



# MEDICINE HAT COLLEGE

## General Academic Council

### AGENDA

October 4, 2022

Crowfoot Room

10:00 am – 12:00 pm

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- |  |                                    |
|--|------------------------------------|
| 1. CALL TO ORDER                                     | K. Shufflebotham                   |
| 2. APPROVAL OF AGENDA<br>[MOTION]                    | All                                |
| ✓ 3. APPROVAL OF MINUTES – May 10, 2022<br>[MOTION]  | All                                |
| 4. GAC ORIENTATION                                   | K. Shufflebotham                   |
| ✓ 4.1 Post-Secondary Learning Act (Academic Council) |                                    |
| ✓ 4.2 GAC Terms of Reference                         |                                    |
| 5. 2022-23 MEETING TIMES                             | K. Shufflebotham                   |
| 6. EXECUTIVE UPDATE                                  |                                    |
| 6.1 Executive Committee                              | K. Shufflebotham, W. Resch, C. Bos |
| 6.2 Faculty Update                                   | L. Tooth                           |
| 6.3 Students' Association                            | L. Schaerer                        |
| 7. NEW BUSINESS                                      | K. Shufflebotham                   |
| 7.1 Honorary Applied Degree Committee                |                                    |
| 7.1.1 Terms of Reference                             |                                    |
| 7.1.2 2022-23 Membership                             |                                    |
| 8. DISCUSSION TOPIC: ACADEMIC PLAN                   | C. Flinn/C. Bos                    |
| 9. FOR INFORMATION                                   |                                    |
| ✓ 9.1 2021-22 GAC Approved Motions                   |                                    |
| 10. ADJOURNMENT / NEXT MEETING                       | K. Shufflebotham                   |
| • TBD  |                                    |
| [MOTION]   |                                    |



## MEDICINE HAT COLLEGE Board of Governors – General Academic Council

### MINUTES

May 10, 2022

#### Administration

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

Faculty Members: Linda Tooth, School of Business & Continuing Studies  
Russel Krasnuik, School of Health & Community Services  
Christy Gust, School of Arts, Science & Education  
Peter Kelly, School of Trades & Technology  
Kallie Lavoie, School of Health & Community Services

Student Members: Alysha Kuntz, Students' Association President  
Lily Schaerer, Students' Association VP Internal  
Sarah Manning, Students' Association VP Community & Wellness  
Abdul Qaderi, Student Council Representative

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

Regrets: Harrison Applin, Dean, School of Health & Community Services  
Jason McLester, School of Arts, Science & Education  
Joe Grove, School of Trades & Technology

#### Administrative

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

#### 1. CALL TO ORDER

Kevin Shufflebotham called the meeting to order at 10:06am.

#### 2. APPROVAL OF THE AGENDA

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

#### MOTION: (C. Flinn)

“That the agenda of the General Academic Council meeting of May 10, 2022 be approved as amended. **CARRIED**”

### 3. APPROVAL OF THE MINUTES

The Chair called for any errors or omissions to the minutes from the March 7, 2022 meeting. Hearing none, the motion for approval was called.

**MOTION: (S. Fitzsimmons)**

**“That the minutes of the General Academic Council meeting from March 7, 2022 be approved as presented.”**

**CARRIED**

### 4. EXECUTIVE UPDATE

#### 4.1. Executive Committee

**Kevin Shufflebotham, President & CEO**

**Convocation**

- We will be celebrating convocation on June 10<sup>th</sup> at Co-op Place
- Morning ceremony: 2020-21 graduates
- Afternoon ceremony: 2021-22 graduates
- Everyone is encouraged to attend and celebrate with our graduates

**Investment Management Agreement (IMA)**

- We are in the process of submitting our IMA; it will go to the Board for their recommendation before going to the Minister of Advanced Education
- Next year: 15% of our grant will be performance based
- 2023/24: increasing to 25%
- 2024/25: increasing to 40%
- Metrics:
  - Work Integrated Learning Opportunities
  - Domestic Enrolment & Domestic Apprenticeship Enrolment
  - Graduate Outcomes
- Transparency Metrics: (not related to funding)
  - International Student Enrolment
  - Indigenous Student Enrolment
  - Revenue Dependency Ratio by Fiscal Year
  - Graduate Employment Rates by Survey Year
- As a CCC; our mandate must be approved by the Minister of Advanced Education
- Our mandate includes certificates, diplomas, post-diplomas, applied degrees; with the recent addition of bachelor degrees

**Wayne Resch, Vice President Finance & Administration**

**ERP Project**

- Still planning to go live with Finance on July 1, 2022
- Currently; evaluating responses and identifying core functions

### **HWAE Expansion**

- Still a couple of weeks away from completion; some supply chain issues have caused delays
- We cannot apply for an occupancy permit before fire alarm and elevator testing take place and these are both scheduled for May 24<sup>th</sup>
- A move-in plan has been created for those who want to move back in their spaces asap, as well as for those who will move in later

### **Budget**

- The Board will have final approval on the budget, at their May 17<sup>th</sup> meeting
- A presentation will then be given to Presidents' Council and information will be shared with the College Community at an open forum on May 19<sup>th</sup>
- A lot of work currently underway on policy review – we are seeing a lot of policies coming up for review now. Once policies are reviewed/revise; that information is communicated through On Campus.

### **Sue Fitzsimmons, Acting Vice President Academic**

- Congratulations to everyone getting to the finish line this year!
- A HUGE thank you to our Faculty Association and Students' Association for navigating the concerns that arise and helping us determine how to best address them

### **Academic Planning**

- Initial engagement has taken place with both students and staff; still on track to have an initial version done of the living document, by the end of June.
- Seven themes have emerged so far. We're looking at what the current state is at MHC for each of these themes, and we're asking people to discuss the future state:
  - Physical & Virtual Learning Spaces
  - Teaching
  - Learner Success
  - Community Building & Economic Development
  - Programs
  - Credentials
  - Research & Scholarship

### **Faculty Association Bargaining**

- Since the last GAC meeting; we've completed three days of bargaining and we will continue in July, then into the fall

### **Vice-Provost, Academic Administration**

- There will be communication going out today regarding a posting that will be going up shortly for a new position: Vice-Provost, Academic Administration
- As MHC continues to evolve, our processes must also evolve. The position will be focused on looking at things like work integrated learning, new program development, program quality review processes, learning technology, policy, etc

- It will be an internal posting for consistency within the academic portfolio

### **AB Skills Competition**

- One of our apprenticeship students (Spencer Mann, 2<sup>nd</sup> year Steamfitter/Pipefitter) won gold at the Alberta Skills competition in Edmonton. This is huge news and Spencer will be joining Team Alberta to compete at the national competition in Vancouver – well done!

### **4.2. Faculty Association**

#### **Linda Tooth, Associate Representative, Faculty Association**

- Faculty are glad the semester is coming to a close; they've done a great job this year, but looking forward to a break.
- Some concerns around what the fall will look like due to covid, hybrid learning, etc.
- Looking forward to being back on campus in some aspect, in the fall
- Sue: thank you to the faculty members for the great work and innovation this year, and for their understanding & ability to remain current as instructors in their fields

### **4.3. Students' Association**

#### **Lily Schaerer, Vice President Internal, Students' Association**

- In April we held the Last Class Bash which was a success. Many students attended and we collaborated with Booster Juice for that event as well.
- We've approved a new informal appeal process which will not require a signature from the instructor but requires proof that there was some type of communication between the two parties.
- The new Students' Association Executives were sworn in on April 29<sup>th</sup> for the 2022-23 term:
  - President: Alysha Kuntz
  - VP Internal: Lily Schaerer
  - VP External: Shivam
  - VP Community & Wellness: Sarah Manning
  - Summer Council Representatives: Abdul Qaderi, Veronica Yeoman, Holly Cavanagh
- Looking forward to three conferences this summer:
  - AMICCUS: Toronto, ON (Alysha, Rebecca)
  - ASEC: Leadership Training and Goal Setting Conferences
- As a Council we are looking forward to our two biggest events in the coming fall semester: Frosh Fest and New Student Orientation.

## **5. NEW BUSINESS**

### **5.1. Hairstyling/Barber Program Update**

We had previously submitted a proposal to government for a Hairstyling/Barber program; based on a recommendation from GAC to the Board of Governors. We have not yet received a response and wanted to revisit this program opportunity.

The decision to rescind the program proposal was not made lightly. Regional data was reviewed with regard to jobs and it was found that our area is not considered to be a 'hot-spot' for these types of jobs and the regional employment average is lower than the national average. Renovation costs would also be extensive. There has been a big change with apprenticeship legislation and we expect a new Act coming out in July. Based on all of these considerations; we determined it would be best to focus on our other new program implementation and prepare for the new legislation. At this time, we recommend rescinding the proposal.

**MOTION: (K. Shufflebotham)**

**“That General Academic Council recommends to the board of Governors; rescinding the Hairstyling/Barber program proposal, as presented. CARRIED**

**6. Discussion Topic – Alberta Comprehensive Community College Mandate.**

**What does this mean to MHC?** (Led by Sue Fitzsimmons, Acting Vice President Academic & Provost)

- The AB Post-Secondary Learning Act (PSLA): governs advanced education in the province
- MHC is a CCC, which is one of the six types of institutions in Alberta with mandates dictated by government
- Today: How might our mandate as a CCC guide the future direction of our institution, considering these 4 areas:
  - Academic Programs (CCC's do not offer graduate level programs)
  - Collaboration (Huge area of opportunity for MHC. Supports regional access to undergraduate programs; MHC currently has collaborative degrees in Education & Nursing)
  - Learner Focus
  - Scholarship (research, scholarly activity, etc.) (Better access to knowledge and data in our region is critical, as well as purposeful inquiry that supports innovation)
- Discussion ensued.

**7. ADJOURNMENT/NEXT MEETING**

Next meeting: TBD Fall 2022

- ❖ **Reminder:** GAC Members are invited to an Appreciation Lunch, 12:00-1:00pm, Wednesday May 18<sup>th</sup>, Crowfoot Room.

The meeting was adjourned at 11:27 am.

**MOTION: (S. Henderson)**

**“That the May 10, 2022 General Academic Council meeting be adjourned”.**

**CARRIED**

- (iii) one member of the non-academic staff who is not engaged in the administration of the comprehensive community college nominated by the non-academic staff association;
  - (c) 7 persons appointed by the Lieutenant Governor in Council, one of whom shall be designated as chair;
  - (c.1) additional persons appointed by the Lieutenant Governor in Council on the recommendation of the Minister;
  - (d) the president of the comprehensive community college.
- (3) The members of the board may elect from among themselves a person to act as chair in the absence or inability to act of the chair.
- (4) The members of the board must act in the best interests of the comprehensive community college or polytechnic institution.

2003 cP-19.5 s44;2005 c44 s2;2018 c19 ss24,59,60

**Programs boards must provide**

**45(1)** The board of a polytechnic institution shall provide, with respect to one or more designated trades under the *Skilled Trades and Apprenticeship Education Act*, the classroom instruction required as part of an apprenticeship education program.

**(2)** The board of a polytechnic institution or comprehensive community college shall establish a process for the review and approval of proposed programs of study to be submitted to the Minister.

2003 cP-19.5 s45;2018 c19 s25;2021 c17 s1(4)

**Academic Council**

**Academic council**

**46(1)** Subject to section 47.1, for each comprehensive community college and polytechnic institution there is to be an academic council consisting of

- (a) the president, who is the chair unless a chair is elected under subsection (5);
- (b) not more than 4 senior officials, appointed as members of the council by the board;
- (c) subject to subsection (2), not more than 10 academic staff members, elected by the academic staff association of the comprehensive community college or polytechnic institution;

- (d) not more than 10 students, appointed by the council of the students association;
  - (e) not more than 5 additional members, appointed by the board.
- (2) The number of academic staff members elected to the academic council under subsection (1)(c) shall in no case be less than 1/3 of the total number of members of the academic council.
- (3) The term of office of members of the academic council shall be determined by the board.
- (4) 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 an academic council, the question shall be decided by the board and the board's decision is final.
- (5) The academic council may elect a chair from among its members.

2003 cP-19.5 s46;2005 c45 s3;2018 c19 ss26,59,60

#### **Powers and duties**

##### **47(1) An academic council**

- (a) shall make recommendations or reports to the board with respect to any matter that the board refers to the academic council, including academic policy related to the following matters:
  - (i) standards and policy respecting the selection and admission of students other than students in classroom instruction that is part of an apprenticeship education program;
  - (ii) courses and programs of instruction or training provided or to be provided by the board;
  - (iii) academic awards,
- (b) shall, in accordance with the process established under section 45(3), review proposed programs of study to be offered by the comprehensive community college or polytechnic institution, and make a report respecting that review, and
- (c) may make recommendations or reports to the board on any other matter the academic council considers advisable.

(2) A recommendation or report of an academic council under subsection (1) must be in writing and must be transmitted to the board through the president for consideration at its next meeting.

2003 cP-19.5 s47;2018 c19 ss27,59,60;2021 c17 s1(5)

#### **Alternative academic council**

**47.1(1)** Instead of having an academic council established under section 46, a comprehensive community college or polytechnic institution that meets the criteria established under the regulations may, with the written approval of the Minister, establish an academic council in accordance with the procedures established in the regulations under subsection (4).

(2) Section 47 does not apply to an academic council established under this section.

(3) If a comprehensive community college or polytechnic institution establishes an academic council under this section, any academic council established for that comprehensive community college or polytechnic institution under section 46 or continued for that comprehensive community college or polytechnic institution under Part 5 is dissolved.

(4) The Lieutenant Governor in Council may make regulations for the purposes of this section, including regulations

(a) respecting the establishment of criteria that a comprehensive community college or polytechnic institution must meet in order to be eligible to apply for approval to establish an academic council under subsection (1),

(a.1) respecting the procedures for establishing and dissolving academic councils under this section,

(b) respecting the composition of academic councils established under this section, and

(c) prescribing the powers and duties that academic councils established under this section may exercise or perform.

2005 c45 s4;2007 c7 s2;2018 c19 ss28,59,60

#### **Miscellaneous**

##### **Use of “college”, “technical institute”, “comprehensive community college” or “polytechnic institution”**

**48** No board under the *Education Act* may use the term “college”, “technical institute”, “comprehensive community college” or “polytechnic institution” in connection with its educational or other activities.

2003 cP-19.5 s48;2012 cE-0.3 s288;2018 c19 s29



## GENERAL ACADEMIC COUNCIL

### Terms of Reference

#### Preamble

The Post-secondary Learning Act (PSLA) stipulates membership, powers, and duties of an Academic Council for each post-secondary. These Terms of Reference shall in no way contravene the PSLA, College or Board policies.

The Board of Governors for Medicine Hat College is the senior body with overarching authority over General Academic Council and shall draw upon the General Academic Council for advice as outlined hereinafter to satisfy its responsibilities.

Where any question as to the powers and functions of General Academic Council, or any member or any Committee thereof, cannot be resolved by the normal procedures of the Council, the question shall be determined and settled by the Board and the Board's decision is final.

#### 1. Definitions

For the purposes of the Terms of Reference, the following definitions apply:

1. "Academic Council" means a representative council, established under the provisions of the Post-secondary Learning Act and herein referred to as General Academic Council, Council or GAC.
2. "Academic Year" means the period between September 1 of one year and August 31 of the year following.
3. "Board" means the Board of Governors of Medicine Hat College.
4. "Chair" means the Chair of General Academic Council.
5. "Council Member" means a member of the General Academic Council stipulated in Section 3 and duly appointed or elected through their appropriate constituency.
6. "Faculty Member" means a member of the Medicine Hat College Faculty Association.
7. "MHC" means Medicine Hat College.
8. "MHCFA" means the Medicine Hat College Faculty Association.
9. "SAMHC" means the Students' Association of Medicine Hat College.
10. "President and CEO" means the President and Chief Executive Officer of Medicine Hat College.
11. "Student Member" means a member of the Medicine Hat College Student Association and is a registered student of Medicine Hat College.
12. "Year Term" means an academic year.

## **2. Membership**

General Academic Council shall consist of the following members:

1. The President and CEO;
2. Three senior officials appointed as members of the Council by the Board;
3. Four Academic Deans appointed as members of the Council by the Board;
4. Eight faculty members, either elected or appointed, by the Faculty Association;
5. Eight student members selected by the Students' Association;

## **3. Conditions and Terms of Office**

1. The term of office for those appointed by the Board shall be appointed for a one (1) year term, but may be reappointed for successive terms without limitation.
2. The term of office of faculty members appointed, elected or re-elected to Council shall be for a two (2) year term, commencing after the Faculty Association Annual General Meeting.
  - a. It is intended that a broad range of academic interests are represented.
  - b. Faculty members are entitled to seek a second term consecutively, however, they must be absent for one full term before returning beyond their second term served.
3. The term of office of student members appointed, elected or re-elected to Council shall be for a period of one (1) calendar year, commencing after the Students' Association elections, subject only to their continued registration as students at MHC and the maintenance of good academic standing as specified in the academic grading policy.
  - a. It is intended that a broad range of academic interests are represented.
  - b. Student members are entitled to seek two additional terms consecutively, however, they must be absent for one full term before returning beyond their third term served.
4. An elected or appointed member may resign from Council by giving written notice to the Chair.
5. The seat of any Council Member who fails to attend two (2) consecutive meetings of General Academic Council 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. A member who has been appointed or elected to fill a vacancy shall serve for the remainder of the term of the member who resigned.
8. A Council Member who is elected or appointed to fill an unexpired term of one (1) year or less shall be eligible for re-election as though the Council Member had not served on GAC.
9. The election or appointment of members of the Council and its standing committees shall be made in accordance with the procedures of each constituency.
10. With the exception detailed in Section 3.6, no substitute or alternative Council Members may be appointed and/or elected.
11. Where any question arises as to the composition of the Council or any matter concerning the Council, the question shall be decided by the Board and the Board's decision is final.

## **4. Executive of General Academic Council**

1. The Executive of General Academic Council shall consist of the following officers:
  - a. the President and CEO;
  - b. the Vice President, Academic & Provost;
  - c. A Faculty Member selected the Faculty Association; and
  - d. A Student Member selected by the Students' Association

2. The President and CEO or designate from within the Executive shall be the Chair.
3. The Vice President, Academic & Provost shall be the Vice-Chair.
4. The President and CEO shall appoint a non-voting recording administrative staff to serve the General Academic Council and the Executive.

#### **5. Powers and Functions of the Executive**

Subject to the authority of General Academic Council, which resides in the general assembly of its members, the Executive shall:

1. coordinate the work of the Council;
2. establish necessary procedures for the conduct of its affairs;
3. act on behalf of the Council as necessary between meetings;
4. delegate any of its functions and powers as it deems proper;
5. provide draft minutes of the Council Executive meetings to General Academic Council at the next meeting of the Council.

#### **6. Duties of the Executive Members**

1. The Chair shall:
  - a. preside over all meetings of General Academic Council, and of the Executive;
  - b. as a member of Council, the chair may vote;
  - c. coordinate all business and operations of the Council;
  - d. act with the Executive to prepare the agenda for all meetings of General Academic Council;
  - e. serve as an ex-officio member of all committees of General Academic Council;
  - f. relinquish chair when participating in debate;
  - g. be a member of the Council and shall act as its official spokesman;
  - h. communicate to the Board all reports and recommendations of the Council;
  - i. ensure that all the provisions and requirements of the Terms of Reference are fulfilled;
  - j. call special meetings of the Council when convinced of the necessity or desirability to do so.
2. The Vice-Chair shall:
  - a. assume the Chair when the Chair is participating in debates;
  - b. carry out the duties of the Chair in that person's absence or becomes vacant;
3. The Recording Administrative Staff shall:
  - 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 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.
  - 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.
4. The other Council Members may be assigned special duties from time to time.

## **7. Duties of the Members of Council**

1. 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.

## **8. Duties of General Academic Council**

1. General Academic Council shall make recommendations or reports to the Board with respect to:
  - a. any matter that the Board refers to General Academic Council;
  - b. academic policy relating to standards and policy respecting the selection and admission of students;
  - c. courses and programs of instruction or training provided or to be provided by the Board;
  - d. academic awards;
  - e. any other matter General Academic Council considers advisable.
2. General Academic Council shall review proposed programs of study to be offered by MHC, and make a report respecting that review in accordance with the Post-Secondary Learning Act.
3. All recommendations and reports of General Academic Council shall be communicated to the Board in writing through the President and CEO, who shall present the recommendation or report to the Board at its next meeting.
4. Decisions and requests of the Board shall be communicated to General Academic Council through the President and CEO.

## **9. Operational Procedures of General Academic Council**

1. Schedule of Meetings
  - a. Regular meetings of General Academic Council shall be called by the Chair in accordance with a schedule established by General Academic Council, but not less than four (4) times per year.
  - b. General Academic Council shall hold such additional meetings as are deemed necessary by the President and CEO, or by the Chair, upon serving written notice of not less than two (2) business days to General Academic Council.
2. Agenda
  - a. Any member of the MHC community may refer any matter to the attention of General Academic Council by presenting a written submission to the Executive not less than ten (10) business days prior to any meeting of the Council.
  - b. 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) days prior to any meeting of the council.
  - c. Any matter not on the agenda may be considered at the meeting with the concurrence of a majority of Council Members in attendance.
  - d. Agendas of General Academic Council shall be posted publicly.
3. Attendance at General Academic Council by Non Council members
  - a. Any student or staff member of MHC may attend meetings of General Academic Council.
  - b. 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.

- c. All meetings of the Council shall be open to the College and public unless, by a two-thirds vote of its members present, the Council resolves to exclude all non-members except those specifically requested to remain.
  4. Rules of Order
    - a. All proceedings of General Academic Council shall be governed by Robert's Rules of Order Revised, except as otherwise provided or as permitted by the Chair, with consent, expressed or implied, by quorum of the Council.
    - b. It is expected that all members of General Academic Council and public visitors adhere to MHC's values during debate, discussion, and attendance at Council meetings.
  5. Quorum
    - a. A quorum of the Council at all regular and special meetings shall consist of at least four administration members, four faculty members and four student members. There shall be at least fourteen members present.
  6. Voting
    - a. All members of the Council shall be voting members.
    - b. 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.
    - c. Council Members cannot provide their proxy to other Council Members or non-Council Members.
    - d. Resolutions receiving a tie vote shall be lost.
  7. Minutes
    - a. Draft minutes of General Academic Council meetings shall be provided to the Board of Governors at the next meeting of the Board.
    - b. Approved minutes will be posted publically.
    - c. The approved minutes will serve as the official record of meetings and supersede the draft minutes.
    - d. An account of outstanding action items will be maintained for continuity and orientation purposes.
  8. Orientation to General Academic Council
    - a. A full and comprehensive orientation for the members of the incoming Council will be provided in conjunction with the first regular meeting of the Council.
- 10. Committees of General Academic Council**
  1. 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.
    - a. GAC Standing Committees include the following:
      - i. Curriculum Committee
      - ii. Honorary Applied Degree Committee
  2. 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.
  3. Standing and ad-hoc committees should endeavor to include members from all constituent groups when reasonable.

**11. Amendments to the Terms of Reference**

Any proposed change to the General Academic Council's Terms of Reference shall be brought about by the following:

1. a written notice setting out that the proposed change must be submitted to the Chair of the Council, not less than 10 days prior to a regular meeting of the Council;
2. the Chair will place the proposed change before the next meeting of the Council as a Notice of Motion;
3. the Council shall have at least 30 days to consider such a change;
4. the Council shall vote upon the proposal at the first regular meeting following this 30-day period;
5. the quorum for a meeting at which an amendment is to be considered shall be two-thirds (2/3) of the Council membership;
6. in order to be successful, a proposal for changes to the Terms of Reference must support at least two-thirds (2/3) of the Council members present;
7. any change in the Terms of Reference must be approved by the Board of Governors.

*Approved: March 1999*

*Updated: October 2004/October 2007/November 2008/March 2015 /October 2019/January 2021*



## **HONORARY APPLIED DEGREE COMMITTEE ACADEMIC COUNCIL**

### **Terms of Reference**

#### **PURPOSE:**

The Honorary Applied Degree Committee reviews and recommends for approval the honorary applied degree nominations for consideration by Academic Council.

#### **MANDATE:**

The Medicine Hat College Academic Council is established to be consistent with the Alberta Post-Secondary Learning Act. This Committee is established by Academic Council in order to provide detailed evaluation of Honorary Applied Degree Award.

#### **ACCOUNTABILITY:**

The Honorary Applied Degree Committee is accountable to Academic Council and shall provide their draft minutes at the next meeting of the Council.

#### **MEMBERSHIP:**

Honorary Applied Degree Awards Committee members are appointed annually and normally include:

- Vice-President, Academic & Provost (Chair)
- President and CEO, or their designate
- Executive Director, Advancement & Community Relations
- One faculty representative from Academic Council
- One student representative from Academic Council

Members may or may not be members of Academic Council.

#### **ADMINISTRATIVE SUPPORT:**

Administrative support for the Committee is provided and coordinated by the Office of the Vice President, Academic & Provost. This includes maintaining records of meetings and supporting materials.

#### **OPERATING PROCEDURES:**

The Honorary Applied Degree Awards Committee:

- Meets as necessary
- Is chaired by the Vice-President, Academic & Provost
- 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 three members
- Promotes and manages the application process
- Agendas are set by the Chair of the Committee



# GENERAL ACADEMIC COUNCIL

2021/2022 APPROVED MOTIONS

## NOVEMBER 1, 2021

**Motion:** (S. Henderson)

“For the General Academic Council to approve the Grade Appeal Process as presented.” CARRIED

**Motion:** (S. Henderson)

“To recommend to the Board of Governors to approve the Data Analytics for Business program, to be sent to the Minister of Advanced Education.” CARRIED

**Motion:** (S. Henderson)

“To recommend that the Board of Governors approve the Sustainable Energy System Professional program, to be sent to the Minister of Advanced Education.” CARRIED

## JANUARY 10, 2022

**Motion:** (S. Henderson)

“That General Academic Council refer to the Board of Governors for approval; the name change of the Technology Support specialization, to the Network & System Administration specialization within the Information Technology Diploma, subject to the approval of the Minister of Advanced Education.” CARRIED

**Motion:** (S. Henderson)

“That General Academic Council recommend to the Board of Governors for approval; the termination of the Education Assistant certificate, subject to the approval of the Minister of Advanced Education.” CARRIED

**Motion:** (S. Henderson)

“That General Academic Council approve the 2022-23 and 2023-24 academic schedules as updated.” CARRIED

## MARCH 7, 2022

**Motion:** (S. Henderson)

“That General Academic Council approve the revised final exam scheduling policy as presented.” CARRIED

**Motion:** (S. Henderson)

“That General Academic Council recommend to the Board of Governors for approval; the creation of the Post-Diploma Certificate in Intermediate Accounting, subject to the approval of the Minister of Advanced Education.” CARRIED

**Motion:** (S. Henderson)

“That General Academic Council recommend to the Board of Governors for approval; the termination of the Bachelor of Business Administration program, subject to the approval of the Minister of Advanced Education.” CARRIED

**Motion:** (R. Krasnuik)

“That General Academic Council move to an in-camera session”. CARRIED

**Motion:** (S. Henderson)

“That General Academic Council exit the in-camera session”. CARRIED

**Motion:** (K. Shufflebotham)

“That General Academic Council recommend to the Board of Governors for approval; the recipient of the 2021-22 MHC Honorary Applied Degree.” CARRIED

**MAY 10, 2022**

**Motion:** (K. Shufflebotham)

“That General Academic Council recommends to the board of Governors; rescinding the Hairstyling/Barber program proposal, as presented.” CARRIED