



MEDICINE HAT COLLEGE
General Academic Council

MINUTES

September 25, 2023

Crowfoot Room

10:30 am – 12:00 pm

1. CALL TO ORDER

- Kevin Shufflebotham called the meeting to order at 10:30am and introductions were done.

2. APPROVAL OF AGENDA

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

Motion: (J. Smith-Elford)

“That the agenda of the General Academic Council meeting of September 25, 2023, be adopted as presented.”

CARRIED

3. APPROVAL OF MINUTES – May 2, 2023

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

Motion: (N. Kovalev)

“That the minutes of the General Academic Council meeting of May 2, 2023, be adopted as presented.”

CARRIED

4. GAC ORIENTATION/POST-SECONDARY LEARNING ACT (ACADEMIC COUNCIL)

- Kevin provided an orientation presentation to GAC and reviewed the PSLA which speaks to the role and mandate of General Academic Council within comprehensive community colleges.

5. ADOPTION OF GAC TERMS OF REFERENCE 2023-24

- The revised Terms of Reference were tabled at the last meeting (May 2, 2023)
- One new addition states: *“Council shall elect two vice-chairs, one member from each constituency not represented by the chair”.*
- A Board of Governors motion was also included, which speaks to appointing members, terms of office, etc.
- Kevin worked very closely with the Faculty Association on the revisions and when provided to GAC members, there was no further feedback or concerns raised.
- Sub-committees of GAC: The Honorary Applied Degree Committee and The Curriculum Committee. As student and faculty members are required for both of these Committees, please consider if you are interested in participating.

Motion: (J. Smith-Elford)

“That General Academic Council adopt the Terms of Reference as tabled on May 2, 2023.”

CARRIED

6. ELECTION OF GAC CHAIR

- As there were no nominations; Kevin Shufflebotham will remain as GAC Chair for 2023-24.

7. ELECTION OF GAC VICE-CHAIRS

- As Jana Smith Elford and Lily Schaerer were nominated as GAC Vice-Chairs; they both left the room so Council could have a discussion. No concerns were raised; GAC members were in favor of the nominations.
- Jana Smith-Elford accepted the nomination of Vice-Chair and agreed to be the faculty representative on the GAC Executive Committee for 2023-24.
- Lily Schaerer accepted the nomination of Vice-Chair and agreed to be the student representative on the GAC Executive Committee for 2023-24.

8. MEETING TIMES 2023-24

- The meeting time (10:00-12:00) is a concern as some faculty/students are in classes during this timeframe.
- Paula will send out a Doodle Poll to find a common time for all GAC members for this year.

9. UPDATES

9.1 Executive Update

Nancy Brown, Vice President Academic & Provost

- College Day was a great kick-off to the academic year; great energy in the halls at the moment.
- The previous Instructional Skills Workshop for faculty has shifted to an Instructional Mentorship Workshop which has been a great change this year.
- Academic Plan: The Senior Academic Leadership Team (SALT) has been working on the 18 priority initiatives within the Academic Plan, and this will guide all of the work that will be done regarding program review, new program development, etc. More updates to come at the next meeting.
- C4i: There are currently some very interesting research projects underway; Chelsey Ehresman (Manager of C4i) will be communicating some upcoming opportunities for students to get involved in various research projects; she will be reaching out soon. Research Assistant positions for students are also posted on the MHC website throughout the year.

9.2 Faculty Update

Jana Smith-Elford, Faculty Member, School of Arts, Science & Education

- Faculty are getting back into the swing of things.
- Some concerns raised recently around the add/drop date. Jana will connect with Sandy Henderson to discuss.
- Post-Covid Preparedness: we will be looking into this more and will strategize about the issues faculty are seeing; mostly around academics coming out of Covid and from high school. Some students are not quite as prepared due to missing out on various things during Covid. We will be continually monitoring this and will continue seeking solutions as needed.

9.3 Student Update

Shintaro Iwata, Students' Association VP Internal

- Recently attended the AB Student Executive Council (ASEC) conference (post-secondary lobbying group); items we'll be lobbying on behalf of students for in November are:
 1. Affordability (tuition, fees, etc.)
 2. Mental Health Funding
 3. Support for OER expansion
- We've found there is an increased need for additional communication around plagiarism and cheating so we will be focusing a lot on the academic integrity module for students. The module will also include information about the grade appeal process. We hope to make it mandatory for students to complete the module.
- Students' Association elections are taking place this Tuesday & Wednesday; there will be more student council representatives at the next GAC meeting.

10. NEW BUSINESS

10.1 Curriculum Committee

10.1.1 Terms of Reference

10.1.2 2023-24 Membership

- Sandy Henderson (Chair) will be seeking members for this Committee; Lana will reach out to the Faculty & Students' Associations to confirm membership within the next couple of weeks.
- Membership:
 - Registrar/Dean of Student Services (Chair)
 - Vice President Academic & Provost
 - 1 faculty representative from GAC
 - 5 faculty members (across all Schools)
 - 1 dean
 - 1 Students' Association member

10.2 Honorary Applied Degree Committee

10.2.1 Terms of Reference

10.2.2 2023-24 Membership

- Nancy Brown (Chair) will be seeking both a faculty and student member for this Committee; not a huge time commitment at all. Please forward your name to Paula if interested in participating.
- Membership:
 - Vice President Academic & Provost (Chair)
 - President & CEO
 - Executive Director, Advancement & Community Relations
 - Faculty representative from GAC
 - Student representative from GAC

11. FOR INFORMATION

- 2022-23 approved motions attached for information.

12. ADJOURNMENT/NEXT MEETING

Next Meeting: November 27, 2023

- Time TBD (*Paula will send a doodle poll*)

Meeting adjourned: 11:07am

MOTION: (L. Schaerer)

“That the September 25, 2023 General Academic Council meeting be adjourned”.

CARRIED