



MEDICINE HAT COLLEGE

General Academic Council

AGENDA

September 23, 2024

Crowfoot Room

10:00am – 12:00pm

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- | | |
|--|-----------------------|
| 1. CALL TO ORDER | K. Shufflebotham |
| 2. APPROVAL OF AGENDA
[MOTION] | All |
| ✓ 3. APPROVAL OF MINUTES – May 28, 2024
[MOTION] | All |
| 4. GAC ORIENTATION | K. Shufflebotham |
| ✓ 4.1 Post-Secondary Learning Act (Academic Council) | |
| ✓ 4.2 Terms of Reference | |
| 5. ELECTION OF GAC CHAIR
[MOTION] | All |
| 6. ELECTION OF GAC VICE-CHAIRS
[MOTION] | All |
| 7. MEETING FORMAT (online/in-person) | Chair |
| 8. UPDATES | |
| 8.1 Administration | N. Brown |
| 8.2 Academic Staff Update | Academic Staff Member |
| 8.3 Student Update | Student Member |
| 9. NEW BUSINESS | |
| ✓ 9.1 Curriculum Committee | S. Henderson |
| 9.1.1 Terms of Reference | |
| 9.1.2 2024-25 Membership | |
| 9.2 Honorary Applied Degree Committee | N. Brown |
| ✓ 9.2.1 Terms of Reference | |
| 9.2.2 2024-25 Membership | |
| 9.3 MHC Technology Integration Plan | C. Payne |
| • Overview & Invitation for Feedback (<i>attachment to follow</i>) | |
| 10. FOR INFORMATION | Chair |
| ✓ 10.1 2023-24 GAC Approved Motions | |
| 11. ADJOURNMENT / NEXT MEETING | Chair |
| 2024-25 Meetings: | |
| • November 25, 2024 | |
| • January 20, 2025 | |
| • March 31, 2025 | |
| • May 2025? | |
| [MOTION to ADJOURN] | |



MEDICINE HAT COLLEGE

General Academic Council

UNAPPROVED

Minutes

May 28, 2024

Courtyard

10:30 am – 12:00 pm (*Lunch served at 11:30am*)

CALL TO ORDER

- The Chair called the meeting to order at 10:36am.

APPROVAL OF AGENDA

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

Motion: (C. Bos)

“That the agenda of the General Academic Council meeting of May 28, 2024, be adopted as presented.”
CARRIED

APPROVAL OF MINUTES – April 2, 2024

- Hearing no revisions to the minutes; the motion for approval was called.

Motion: (H. Stahl)

“That the minutes of the General Academic Council meeting of April 2, 2024, be adopted as presented.”
CARRIED

UPDATES

Executive Administration

As Nancy Brown is unable to attend today; Kevin provided the update on her behalf.

- As the academic year comes to an end; we look forward to convocation and celebrating with the students. All staff/faculty are encouraged to attend if they can (June 14).
- We hope faculty will have a relaxing & restorative summer break and that all staff get some downtime this summer.
- Good news: Dual Credit agreement now signed with Grasslands School District for the Health Care Aide program. This will help to provide ways for high school students to accelerate their entry into health care careers.

Faculty Update (*Jana Smith Elford*)

- Faculty are now on break for the summer.
- Hiring is currently underway for various new faculty members, and we will see some new faces at GAC next academic year.
- As Jana will be on leave next year, this will be her last GAC meeting.

Student Update (*Lily Schaerer*)

- We had a great year and looking forward to convocation.
- Training is currently underway with the new Students’ Association Executive Team. Mizuki Iwata (incoming SA VP Internal) was introduced, and the rest of the SA Executive Team will be introduced at GAC in the fall.

DISCUSSION TOPIC: 2023-24 In Review/Good News Stories

Faculty:

- The BN program transitioned from a Bachelor of Nursing to a Bachelor of Science beginning in 2024. Krystal Lawson is commended for all her work in making this happen. The first cohort of the program began in January 2024 and students received the highest scores in the provincial exam which is a huge achievement.
- The Humanities & Social Sciences program brought back the Book Awards for the first time in 6-7 years. The Book Award is a way for instructors to acknowledge students and is a celebration of learning between students and faculty. Instructors present a book to a student in acknowledgement of their work in the

classroom, and is awarded to students who uplift others, contribute positively to the classroom and the atmosphere of learning. Faculty teaching within the Humanities & Social Sciences programs continue to foster a high level of collaboration and student mentorship within all programs.

- Liberal Education Conference: a number of MHC faculty members attended this year. The Conference fosters a lot of collaborative work and relationships between both students and faculty and provides a great opportunity to stay connected with MRU faculty. Three of our faculty members presented, as well as 2 MHC students.
- Congratulations to Rosalie Hirsch, faculty member in Arts (Linguistics), who recently successfully defended her PhD dissertation.
- There are currently a number of research projects underway at MHC incorporating student researchers which is great to see. As research opportunities/projects grow, this will provide more student mentorship opportunities as well.
- Education and Early Learning & Child Care programs: SSHRC grant secured, and articles published.
- The Education Team recently received an MHC Research & Scholarship Award within the Teaching & Learning category. Program Review has also been completed in partnership with MRU and this takes place every 7 years.
- Jennifer Usher (instructor in Education and ELCC) completed a multi-year research project on outdoor pedagogy which is great to see.
- The Education program just graduated 35 new teachers and most, if not all, have already secured employment. Various graduates of the MHC Education program in 2023 were nominated for the Edwin Parr award (1st year teaching award) which is fantastic.
- MHC collaborated with MHCBE to host 2 events on campus which provided professional development opportunities for Education students. MHCBE is working on revamping their interview process and tested it out with some of our students. They were able to go through the entire interview process, giving them a great preview for future. Nineteen students were also signed up as substitute teachers at one of the events, which is fantastic.
- The Business program hosted a student-run conference which was very successful. The student-clubs, ENACTUS/case competitions did very well in their competitions this year.
- The Advanced Accounting program is growing rapidly and seeing success with 19 students currently registered for the coming year.
- The Service Dog/Canine program, Sport & Event Marketing & Management, and Sustainable Innovation programs all graduated their first cohorts this year.
- The new Data Analytics for Business program will begin in the fall.
- Business students completed almost 200 tax returns for community members this year. This was held at the Root Cellar and was a big increase from the 50 tax returns completed last year.
- Trades Skills Competition: an MHC steamfitter/pipefitter student competed in the provincial competition and received a gold medal. He will now be competing at the national competition this week in Montreal.
- Try-a-Trade Event: high school students came onto campus this year to try out the various Trades programs and it was very successful. The Regional Trades Skills competition for high school students also went very well. This was the first year that these two events were held separately, which worked much better than when combined in past years.
- Canadian Association of Petroleum Producers (CAPP) recently donated \$61,000 as a continuation of trades and technology focused scholarships and program enhancement funding.
- Dual Credit Partnership: MHC has partnered with MHPD to offer Trades programming for grade 10 students, with the opportunity to narrow their focus the following year. Their final year of high school could involve pre-employment or registered apprenticeship programming, which provides new career pathways for students. MHC will also offer Health Care Aide programming to MHPD students in the fall (as well as Grasslands and Prairie Rose), providing them with high-demand career training. Most of the program will be done online with local opportunities for hand-on learning. This provides ways for high school students to accelerate entry into healthcare careers.
- We are looking forward to the accreditation report for the Social Work program, which is expected any day now.
- The Criminal Justice program will be launching the new curriculum in the fall.

- Targeted Enrollment Funding was received by government for the Practical Nurse program, which allowed for the addition of a new cohort.
- MRU Education Degree: we reviewed the collaborative agreement with MRU and they are very happy with the current arrangement. The auditors were pleased with the relationship model our Education faculty have with MRU faculty, as well as the Humanities & Social Sciences faculty who also teach in the program.
- A number of Trades instructors were invited to the Building Futures conference this year (AB Skilled Trades Instructors Conference) which was a great experience. It's rare for Trades instructors to be invited to conferences so it was great to see this year.
- A Scholar's Celebration was recently held in The Library to celebrate all of the research projects MHC staff and faculty were involved in this year. Research & scholarship awards were handed out for the first time, in the following 3 categories:
 - Disciplinary: projects inclusive of applied research.
 - Teaching & Learning: research in or for the classroom that is field-specific, uses new technologies, and/or develops original pedagogical techniques.
 - Scholarship: significant achievement in peer-reviewed scholarly activity.
- Enrollment is currently up 10% which is huge. There are a lot of contributing factors including strong international student growth year over year, as well as some new programs launching in the fall.
- This was also a very successful year in all Athletics programs.
- Continuing Studies: very active this year and a lot of great work done in developing new opportunities. The recent partnership with the Medicine Hat Tourism Association is huge and going forward, we will be providing all of their front-line staff with initial training.
- Other recent CS opportunities/partnerships involve training in welding for agriculture, as well as the Urban School/Agriculture Discovery Centre which allows students to become familiar with farm labor, etc.

Students:

- Elections were recently held, resulting in a great turnout with both council and executive members and there was some competition this year with the elections for the Executive Team.
- Shortly after covid, the SA found that student event engagement had decreased considerably, however; this year they noticed a lot more engagement and attendance at various events.
- 13 student clubs were registered by the end of the academic year. Students can start any sort of club on campus as long as they have 6 members to start. The Sport & Event Marketing & Management student clubs collaborated this year and were able to raise funds in order to provide a gaming system for the hospital.
- Lily and Nikita attended a conference in the fall during advocacy week which was a great experience; they were able to meet with provincial government representatives and had fantastic discussions.
- This year, the SA will have a budget surplus which will allow them to put additional supports toward scholarships.

ADJOURNMENT / NEXT MEETING

- Kevin thanked everyone for all of the great work done at GAC this year. Have a great summer!
- Meeting adjourned at 11:16am.
- Next meeting: Fall 2024

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.

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(2), 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.



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 elected to Council by the Faculty Association.
 - vii. “Student Member” means 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.
 - 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

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 appointed to GAC ex-officio:
 - a. The Vice-President Academic and Provost,
 - b. The Vice-President Administration and Finance,
 - c. The Dean of Arts, Science, and Education,
 - d. The Dean of Health and Community Services,
 - e. The Dean of Business and Continuing Education,
 - f. The Dean of Trades and Technology,
 - g. The Registrar and Dean of Students,
 - h. The Director of Teaching and Learning, and
 - i. The Director of International Education
2. Should the number of academic staff members elected to academic council be less than 1/3 of the total membership, the President and CEO, in consultation with the Vice-President Academic and Provost, shall advise the Board which administrative staff from above are voting members of GAC at the first Board meeting of the academic year.
3. The term of office of academic staff members elected to Council shall be for a one (1) year term, commencing on 1 July of the year of appointment, subject only to their continued employment as academic staff members at MHC.
 - a. It is requested that a broad range of academic interests be represented.
 - b. Academic staff members may sit up to four (4) consecutive terms.
 - c. 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.
 - a. It is requested that a broad range of academic interests are represented.
 - b. Student members may sit up to four (4) consecutive terms.
 - c. 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. 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 COMMITTEE GENERAL ACADEMIC COUNCIL

Terms of Reference

PURPOSE:

The Curriculum 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 (such as name changes, program suspensions, or program terminations, significant credit load changes) that require Government of Alberta approval. The Curriculum Committee brings together the academic expertise of its faculty with the expertise of the administration and support services to assure the quality and academic standards of the educational programs provided by Medicine Hat College.

MANDATE:

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

ACCOUNTABILITY:

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

MEMBERSHIP:

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

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

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

ADMINISTRATIVE SUPPORT:

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

OPERATING PROCEDURES:

The Curriculum Committee:

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



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



Medicine Hat College Policy HONORARY APPLIED DEGREE

Policy #:	GA-06
Policy Authority:	Vice-President, Academic
Executive Sponsor:	Vice-President, Academic
Approved by:	President and CEO
Effective Date:	December 3, 2019
Next Mandatory Review Date:	December 3, 2024
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy provides a consistent framework and criteria for the awarding of an honorary applied degree at Medicine Hat College (MHC).

2. SCOPE

This policy applies to all nominations for an honorary applied degree at MHC.

3. DEFINITIONS

- **Honorary Applied Degree:** an academic credential to honour the recipient for their contributions.

4. PRINCIPLES

- 4.1 MHC honours outstanding individuals who have made significant contributions to education and/or demonstrate a commitment to values aligned with the college and community.
- 4.2 An honorary applied degree is one of higher education's most significant accolades.

5. DIRECTIVES

- 5.1 Honorary applied degrees are generally awarded for one of the following reasons
 - a) to recognize extraordinary intellectual or artistic achievement;
 - b) to honour service to the college and to the wider community municipally, provincially, nationally, or internationally); and
 - c) to honour both the grantee and the spirit of the institution.
- 5.2 Recipients must be alumni, former employees, former Board of Governors, former public officials, or community members.

- 5.3 Only the Board of Governors of MHC may authorize the award of an honorary applied degree. The Board's power to do so is codified in section 107 of the Alberta Post-secondary Learning Act.¹
- 5.4 Members of the Board of Governors, MHC employees, and members of the public are authorized to nominate candidates to receive honorary applied degrees.
- 5.5 Honorary applied degrees are awarded at the annual convocation ceremony.
- 5.6 An honorary applied degree recipient shall not receive a speaker's fee or honorarium for accepting an honorary applied degree or delivering a commencement address or the equivalent.
- 5.7 Honorary applied degrees will be awarded in person, unless awarded posthumous.

6. RESPONSIBILITIES

- 6.1 **Vice-President, Academic** is responsible for overseeing the administration of the honorary applied degree.

7. APPLICABLE LEGISLATION/REGULATIONS

Alberta Post-secondary Learning Act

8. RELATED PROCEDURES

PR-GA-06-01: Honorary Applied Degree

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: December 3, 2019

ORIGINAL COPY SIGNED

Terry Chapman
Vice-President, Academic

Date: December 3, 2019

DOCUMENT HISTORY

December 2019 Revised policy

¹ (Alberta Post-secondary Learning Act)



GENERAL ACADEMIC COUNCIL

2023/2024 APPROVED MOTIONS

SEPTEMBER 25, 2023

Motion: (J. Smith-Elford) "That General Academic Council adopt the Terms of Reference as tabled on May 2, 2023." **CARRIED**

JANUARY 22, 2024

Motion: (S. Henderson)
"That General Academic Council approve the revised Terms of Reference of the Curriculum Committee." **CARRIED**

Motion: (S. Henderson)
"That General Academic Council approve Peter Kelly as the Faculty member from GAC for the Curriculum Committee." **CARRIED**

Motion: (S. Henderson)
"That GAC refer the Data Analytics for Business Certificate as amended, to the Board of Governors for discussion." **CARRIED**

Motion: (S. Henderson)
"That GAC refer the proposed Post-Diploma Certificate in Marketing & Design to the Board of Governors for discussion". **CARRIED**

Motion: (S. Henderson)
"That GAC refer the proposed suspension of the Sustainable Business Innovation and the Science and Innovation for Sustainable Development majors within the Sustainable Innovation Diploma, to the Board of Governors for discussion". **CARRIED**

Motion: (S. Henderson)
"That GAC refer the proposed suspension of the Agroecology Technician Diploma to the Board of Governors for discussion". **CARRIED**

Motion: (S. Henderson)
"That GAC refer the proposed termination of the Data Analytics for Business Diploma to the Board of Governors for discussion". **CARRIED**

Motion: (S. Henderson)
"That GAC approve the 2024-2025 Academic Schedule as amended". **CARRIED**

Motion: (S. Henderson)
"That GAC approve the 2025-2026 Academic Schedule as amended". **CARRIED**

APRIL 2, 2024

Motion: (S. Henderson)
"That General Academic Council refer to the Board of Governors for approval, the termination of the Practical Nurse Refresher Certificate, subject to the approval of the Minister of Advanced Education." **CARRIED**

Motion: (L. Schaerer)
"That General Academic Council move to an in-camera session". **CARRIED**

Motion: (K. Shufflebotham)

“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 2023-24 MHC Honorary Applied Degree”.

CARRIED