



MEDICINE HAT COLLEGE
General Academic Council

APPROVED

AGENDA

September 29, 2025

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 26, 2025
[MOTION] | All |
| 4. GAC ORIENTATION | N. Brown |
| ✓ 4.1 Post-Secondary Learning Act (Academic Council) | |
| ✓ 4.2 Terms of Reference | |
| ✓ 4.3 Board of Governors Motion | |
| 5. ELECTION OF GAC CHAIR
[MOTION] | Kevin Shufflebotham/All |
| 6. ELECTION OF GAC VICE-CHAIRS
[MOTION] | Kevin Shufflebotham/All |
| 7. MEETING FORMAT 2025-26 <ul style="list-style-type: none">In-person meetings; online option if you can't attend in person. | Chair |
| 8. UPDATES <ul style="list-style-type: none">2025-26 Process | Chair |
| 9. NEW BUSINESS | |
| 9.1 Curriculum Committee | S. Henderson |
| ✓ 9.1.1 Terms of Reference | |
| 9.1.2 2025-26 Membership | |
| ✓ 9.1.3 Bachelor of Social Work Proposal (attachment to follow) | |
| 9.2 Honorary Applied Degree Committee | N. Brown |
| ✓ 9.2.1 Terms of Reference | |
| 9.2.2 2025-26 Membership | |
| 10. FOR INFORMATION | Chair |
| ✓ 10.1 2024-25 GAC Approved Motions | |
| 11. ADJOURNMENT / NEXT MEETING | Chair |
| 2025-26 Meetings: | |
| • September 29, 2025 | |
| • November 24, 2025 | |
| • January 10, 2026 | |
| • March 30, 2026 | |
| • May 11, 2026 | |
| [MOTION to ADJOURN] | |



MEDICINE HAT COLLEGE General Academic Council

Minutes

May 26, 2025
10:00am – 12:00pm
Crowfoot Room/Teams

CALL TO ORDER

- As Kevin Shufflebotham was not able to join the beginning of the meeting, Dr. Nancy Brown opened the meeting at 10:03am and acted as Chair in Kevin's absence.

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 May 26, 2025, be adopted as presented."

CARRIED

APPROVAL OF MINUTES (March 31, 2025)

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

Motion: (S. Henderson)

"That the minutes of the General Academic Council meeting of March 31, 2025, be adopted as presented."

CARRIED

ADMINISTRATION UPDATE ACADEMIC STAFF UPDATE STUDENT UPDATE

- All updates included in agenda package; no questions raised during meeting.
- Roundtable introductions were done, as this is the first GAC meeting for the new Students' Association Executive Committee members.

HONORARY APPLIED DEGREE POLICY

- The Policy was up for its 5-year scheduled review. The main change is the addition of 4.4 which refers to revoking the Honorary Applied Degree. Other revisions were minor wording changes.

Motion: (M. Blair)

"That General Academic Council recommends the Honorary Applied Degree Policy to the Executive Committee for approval."

CARRIED

HONORARY APPLIED DEGREE PROCEDURE

- Only minor wording & format changes made, no change to content.

Motion: (H. Orr)

"That General Academic Council recommends the Honorary Applied Degree Procedure to the Executive Committee for approval."

CARRIED

SUMMARY OF CHANGES

- Provided for information.

CURRICULUM COMMITTEE

Agri-Business Certificate Proposal

- This proposal came out of partnerships & relationship building with the farming community in the region. Both the certificate and diploma are tailored to high school graduates, preparing them to tackle the challenges and opportunities in the rapidly evolving agribusiness sector.

- This Program blends theory and hands-on learning and equips students with an introduction to agricultural practices and business principles, prepping them for careers in the agri-business landscape.
- Students who successfully complete the Agri-Business Certificate will be eligible for entry into the second year of the Agribusiness Diploma.

Motion: (S. Henderson)

“That General Academic Council refers the proposed Agri-Business Certificate to the Board of Governors for approval.”

CARRIED

Agri-Business Diploma Proposal

- Both the certificate and diploma are being proposed for fall 2026 implementation.
- The Diploma Program provides students with a comprehensive foundation in both agricultural practices and business principles. Whether the students’ goal is to manage a farm/ranch, work in agri-food production, marketing, sales, service, this Diploma will prepare them for success.

Motion: (S. Henderson)

“That General Academic Council refers the proposed Agri-Business Diploma to the Board of Governors for approval.”

CARRIED

ELCC Name Change

- This name change provides a greater focus on the education portion of the program and allows for more consistency in provincial legislation and certification.
- The change will also aid those searching for early childhood education programs, as it aligns better with other institutions in Alberta and is more prevalent across Canada.
- The change will be effective September 1, 2026.

Motion: (S. Henderson)

“That General Academic Council refers the proposed name change from “Early Learning & Child Care” to “Early Childhood Education”, to the Board of Governors for approval.”

CARRIED

DISCUSSION TOPIC: 2024-25 Good News Stories/Updates/Accomplishments

- **Sandy Henderson**
 - This year, we’ve seen the highest enrolment #'s in the last 10 years which is a testament to all the good work happening.
 - 500 students will be crossing the stage at convocation this year; the highest number of grads we’ve had; will be a great celebration.
 - Athletics has seen success in Futsal this year (indoor, fast-paced game similar to soccer with a smaller ball). Our men’s team won gold at provincials and the women received the bronze medal, making it the first time MHC has won in the last 10 -15 years.
- **Hadija Drummond**
 - We’ve had the strongest enrolment with the highest # of international students this past year and will have the most international students graduate that we’ve ever had.
 - Pilot program funding students going abroad; 10 students travelled abroad this year, and it was a great success.
- **Haven Orr**
 - The disc-golf ribbon cutting was held last week; we’ve already seen a lot of people out utilizing the course which is great.
- **Morgan Blair**
 - Business students won 2nd place in their case competition. A lot of work went into training and getting the students ready to compete – a big thank you to Miranda Davies & Dillon Batsel for the mentorship they provide.
 - Students competed in a marketing competition in Calgary this year and was a success.

- Finishing the 1st year of Dual Credit Trades programming; the students and The School Districts are very happy with how it's been going and will be continuing this next year.
- **Peter Kelly**
 - We've seen some great interdepartmental collaboration between Carpentry (Mark Stock & Paul Schaan) and Art & Design (Jessica Plattner). They've been working together to have The Carpentry program utilize some of the Art & Design space for classes next year, as well as TRAD Dual Credit. Also working on sharing some of the equipment in the space. A big thank you to Jessica, Mark & Paul, as well as Clay's Team for assisting with this.
- **Kallie Lavoie**
 - We saw a large representation of Social Work students at the IGNITE event.
 - A lot of interdisciplinary collaboration on various initiatives with Social Work and Interdisciplinary Studies, as well as the Counselling Office.
 - We've been busy working on the development of the diploma program (BSW).
 - Kallie attended & spoke at an international conference this year. It was her first time doing so and it went very well. She's already received an invitation to return next year.
 - We've welcomed a new full-time person (Marina) who has been a wonderful addition to our team.
- **Clay Bos**
 - A lot of behind-the-scenes work has been happening with programming, etc. Kudos to the staff and faculty that have been busy securing program opportunities and doing a lot of great work.
 - Education/MRU: this is a very popular degree at MHC; known as The Premier Degree in AB and we will now be expanding to run 2 cohorts in the fall.
 - Jennifer Usher has done an extensive amount of work on the ELCC name change and the curriculum requirements, etc. Thank you to Jennifer on her incredible work.
 - The Kinesiology Diploma has been very successful, and we are seeing an increase in student numbers.
- **Candia Sissons**
 - Participates in a community volunteer tax program, which became an official club this year. Last year, prepared tax returns for community members and they increased the number of returns done this year (software provided by CRA). A couple of clinics were held at the Root Cellar which were not as well attended as last year so planning for more awareness and advertising next year. Also hoping to start working with the Medicine Hat Women's Shelter.
- **Michelle Banks**
 - Jennifer Usher was awarded the ACIFA Teaching Award this year.
 - Jessica Plattner was selected for an AB Foundation for the Arts, Artist Spotlight.
 - The Humanities & Social Sciences Program organized a student conference, showcasing H&SS Diploma/UT Arts students doing exceptional work in their classes. Seven students who are all moving onto universities next year, were asked to participate in a symposium. Four were actually able to participate and it was similar to a formal conference with presentations and papers presented. Hoping to continue this next year.
- **Jason Openo**
 - Yuill Foundation donation: \$5,000,000 for program enhancements & research, which will provide amazing opportunities for the College, and the School of Health & Community Services.
 - Pharmacy Technician lab space secured in the 13th Avenue Co-op Mall (Co-op's old pharmacy space)
 - A faculty & staff simulation steering committee has been created.
 - We are working with U of C on a research grant focusing on building capacity for faculty to conduct more research.

- Addictions Counselling will be starting in fall 2025; came out of targeted enrolment expansion funding for increased mental health programming.
 - Lyndsay McBride: received a grant to explore the preceptor experience in AB.
 - F156 construction starting soon; renovating the space as it was not conducive to learning.
 - New Chair of Nursing: Kate Squires
 - New Chair of Health: Kristal Lawson
- **Kate Squires**
 - Currently wrapping up the 1st year of the Targeted Enrolment Expansion funding initiative in the Practical Nurse program which has been a success. In January, we accepted our 2nd cohort.
- **Maria Solorzano**
 - Excited to begin this journey with the new Students' Association Executive Team. Grateful to be a part of the Team!
 - Margarita Fiesta was held last week and was a success with a lot more people attending than expected.
- **Dawson Yeoman**
 - Participates on the Events Committee. A big success this year was the Bingo After Dark event, but overall, we had a successful year of student events.
- **Wayne Resch**
 - This week is Wellness Week. This was created last year and was continued this year as we received a lot of positive feedback.
 - The Formal Awards Program was rolled out this year and 3 awards presented (Lorelei Boschman: Leadership, Kim Dirk: Achievement/Excellence, Loretto Mattioni: Outstanding Contribution).
 - MHC received a clean audit last year which is great news.
 - A lot of policy work currently happening.
 - Facilities Projects: F156 renovations. Also working on renovating the 13th Avenue Co-Op Mall Pharmacy space.
 - Grant funding received for parking lot upgrades taking place this summer and next year.
- **Colleen Whidden** *(not in attendance but provided some notes to be shared)*
 - It's been a busy and productive year for Teaching and Learning, with several exciting initiatives underway. One of the big accomplishments was launching a Program Quality Assurance process across all schools with Barb Mitchell at the helm.
 - We've also started exploring how to support the use of Generative AI in teaching and learning. Geoff Hamilton is working on researching Gen AI and what it means at MHC, sharing vetted resources, and beginning the process of shaping future policy to make sure we're using these tools wisely and effectively.
 - On the CITE side, we've continued to support faculty in using Blackboard. Also, course development for our new programs and dual credit trades offerings have been an exciting part of our work.
 - The library transformation is ongoing too—we're reimagining the space as a collaborative, hands-on learning hub that better supports today's students and learning styles. You will see new additions both in furniture, space usage, and resources.
 - Work on dual credit has also happened this year in order to strengthen our connection with local high schools. By working with an outside contractor, a solid dual credit framework that supports high-quality learning experiences and strong partnerships was developed and will guide upcoming dual credit offerings.

- Supporting instructors remains a top priority. Our New Instructor Mentorship Workshop has been running all year, along with Active and Experiential Learning, Respondus, and Geekapalooza sessions for all instructors to engage with creative, student-focused teaching strategies.
 - Overall, it's been a year of growth, collaboration, and laying the groundwork for even more innovation ahead.
- **Nancy Brown**
 - The 2nd Annual Scholars' Celebration was held on April 25. Faculty nominated each other for their research & scholarship work and awards were presented (Juan Aldana: Disciplinary Research Award, and Heather Gillespie: Scholarship Award).
 - \$63,000 allocated this year in PDSA funding.
 - In the VPA & Provost position, two events that I'm honored to participate as emcee for are The National Day for Truth & Reconciliation (September 30) and Red Dress Day, in honor of missing and murdered Indigenous women (May 5). I encourage everyone to participate in these, and other important community events.

ADJOURNMENT / NEXT MEETING

- Meeting adjourned at 10:54am.
- Next Meeting: TBD Fall 2025

Motion: (S. Henderson)

"That the May 26, 2025 General Academic Council meeting is adjourned."

CARRIED

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 and elected to Council by the Faculty Association.
 - vii. “Student Member” means a student enrolled at Medicine Hat College appointed to Council by the Students’ Association.

2) Authority

- a) The Post-Secondary Learning Act (PSLA) establishes that Medicine Hat College, designated as a Comprehensive Community College, will have a General Academic Council.
- b) The PSLA stipulates the membership, powers, and duties of GAC.
- c) The term of office of members of GAC shall be determined by the Board.
- d) Where any question arises as to the composition of the Academic Council or any matter concerning the election of academic staff members or students to academic council, the question shall be decided by the Board and the Board’s decision is final.

3) Powers and Duties

- a) General Academic Council shall make recommendations or reports to the Board with respect to:
 - i. any matter that the Board refers to General Academic Council;
 - ii. academic policy relating to standards and policy respecting the selection and admission of students other than students in classroom instruction that is part of an apprenticeship program;
 - iii. academic policy relating to courses and programs of instruction or training provided or to be provided by the Board;
 - iv. academic policy relating to academic awards; and
 - v. any other matter General Academic Council considers advisable.
- b) General Academic Council shall review proposed programs of study to be offered by the College and make a report respecting that review.
- c) A recommendation or report of GAC under subsection 3a or 3b must be in writing and must be transmitted to the Board through the President and CEO for consideration at its next meeting.

4) Membership

- a) As stipulated by the PSLA, General Academic Council shall consist of the following members:
 - i. The President and CEO, who is the chair unless a chair is elected under subsection 4d;
 - ii. Not more than four (4) senior officials appointed as members of the GAC by the Board;
 - iii. Not more than ten (10) academic staff members elected by the Faculty Association;
 - iv. Not more than ten (10) students, appointed by the Students' Association; and
 - v. Not more than five (5) additional members, appointed by the Board.
- b) The number of academic staff members elected to the academic council shall in no case be less than one-third of the total number of members of the Academic Council.
- c) At its last meeting of the year, Council will discuss the number of members each of the constituents' plan to elect or appoint in the upcoming academic year.
- d) The GAC may elect a chair from its members.
- e) Council shall elect two vice-chairs, one member from each constituency not represented by the chair.
- f) The President and CEO shall assign, when requested by Council, staff to serve as resource persons to the Council (non-voting).

- 5) Executive of General Academic Council
 - a) The Executive of General Academic Council shall consist of the following members of Council:
 - i. chair
 - ii. both vice-chairs
 - b) The President and CEO of MHC shall appoint a non-voting recording administrative staff to serve the General Academic Council and the Executive.
- 6) Duties of the Executive
 - a) Subject to the authority of General Academic Council, which resides in the general assembly of its members, the Executive shall:
 - i. coordinate the work of the Council;
 - ii. establish necessary procedures for the conduct of its affairs;
 - iii. delegate any of its functions as it deems proper; and
 - iv. provide draft minutes of the Council Executive meetings to General Academic Council at the next meeting of the Council.
- 7) Duties of the Executive Members
 - a) The Chair shall:
 - i. preside over all meetings of the Executive;
 - ii. coordinate all business and operations of the Council;
 - iii. coordinate the preparation of the agenda for all meetings of General Academic Council;
 - iv. serve as an ex-officio member of all committees of General Academic Council;
 - v. shall act as its official spokesman, except as noted in subsection 3c;
 - vi. ensure that all the provisions and requirements of the Terms of Reference are fulfilled; and
 - vii. call special meetings of the Council when necessary or desirable to do so.
 - b) The Vice-Chair(s) shall:
 - i. assume the Chair when the Chair is participating in debates;
 - ii. carry out the duties of the Chair in that person's absence or the position of Chair becomes vacant; and
 - iii. assist the Chair in the coordination of the business of Council.

- 8) Duties of the Members of Council
 - a) Members of the Council shall be responsible for attending all meetings of the Council and of the committees on which they serve, and for participating in the affairs of the Council for the duration of their term of appointment or election.
- 9) Duties of the Recording Administrative Staff
 - a) Circulate the agenda and supporting material for all meetings of General Academic Council;
 - b) Record, file, and distribute the official minutes of the Executive Committee and the Council;
 - c) Assist the Chair with the preparation of General Academic Council correspondence;
 - d) Maintain necessary membership lists, records, and files on behalf of the Council;
 - e) Maintain approved minutes of Executive Committee and make them available to Council Members upon request; and
 - f) Prepare an annual summary of the last year's motions and recommendations for submission to all Council members and to the Board at the first regular meeting.
- 10) Procedural Matters
 - a) Rules of Order
 - i. All proceedings of General Academic Council shall be governed by the current Robert's Rules of Order, except as otherwise stipulated by these terms of reference.
 - b) It is expected that all members of GAC and public visitors adhere to the college's Guiding Principles during debate, discussion, and attendance at meetings.
 - c) Agenda
 - i. Any member of the MHC community may refer any matter to the attention of General Academic Council by presenting a written submission to the Chair not less than ten (10) business days prior to any meeting of the Council.
 - ii. The proposed agenda and the supporting material for any meeting of General Academic Council shall be circulated to all Council Members not less than five (5) business days prior to any meeting of the council.
 - iii. Agendas of General Academic Council shall be posted publicly.
 - d) Attendance at General Academic Council by Non-Council members
 - i. Any student or staff member of MHC may attend meetings of General Academic Council.
 - ii. Upon the invitation of a member of Council and the approval of a majority of Council, any member of the College or the public may provide information on a specific agenda item.
 - iii. The seat of any Council Member who fails to attend two (2) consecutive meeting of the GAC without prior approval of the Chair may be declared vacant by the Chair.
 - iv. In the event of any vacancy, the Chair shall request an immediate election or appointment from the appropriate constituency for the remainder of the un-expired term.
 - v. A Council Member who is elected or appointed to fill an unexpired term of one (1) year or less shall be eligible to sit as though the Council Member had not served on GAC.
 - e) All meetings of the Council shall be open to the College and public unless, by a two-thirds vote of its members present, the Councils resolves to exclude all non-members except those specifically requested to remain.
 - f) Voting
 - i. All members of the Council shall be voting members.

- ii. A majority vote of the Council Members in attendance at a meeting is required to pass any motion. Any strongly expressed minority opinions shall be recorded in the minutes.
- iii. Council Members cannot provide their proxy to other Council Members or non-Council Members.

g) Quorum

- i. A quorum of the Council at all regular and special meetings shall consist of at least four administration members, four academic staff members, and four student members.
There shall be at least fourteen members present.

h) Orientation to General Academic Council

- i. A full and comprehensive orientation for the members of the incoming Council shall be provided in conjunction with the first regular meeting of the Council by the Chair.

11) Committees of General Academic Council

- a) Standing Committees of General Academic Council shall have terms of reference approved by the Council. Terms of reference shall include a schedule for reporting to General Academic Council.
- b) GAC Standing Committees include the following:
 - i. Curriculum Committee
 - ii. Honorary Applied Degree Committee
- c) General Academic Council may from time to time establish such ad-hoc committees as it considers necessary to conduct its affairs and shall prescribe the conditions under which such committees are to carry out their assignments.
- d) Standing and ad-hoc committees should endeavour to include members from all constituent groups when reasonable.
- e) Members of Council Committees shall be appointed by Council but need not be members of Council.

12) Meetings

- a) Regular meetings of Council shall be called by the Chair in accordance with a schedule established by Council at the last Council meeting of the previous academic year.
- b) The GAC will meet not less than four (4) times per academic year.
- c) General Academic Council shall hold such additional meetings as are deemed necessary by the Chair, upon serving written notice of not less than five (5) business days to General Academic Council.

13) Reports

- a) Draft minutes of General Academic Council meetings shall be provided to the Board of Governors at the next meeting of the Board.
- b) The approved minutes will serve as the official record of meetings and supersede the draft minutes.
- c) An account of remarkable action items will be maintained for continuity and orientation purposes.
- d) Approved minutes from the GAC meetings shall be posted publicly.

14) Adoption and Amendment of the Terms of Reference

- a) The adoption of and any proposed change to the Council's Terms of Reference shall be brought about by the following:
 - i. a written notice setting out the proposed change shall be submitted to the Chair of the Council, not less than 10 days prior to a regular meeting of the Council;
 - ii. the Chair shall place the proposed change before the next meeting of the Council as a Notice of Motion;
 - iii. the Council shall have at least 30 days to consider such a change;
 - iv. the Council shall vote upon the proposal at the first regular meeting following this 30-day period; and
 - v. a proposal for changes to the Terms of Reference must be ratified at least two-thirds (2/3) of the Council members present.

Approved: March 1999

Updated: October 2004/October 2007/November 2008/March 2015 /October 2019/January 2021/October 2022/September 2023/November 2024/March 2025



General Academic Council

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.

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 may be appointed to GAC:
 - 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 listed above are 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 two (2) year term, commencing on 1 July of the year of appointment, subject only to their continued employment as academic staff members at MHC.
 - a. Academic staff members may sit up to two (2) consecutive terms.
 - b. Academic staff members must be out of office from Council for one (1) full term beyond their second consecutive 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. Student members may sit up to four (4) consecutive terms.
 - b. Student members must be out of office for one (1) full term beyond their fourth consecutive term served before being eligible to sit on GAC again.

Approved: September 2023

Updated: March 2025



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

2024/2025 APPROVED MOTIONS

SEPTEMBER 23, 2024

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

Motion: (S. Henderson)

"That Peter Kelly will participate on the Curriculum Committee, as the GAC representative for 2024-25".

CARRIED

NOVEMBER 25, 2024

Motion: (S. Henderson)

"That General Academic Council refer the proposed Addictions Counselling Diploma to the Board of Governors for approval."

CARRIED

Motion: (S. Henderson)

"That General Academic Council refer the proposed Pharmacy Technician Diploma to the Board of Governors for approval."

CARRIED

DECEMBER 3, 2025

Motion: (M. Kaethler)

"That General Academic Council approves Policy 1.0 Program Framework Policy and refers it to the MHC Executive Committee with minor changes as discussed."

CARRIED

Motion: (M. Kaethler)

"That General Academic Council approves Procedure 1.1 New Program Development and refers it to the MHC Executive Committee with minor changes as discussed."

CARRIED

Motion: (J. Openo)

"That General Academic Council approves Procedure 1.2 Course Development and refers it to the MHC Executive Committee with minor changes as discussed."

CARRIED

JANUARY 20, 2025

Motion: (M. Kaethler)

"That the revised GAC Terms of Reference tabled on November 25, 2024, are adopted as presented."

CARRIED

Motion: (E. Pennefather-O'Brien)

"That the revised Board Motion tabled on November 25, 2024, is adopted as presented."

CARRIED

Motion: (C. Whidden)

"That General Academic Council approves AP 1.3 Course Outline Procedure and refers it to the MHC Executive Committee with the recommended changes as discussed."

CARRIED

Motion: (S. Henderson)

"That General Academic Council approves AP 1.4 Evaluation of Student Learning Procedure and refers it to the MHC Executive Committee with the recommended changes as discussed."

CARRIED

Motion: (J. Openo)

"That General Academic Council approves AP 1.5 Work Integrated Learning Procedure and refers it to the MHC Executive Committee."

CARRIED

Motion: (C. Bos)

"That General Academic Council approves AP 2.0 Program Quality Assurance Policy and refers it to the MHC Executive Committee with the recommended changes as discussed."

CARRIED

Motion: (S. Hansen)

"That General Academic Council approves AP 2.1 Program Advisory Committee Procedure and refers it to the MHC Executive Committee with the recommended changes as discussed."

CARRIED

Motion: (M. Blair)

"That General Academic Council approves AP 2.2 Program Review Procedure and refers it to the MHC Executive Committee with the recommended changes as discussed."

CARRIED

Motion: (S. Henderson)

"That General Academic Council approves the proposed academic standing language changes as presented."

CARRIED

Motion: (S. Henderson)

"That General Academic Council approves the proposed academic dismissal and appeal process changes as presented."

CARRIED

Motion: (S. Henderson)

"That General Academic Council approves the proposed academic schedule for 2025-26 with additions as discussed."

CARRIED

Motion: (S. Henderson)

"That General Academic Council approves the proposed academic schedule for 2026-27 with additions as discussed."

CARRIED

MARCH 31, 2025

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

Motion: (S. Henderson)

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

CARRIED

Motion: (S. Henderson)

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

CARRIED

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

MAY 26, 2025

Motion: (M. Blair)

“That General Academic Council recommends the Honorary Applied Degree Policy to the Executive Committee for approval.”

CARRIED

Motion: (H. Orr)

“That General Academic Council recommends the Honorary Applied Degree Procedure to the Executive Committee for approval.”

CARRIED

Motion: (S. Henderson)

“That General Academic Council refers the proposed Agri-Business Certificate to the Board of Governors for approval.”

CARRIED

Motion: (S. Henderson)

“That General Academic Council refers the proposed Agri-Business Diploma to the Board of Governors for approval.”

CARRIED

Motion: (S. Henderson)

“That General Academic Council refers the proposed name change from “Early Learning & Child Care” to “Early Childhood Education”, to the Board of Governors for approval.”

CARRIED