisite: IDST 100** Helping professionals often need to respond to individuals in crisis and de-escalate situations. This course presents conflict resolution models and the application of conflict resolution techniques and de-escalation strategies. Students will participate in role play labs and authentic scenarios with the purpose of practicing and developing advanced communication skills to effectively navigate difficult conversations. **Hours:** 42 hrs (2-1) **Credits:** 3
	IDST 260 – Personal Health and Wellness This course is designed to offer an overview, within the context of the helping professions, of the physical, social, mental, environmental, and spiritual aspects of personal health and wellness. Topics include the three-legged stool of nutrition, exercise, and sleep, as well as stress management, common health problems and their prevention. This course includes an individualized analysis of personal health issues and physical fitness. Students will be expected to demonstrate knowledge of the concepts of health and wellness, describe their dimensions, and plan, implement and report on a specific wellness plan or project as it relates to their own life. **Hours:** 42 (3-0) **Credits:** 3
	IDST 270 – Leadership in the Helping Professions This course examines leadership within personal and professional contexts. Students explore leadership qualities and skills necessary to be effective leaders in helping professions. Students will be provided opportunity to examine their own leadership styles and their sphere of influence in their field. **Hours:** 42 (3-0)

	Credits: 3
A separate Curriculum Change form will be submitted by Dr. Diane Gall, Chair, Arts.	**PHIL 248 – Ethics in the Workplace** A study of the nature of moral reasoning, of competing ethical theories, and of selected practical issues that relate to working and professional life (i.e., the relation between ethics and law, the ethics of work, professional ethics, employer-employee relations, care giver-client relations, confidentiality, deception and truth-telling, paternalism, coercion and informed client consent, disabilities and the value of persons, et cetera). The choice of topics will depend on the program being served. **Hours:** 42 hrs (3-0) **Credits:** 3

Form Submission Instructions

Please have your Dean review and sign. The signed form needs to be sent from the Dean to the Administrative Assistant to the Registrar. An email from the Dean to the Administrative Assistant to the Registrar will also be considered as a signed submission.

Dean Signature

Internal Registrar's Office Use ONLY	
Curriculum Committee:	**General Academic Council (if applicable):**
Approved Date:	Approved Date:

Should you have any questions about the form or curriculum process, please reach out to the Associate Registrar or Administrative Assistant of the Registrar.

Curriculum Change Form

This form is intended to be used to make program and/or course changes to the curriculum at Medicine Hat College. The form must be completed by the program areas and/or schools by the deadlines stipulated by the Registrar's Office each year. The form must be signed by the Dean and then sent from the Dean to the Administrative Assistant of the Registrar. Depending on the types of changes, the Registrar may send the requested changes to one or all the following committees for approval: Curriculum Committee; General Academic Council. Some changes (like program additions or deletions) must also go to the Ministry of Advanced Education. Changes are not final until approved by the Registrar and any other applicable committees or provincial governing bodies.

Complete <u>ONE</u> form per program for all changes – program-level changes, course-level changes or both.

School:	**School of Health and Community Services**
Program:	**Pharmacy Technician Diploma**
Sponsor Name (identify name and position responsible for completing forms):	**Jason Openo** **Dean, School of Health and Community Services**
Proposed Implementation Date:	**July 1, 2025**

Rationale for Curriculum Changes

Provide a detailed rationale for all changes:

In 2020, MHC hired an external consultant to explore the potential of offering a Pharmacy Technician diploma. This 2020 report indicated an expected increase in demand for pharmacy technicians within the next five years. This expected increase in demand for Pharmacy Technicians has been corroborated by MHC's recent *Technical Skills Study* which anticipates increased demand for healthcare technicians in the next 3-5 years.

Strong regional support has also established local need. Alberta Health Services South Zone strongly supports the program because Pharmacy Technician has been one of the harder positions to fill in this region. South Country Co-Op's excitement for the program includes offering MHC space at its 13th AVE SE location.

MHC's explorations also highlighted that the five other colleges in Alberta offering Pharmacy Technician diplomas all report having wait lists. As evidenced by the letters of support for the program, local pharmacies strongly support the program, and regional employers will be willing to provide students practicum and work-integrated learning opportunities.

To launch the Pharmacy Technician Program, Medicine Hat College purchased NorQuest College's nationally accredited curriculum from its Pharmacy Technician Diploma. This arrangement includes ongoing mentorship from Norquest's Chair (and Accreditation Specialist, as necessary) for MHC's program developer. NorQuest would also be willing to offer an annual joint professional development session

between NorQuest Pharmacy Technician's instructional team and MHC's instructors to offer ongoing support and networking around teaching practice and resources.

The curriculum package includes:
   a. Curriculum map
   b. Course syllabi
   c. Exams and assessment rubrics
   d. Lesson plans
   e. Instructor PPTs
   f. LMS content – Norquest would provide a SCORM package for the LMS materials.

This collaboration with NorQuest ensures that Medicine Hat Colleges Pharmacy Technician Diploma will be a coherent, high-quality program.

Stakeholder consultation. <u>Please consult your own program area as well as any other programs / schools that may be impacted by the changes.</u> Recommended list of stakeholders to contact include:

- Associate Deans, Academic Chairs and Program Coordinators
- Academic Advisors
- Admissions and Recruitment Coordinator
- Financial Aid and Awards Coordinator

- Registration and Records Coordinator
- Scheduling and Transfer Services Coordinator
- Student Systems Support and Records Administrator

List the stakeholder consultations undertaken:

Industry

See the attached letters of support from:
- Alberta Health Services South Zone
- Garrett Garlock, Pharmasave
- Ripal Patel, Sobey's Pharmacy Medicine Hat
- Dr. Stephen Schadeck – MacKenzie Drugs

Faculty
School of Arts, Science, and Education – Conversations were held with Chair, Science to determine the right Anatomy and Physiology course for the Pharmacy Technician program. Their guidance suggested that BIOL 152, previously used for the Practical Nursing program, would be the most appropriate course; this course will be renamed Anatomy and Physiology for Health Professionals. Conversation also took place with Chair, Arts. ENGL 155 Scientific and Technical Writing has not been offered in years, but it is the appropriate course and will be brought back in Fall 2025.

Canadian Council of Accreditation of Pharmacy Programs
Conversation with the Canadian Council of Accreditation of Pharmacy Programs (CCAAP) demonstrated excitement about the prospect of a new program, and that offering the program in Fall 2025 was "quite doable" because we are purchasing the program curriculum from a well-established provider. CCAPP also released new Standards for Pharmacy Technician Programs in June 2024, "so this is good timing to start preparing a program." These new standards take effect in Fall 2025.

CCAPP recommended applying for accreditation and submitting accreditation fees once we have received internal and external approvals and have hired a coordinator to start the process of planning and curriculum mapping. At that time, MHC would apply for Qualifying status. Once MHC's first cohort starts in the program, MHC would apply for Provisional status. At that time, MHC's coordinator would submit a self-study and a CCAPP team would do a site visit. With Provisional status graduates are eligible to sit their Pharmacy Examining Board of Canada exams and register for licensure. Provisional status is valid for two years. Once MHC's first cohort graduates from the program, MHC would apply for Accreditation status by again submitting a self-study and hosting another site visit to provide CCAPP ample feedback from students, instructors, preceptors, and stakeholders.

Program-Level Changes

Current Program: Copy and paste your current calendar description into <u>both</u> the left and right columns. Make changes in the right column and highlight the changes in <mark>yellow</mark>.

New Program: If it is an entirely new program, fill out the right column (New Program Description).

Program descriptions must include:
- Program Name
- Credential
- Total Program Hours/Credits
- Program Length
- Intakes
- Career Opportunities
- Industry Credentials (if applicable)
- Admission Requirements

- Post-Admission Requirements (if applicable – ex: CPR, N-95 mask fit testing)
- Program Outline (formerly program requirements)
- Practicum/Field Work (if applicable)
- Program Progression (formerly continuation requirements)
- Graduation Requirements
- Transfer & Pathways

Current Program Description	New Program Description
	Program Name: Pharmacy Technician
	Credential: Diploma
	Total Program Hours/Credits: 75.5
	Program Length: 2 years
	Intakes: Fall
	Program Description Regulated pharmacy technicians are involved with dispensing prescriptions, preparing compounded medications and sterile products, repackaging pharmaceuticals, managing inventory, teaching patients to use medical devices, and providing patient care. In the lab, students have the opportunity to use technologies currently employed by those working in the profession,

including laminar airflow hoods and Kroll®
computer software.

Career Opportunities
Pharmacy Technicians compound, prepare, and
dispense prescriptions and pharmaceutical
products, under the direction of pharmacists. They
also provide services that promote health and
wellness as well as safe and effective drug
distribution. Pharmacy Technicians work in a
variety of community pharmacies, hospitals, and
long-term care facilities. They can also work for
health insurance companies (such as Alberta Blue
Cross), pharmaceutical companies, and pharmacy
suppliers.

Industry Credentials
Pharmacy Technician is a regulated profession,
governed by the Alberta College of Pharmacy, and
the program is in the process of becoming
accredited by the Canadian Council for
Accreditation of Pharmacy Programs.

Admission Requirements

- High school diploma, general education
  diploma (GED), or equivalent
- Language Arts
    - 60% in English Language Arts 30-1
    - 70% in English Language Arts 30-2
- Mathematics
    - 60% in Mathematics 30-1
    - 60% in Mathematics 30-2
- Biology
    - 60% in Biology 30
- Chemistry
    - 60% in Chemistry 30

English language proficiency requirements

All applicants must meet the National Association
of Pharmacy Regulatory Authorities (NAPRA)
language proficiency requirements prior to
admission. Language proficiency test results must
be no more than two years old and not expired at
the start of the program. Proof of English language
proficiency may be met in one of two ways:

	• Graduation from a high school, CEGEP (general and professional teaching college in Quebec), community college, private career college, or university program in Canada if the program was of at least 3 years' duration and was provided in English with successful completion of three consecutive English language courses. Second-language or additional language courses are not acceptable as evidence.
	
	OR
	
	• Test scores we accept:
	   o IELTS Academic
	      ▪ Reading 7.0 | Listening 7.0 | Speaking 7.0 | Writing 6.5
	   o OET
	• Reading B | Listening B | Speaking B | Writing C+
	
	Program Learning Outcomes
	
	At the conclusion of the MHC's Pharmacy Technician Program, students will be able to:
	
	• Model a thorough understanding of the knowledge required of a pharmacy technician.
	• Apply knowledge of pharmaceutical science, pharmacy practice, and biological sciences to recognize when to consult.
	• Communicate effectively in written and spoken forms in the role of a pharmacy technician to establish caring relationships with patients and maintain collaborative professional relationships.
	• Accurately apply and execute mathematical operations, especially in the realm of pharmaceutical calculations.
	• Demonstrate critical thinking and problem-solving skills within the context of operational pharmacies.
	• Use appropriate pharmacy management software to locate, select, and document appropriate information.

	• Display ethical and professional behaviour in pharmacy practice to ensure safe, effective, and efficient product distribution.
	Program Outline This section should provide a list of courses the student must take to complete the program, breaking them down by major (if applicable and different between majors), year, and terms. Include course credits.

	Year One - Term 1
	ENGL 155 – Scientific and Technical Writing 3 CR
	IDST 100 – Introductory Communication for Helping Professionals 4 CR
	BIOL 152 – Anatomy and Physiology for Healthcare Professionals 4 CR
	PHRM 100 – Introduction to Pharmacy Practice 3 CR
	PHRM 101 – Pharmaceutical Calculations 3 CR
	PHRM 111 – Community Prescription Processing Lab 4 CR
	Year One - Term 2
	PHRM 102 – Pharmacy Law and Ethics 3 CR
	PHRM 115 – Pharmacotherapy I 3 CR
	PHRM 125 – Pharmacotherapy II 3 CR
	PHRM 113 – Community Pharmacy Practice 3 CR
	PHRM 123 – Community Pharmacy Lab 4 CR
	Year Two – Term 1
	PHRM 133 – Compounding Lab 3 CR
	PHRM 201 – Institutional Prescription Processing 3 CR
	PHRM 202 – Institutional Pharmacy Practice 3 CR
	PHRM 205 – Professional Practice 3CR
	PHRM 235 – Pharmacotherapy III 3 CR
	Year Two – Term 2
	PHRM 206 – Medication Safety and Risk Management 3 CR
	PHRM 207 – Integrated Skills for Pharmacy Technicians 3 CR
	PHRM 208 – Non-Prescription and Complementary Therapies 3 CR
	PHRM 233 – Institutional Pharmacy Lab 3 CR
	PHRM 253 – Sterile Products Lab 3 CR
	Year Two – Term 3
	PHRM 210 – Community Practicum 4 CR
	PHRM 220 – Institutional Practicum 4.5 CR

	Practicum/Field Work Students will gain practical experience applying the knowledge and skills of a pharmacy technician in both institutional pharmacy and community pharmacy settings. Students are preceptored in a community pharmacy for four consecutive weeks (160 hours) and in an institutional pharmacy for five consecutive weeks (200 hours). Some evening and weekend shifts may be required. Institutional settings may require students to complete certain immunizations, N95 mask fitting, and provide a current Criminal Record Check prior to starting the practicum. The inability to present clear checks may prevent a student from completing the program requirements. **Program Progression** Students must achieve a minimum grade of C in all PHRM theory and lab courses. **Graduation Requirements** To successfully complete this program, students must: • Attain a minimum cumulative GPA of 2.0 • Complete the required practicums with a grade of CR **Transfer & Pathways** Students should consult Transfer Alberta for information regarding transfer credit and pathways for programs and individual courses.

Are courses being deleted from the program?

List courses being deleted from program:	Course being deleted from institutional offerings:

Course-Level Changes

Current course: Copy and paste your current course description into both the left and right columns.

Make changes in the right column and highlight the changes in <mark>yellow</mark>.

New course: Fill out the right column (New Course).

Course descriptions must include:
- Course Code
- Title
- Description
- Hours
- Credits

- Pre-requisites/ Co-requisites
- Prior Learning Assessment and Recognition (PLAR) Eligibility (contact Transfer Services Coordinator for more details).

Current Course	New Course
Chris Lukowski will be submitting a course change for BIO 152 Anatomy and Physiology for Practice Nurses	BIO 152 Anatomy and Physiology for Healthcare Professionals This course offers an introduction to normal structure and function of the human body using a systems approach. **Hours:** 84 (6-0) **Credits:** 4
	PHRM 100 – Introduction to Pharmacy Practice Explore the history of pharmacy practice. Discover the role and scope of practice of the pharmacy technician within the Canadian health-care system. Examine health promotion and primary health care in relation to medication use. Explore the use of critical thinking in pharmacy practice. Learn the fundamentals of pharmacy practice related to drug development and manufacturing, drug stability, drug formulations and uses, and safe medication practices. This course also introduces you to lifelong learning through reflective practice and has a mentorship component. **Hours:** 42 hrs (3-0) **Credits:** 3
	PHRM 101 – Pharmaceutical Calculations Learn the application of arithmetic to pharmacy calculations. Examine units of measurement, pharmacy math, calculation of medication doses, and those calculations used in the preparation of extemporaneous compounds and parenteral products. **Hours:** 42 hrs (3-0)

	Credits: 3
	PHRM 111 – Community Prescription Processing Students will learn to identify the legal requirements of a prescription and how to interpret prescription information. Commonly used drug information resources will be used to research prescribed medications. Finally, students will enter prescription information in a commonly used pharmacy software program, building speed and accuracy over the course. **Hours:** 84 hrs (3-3) **Credits:** 4
	PHRM 102 – Pharmacy Law and Ethics Examine the laws and ethics that govern health care, pharmacy practice, and the profession of pharmacy technician in Alberta. Learn the value of professionalism, the Code of Ethics, and the concept of self-regulated professions. Students will differentiate between personal and professional values and principles. **Hours:** 42 hrs (3-0) **Credits:** 3
	PHRM 113 – Community Pharmacy Practice **Prerequisite: PHRM 100** Learn about community pharmacy operations in relation to the roles of pharmacy personnel, security, technology, and contemporary issues in community pharmacy practice. Explore the application of federal and provincial legislation to community pharmacy services. **Hours:** 42 hrs (3-0) **Credits:** 3
	PHRM 115 – Pharmacotherapy 1 **Prerequisites: BIO 152 & PHRM 100** Examine the pathological processes that underlie infections, inflammation, and pain. Examine the diseases and disorders of the immune system, and of the skin, eyes, and ears. Study the medications used to manage and treat related medical conditions including their generic and brand names, place in therapy, mechanism of action, pharmacokinetics and pharmacodynamics,

	precautions, adverse effects, auxiliary labels, and other considerations as they pertain to the pharmacy technician's scope of practice. **Hours:** 42 hrs (3-0) **Credits:** 3
	PHRM 123 – Community Pharmacy Lab **Prerequisites: IDST 100, ENG 155, PHRM 100, PHRM 101, PHRM 111** **Co-requisite: PHRM 102** Gain practical experience in applying safe and accurate medication practices in community pharmacy environments. Develop a knowledge base of frequently prescribed medications and related dosage forms while mastering basic concepts of prescription dispensing, checking, inventory management, and patient interactions. Performance evaluation is based on evidence of the attainment of skills and demonstration of professionalism throughout the lab sessions. **Hours:** 84 hrs (3-3) **Credits:** 4
	PHRM 125 – Pharmacotherapy 2 **Prerequisites: PHRM 115** Examine the pathological processes that underlie diseases and disorders of the endocrine, reproductive, genitourinary, and nervous systems (including mental health). Study the medications used to manage and treat related medical conditions including their generic and brand names, place in therapy, mechanism of action, pharmacokinetics and pharmacodynamics, precautions, adverse effects, auxiliary labels, and other considerations as they pertain to the pharmacy technician's scope of practice. **Hours:** 42 hrs (3-0) **Credits:** 3
	PHRM 133 – Compounding Lab **Prerequisites: PHRM 100, PHRM 101, PHRM 111** Gain practical experience in preparing a variety of extemporaneous compounds, including liquids, suspensions, emulsions, lotions, solutions, ointments, creams, and suppositories. Learn how to competently calculate, weigh, and measure

	chemicals and complete records required in pharmacy practice. **Hours:** 56 hrs (1-2) **Credits:** 3
	PHRM 201 – Institutional Prescription Processing Lab **Prerequisites: PHRM 123** **Co-requisite: PHRM 202** Expanded knowledge in the use of pharmacy software programs. Practice order entry of prescriptions for institutionalized patients by entering the prescriptions according to simulated institutional health-care agency guidelines. **Hours:** 42 hrs (0-3) **Credits:** 3
	PHRM 202 – Institutional Pharmacy Practice **Prerequisites: PHRM 101, PHRM 102, PHRM 113** Explore the ways in which institutional pharmacy operations influence the work of pharmacy personnel and the function of drug distribution systems and pharmacy services. Study the issues that affect institutional pharmacy practice and the impact of technology and trends. Learn how federal and provincial legislation applies to institutional pharmacy services. In addition, you will learn about aseptic technique in the preparation of sterile products. **Hours:** 56 hrs (2-1) **Credits:** 3
	PHRM 205 – Professional Practice for Pharmacy Technicians **Prerequisites: IDST 100, ENGL 155, PHRM 102** Examine the continuing education responsibilities of the pharmacy technician in the profession and practice of pharmacy. Utilizing patient-centred communication skills, learn to describe and demonstrate accurate and safe patient teaching for the use of common medical devices and aids. Demonstrate several point-of-care testing (POCT) procedures for optimizing patient care and consider POCT needs and challenges, including storage, waste management, test parameters, and standard operating procedures.

	Hours: 42 hrs (1-2) **Credits:** 3
	PHRM 206 – Medication Safety and Risk Management **Prerequisites: IDST 100, ENGL 155, PHRM 202, PHRM 115, and PHRM 125** Examine safe medication practices and risk-management strategies designed to reduce the occurrence of medication incidents while supporting zero-tolerance for errors, effective reporting and disclosure, and the development of a just culture of patient safety in all pharmacy environments. Explore the medication reconciliation process and its impact on patient safety. **Hours:** 42 hrs (0-3) **Credits:** 3
	PHRM 207 – Integrated Skills for Pharmacy Technician **Prerequisites: Successful completion of all first year and second year Term One courses** **Co-requisites: PHRM 206, PHRM 208, PHRM 233, and PHRM 253** Integrate theory and hands-on lab skills from throughout the pharmacy technician diploma program as you prepare for clinical placement in the program and a career as a pharmacy technician. **Hours:** 42 hrs (1-2) **Credits:** 3
	PHRM 208 – Non-prescription and Complementary Therapies **Pre-requisites: PHRM 205 and PHRM 235** Examine the role of the pharmacy technician in assisting patients with non-prescription medication and complementary therapy information. Emphasis is placed on the demonstration of appropriate communication and interview strategies within the scope of practice. **Hours:** 42 hrs (2-1) **Credits:** 3

	PHRM 233 – Institutional Pharmacy Lab **Prerequisites: PHRM 201, PHRM 235, PHRM 202, and PHRM 133** Gain practical experience in applying safe and accurate medication practices in institutional pharmacy environments. Develop a knowledge base of frequently prescribed medications and related dosage forms while mastering basic concepts of prescription dispensing and checking in a variety of drug distribution systems. Performance evaluation is based on evidence of the attainment of skills and demonstration of professionalism throughout the lab sessions. **Hours:** 56 hrs (0-3) **Credits:** 3
	PHRM 235 – Pharmacotherapy III **Prerequisites: PHRM 115, PHRM 125** Examine the pathological processes that underlie diseases and disorders of the cardiovascular, musculoskeletal, respiratory system, and gastrointestinal systems (including nutrition). Study the medications used to manage and treat related medical conditions including their generic and brand names, place in therapy, mechanism of action, pharmacokinetics and pharmacodynamics, precautions, adverse effects, auxiliary labels, and other considerations as they pertain to the pharmacy technician's scope of practice. **Hours:** 42 hrs (0-3) **Credits:** 3
	PHRM 253 – Sterile Products Lab **Pre-requisites: PHRM 235, PHRM 123, PHRM 201, PHRM 202** Pharmacy Technician students apply previous knowledge in the preparation of sterile products, including parenteral medication. They develop competency in the skills required by pharmacy technicians for sterile products: basic aseptic techniques, accuracy, record keeping, and strict adherence to protocol. **Hours:** 56 hrs (0-3) **Credits:** 3

	PHRM 210 – Community Practicum **Prerequisites: Successful completion of both years 1 and 2 PHRM courses** Gain practical experience applying the knowledge and skills of a pharmacy technician in a community pharmacy setting. Students are preceptored in a community pharmacy for four consecutive weeks (20 days/160 hours). Some evening or weekend shifts may be required. **Hours:** 160 **Credits:** 4
	PHRM 220 – Institutional Practicum **Prerequisites: Successful completion of both years 1 and 2 PHRM courses** Gain practical experience applying the knowledge and skills of a pharmacy technician in an institutional pharmacy setting. Students are preceptored in an institutional pharmacy for five consecutive weeks (25 days/200 hours). Some evening or weekend shifts may be required. **Hours:** 200 **Credits:** 4.5

Form Submission Instructions

Please have your Dean review and sign. The signed form needs to be sent from the Dean to the Administrative Assistant to the Registrar. An email from the Dean to the Administrative Assistant to the Registrar will also be considered as a signed submission.

Dean Signature

Internal Registrar's Office Use ONLY	
Curriculum Committee:	**General Academic Council (if applicable):**
Approved Date:	Approved Date:

Should you have any questions about the form or curriculum process, please reach out to the Associate Registrar or Administrative Assistant of the Registrar.