

GENERAL ACADEMIC COUNCIL

MAY 2, 2023 ATTENDANCE

ADMINISTRATIVE REPRESENTATIVES

Kevin Shufflebotham, President & CEO
Nancy Brown, Vice President Academic & Provost
Wayne Resch, Vice President, Administration & Finance
Clay Bos, Dean, School of Arts, Science & Education
Jason Openo, Dean, School of Health & Community Services
Sandy Henderson, Registrar & Dean of Student Services
Morgan Blair, Interim Dean, School of Business & Continuing Studies

STUDENT REPRESENTATIVES

Alysha Kuntz, S.A President
Lily Schaerer, S.A Vice President Internal
Shivam, S.A Vice President External
Kannan Stickel, S.A Vice President Community
Abdul Qaderi, Student Council Representative
Carolynn Marr, Student Council Representative
Marnie Gatfield, Student Council Representative
Mizuki Iwata, Student Council Representative

Recorder

Paula Forsythe

FACULTY REPRESENTATIVES

Linda Tooth, School of Business & Continuing Studies
Heather Stahl, School of Business & Continuing Studies
Jason McLester, School of Arts, Science & Education
Jana Smith Elford, School of Arts, Science & Education
Kate Squires, School of Health & Community Services
Serena Cataldo, School of Health & Community Services
Jason Bonogofsky, School of Trades & Technology
Stan Hansen, School of Trades & Technology

GUESTS

Hadija Drummond, Director, International Education
Nicholas Langat, Manager, Student Supports
Teresa Gyorkos, Manager, Policy & Compliance
Colleen Whidden, Director, Teaching & Learning

Regrets

Chad Flinn, Dean, School of Trades & Technology
Jose Polit, Student Council Representative



MEDICINE HAT COLLEGE

General Academic Council

AGENDA

May 2, 2023

Crowfoot

10:00 am – 12:00 pm

- | | |
|--|--------------------------------------|
| 1. CALL TO ORDER | K. Shufflebotham |
| 2. APPROVAL OF AGENDA
[MOTION] | All |
| ✓ 3. APPROVAL OF MINUTES – February 7, 2023
[MOTION] | All |
| 4. UPDATES | |
| 4.1 Executive Committee Update | K. Shufflebotham, W. Resch, N. Brown |
| 4.2 Faculty Update | L. Tooth |
| 4.3 Students' Update | L. Schaerer |
| 5. CURRICULUM COMMITTEE | |
| ✓ 5.1 Kinesiology Diploma Proposal
[MOTION] | S. Henderson |
| 5.2 Addictions Counselling Diploma Termination
[MOTION] | S. Henderson |
| 6. OLD BUSINESS | |
| ✓ 6.1 Academic Schedule 2024-25 (<i>For Information</i>) | S. Henderson |
| 6.2 Honorary Applied Degree Update | N. Brown |
| 7. NEW BUSINESS | |
| ✓ 7.1 AC-09 PLAR Policy & Procedure (<i>Revised</i>)
[MOTION] | S. Henderson |
| ✓ 7.2 GAC Terms of Reference Revision – Notice of Motion | K. Shufflebotham |
| 8. DISCUSSION TOPIC: | |
| • Academic Policy Project | T. Gyorkos |
| 9. ADJOURNMENT / NEXT MEETING | K. Shufflebotham |
| • Next Meeting: Fall 2023
[MOTION] | |



MEDICINE HAT COLLEGE
General Academic Council

MINUTES

February 7, 2023

Crowfoot Room

10:00 am – 12:00 pm

1. APPROVAL OF AGENDA

The Chair called the meeting to order at 10:03am.

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

Motion: (C. Flinn)

“That the agenda of the General Academic Council meeting of February 7, 2023 be adopted as presented.” **CARRIED**

2. APPROVAL OF MINUTES – November 22, 2022

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

Motion: (M. Kaethler)

“That the minutes of the General Academic Council meeting of November 22, 2022 be adopted as presented.” **CARRIED**

4. UPDATES

4.1 Executive Committee Update

Kevin Shufflebotham, President & CEO

- Provincial budget announcement coming at the end of February; so far hearing of no surprises and we're hoping for the same level of funding as was received in the past.
- The Minister is pleased with how the targeted enrolment expansion is going and we can expect to see more of these funding calls to increase capacity in the system, in future.
- MHC (and all institutions) are expected to develop Investment Management Agreements (IMA's) with government. Prior to Christmas we were notified that we met our Work Integrated Learning (WIL) target which is great, and we hope we will be able to continue to meet the target in future years.
This year we will be evaluated on WIL, total domestic enrolment (apprentice included), and the graduate outcome survey.
- Freedom of Expression: all institutions will be evaluated on how we hold up our freedom of expression agreements. MHCs' statement is on our website and if anyone is coming on campus to speak, that statement is what we will be following. Our current statement was developed and signed off by government in 2019. There may be required changes to it, but we will wait for direction from government.
- GAC Terms of Reference (Conditions/Terms of Office): The Board of Governors will be working on reviewing the terms of reference for all of their subcommittees so the GAC ToR/new format will be shared prior to the next meeting where discussion will take place.

Nancy Brown, Vice President Academic & Provost

- Welcome to Morgan Blair who has joined GAC in her role as Interim Dean, School of Business & Continuing Studies.
- Nancy reflected on her first 2 months at MHC and thanked everyone for such a warm welcome. She has been meeting and connecting with a lot of people and has been working on a number of things within the academic portfolio, including program development which she will speak to later in the meeting.
- Nancy has met formally with the Faculty and Student Associations, and many informal meetings and discussions have also taken place. Nancy is happy to join any department/faculty meetings in coming semesters.
- Academic Plan: two engagement sessions were held in November and a lot of feedback was received on the priority actions. Nancy is currently working to finalize the actions and work to be done over the next 18 months.

Wayne Resch, Vice President Administration & Finance

- Staffing, stability, etc. in IT is a concern as we've lost 7 people from the department in the last 24 months. We've been working for the past 6 months on risk mitigation planning around this and are still working on backfilling the positions but there are difficulties with finding the same level of experience that we've lost.
- ERP: HR, Payroll and Finance have now gone live, and we are in the process of choosing a solution for the student area.
- Budget Process: this will be a focus for the next few months and we will present our budget to the Board of Governors at the May meeting. Looking forward to hearing more on the provincial budget at the end of February as it is a big part of our funding.

4.2 Faculty Update

No Update.

4.3 Students' Update

Lily Schaerer, Students' Association, Vice President Internal

- In response to the confusion students have been experiencing post covid; we launched a campaign in January focusing on acceptable behavior on & off campus, student expectations, health & wellness, etc.
- As this week is Academic Awareness Week, there will be information/services available to students and the main focus is on academic integrity. We are also trying to reduce barriers and communicate all of the services available to students throughout the year.
- Elections will be held at the end of the month, and we will be holding information sessions on the expectations of the roles of the Student's Association Executives.
- We will also be launching our "Get Out and Vote" campaign to encourage students to vote.
- Banger Bingo and Last Class Bash are coming up as well, which were both very successful events last year.

5. NEW BUSINESS

5.1 Honorary Applied Degree Nominations

- Deferred to the end of the agenda as we will need to move in-camera.

5.2 Curriculum Committee: Program Changes (Business Administration Program)

5.2.1 Administrative Office Professional Major

- This offers students the opportunity to receive a two-year diploma while taking only certificate courses in the APRO course and first-year Business Administration courses, but the program has had historically low enrolment.

- Currently, there are only two students enrolled and since this would be a suspension rather than program termination, they will still be able to complete the program. No students have applied for next year but if anyone does want to enroll, we can work with them on a case-by-case basis as we have flexibility with this being a suspension.

Motion: (S. Henderson)

“That GAC refer to the Board of Governors, approval of the suspension of the Administrative Office Professional specialization within the Business Administration program.”

CARRIED

5.2.2 Hospitality & Tourism Major

- This was launched as a Major 4-5 years ago, however; since there has been no enrolment since the inception, faculty in the Business program have requested to remove it.

Motion: (S. Henderson)

“That GAC refer to the Board of Governors, approval of the termination of the Hospitality & Tourism specialization within the Business Administration program.”

CARRIED

5.3 Proposed Academic Schedules

5.3.1 2023-2024 Schedule

- One minor change from last year is that the National Day for Truth & Reconciliation will be on Monday this year; last year it was Friday.

Motion: (S. Henderson)

“That GAC approve the academic schedule for 2023-2024 as presented.”

CARRIED

5.3.2 2024-2025 Schedule

- Concerns were raised around the first day of classes for the 2025 year as it would be on a Friday, which may result in a lot of students not attending that day.
- Sandy indicated that dates could be shifted ahead by one day so classes could begin on Monday January 6th, however; the exam period will need to be adjusted and may need to begin on a Saturday.
- After discussion, general consensus was to avoid having the first day of class on Friday January 3, 2025 and adjust it to Monday January 6, 2025.
- Sandy will make the changes and the schedule will be provided at the next meeting for information.

Motion: (S. Henderson)

“That GAC approve the academic schedule for 2024-2025 with the modifications discussed, which will be provided for information at the next meeting.”

CARRIED

6. DISCUSSION TOPIC: PROGRAM DEVELOPMENT

- Program development has been an area of focus for Nancy for the past 2 months since she started with MHC. She has been reviewing past processes and working to determine the current process, as well as any modifications needed.
- For quite a while, there was no program development happening at MHC but there has been great work done in recent years and we are currently in a great place in terms of program development.
- Gaps/area that are unclear in the current process:

- Roles/responsibilities
- Timing/when specific things need to be done
- Resources available to assist with the work
- Not having a clear process in place puts a strain on the institution, so SALT is currently working on a clear program development pipeline/process; indicating responsibilities and resources available to assist and help guide the work.
- The goal is a 5 to 7-year pipeline for program development (beginning to launch) in order to have a consistent process to avoid a huge burst/or lull in activity and be more strategic/proactive.
- There will need to be enough flexibility in the process to allow us to respond to various calls for funding as well.
- Collaborative degrees, laddering opportunities, etc. will all fit within the pipeline. Microcredentials, industry program/course requests, and continuing studies opportunities will be a part of our overall program development but will be separate from the actual pipeline.
- The Plan will be flexible so that we can look at it on a regular basis and assess opportunities.
- SALT has also been discussing dual credit and is currently in the process of gauging interest on future offerings with various school districts. Changes will be made to the current process as the handling of agreements will need to be a centralized process rather than the responsibility of one person.
- Updates to follow once the program development process has been finalized.

5.1 Honorary Applied Degree Nominations

MOTION: (K. Shufflebotham

“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: (N. Brown)

“That General Academic Council recommend to the Board of Governors for approval; the recipient of the 2022-23 MHC Honorary Applied Degree”.

CARRIED

7. ADJOURNMENT/NEXT MEETING

- Meeting adjourned at 11:01am
- Next meeting: May 2, 2023

MEDICINE HAT
COLLEGE

Proposed Program Changes

School:
Program Name:
Proposed Implementation Date: July 1, 2023

In order for changes to move to the next step, they must be submitted to Lana West (lw@mhcc.ab.ca) by the Dean.

Indicate the type(s) of change(s) involved

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="radio"/> Program Name <input type="radio"/> Change in program name <input type="radio"/> Change in program requirements/sequencing <input type="radio"/> Change in continuation and/or grad. requirements <input checked="" type="radio"/> New Program | <ul style="list-style-type: none"> <input type="radio"/> Delete course from the program <input type="radio"/> Change in program description <input type="radio"/> Change in admission requirements <input type="radio"/> Add courses to program <input type="radio"/> Change in total hours/credits |
|--|--|

Provide a rationale for the changes:

Current Calendar Program Description

(Include course title, number, description, hours, credits, co-requisites and pre-requisites, etc.)

Academic Advising Office

Phone: 403.529.3819

Lori Sumners, Program Coordinator

Phone: 403.504.3611

E-mail: lsumners@mbc.ab.ca

Kinesiology is an academic discipline that focuses on the study of human movement. Its goal is to use evidence-based research to improve human health, wellness, and athletic performance. The Kinesiology diploma is a two-year program that prepares graduates to work as qualified exercise professionals in a variety of fitness, health, sports, rehabilitation, and recreation environments.

In this program students acquire theoretical knowledge and practical skills around topics such as anatomy and physiology, fitness principles, nutrition, fitness assessment and exercise prescription, growth and development, exercise physiology, coaching, and the prevention and management of athletic injuries. This knowledge will become the basis for practical, work-integrated learning (WIL) experiences in a variety of sport, clinical, recreation, and wellness settings. Upon successful completion of the diploma, students can also obtain the Certified Personal Trainer certification through the Canadian Society of Exercise Physiology. Most of the courses in the diploma program also transfer to a variety of degree-granting institutions so that you can continue your university studies in Kinesiology or a related field.

Career Opportunities

Graduates of the program are employable in entry-level positions in kinesiology-related environments such as:

Physical Therapy Clinics
Athletic teams
Fitness Clubs
Senior Centres

Health and Wellness Centres
Recreational Centres
Sports Organizations
Rehabilitation Centres

Admission Requirements

High School Route

(Alberta high school courses or equivalents with a minimum 60% average in the required courses)

- ELA 30-1
- Biology 30
- Two 30-level academic subjects, one of which must be from Group C
- One Grade 12 5-credit subject (excluding special projects)

Mature Student Route

- ELA 30-1
- Biology 30

Program Requirements

Year One- Fall Semester

ENGL 1xx or ENGL 2xx

PHSL 370	Introduction to Human Physiology I
KNES 204	Sociocultural Aspects of Leisure & Sport
KNES 250	Introduction to the Administration of Sport and Physical Education Programs
KNES 261	Human Anatomy

Year One- Winter Semester

PHSL 371	Introduction to Human Physiology II
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NUTR 200	Introduction to Nutrition
KNES 220	Prevention and Care of Athletic Injuries
KNES 247	Introduction to Wellness, Fitness & Nutrition
<i>One of</i>	
KNES 210	Motor Skill Acquisition and Performance
KNES 265	Functional Anatomy
STAT 251 or 333	Introduction to Applied Statistics or Statistics for the Life Sciences

Year Two- Fall Semester

PSYC 200 or PSYC 201	Introduction to Psychology I- Natural Science or Introduction to Psychology II – Social Science
KNES 240	Adapted Physical Education
KNES 255	Biomechanics
KNES 260	Introduction to Coaching
KNES 290	Growth and Development

Year Two- Winter Semester

KNES 206	Psychology of Sport and Physical Activity
KNES 270	Exercise Assessment and Prescription
KNES 373	Exercise Physiology
KNES 295	Practicum/Work Experience
<i>One of</i>	
KNES 212	Research Methods in Kinesiology
KNES 281	Introduction to Movement Activities in Children and Youth

Practicum

As part of the Kinesiology diploma, every student will be required to complete a practicum. The practicum is a non-paid work-integrated learning experience designed to give students supervised practical application of the theories and concepts learned through the program. All courses and requirements from the first three semesters of the program must be completed appropriately and satisfactorily prior to commencing the practicum. Failure to do so will result in the student not being permitted into the practicum course.

Students may be required to provide a Police Information Check with Vulnerable Sector Search to the practicum placement supervisor prior to starting the placement. A current First Aid and CPR-level C certificate will be required in practicum placements. Please note that students are responsible for any fees involved in meeting these practicum requirements.

Continuation Requirements

- attain a current and cumulative grade point average of at least 2.0 at the end of each semester

Industry Credentials

Students within this program will have the opportunity to achieve the following industry certifications:

- Canadian Society for Exercise Physiology (CSEP)- Certified Personal Trainer (CPT)
- Fitness Alberta (formerly the Alberta Fitness Leadership Certification Association)
- National Coaching Certification Program (NCCP) Modules
- Sports Medicine Council of Alberta (SMCA)- Sport Trainer
- CPR-C and Emergency First Aid

* Students are eligible to complete the CSEP-CPT national certification upon successful completion of all the coursework. This is not required for successful completion of the program but rather an opportunity to gain a valuable industry

certification. Students are responsible for any fees associated with obtaining this certification.*

Graduation Requirements

To successfully complete the Kinesiology Diploma. You must:

- attain a minimum final grade of C in all courses
- attain a grade of CR in KNES 295
- attain a minimum cumulative GPA of 2.0

Transfer

The Kinesiology diploma program serves as a foundation for further education within the field by offering many of the same courses as the University Studies Kinesiology program. Upon successful completion of the program, students are awarded a diploma from Medicine Hat College; they can also use their courses for credit transfer should they wish to further their university studies in Kinesiology.

Students are encouraged to consult Academic calendars of their intended transfer institution regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their program planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalent.

Proposed Calendar Program Description

(Include course title, number, description, hours, credits, co-requisites and pre-requisites, etc.)

Proposed 2024-2025 Academic Schedule

Event	Date
July	
Canada Day (College Closed)	Monday, July 1, 2024
August	
Fall Semester Residence Fees Due	Thursday, August 1, 2024
Heritage Day (College Closed)	Monday, August 5, 2024
College Day (No classes & college closed to the public)	Wednesday, August 21, 2024
September	
Labour Day (College Closed)	Monday, September 2, 2024
New Student Orientation	Tuesday, September 3, 2024
Credit Classes Begin	Wednesday, September 4, 2024
Add deadline	Wednesday, September 11, 2024
Drop deadline	Wednesday, September 18, 2024
Last day to pay tuition and fees for Fall semester	Wednesday, September 18, 2024
National Truth & Reconciliation Day (No classes & college closed to the public)	Monday, September 30, 2024
October	
Thanksgiving Day (College Closed)	Monday, October 14, 2024
November	
Remembrance Day (College Closed)	Monday, November 11, 2024
Student Study Break (No classes)	Tuesday, November 12 & Thursday, November 13, 2024
Withdrawal with "W" Grade deadline	Thursday, November 21, 2024
December	
Winter Semester Residence Fees Due	Monday, December 2, 2024
Last day of Credit Classes	Tuesday, December 10, 2024
Exams for Credit Classes begin	Thursday, December 12, 2024
Exams for Credit Classes end	Friday, December 20, 2024
Christmas Break (College Closed)	Tuesday, December 24-31, 2024
January	
New Year's Day (College Closed)	Wednesday, January 1, 2025
College Open	Thursday, January 2, 2025
Credit Classes Begin	Monday, January 6, 2025
Add Deadline	Friday, January 10, 2025
Drop Deadline	Friday, January 17, 2025
Last day to pay tuition and fees for Winter semester	Friday, January 17, 2025
February	
Family Day (College Closed)	Monday, February 17, 2025
Student Study Break Begins (No Classes)	Tuesday, February 18, 2025
Student Study Break Ends (No Classes)	Friday, February 21, 2025
March	
Withdrawal with "W" Grade deadline	Tuesday, March 25, 2025
April	
Last day of Credit Classes	Wednesday, April 10, 2025
Exams for Credit Classes Begin	Saturday, April 12, 2025
Good Friday (College Closed)	Friday, April 18, 2025

Easter Monday (College Closed)	Monday, April 21, 2025
Exams for Credit Classes End	Friday, April 25, 2025
May	
Credit Classes Begin for Spring May & May/June Session	Thursday, May 1, 2025
Add Deadline for Spring May Session	Friday, May 2, 2025
Drop Deadline for Spring May Session	Monday, May 5, 2025
Last day to pay tuition and fees for Spring May & May/June Sessions	Monday, May 5, 2025
Add Deadline for Spring May/June Session	Tuesday, May 6, 2025
Drop Deadline for Spring May/June Session	Thursday, May 7, 2025
Victoria Day (College Closed)	Monday, May 19, 2025
Withdrawal with "W" Grade deadline for Spring May Session	Monday, May 26, 2025
Credit Classes End for Spring May Session	Friday, May 30, 2025
June	
Credit Classes Begin for Spring June Session	Monday, June 2, 2025
Add Deadline for Spring June Session	Tuesday, June 3, 2025
Drop Deadline for Spring June Session	Wednesday, June 4, 2025
Last day to pay tuition and fees for Spring June Session	Friday, June 6, 2025
Convocation	Friday, June 13, 2025
Withdrawal with "W" Grade deadline for Spring May/June Session	Tuesday, June 17, 2025
Withdrawal with "W" Grade deadline for Spring June Session	Tuesday, June 24, 2025
Credit Classes End for Spring May/June & June Sessions	Monday, June 30, 2025



Medicine Hat College Policy PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Policy #:	AC-09 (GAC)
Policy Authority:	Dean, Student Services and Registrar
Executive Sponsor:	Vice-President, Academic and Provost
Approved by:	President and CEO
Effective Date:	07/01/2023
Next Mandatory Review Date:	M/dd/yyyy
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy identifies the criteria that governs eligibility for assessing and granting credit and/or advanced placement for prior learning (formal, informal, and non-formal.)

2. SCOPE

This policy applies to all students enrolled in a credit program at Medicine Hat College (MHC.)

3. DEFINITIONS

- **Advanced Credit:** a grade awarded for course work completed through a non-credit program (or other established educational program pathway) that is comparable to an academic course(s) in learning objectives, outcomes, and hours. Transcribed as 'AC' on transcripts.
- **Challenge Exam:** a comprehensive written exam used to demonstrate knowledge and competencies specific to a course.
- **Formal Learning:** knowledge and competencies acquired through credit courses and programs offered at post-secondary institutions; normally appears on transcripts.
- **Informal Learning:** knowledge, skills, and competencies acquired through life and work experience.
- **Non-formal Learning:** learning acquired through non-credit courses, on-the-job training, and professional workshops.
- **PLAR Assessor:** a faculty member whose content/subject matter expertise deems them an appropriate evaluator of acquired knowledge, skills, and competencies.
- **Prior Learning:** learning acquired through formal, informal, and non-formal learning experiences. Students granted a prior learning assessment who are successful will receive an awarded grade of 'PL' for the course in which credit is earned. Students who are unsuccessful will receive a grade of 'NC.'

- **Prior Learning Assessment and Recognition (PLAR):** a process of identifying, assessing, and recognizing skills, competencies, and knowledge of individuals learned through informal, non-formal, experiential, or formal means.

4. PRINCIPLES

- 4.1 MHC abides by the principles outlined by the Alberta Council on Admission and Transfer (ACAT) with regards to prior learning assessment. MHC is committed to reducing barriers to student mobility.
- 4.2 MHC is committed to the Canadian Association for Prior Learning Assessment's (CAPLA) nine guiding principles for quality recognition of prior learning practices.

5. DIRECTIVES

- 5.1 The PLAR process is conducted in a student-centered manner, adhering to PLAR practices that demonstrate quality and excellence.
- 5.2 The PLAR process promotes access and flexibility while maintaining academic integrity specific to disciplines, and the assessment process will be appropriate to the skills, competencies and knowledge required within that discipline.
- 5.3 The process is conducted in as timely a manner as is required in order to appropriately assess skills, competencies, and knowledge. This process may require significant timelines as well as significant effort/resources on the part of the student and MHC.
- 5.4 PLAR is based on demonstrated learning that is appropriate to the course and program to which the student has been admitted.
- 5.5 PLAR assessment is completed by content/subject matter specialists, seeking external advice as necessary. Examples of acceptable assessment methods include, but is not limited to, challenge exams, portfolios, practical demonstrations, essays or projects, or interviews.
- 5.6 MHC supports the principle that students should not be required to repeat previous learning experiences in which competence has been demonstrated.
- 5.7 Each division/program is responsible for outlining any restrictions in student access to PLAR and for obtaining approval for any restrictions by General Academic Council for publication in the Academic Calendar.
- 5.8 Fees for PLAR are billed at 50 percent of the regular tuition rate and associated fees will also be billed at 50 percent for the course.
- 5.9 Successful PLAR course work will receive a grade of 'PL' in order to ensure compliance with Association of Registrars of Universities and Colleges Canada (ARUCC) transcript recommendations. A grade of 'NC' will be awarded for unsuccessful completion of a PLAR.
- 5.10 The maximum number of credits awarded through PLAR must not exceed 50 percent of the credential for which credit is sought (certificate, diploma, or applied degree.)
- 5.11 Students must meet all residency requirements for the program within which they are registered. PLAR coursework is counted toward residency requirements.

- 5.12 Students are not permitted to apply for PLAR in courses for which they have received a failing grade.
- 5.13 Students will only be permitted one attempt at PLAR for a specific course.
- 5.14 PLAR timelines will normally follow the deadlines as outlined in the Academic Schedule, however there may be program specific deadlines or exemptions.
- 5.15 MHC has established a formal channel to recognize course work completed through non-credit programming within Continuing Education (at MHC) as well as other select training programs (e.g. the National Advanced Placement and Prior Learning (N-APPL) program). Advanced Credit will be awarded to transcribe the fulfillment of course work. Program areas may establish pathways to formally recognize these learning experiences in consultation with the Registrar's Office. Program areas will be responsible for determining any specific requirement/limitations on Advanced Credit awarded.

6. RESPONSIBILITIES

- 6.1 **Students** are responsible for initiating the PLAR process.
- 6.2 **Admission, Transfer, & Transcript Coordinator** is responsible for
- (a) facilitating the PLAR process, and
 - (b) supporting the assessor and the student by facilitating communication efforts between both parties.
- 6.3 **PLAR Assessor** is responsible for
- (a) assessing potential for PLAR,
 - (b) determining the appropriate assessment,
 - (c) grading the assessment, and
 - (d) awarding a grade for successful or unsuccessful completion of the PLAR (PL/NC)
- 6.4 **Dean/Program Chair** is responsible for
- (a) ensuring quality standards,
 - (b) remaining informed of assessment methods to assist in mentoring faculty through the PLAR process, and
 - (c) providing final approval of PLAR applications.

7. APPLICABLE LEGISLATION/REGULATIONS

Post-secondary Learning Act
Canadian Association of Prior Learning Assessment
Alberta Council on Admissions and Transfer

8. RELATED POLICIES

AC-01: Credentials and Parchments
AC-08: Evaluation of Student Learning
AC-10: Transfer Credit Policy

9. RELATED PROCEDURES

PR-AC-09-01: Prior Learning Assessment and Recognition

PR-AC-10-01: Transfer Credit

Kevin Shufflebotham
President and CEO

Date:

Nancy Brown
Vice-President, Academic and
Provost

Date:

DOCUMENT HISTORY

February, 2019

Policy Approved

Xxx 2023

Revised Policy Approved



Medicine Hat College Procedure Prior Learning Assessment and Recognition

Procedure #: PR-AC-09-01
Procedure Authority: Dean of Student Services and Registrar
Executive Sponsor: Vice-President, Academic and Provost
Approved by: President and CEO
Effective Date: TBD

1. PURPOSE

This procedure facilitates the Prior Learning Assessment and Recognition (PLAR) process ensuring adherence to PLAR principles.

2. SUPPORTING

AC-09 Prior Learning Assessment and Recognition (the **Policy**)

3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

4. PROCEDURE

Step	Action	Responsibility
1.	Contact/meet with Admission, Transfer, and Transcript Coordinator to discuss expectations and requirements.	Student
2.	Contact relevant Program Coordinator to identify the appropriate PLAR Assessor.	Admission, Transfer, and Transcript Coordinator
3.	Contact the identified PLAR Assessor to determine the appropriateness of PLAR.	Admission, Transfer, and Transcript Coordinator and PLAR Assessor
4.	As appropriate, coordinate meeting (in-person or virtual) between PLAR Assessor and student to determine next steps.	Student and PLAR Assessor
5.	Meet with the PLAR Assessor to discuss assessment options.	Student

Step	Action	Responsibility
6.	Complete PLAR application including assessment information.	Student and PLAR Assessor
7.	Obtain Dean approval and forward form to Admission, Transfer, and Transcript Coordinator.	PLAR Assessor
8.	Facilitate registration into the PLAR section of the course and notify student and PLAR Assessor when complete.	Admission, Transfer, and Transcript Coordinator
9.	Pay fees by payment deadline.	Student
10.	Begin assessment preparation as discussed with the PLAR Assessor.	Student
11.	Complete and submit assessments as required.	Student
12.	Mark assessments and enter grade into student information system (PL/NC).	PLAR Assessor

5. ADDITIONAL INFORMATION

Attachment A: Prior Learning Assessment and Recognition Application form

Nancy Brown
Vice-President, Academic and Provost

Date:

DOCUMENT HISTORY

February 2019 Procedure approved
Xxx 2023 Revised Procedure approved

Policy: AC-09 PLAR

Reason for review: Due to changes in pathways offered at MHC for recognition of non-credit programs/courses completed at MHC as well as other formalized programs (N-APPL), a new annotation is required to capture accurately academic information.

Overview of main changes:

Put policy into new template

Changed title of policy authority from Registrar to Dean of Student Services/Registrar

Definitions:

- Added definition of Advanced Credit
- Added to definition of Prior Learning 'Students granted a prior learning assessment who are successful will receive an awarded grade of "PL" for the course in which credit is earned.'

Principles:

- Moved existing principles to Directives section.
- Added a high-level, over-arching principles:

"MHC abides by the principles outlined by the Alberta Council on Admission and Transfer (ACAT) with regards to prior learning assessment. MHC is committed to reducing barriers to student mobility."

"MHC is committed to the Canadian Association for Prior Learning Assessment's (CAPLA) nine guiding principles for quality recognition of prior learning practices."

Directives:

- Added Directives section to document as per the new template format.
- Moved 4.1 and 4.2 (old policy) to Principle
- Added 5.14: "MHC has established a formal channel to recognize course work completed through non-credit programming within Continuing Education (at MHC) as well as other select training programs (e.g., the National Advanced Placement and Prior Learning (N-APPL) program). Advanced Credit (AC) will be awarded to transcribe the fulfillment of course work. Program areas may establish pathways to formally recognize these learning experiences in consultation with the Registrar's Office. Program areas will be responsible for determining any specific requirement/limitations on Advanced Credit awarded."

Procedure: PR-AC-09-01 PLAR

Reason for review: Due to changes in pathways offered at MHC for recognition of non-credit programs/courses completed at MHC as well as other formalized programs (N-APPL), a new annotation is required to capture accurately academic information.



GENERAL ACADEMIC COUNCIL

Terms of Reference

Preamble

These Terms of Reference detail the powers, duties, and procedures of the General Academic Council of Medicine Hat College and shall be interpreted in a manner consistent with the Post-secondary Learning Act (PSLA).

1) Definitions

- a) For the purposes of the Terms of Reference, the following definitions apply:
 - i. “MHC” means Medicine Hat College.
 - ii. “General Academic Council” means a representative council, established under the provisions of the PSLA and herein referred to as General Academic Council, Academic Council, Council, or GAC.
 - iii. “Board” means the Board of Governors of Medicine Hat College.
 - iv. “Chair” means the Chair of General Academic Council.
 - v. “Council Member” means a member of the General Academic Council.
 - vi. “Academic Staff Member” means an academic staff member employed at Medicine Hat College elected to Council by the Faculty Association.
 - vii. “Student Member” means student enrolled at Medicine Hat College appointed to Council by the Students’ Association.

2) Authority

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

3) Powers and Duties

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

4) Membership

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

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

- 8) Duties of the Members of Council
 - a) Members of the Council shall be responsible for attending all meetings of the Council and of the committees on which they serve, and for participating in the affairs of the Council for the duration of their term of appointment or election.
- 9) Duties of the Recording Administrative Staff
 - a) Circulate the agenda and supporting material for all meetings of General Academic Council;
 - b) Record, file, and distribute the official minutes of the Executive Committee and the Council;
 - c) Assist the Chair with the preparation of General Academic Council correspondence;
 - d) Maintain necessary membership lists, records, and files on behalf of the Council;
 - e) Maintain approved minutes of Executive Committee and make them available to Council Members upon request; and
 - f) Prepare an annual summary of the last year's motions and recommendations for submission to all Council members and to the Board at the first regular meeting.
- 10) Procedural Matters
 - a) Rules of Order
 - i. All proceedings of General Academic Council shall be governed by the current Robert's Rules of Order, except as otherwise stipulated by these terms of reference.
 - b) It is expected that all members of GAC and public visitors adhere to the college's Guiding Principles during debate, discussion, and attendance at meetings.
 - c) Agenda
 - i. Any member of the MHC community may refer any matter to the attention of General Academic Council by presenting a written submission to the Chair not less than ten (10) business days prior to any meeting of the Council.
 - ii. The proposed agenda and the supporting material for any meeting of General Academic Council shall be circulated to all Council Members not less than five (5) business days prior to any meeting of the council.
 - iii. Agendas of General Academic Council shall be posted publicly.
 - d) Attendance at General Academic Council by Non-Council members
 - i. Any student or staff member of MHC may attend meetings of General Academic Council.
 - ii. Upon the invitation of a member of Council and the approval of a majority of Council, any member of the College or the public may provide information on a specific agenda item.
 - e) All meetings of the Council shall be open to the College and public unless, by a two-thirds vote of its members present, the Councils resolves to exclude all non-members except those specifically requested to remain.
 - f) Voting
 - i. All members of the Council shall be voting members.
 - ii. A majority vote of the Council Members in attendance at a meeting is required to pass any motion. Any strongly expressed minority opinions shall be recorded in the minutes.
 - iii. Council Members cannot provide their proxy to other Council Members or non-Council Members.

g) Quorum

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

h) Orientation to General Academic Council

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

11) Committees of General Academic Council

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

12) Meetings

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

13) Reports

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

14) Adoption and Amendment of the Terms of Reference

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

Approved: March 1999

Updated: October 2004/October 2007/November 2008/March 2015 /October 2019/January 2021/October 2022/Draft April 2023

Board of Governors Motion

As per the PSLA, the term of office of members of GAC shall be determined by the Board. In addition, the Board is to appoint not more than four (4) senior officials to the GAC and not more than five (5) additional members.

Proposed Motion: Be it resolved that the following matters concerning the Board's appointment of GAC members, and the election of academic staff and students to academic council are adopted by the Board:

1. The following office holders are appointed to GAC ex-officio:
 - a. The Vice-President Academic and Provost,
 - b. The Vice-President Administration and Finance,
 - c. The Dean of Arts, Science, and Education,
 - d. The Dean of Health and Community Services,
 - e. The Dean of Business and Continuing Education,
 - f. The Dean of Trades and Technology,
 - g. The Registrar and Dean of Students,
 - h. The Director of Teaching and Learning, and
 - i. The Director of International Education
2. Should the number of academic staff members elected to academic council be less than 1/3 of the total membership, the President and CEO, in consultation with the Vice-President Academic and Provost, shall advise the Board which administrative staff from above are voting members of GAC at the first Board meeting of the academic year.
3. The term of office of academic staff members elected to Council shall be for a one (1) year term, commencing on 1 July of the year of appointment, subject only to their continued employment as academic staff members at MHC.
 - a. It is requested that a broad range of academic interests be represented.
 - b. Academic staff members may sit up to four (4) consecutive terms.
 - c. Academic staff members must be out of office from Council for one (1) full term beyond their fourth term served before being eligible to sit on GAC again.
4. The term of office of student members appointed to Council shall be for a period of one (1) calendar year, commencing upon appointment, subject only to their continued enrollment as students at MHC.
 - a. It is requested that a broad range of academic interests are represented.
 - b. Student members may sit up to three (3) consecutive terms.
 - c. Student members must be out of office for one (1) full term beyond their third term served before being eligible to sit on GAC again.
5. The seat of any Council Member who fails to attend two (2) consecutive meeting of the GAC without prior approval of the Chair shall be declared vacant by the Chair.
6. In the event of any vacancy, the Chair shall request an immediate election or appointment from the appropriate constituency for the remainder of the un-expired term.
7. A Council Member who is elected or appointed to fill an unexpired term of one (1) year or less shall be eligible to sit as though the Council Member had not served on GAC.



GENERAL ACADEMIC COUNCIL

Terms of Reference

Preamble

The Post-secondary Learning Act (PSLA) stipulates membership, powers, and duties of an Academic Council for each post-secondary. These Terms of Reference shall in no way contravene the PSLA, College or Board policies.

The Board of Governors for Medicine Hat College is the senior body with overarching authority over General Academic Council and shall draw upon the General Academic Council for advice as outlined hereinafter to satisfy its responsibilities.

Where any question as to the powers and functions of General Academic Council, or any member or any Committee thereof, cannot be resolved by the normal procedures of the Council, the question shall be determined and settled by the Board and the Board's decision is final.

1. Definitions

For the purposes of the Terms of Reference, the following definitions apply:

1. "Academic Council" means a representative council, established under the provisions of the Post-secondary Learning Act and herein referred to as General Academic Council, Council or GAC.
2. "Academic Year" means the period between September 1 of one year and August 31 of the year following.
3. "Board" means the Board of Governors of Medicine Hat College.
4. "Chair" means the Chair of General Academic Council.
5. "Council Member" means a member of the General Academic Council stipulated in Section 3 and duly appointed or elected through their appropriate constituency.
6. "Faculty Member" means a member of the Medicine Hat College Faculty Association.
7. "MHC" means Medicine Hat College.
8. "MHCFA" means the Medicine Hat College Faculty Association.
9. "SAMHC" means the Students' Association of Medicine Hat College.
10. "President and CEO" means the President and Chief Executive Officer of Medicine Hat College.
11. "Student Member" means a member of the Medicine Hat College Student Association and is a registered student of Medicine Hat College.
12. "Year Term" means an academic year.

2. Membership

General Academic Council shall consist of the following members:

1. The President and CEO;
2. Three senior officials appointed as members of the Council by the Board;
3. Four Academic Deans appointed as members of the Council by the Board;
4. Eight faculty members, either elected or appointed, by the Faculty Association;
5. Eight student members selected by the Students' Association;

3. Conditions and Terms of Office

1. The term of office for those appointed by the Board shall be appointed for a one (1) year term, but may be reappointed for successive terms without limitation.
2. The term of office of faculty members appointed, elected or re-elected to Council shall be for a two (2) year term, commencing after the Faculty Association Annual General Meeting.
 - a. It is intended that a broad range of academic interests are represented.
 - b. Faculty members are entitled to seek a second term consecutively, however, they must be absent for one full term before returning beyond their second term served.
3. The term of office of student members appointed, elected or re-elected to Council shall be for a period of one (1) calendar year, commencing after the Students' Association elections, subject only to their continued registration as students at MHC and the maintenance of good academic standing as specified in the academic grading policy.
 - a. It is intended that a broad range of academic interests are represented.
 - b. Student members are entitled to seek two additional terms consecutively, however, they must be absent for one full term before returning beyond their third term served.
4. An elected or appointed member may resign from Council by giving written notice to the Chair.
5. The seat of any Council Member who fails to attend two (2) consecutive meetings of General Academic Council without prior approval of the Chair shall be declared vacant by the Chair.
6. In the event of any vacancy, the Chair shall request an immediate election or appointment from the appropriate constituency for the remainder of the un-expired term.
7. A member who has been appointed or elected to fill a vacancy shall serve for the remainder of the term of the member who resigned.
8. A Council Member who is elected or appointed to fill an unexpired term of one (1) year or less shall be eligible for re-election as though the Council Member had not served on GAC.
9. The election or appointment of members of the Council and its standing committees shall be made in accordance with the procedures of each constituency.
10. With the exception detailed in Section 3.6, no substitute or alternative Council Members may be appointed and/or elected.
11. Where any question arises as to the composition of the Council or any matter concerning the Council, the question shall be decided by the Board and the Board's decision is final.

4. Executive of General Academic Council

1. The Executive of General Academic Council shall consist of the following officers:
 - a. the President and CEO;
 - b. the Vice President, Academic & Provost;
 - c. A Faculty Member selected the Faculty Association; and
 - d. A Student Member selected by the Students' Association

2. The President and CEO or designate from within the Executive shall be the Chair.
3. The Vice President, Academic & Provost shall be the Vice-Chair.
4. The President and CEO shall appoint a non-voting recording administrative staff to serve the General Academic Council and the Executive.

5. Powers and Functions of the Executive

Subject to the authority of General Academic Council, which resides in the general assembly of its members, the Executive shall:

1. coordinate the work of the Council;
2. establish necessary procedures for the conduct of its affairs;
3. act on behalf of the Council as necessary between meetings;
4. delegate any of its functions and powers as it deems proper;
5. provide draft minutes of the Council Executive meetings to General Academic Council at the next meeting of the Council.

6. Duties of the Executive Members

1. The Chair shall:
 - a. preside over all meetings of General Academic Council, and of the Executive;
 - b. as a member of Council, the chair may vote;
 - c. coordinate all business and operations of the Council;
 - d. act with the Executive to prepare the agenda for all meetings of General Academic Council;
 - e. serve as an ex-officio member of all committees of General Academic Council;
 - f. relinquish chair when participating in debate;
 - g. be a member of the Council and shall act as its official spokesman;
 - h. communicate to the Board all reports and recommendations of the Council;
 - i. ensure that all the provisions and requirements of the Terms of Reference are fulfilled;
 - j. call special meetings of the Council when convinced of the necessity or desirability to do so.
2. The Vice-Chair shall:
 - a. assume the Chair when the Chair is participating in debates;
 - b. carry out the duties of the Chair in that person's absence or becomes vacant;
3. The Recording Administrative Staff shall:
 - 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 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.
 - 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.
4. The other Council Members may be assigned special duties from time to time.

7. Duties of the Members of Council

1. 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.

8. Duties of General Academic Council

1. General Academic Council shall make recommendations or reports to the Board with respect to:
 - a. any matter that the Board refers to General Academic Council;
 - b. academic policy relating to standards and policy respecting the selection and admission of students;
 - c. courses and programs of instruction or training provided or to be provided by the Board;
 - d. academic awards;
 - e. any other matter General Academic Council considers advisable.
2. General Academic Council shall review proposed programs of study to be offered by MHC, and make a report respecting that review in accordance with the Post-Secondary Learning Act.
3. All recommendations and reports of General Academic Council shall be communicated to the Board in writing through the President and CEO, who shall present the recommendation or report to the Board at its next meeting.
4. Decisions and requests of the Board shall be communicated to General Academic Council through the President and CEO.

9. Operational Procedures of General Academic Council

1. Schedule of Meetings
 - a. Regular meetings of General Academic Council shall be called by the Chair in accordance with a schedule established by General Academic Council, but not less than four (4) times per year.
 - b. General Academic Council shall hold such additional meetings as are deemed necessary by the President and CEO, or by the Chair, upon serving written notice of not less than two (2) business days to General Academic Council.
2. Agenda
 - a. Any member of the MHC community may refer any matter to the attention of General Academic Council by presenting a written submission to the Executive not less than ten (10) business days prior to any meeting of the Council.
 - b. 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) days prior to any meeting of the council.
 - c. Any matter not on the agenda may be considered at the meeting with the concurrence of a majority of Council Members in attendance.
 - d. Agendas of General Academic Council shall be posted publicly.
3. Attendance at General Academic Council by Non Council members
 - a. Any student or staff member of MHC may attend meetings of General Academic Council.
 - b. 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.

- c. All meetings of the Council shall be open to the College and public unless, by a two-thirds vote of its members present, the Council resolves to exclude all non-members except those specifically requested to remain.
 - 4. Rules of Order
 - a. All proceedings of General Academic Council shall be governed by Robert's Rules of Order Revised, except as otherwise provided or as permitted by the Chair, with consent, expressed or implied, by quorum of the Council.
 - b. It is expected that all members of General Academic Council and public visitors adhere to MHC's values during debate, discussion, and attendance at Council meetings.
 - 5. Quorum
 - a. A quorum of the Council at all regular and special meetings shall consist of at least four administration members, four faculty members and four student members. There shall be at least fourteen members present.
 - 6. Voting
 - a. All members of the Council shall be voting members.
 - b. 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.
 - c. Council Members cannot provide their proxy to other Council Members or non-Council Members.
 - d. Resolutions receiving a tie vote shall be lost.
 - 7. Minutes
 - a. Draft minutes of General Academic Council meetings shall be provided to the Board of Governors at the next meeting of the Board.
 - b. Approved minutes will be posted publically.
 - c. The approved minutes will serve as the official record of meetings and supersede the draft minutes.
 - d. An account of outstanding action items will be maintained for continuity and orientation purposes.
 - 8. Orientation to General Academic Council
 - a. A full and comprehensive orientation for the members of the incoming Council will be provided in conjunction with the first regular meeting of the Council.
- 10. Committees of General Academic Council**
- 1. 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.
 - a. GAC Standing Committees include the following:
 - i. Curriculum Committee
 - ii. Honorary Applied Degree Committee
 - 2. 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.
 - 3. Standing and ad-hoc committees should endeavor to include members from all constituent groups when reasonable.

11. Amendments to the Terms of Reference

Any proposed change to the General Academic Council's Terms of Reference shall be brought about by the following:

1. a written notice setting out that the proposed change must be submitted to the Chair of the Council, not less than 10 days prior to a regular meeting of the Council;
2. the Chair will place the proposed change before the next meeting of the Council as a Notice of Motion;
3. the Council shall have at least 30 days to consider such a change;
4. the Council shall vote upon the proposal at the first regular meeting following this 30-day period;
5. the quorum for a meeting at which an amendment is to be considered shall be two-thirds (2/3) of the Council membership;
6. in order to be successful, a proposal for changes to the Terms of Reference must support at least two-thirds (2/3) of the Council members present;
7. any change in the Terms of Reference must be approved by the Board of Governors.

Approved: March 1999

Updated: October 2004/October 2007/November 2008/March 2015 /October 2019/January 2021/October 2022