



## 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 today’s 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 Schaefer:

- 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](mailto: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**