



MEDICINE HAT COLLEGE

General Academic Council

AGENDA

May 26, 2025
10:00am – 12:00pm

Crowfoot Room

(Teams link: [Join the meeting now](#))

Lunch Provided (Build-your-own Taco bar)

-
- | | |
|---|------------------|
| 1. CALL TO ORDER | K. Shufflebotham |
| 2. APPROVAL OF AGENDA | All |
| [MOTION] | |
| ✓ 3. APPROVAL OF MINUTES (March 31, 2025) | All |
| [MOTION] | |
| 4. UPDATES | |
| ✓ 4.1 Administration Update | N. Brown |
| ✓ 4.2 Academic Staff Update | J. Holowachuk |
| ✓ 4.3 Student Update | H. Orr |
| 5. NEW BUSINESS | T. Gyorkos |
| ✓ 5.1 Honorary Applied Degree Policy | |
| [MOTION] | |
| ✓ 5.2 Honorary Applied Degree Procedure | |
| [MOTION] | |
| ✓ 5.3 Summary of Changes | |
| 6. CURRICULUM COMMITTEE | S. Henderson |
| ✓ 6.1 Agri-Business Certificate Proposal | |
| [MOTION] | |
| ✓ 6.2 Agri-Business Diploma Proposal | |
| [MOTION] | |
| ✓ 6.3 ELCC Name Change | |
| [MOTION] | |
| 7. DISCUSSION TOPIC | |
| • 2024-25 Good News Stories/Updates/Accomplishments | All |
| 8. ADJOURNMENT / NEXT MEETING | K. Shufflebotham |
| • Next Meeting: TBD Fall 2025 | |
| [MOTION to ADJOURN] | |



MEDICINE HAT COLLEGE

General Academic Council

Minutes

March 31, 2025
10:00am – 12:00pm
Crowfoot/Teams

CALL TO ORDER

- The Chair called the meeting to order at 10:04am.

APPROVAL OF AGENDA

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

Motion: (S. Hansen)

“That the agenda of the General Academic Council meeting of March 31, 2025, be adopted as presented.”

CARRIED

APPROVAL OF MINUTES (January 20, 2025)

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

Motion: (K. Lavoie)

“That the minutes of the General Academic Council meeting of January 20, 2025, be adopted as presented.”

CARRIED

UPDATES

Administration Update

Academic Staff Update

Student Update

- Updates provided in agenda package; no questions raised during the meeting.

NEW BUSINESS

Draft Board Motion

- The Draft Board Motion was tabled at the November 2024 GAC meeting and approved at the January 2025 meeting. Since then, Mark Kaethler reached out on behalf of the Faculty Association (FA), indicating that the Board Motion doesn't align with the FA's terms. The previous version stated that academic staff members will be nominated for a 1-year GAC term, but the FA nominates members for 2-year terms. The only changes made to the Board Motion at this time, is to reflect this alignment with the FA. If GAC approves, this will go forward to the Board of Governors at their next meeting.

Motion: (S. Henderson)

“That General Academic Council refers the proposed Draft Board Motion to the Board of Governors for approval, with changes as presented.”

CARRIED

CURRICULUM COMMITTEE

- The 2025-26 academic calendar is now published. Thank you to the Curriculum Committee members for all the work done this year.

Data Analytics for Business Termination

- The Diploma in Data Analytics for Business was launched in 2022-23 as a result of the targeted enrolment expansion funding provided by government. As there was not sufficient uptake, The Diploma program was modified into a certificate, however; this did not increase interest. At this time, the recommendation is to terminate the certificate due to lack of student demand and no applications received.

Motion: (S. Henderson)

“That General Academic Council refers the proposed Data Analytics for Business Termination to the Board of Governors for approval.”

CARRIED

BEET Program Name Change

- Approximately 8 years ago, the Computer Aided Drafting & Design (CADD) program was changed to Built Environment Engineering Technology (BEET). We've since seen challenges with this name, and it doesn't seem to resonate well, or identify what actually happens within the program.
- A key issue identified by stakeholders is that the name gets filtered out of HR search engines and students have indicated that the program was not readily identifiable in web searches they conducted when looking for postsecondary education, nor did they really understand what it means.
- Over the past two years significant analysis & consultation has taken place with stakeholders, students, industry, recruiters, etc. to discuss the most suitable program name.
- The new name, effective for the 2026-27 academic year, is Engineering Design & Architectural Technology. The Program Description has also been revised and shortened, using more approachable language, capturing key terms commonly used in industry, and using information directly from ALIS Alberta to specifically describe different technologist jobs and career opportunities.

Motion: (S. Henderson)

"That General Academic Council refers the proposed BEET program name change to the Board of Governors for approval."

CARRIED

DISCUSSION TOPIC: Extended Learning

- Christie Wilson provided a presentation on Extended Learning courses and programming offered. (PPT attached for info)

HONORARY APPLIED DEGREE NOMINATION

Motion: (K. Lavoie)

"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 2024-25 MHC Honorary Applied Degree".

CARRIED

ADJOURNMENT / NEXT MEETING

- Next Meeting: May 26, 2025
- Meeting adjourned at 10:44am.

March 31 Extended Learning Presentation

EXTENDED LEARNING

nimble. learner focused. connected



15 new courses

\$50,000 MHC investment

\$177,000 in increased revenue

*as at Jan 25 compared to Jan 24



Learning Pillars

We invest in the vibrancy of our communities by delivering courses through our learning pillars.

Employability and Entrepreneurship – supports a changing workforce

Workplace & Technology Upskilling – in demand digital abilities and skills

Industry and Organizational Leadership – addresses training challenges

Community Vitality and Wellbeing – healthy people, groups and communities

Employability and Entrepreneurship

Highlights:

New Agri-courses, career and workplace essentials courses

Enrollments increasing in management skills and workplace leadership

Pride Points:

Agri-business (12 students) & Basic Ag Welding

- **Enrollment strong**
- **Farm advisory relationship turns into advocates and students**
- **Validated market – farm families and employees, ag**

***Profit-based structure**



Workplace Tech and Upskilling

Highlights:

New and refreshed workplace technology courses

Brooks region market opportunity

Pride Point:

JBS Engagement

- **We work directly with their Learning and HR team members**
- **Exceeded training goals by 150%, making their plant the top educator**
- **Funding allocation from \$100,000 to \$300,000 for 2025.26 year**

***Profit-based structure**



Industry and Organizational Leadership

Highlights:

Bringing learning home – cornering the market in SE AB
Collaborating and engaging to build with not for
Police, Accommodation, HEO

Pride Point:

Police Training

- **Responsive, internal and external engagement**
- **Running strong – students are inspiring**
- **Model that works for MHC and partner**

***Profit-based structure + alignment to partner budgets**



Community Vitality and Wellbeing

Highlights:

Cluster in mental health and community resiliency forming
Internal engagement strong and shows the model can work

Pride Points:

- **Resilience in Death and Dying – 4 enrollments last term, now 9**
- **Resilience Coach – Internal and external partners that fund, align and validate, 24 students and waiting list**
- **Grasslands Public Schools – Welding and Fab training for rural JH students**

***Cost neutral and generates social capital**



Bringing learning home

Why it works

- Market driven
- Needs and region based
- Building programs together – joint effort – willingness on both sides
- **What we've learned:** the success goes far beyond our team – internally and externally

Pathways for students

Testing and exploring

- We can act as **testing ground** for academic programming
 - Ex. Agri-business – ag community sees learning relevance thru bite-sized practical
 - Validate assumptions, lower/risk cost – quick(er) market validation
- Exploring **non-credit to credit laddering** – helping students progress – step by step
 - Cool fact – students bundle to reach goals (Ag plus Credit)(CBookkeeping)
- We excited to work on course equivalency, learner path mapping and quality assurance activities
 - 2025.26 Priority

Future Milestones

On the horizon

- Collectively market products better
- Learner Pathways – let learner outcomes lead us to programming
- Brooks Campus - practical vocational training opportunities



Thank you!

- People, advocacy, opportunity supports and financial investment much appreciated and makes the difference!



GAC - May 26, 2025

Student Association Executive Report

Haven Orr - VP Internal

Executive Transition

Our new executive team has completed the transition into their roles for the 2025-2026 academic year, excited for the opportunity to support our fellow students. We are now settling into planning mode, preparing for this upcoming september.

ASEC Conferences

The student executive team will be headed to Edmonton from June 2 to June 6 for a Leadership Training Conference and team bonding! It should prove a beneficial week for the team. There may be a second opportunity for ASEC involvement and travel in Calgary in July, the team will decide if we will attend following the June Conference.

Disc Golf

At the time of writing this report, the SA has a ribbon cutting ceremony set for May 20th to celebrate the opening of our disc golf course, in partnership with the city of medicine hat. Baskets are currently installed and pars are being set.

“Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.”

—Helen Keller

General Academic Council Academic Staff Update

May 26, 2025

1. Humanities and Social Science faculty presented their annual Book Awards at a luncheon on April 1st.
2. Faculty are interested in seeing what policies arise out of AI Czar Geoff Hamilton's work on AI issues at MHC. Academic staff express a keen interest in this ongoing topic and are interested in working on the development of AI-related policies on academic integrity.
3. Thank you to those faculty who nominated student work for the *Ignite: Sparking Interest* poster display. Thank you for taking the time to recognize our students' excellent work and creating text for the posters. Thank you to all faculty who attended the *Ignite* display and showed an interest in hearing students discuss their posters.
4. Faculty remain interested in hearing how the results of the Engagement Survey will be addressed. Many academic staff members expressed that they are unaware if any consultation has happened at the department-level as of yet and are eager to participate in this feedback or in any working-groups that are established.
5. Academic staff report that changes to policies (approved by GAC this year) have not been communicated. Some academic staff express disappointment about the lack of clear communication of these changes. This is especially relevant to changes in Coordinator responsibilities.
6. Academic staff are wondering when additional workload release for Coordinators will be enshrined in policy and communicated officially.
7. Academic staff have some questions and would like clarification about various funding approval processes and would appreciate seeing the evaluation grids used

to score applications for the Research Fund and Workload Re-assignment (5.1.5). Academic staff report that greater transparency in these processes would help them create successful applications in the future; receiving feedback and explanations for denied applications will also be beneficial to faculty seeking support for research and scholarship they want to undertake.

8. Congratulations to those faculty who were successful in their various applications to SALT for research and scholarship support this year. Dr. Brown's email on April 30 indicated that \$63,000 of funding was awarded to applicants! MHC academic staff are undertaking a broad range of professional development activities, and we acknowledge these impressive efforts and the dedication required to carry them out.
9. Humanities and Social Sciences hosted its first-ever student symposium in April. HSS faculty are very pleased with the event and very proud of the students and the work that was presented. Great photos were taken by Advancement and are on the MHC Instagram feed!
10. Art and Design instructor Yulin Wang has an upcoming exhibition at Medalta.
11. A&D instructor Dean Smale participated in a 2-week intensive artist residency at "Empire of Dirt" in BC in April 21.
12. A&D instructor Jessica Plattner has new paintings in a group exhibition [The Feminine Lived Experience](#) at the Esplanade.
13. Jessica Plattner was interviewed for an Artist's Spotlight for the Alberta Foundation for the Arts in May (<https://www.affta.ab.ca/news/afa-artist-spotlight-jessica-plattner>)

General Academic Council

May 26, 2025

Administration update

Submitted by: Nancy Brown, Vice President Academic & Provost

1. **Autonomous degree:** We submitted a response to CAQC, addressing their request for additional information on two remaining conditions. Work is progressing on the Bachelor of Social Work degree proposal submission.
2. **Pharmacy Technician diploma program:** We have students registered for Fall 2025.
3. **Addictions Counselling diploma program:** We have students registered for Fall 2025.
4. **MHCFA collective agreement:** Bargaining between Medicine Hat College Faculty Association and MHC is continuing. Next bargaining dates are scheduled for June 2/3.
5. **Scholars' Celebration:** We celebrated the scholarly works of faculty from across the institution in late April.
6. **Research & Scholarship Awards:** The award for Disciplinary Research and Scholarship were presented at the Scholars' Celebration in late April.

**POLICY**

Policy Name	HONORARY APPLIED DEGREE			<i>Revised</i>
Policy Number	GA-06	Category	General	
Policy Authorities	Vice-President, Academic and Provost	Approval Date	Xxxx, 2025	
Executive Sponsor	Vice-President, Academic and Provost	Next Review Date	Xxxx, 2030	
Approved By	President and CEO	Frequency of Review	Every 5 years	

1. POLICY STATEMENT

Honorary applied degrees are awarded to recognize individuals who have demonstrated outstanding achievements and significant contributions to education, Medicine Hat College (MHC) or society.

2. SCOPE

This policy applies to all honorary applied degree nominations.

3. PRINCIPLES

- 3.1. An honorary applied degree is one of higher education's most significant accolades and is intended to celebrate individuals whose achievements have had significant impact in their areas of expertise.
- 3.2. MHC is committed to a fair and open nomination process with a requirement that nominations are supported by evidence of broad support.

4. DIRECTIVES

- 4.1. 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.
- 4.2. Honorary degrees are awarded through a rigorous selection process by the Honorary Applied Degree Awards Committee, General Academic Council, and the MHC Board of Governors (the Board).
- 4.3. Vice-President, Academic and Provost is responsible for overseeing the administration of the honorary applied degree.
- 4.4. The Board may, on the recommendation of the President and CEO, revoke the Honorary Applied Degree of a recipient whose conduct is deemed to create a significant risk to the reputation of the college. Revocation requires the support of two-thirds of board members.

MEDICINE HAT COLLEGE POLICY - HONORARY APPLIED DEGREE

Kevin Shufflebotham
President and CEO

Date:

Nancy Brown
Vice-President, Academic and Provost

Date:

Additional Information	Location
Alberta Post-Secondary Learning Act	open.alberta.ca
PR-GA-06-01 Honorary Applied Degree Procedure	MHC Website and Policy SharePoint

**PROCEDURE**

Procedure Name	Honorary Applied Degree <i>Revised</i>		
Procedure Number	PR-GA-06-01	Approval Date	xxxx, 2025
Parent Policy	GA-06 Honorary Applied Degree Policy		
Procedure Authorities	Vice-President, Academic and Provost		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

This procedure outlines the nomination and selection process for awarding an honorary applied degree at Medicine Hat College (MHC).

2. GENERAL

- 2.1 Nominees may be alumni, former employees, former members of the Board of Governors (the Board), former public officials, or individuals with a demonstrable connection to the community.
- 2.2 Only the Board authorizes the awarding of an honorary applied degree. The Board's power to do so is codified in section 107(3) of the Alberta Post-secondary Learning Act.
- 2.3 Board members, MHC employees, and members of the public may nominate candidates to receive honorary applied degrees.
- 2.4 Honorary applied degrees are awarded in person at the annual convocation ceremony and recipients will receive a parchment, stole, and medal.
- 2.5 At the discretion of the Board, honorary applied degrees may be awarded posthumously.
- 2.6 Recipients will not receive a speaker's fee or honorarium for accepting an honorary applied degree or delivering a commencement address or the equivalent.

3. NOMINATION

- 3.1 All members of the Honorary Applied Degree Awards Committee (the Committee) and the General Academic Council (GAC) will maintain confidentiality throughout the process and ensure the names of the nominee(s) and recipient(s) are not announced prematurely.
- 3.2 The Committee will review all nominations and forward its recommendation(s) to GAC.
- 3.3 GAC will review the recommendation(s) of the Committee and forward its recommendation to the Board.
- 3.4 The primary nominee recommendation (and alternate nominee if applicable) will be placed on the Board's meeting agenda for consideration.
- 3.5 If GAC or the Board rejects the primary nominee, or the nominee declines the offer, the alternate nominee is considered.

4. SELECTION

- 4.1 The Board may select honorary applied degree recipient(s) based GAC's recommendation but is not obliged to.
- 4.2 The President's Office will contact the selected nominee to confirm if they accept or decline the honour.
- 4.3 The President's Office will work with and Advancement and Community Relations for the formal announcement and convocation address.
- 4.4 The President's Office and the Convocation Committee will finalize all other relevant details necessary for awarding of the honorary applied degree.

Nancy Brown
Vice-President, Academic and Provost

Date:

GA-06 Summary of Initial Changes

General

- New Template.
- Minor wording changes and corrections throughout.

Policy

- Policy Statement (was objective) – was 4.1 reworded.
- Scope – minor wording changes.
- Principles
 - 3.1 was 4.2 reworded and expanded.
 - 3.2 new.
- Directives
 - 4.1 was 5.1.
 - 4.2 new.
 - 4.3 was responsibility 6.1.
 - 4.4 new.
 - 5.2 to 5.7 moved to procedure.
- Responsibilities – Moved to 4.3.

Procedure

- Purpose – minor wording changes.
- Supporting – removed (now in table).
- Definitions – removed, unused.
- General – new from Policy.
 - 2.1 was policy 5.2.
 - 2.2 was policy 5.3. PLSA section corrected.
 - 2.3 was policy 5.4.
 - 2.4 was policy 5.5. Wording changes, combined parts of 5.5 & 5.7
 - 2.5 was policy 5.7 wording changes.
 - 2.6 was policy 5.6
- Nomination
 - Former 4.1.1 removed, unneeded in public procedure.
 - 3.1 was 4.1.2 Reworded, form removed.
 - 3.2 was 4.1.3 (split into 3.2, 3.3, and 3.4.)
 - 3.3 was 4.1.3
 - 3.4 was 4.1.3 & 4.1.4.
 - 3.5 was 4.1.3
- Selection
 - 4.1 was part of 4.2.1.
 - 4.2 was part of 4.2.1.
 - 4.3 was part of 4.2.1.
 - 4.4 was 4.2.2.

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 ONE form per program for all changes – program-level changes, course-level changes or both.

School:	School of Business & Continuing Studies
Program:	Agri-Business Certificate
Sponsor Name (identify name and position responsible for completing forms):	Morgan Blair/Heather Stahl
Proposed Implementation Date:	July 1, 2026

Rationale for Curriculum Changes

Provide a detailed rationale for all changes:

New program proposal

Stakeholder consultation. Please consult your own program area as well as any other programs / schools that may be impacted by the changes. 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:

Associate Dean, Academic Chair, Program Coordinators (those in related programs), and Academic Advisor, Scheduling, were all consulted. International Education, CITE, and Extended Learning were also consulted. Faculty were given the opportunity to receive additional information and ask questions. Extensive industry consultation (with our farm advisory committee, other local producers,

MH economic development, the chamber of commerce, school districts) has occurred over the past 1.5 years.

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 **yellow**.

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
	<p>Name: Agri-Business Certificate Length: 1 year Intake: Fall</p> <p>Program Description</p> <p>Are you ready to pursue a dynamic career in the rapidly evolving agricultural industry? This program blends theoretical knowledge with hands-on experience, preparing graduates to tackle the challenges and seize the opportunities within the agribusiness sector. Our Agri-business Certificate Program equips you with an introduction to both agricultural practices and business principles. This program will provide you with the foundation to start your career in today's agri-business landscape. This certificate will prepare you for success, whether your goal is to manage a farm or ranch, work in agri-food production, or create innovative marketing solutions.</p> <p>Career Opportunities</p> <ul style="list-style-type: none"> • Agricultural sales assistant • Farm worker or farm assistant • Retail associate for agricultural supplies • Production assistant in food processing <p>Industry Credentials</p>

	<p>Not Applicable</p> <p>Admission Requirements</p> <p>High School Route</p> <ul style="list-style-type: none"> • ELA 30-1 or 30-2 • Math 30-1 or 30-2 • Two 30-level 5 credit subjects <p>Mature Student Route</p> <ul style="list-style-type: none"> • ELA 30-1 or 30-2 • Math 30-1 or 30-2 <p>Program Outline</p> <p>Year 1 – Term 1</p> <p>ACCT 111 Introductory Accounting I 3cr COMM 140 Communication in the Workplace 3cr MGMT 161 Management Theory 3cr MKTG 171 Marketing 3cr BUAG 110 Introduction to Plant and Soil Science 3cr</p> <p>Year 1 – Term 2</p> <p>ACCT 123 Computerized Accounting for Agriculture 3cr BUAG 120 Introduction to Animal and Food Science 3cr ECON 201 Principles of Microeconomics 3cr COMM 253 Human Relations in the Workplace 3cr MGMT 193 Business Problems Software Applications 4cr</p> <p>Graduation Requirements</p> <p>To successfully complete this program you must:</p> <ul style="list-style-type: none"> • Complete all courses in the certificate • Attain a minimum cumulative GPA of 2.0 <p>Transfer & Pathways</p> <p>Students should consult Transfer Alberta for information regarding transfer credit and pathways for programs and individual courses.</p> <p>Agri-Business Diploma</p> <p>Students who successfully complete the Agri-Business Certificate will be eligible for entry into the second year of the Agribusiness Diploma.</p>

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 **yellow**.

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
	BUAG 110 Introduction to Plant and Soil Science This course introduces plant and soil science, exploring the fundamental principles that govern plant growth and soil health. Students will study the prevalent crops from the region and the various factors influencing growth, including climate, nutrients, and water. The course also examines the critical relationship between soil and plant development with a focus on sustainability. Management decisions regarding crop and land use are examined regionally and globally. Hours: 42(3-0) Credits: 3
	ACCT 123 Computerized Accounting for Agriculture This course provides a practical introduction to computerized accounting systems tailored for the agricultural sector, with a focus on using AgExpert software. Students will learn how to manage financial records, generate reports, and analyze data to support decision-making in farming and agribusiness operations. Topics covered include setting up farm-specific accounts, tracking income and expenses, managing inventory, and preparing financial statements. Emphasis will be placed on real-world agricultural scenarios, enabling students to apply accounting principles to crop and livestock production, farm equipment management, and other agribusiness activities. Hours: 56(4-0) Credits: 3
	BUAG 120 Introduction to Animal and Food Science This course offers an introduction to agricultural systems, focusing on the complex interactions between microbial, plant, animal, and human components that shape the food production landscape. Students will explore the fundamental principles of animal agriculture, including animal production practices, value-added food processing, marketing strategies, and the critical role of consumer behavior in the food industry. Emphasis will be placed on contemporary issues and challenges associated with sustainable animal production, food safety, quality, and the evolving demands of the global food market. Hours: 42(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: Approved Date:	General Academic Council (if applicable): 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.

MH economic development, the chamber of commerce, school districts) has occurred over the past 1.5 years.

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 **yellow**.

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
	<p>Name: Agri-Business Diploma Length: 2 year Intake: Fall</p> <p>Program Description</p> <p>Are you ready to pursue a dynamic career in the rapidly evolving agricultural industry? This program blends theoretical knowledge with hands-on experience, preparing graduates to tackle the challenges and seize the opportunities within the agribusiness sector. Our Agribusiness Diploma Program equips you with a comprehensive foundation in both agricultural practices and business principles. This program will provide you with the skills needed to succeed in today's agri-business landscape. This diploma will prepare you for success, whether your goal is to manage a farm or ranch, work in agri-food production, or create innovative marketing solutions.</p> <p>Career Opportunities</p> <ul style="list-style-type: none"> • Sales agronomist • Farm marketing representative • Agri-Business consultant • Agricultural service consultant • Agricultural sales representative • Farm supervisor

	<ul style="list-style-type: none"> • Farm/Ranch/Greenhouse manager <p>Industry Credentials Not Applicable</p> <p>Admission Requirements</p> <p>High School Route</p> <ul style="list-style-type: none"> • ELA 30-1 or 30-2 • Math 30-1 or 30-2 • Two 30-level 5 credit subjects <p>Mature Student Route</p> <ul style="list-style-type: none"> • ELA 30-1 or 30-2 • Math 30-1 or 30-2 <p>Program Outline</p> <p>Year 1 – Term 1 ACCT 111 Introductory Accounting I 3cr COMM 140 Communication in the Workplace 3cr MGMT 161 Management Theory 3cr MKTG 171 Marketing 3cr BUAG 110 Introduction to Plant and Soil Science 3cr</p> <p>Year 1 – Term 2 ACCT 123 Computerized Accounting for Agriculture 3cr BUAG 120 Introduction to Animal and Food Science 3cr ECON 201 Principles of Microeconomics 3cr COMM 253 Human Relations in the Workplace 3cr MGMT 193 Business Problems Software Applications 4cr</p> <p>Year 2 - Term 1 MGMT 263 Organizational Behaviour 3cr MGMT 223 Venture Development in Agriculture 3cr MKTG 220 Grain and Livestock Marketing 3cr FINA 211 Agriculture Finance 3cr MGMT 243 Human Resource Management 3cr</p> <p>Year 2 – Term 2 FINA 221 Agriculture Risk Management 3cr DATA 120 Analytics for Agriculture 3cr BUAG 220 Applied Technology in Agri-Business 3cr BUAG 230 Business Management and Case Studies 3cr MGMT 267 Leadership Development 3cr</p> <p>Graduation Requirements</p>
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	<p>To successfully complete this program you must:</p> <ul style="list-style-type: none"> • Complete all courses in the Diploma • attain a minimum cumulative GPA of 2.0 <p>Transfer & Pathways Students should consult Transfer Alberta for information regarding transfer credit and pathways for programs and individual courses.</p>

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 **yellow**.

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
	<p>BUAG 110 Introduction to Plant and Soil Science This course introduces plant and soil science, exploring the fundamental principles that govern plant growth and soil health. Students will study the prevalent crops from the region and the various factors influencing growth, including climate, nutrients, and water. The course also examines the critical relationship between soil and plant development with a focus on sustainability. Management decisions regarding crop and land use are examined regionally and globally. Hours: 42(3-0) Credits: 3</p>
	<p>ACCT 123 Computerized Accounting for Agriculture This course provides a practical introduction to computerized accounting systems tailored for the agricultural sector, with a focus on using AgExpert software. Students will learn how to manage financial records, generate reports, and analyze data to support decision-making in farming and agribusiness operations. Topics covered include setting up farm-specific accounts, tracking income and expenses, managing inventory, and preparing financial statements. Emphasis will be placed on</p>

	<p>real-world agricultural scenarios, enabling students to apply accounting principles to crop and livestock production, farm equipment management, and other agribusiness activities.</p> <p>Hours: 56(4-0) Credits: 3</p>
	<p>BUAG 120 Introduction to Animal and Food Science This course offers an introduction to agricultural systems, focusing on the complex interactions between microbial, plant, animal, and human components that shape the food production landscape. Students will explore the fundamental principles of animal agriculture, including animal production practices, value-added food processing, marketing strategies, and the critical role of consumer behavior in the food industry. Emphasis will be placed on contemporary issues and challenges associated with sustainable animal production, food safety, quality, and the evolving demands of the global food market.</p> <p>Hours: 42(3-0) Credits: 3</p>
	<p>MGMT 223 Venture Development in Agriculture Prerequisites: MGMT 161, MKTG 171 This course provides students with hands-on experience in the development and execution of a comprehensive business plan within the agricultural industry. Building on knowledge and skills acquired from previous courses and real-world experiences, students will work through the entire venture creation process. Whether focused on launching a new agribusiness, expanding or improving an existing small to medium-sized enterprise, or planning the succession of a family-owned business, students will learn to assess market opportunities, develop financial projections, and create strategic growth plans. The course culminates with students presenting their business plans to potential investors or stakeholders, preparing them for real-world entrepreneurial challenges in the agricultural sector.</p> <p>Hours: 42(3-0) Credits: 3</p>
	<p>MKTG 220 Grain and Livestock Marketing Prerequisites: MKTG 171 Corequisite: FINA 211 This course offers an in-depth study of the Canadian grain and livestock marketing systems, focusing on the institutions, procedures, and price discovery methods used in these industries. Students will explore key marketing mechanisms such as open (futures) markets, marketing boards, teletype auctions, and other pricing systems. The course also covers the historical development of current marketing structures, marketing functions, the role of government policy and regulation, and the overall market dynamics in the grain and livestock sectors. By understanding these processes, students will gain the skills needed to navigate and optimize marketing strategies within the agricultural commodity markets.</p> <p>Hours: 42(3-0) Credits: 3</p>
	<p>FINA 211 Agriculture Finance Prerequisites: MGMT 193 This course focuses on the application of economics and financial management principles in the context of agricultural enterprises. Students will learn essential concepts such as the time value of money, economic and financial analysis, budgeting, and other management tools critical to successful farm and agribusiness operations. Through practical assignments, students will enhance their analytical skills and develop the proficiency needed to make informed financial decisions. The course equips students with the knowledge to contribute to the financial success and sustainability of agricultural businesses in a dynamic and competitive environment.</p>

	Hours: 42(3-0) Credits: 3
	FINA 221 Agriculture Risk Management Prerequisites: FINA 211, MGMT 193 This course focuses on the principles and concepts of agricultural risk management in the Canadian agriculture sector. Students will learn to define key risk management terms, assess various types of risks, and utilize essential tools such as business structures, hedging, forward contracts, and succession planning to mitigate risks in farm enterprises. Through practical risk assessments and case studies, students will gain the skills needed to safeguard the future of agricultural operations in a dynamic and uncertain environment. By the end of the course, students will be equipped with the knowledge to implement effective risk management strategies that ensure long-term sustainability and stability in the agricultural industry. Hours: 56(4-0) Credits: 3
	DATA 120 Analytics for Agriculture Prerequisites: MGMT 193 This introductory course explores agricultural data collection and decision-making processes based on the vast amount of data currently available in Western Canada. Students will gain an understanding of the volume and complexity of agricultural data, as well as the ethical considerations involved in data collection. Key topics include data gathering techniques, extrapolation from existing data, and analyzing data to inform sound management decisions. The course emphasizes the development of well-constructed inquiries, enabling students to make informed decisions that reduce risk and promote long-term sustainability in agricultural operations. By the end of the course, students will have the skills to integrate data analytics into the agricultural decision-making process, ensuring improved outcomes for the industry. Hours: 56(4-0) Credit: 3
	BUAG 220 Applied Technology in Agri-Business This course explores current and emerging technology trends and tools within the agriculture industry, with a focus on their practical applications in agribusiness settings. Students will identify and evaluate new technologies, such as precision farming, automation, data analytics, and digital platforms, and assess their effectiveness in improving productivity, efficiency, and sustainability in various agribusiness operations. Through hands-on learning and case studies, students will develop the skills to integrate innovative technologies into real-world agricultural enterprises, preparing them to navigate and lead in a rapidly evolving technological landscape. Hours: 42(3-0) Credit: 3
	BUAG 230 Business Management and Case Studies Prerequisites: completion of 15 college level courses or permission form the dean This course provides students with the opportunity to integrate their knowledge and skills in a practical, business-like setting using a simulator. Students will analyze real-world business cases, implement various management practices, and apply critical thinking to solve complex problems. Through exposure to external clients, industry resources, and expert insights, students will broaden their understanding of business dynamics and expand their professional networks. The course emphasizes hands-on learning, enabling students to refine their management strategies and decision-making abilities, preparing them for success in real-world business environments. Hours: 56(3-0) Credit: 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 ONE form per program for all changes – program-level changes, course-level changes or both.

School:	Arts. Science and Education
Program:	Early learning and child care
Sponsor Name (identify name and position responsible for completing forms):	Jennifer Usher, Program Coordinator
Proposed Implementation Date:	September 1, 2026

Rationale for Curriculum Changes

Provide a detailed rationale for all changes:

Change program name

Previous: Early Learning and Child Care

New: Early Childhood Education

The new name provides a greater focus on the education portion of our program. We know that children learn through play. In the early years, they are growing and learning exponentially in many areas of development. This change also professionalizes the work of early childhood educators and makes it more consistent with our provincial legislation and the certification office. In 2021, the government of Alberta changed the job name in the Act and Regulations to be “early childhood educators”. Graduates are now certified as ECE II and ECE IIIs. In addition, this new program name will allow for an updated CIP code for international students.

Most other programs in Alberta are using “early childhood education” as their program name. It is also more prevalent across Canada.

- Lethbridge College: Early Childhood Education Certificate & Diploma
- Lakeland College: Early Childhood Education Certificate & Diploma
- Bow Valley College: Early Childhood Education Certificate & Diploma

Benefits to learners:

- It will aid those who are searching to become “early childhood educators”. In previous years, students may not have understood that to become an “early childhood educator”, they need to enter into the “early learning and child care” program. If the program name is now “early

childhood education”, students looking to become “early childhood educators” will know exactly which program to register for.

- The benefits of this name change to current students is a more professional sounding credential being offered.

Stakeholder consultation. Please consult your own program area as well as any other programs / schools that may be impacted by the changes. 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:

Students, community child care directors, PAC members, instructors, Chair, Dean and Associate Dean were invited to attend a program open house on Jan. 17 to provide feedback on the name change.

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 **yellow**.

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
<p>Program Name: Early Learning and Child Care</p> <p>Program Description [AS WILL BE IN 2025-26 CALENDAR]</p> <p>The certificate and diploma programs in Early Learning and Child Care prepare students to work as early childhood educators alongside young children and families. The program combines theory and hands-on experiences in child development, play-based learning, and responsive care with a strong practical</p>	<p>Program Name: Early Childhood Education</p> <p>Program Description</p> <p>The certificate and diploma programs in Early Childhood Education prepare students to work as early childhood educators alongside young children and families. The program combines theory and hands-on experiences in child development, play-based learning, and responsive care with a strong practical base in each term of the program. Knowledge and skills learned in the program enable students to provide quality education and care to young</p>

Curriculum Change Form

base in each term of the program. Knowledge and skills learned in the program enable students to provide quality education and care to young children in various early learning settings. Students will also enhance their personal development through reflective practice and increased professionalism.	children in various early learning settings. Students will also enhance their personal development through reflective practice and increased professionalism.
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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 **yellow**.

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
N/A	

Form Submission Instructions

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Dean Signature 

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

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