



# GENERAL ACADEMIC COUNCIL

NOVEMBER 27, 2023 ATTENDANCE

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## **ADMINISTRATIVE REPRESENTATIVES**

Kevin Shufflebotham, President & CEO  
Nancy Brown, Vice President Academic & Provost  
Colleen Whidden, Director, Teaching & Learning  
Chad Flinn, Dean, School of Trades & Technology  
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, Dean, School of Business & Continuing Studies

## **STUDENT REPRESENTATIVES**

Lily Schaerer, S.A President  
Shintaro Iwata, S.A Vice President Internal  
Nikita Kovalev, S.A Vice President External  
Rebecca Hirsch, S.A Vice President Community  
Antwayne Hardie, Student Council Representative  
Lee Chuen Tong, Student Council Representative  
Jessica Philistin, Student Council Representative  
Jonathan Elec, Student Council Representative

## **Recorder**

Paula Forsythe

## **FACULTY REPRESENTATIVES**

Jason McLester, School of Arts, Science & Education  
Jana Smith Elford, School of Arts, Science & Education  
Peter Kelly, School of Trades & Technology  
Stan Hansen, School of Trades & Technology  
Serena Cataldo, School of Health & Community Services  
Heather Stahl, Member at large  
Jason Bonogofsky, School of Trades & Technology (Tentative)

## **GUESTS**

Teresa Gyorkos, Manager, Policy & Compliance  
Nicholas Langat, Manager, Student Supports  
Wayne Resch, Vice President, Administration & Finance

## **REGRETS:**

Kate Squires, School of Health & Community Services  
Hadija Drummond, Director, International Education



**MEDICINE HAT COLLEGE**  
**General Academic Council**

**AGENDA**

November 27, 2023

Crowfoot Room

10:00 am – 12:00 pm

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- |   |                  |
|---|------------------|
| 1. CALL TO ORDER  | K. Shufflebotham |
| 2. APPROVAL OF AGENDA<br>[MOTION]   | All              |
| ✓ 3. APPROVAL OF MINUTES – September 25, 2023<br>[MOTION]                               | All              |
| 4. MEETING TIMES 2023-24  | K. Shufflebotham |
| 5. CURRICULUM COMMITTEE   | S. Henderson     |
| ✓ 5.1 Terms of Reference (current)  |                  |
| ✓ 5.2 Proposed New Terms of Reference   |                  |
| ✓ 5.3 Curriculum Change Flow Chart  |                  |
| 6. UPDATES  |                  |
| 6.1 Executive Administration  | N. Brown         |
| 6.2 Faculty Update  | J. Smith Elford  |
| 6.3 Student Update  | L. Schaerer      |
| 7. DISCUSSION TOPICS  |                  |
| 7.1 Academic Policy Work  | T. Gyorkos       |
| 7.2 CAQC Degree Process/Institutional Readiness   | N. Brown         |
| 12. ADJOURNMENT / NEXT MEETING<br>Next meeting: January 22, 2024<br>[MOTION to ADJOURN] | K. Shufflebotham |



**MEDICINE HAT COLLEGE**  
**General Academic Council**

**MINUTES**

**September 25, 2023**

**Crowfoot Room**

**10:30 am – 12:00 pm**

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**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**



## **CURRICULUM COMMITTEE GENERAL ACADEMIC COUNCIL**

### **Terms of Reference**

#### **PURPOSE:**

The Curriculum Committee reviews and recommends for approval matters pertaining to curriculum, including new programs, and significant changes to programs that require Government of Alberta approval to General Academic Council. 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
- One student (nominated by the Student Association)

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
- 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 and one member from administration
- agendas are set by the Chair of the Committee

DRAFT CURRICULUM COMMITTEE  
GENERAL ACADEMIC COUNCIL  
Terms of Reference (2023-2024)

**PURPOSE:** The Curriculum Committee reviews and recommends for approval matters pertaining to curriculum, including new programs, standard program changes, and major changes to programs that requires 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 curriculum changes in advance of General Academic Council review at its regular meetings.

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**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.
- Five faculty members: at least one member from each academic division (nominated by their respective divisions and ratified by the Faculty Association). Faculty members are appointed for 2-year terms with half appointed each year if possible.
- One Academic Dean
- 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.

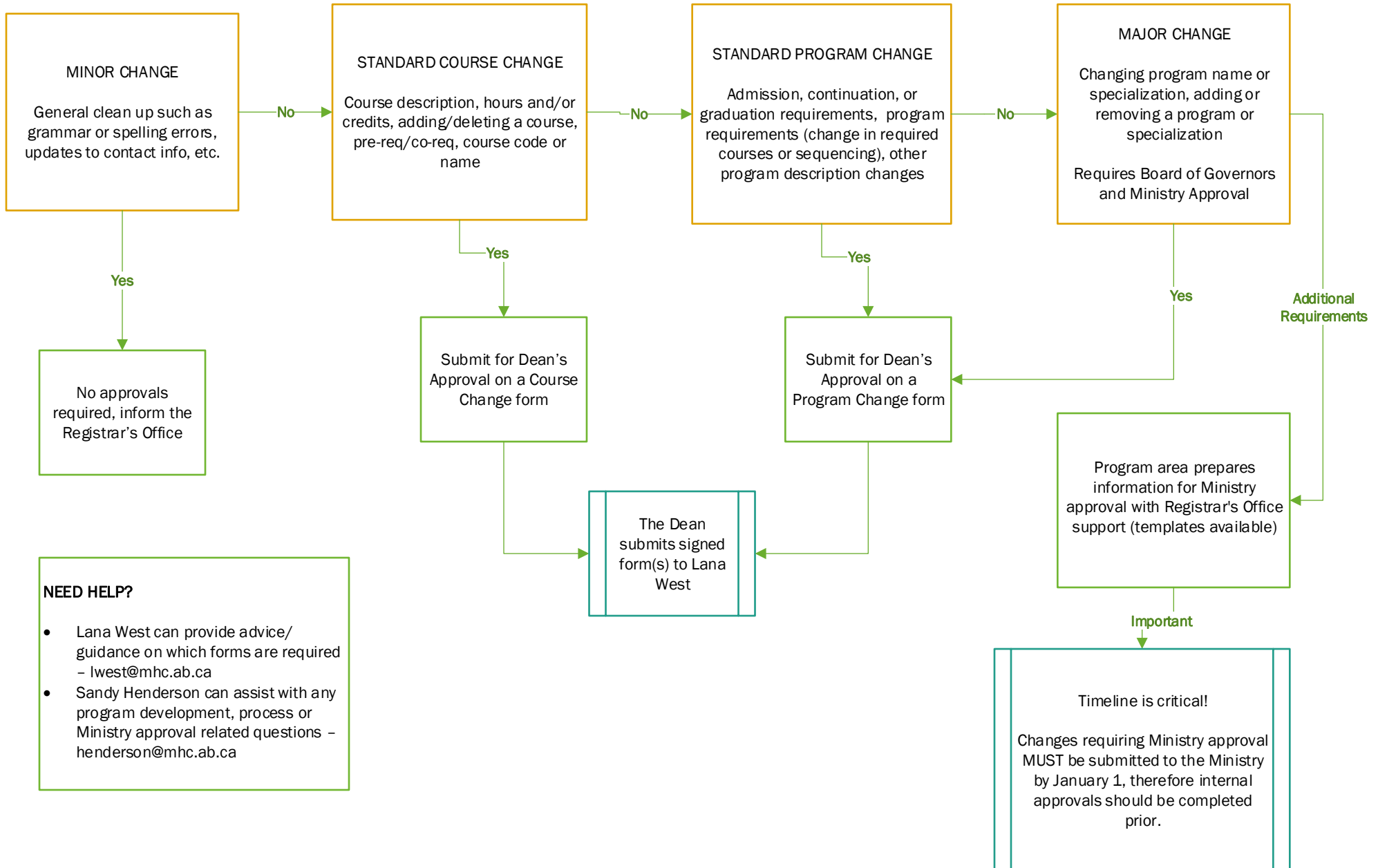
**OPERATING PROCEDURES:** The Curriculum Committee:

- 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 of the Committee 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 and one member from administration and at least member from the student association.
- Agendas are set by the Chair of the Committee

# Curriculum Changes Quick Reference



**NEED HELP?**

- Lana West can provide advice/ guidance on which forms are required - lwest@mhc.ab.ca
- Sandy Henderson can assist with any program development, process or Ministry approval related questions - henderson@mhc.ab.ca