



GENERAL ACADEMIC COUNCIL

SEPTEMBER 25, 2023 ATTENDANCE

ADMINISTRATIVE REPRESENTATIVES

Kevin Shufflebotham, President & CEO
Nancy Brown, Vice President Academic & Provost
Wayne Resch, Vice President, Administration & Finance
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
Additional student council representatives TBD

Recorder

Paula Forsythe

FACULTY REPRESENTATIVES

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

GUESTS

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



MEDICINE HAT COLLEGE

General Academic Council

AGENDA

September 25, 2023

Crowfoot Room

10:30 am – 12:00 pm

- | | |
|---|------------------|
| 1. CALL TO ORDER | K. Shufflebotham |
| 2. APPROVAL OF AGENDA
[MOTION] | All |
| ✓ 3. APPROVAL OF MINUTES – May 2, 2023
[MOTION] | All |
| 4. GAC ORIENTATION | K. Shufflebotham |
| ✓ 4.1 Post-Secondary Learning Act (Academic Council) | |
| ✓ 5. ADOPTION OF GAC TERMS OF REFERENCE 2023-24 (Tabled May 2023)
[MOTION] | K. Shufflebotham |
| 6. ELECTION OF GAC CHAIR
[MOTION] | All |
| 7. ELECTION OF GAC VICE-CHAIRS
[MOTION] | All |
| 8. MEETING TIMES 2023-24 | Chair |
| 9. UPDATES | |
| 9.1 Executive Administration | N. Brown |
| 9.2 Faculty Update | J. Smith Elford |
| 9.3 Student Update | S. Iwata |
| 10. NEW BUSINESS | |
| 10.1 Curriculum Committee | |
| ✓ 10.1.1 Terms of Reference | S. Henderson |
| 10.1.2 2023-24 Membership | |
| 10.2 Honorary Applied Degree Committee | |
| ✓ 10.2.1 Terms of Reference | N. Brown |
| 10.2.2 2023-24 Membership | |
| 11. FOR INFORMATION | Chair |
| ✓ 11.1 2022-23 GAC Approved Motions | |
| 12. ADJOURNMENT / NEXT MEETING | Chair |
| 2023-34 Meetings: | |
| • November 27, 2023 | • April 2, 2024 |
| • January 22, 2024 | • May 28, 2024 |
| [MOTION to ADJOURN] | |



MEDICINE HAT COLLEGE General Academic Council

MINUTES

May 2, 2023

Crowfoot Room

10:00 am – 12:00 pm

1. APPROVAL OF AGENDA

Nancy Brown Chaired the meeting as Kevin Shufflebotham was going to arrive a bit late. Meeting called to order at 10:01am.

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

Motion: (S. Henderson/L. Schaerer)

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

CARRIED

2. APPROVAL OF MINUTES – February 7, 2023

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

Motion: (S. Hansen/L. Tooth)

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

CARRIED

4. UPDATES

4.1 Executive Committee Update

Kevin Shufflebotham, President & CEO

- Free speech monitoring was mentioned at the last meeting and our annual report must now include a report on free speech and policy information, if any complaints are raised.
- **System level:** Kevin is part of the AB post-secondary group that advocates and connects with government officials. One of their goals is to focus on finding solutions with regard to base funding as this is short-term funding, but we’re expected to be able to do more and more with this money. They’d like to look at conducting a comprehensive funding review as there is currently a historical model being used. They’d like to have a comprehensive plan including faculty and student associations working with institutions to determine how to increase that funding. Another goal of this group is to advocate and focus efforts around increasing mental health funding.
- **Budget:** the 2023-24 budget will be presented to the Board of Governors at the May 16th meeting. The May 18th Open Forum will provide staff and faculty with a deeper dive into budget information.
- **Investment Management Agreements:** we’re currently finalizing and determining our metrics; this will go to the Board for approval on May 16th.
- **Enrollment:** applications remain strong; we currently have the highest number of applications that we’ve ever had since 2019.
- **Convocation:** June 9th, CO-OP Place. Staff, faculty are encouraged to attend.

Nancy Brown, Vice President Academic & Provost

- **Targeted Enrolment Expansion:** the government recently put out a call for proposals as they've done in recent years, for funding that will allow for additional seats in highly prescribed programs. The Senior Academic Leadership Team (SALT) submitted 6 proposals for various program expansions, and government has just announced that we've been approved for 32 additional seats in the Practical Nurse program.
- **Academic Plan:** The Plan is now finalized and has been sent out internally. It's a living document, however; the 6 main academic objectives will remain as-is and will guide our work for the next 16 months.
- **Program Development Process:** SALT reviewed the current process and determined that we've got a good process which just needs to be finalized and circulated. This will be a structured process and will align programs to our overall institutional goals.
- **Supportive Care Assistant Program:** new program funded by government as a way to recognize the shortage of health care aides. Each student received \$5000 in tuition subsidy and the College receives \$3000 for each student who completes the program. Employers received \$2000 per student. Students need to have a realistic chance to complete practicums, so we don't want to enroll too many students at once and make this unachievable. There has already been some early success with this and there are more students in Brooks who are interested. We just need to work through the placement piece before we start accepting more students.
- There are two apprenticeship style programs we've been working on with the goal of launching this coming fall, however; due to the planning and work still required they will be delayed slightly (Data Analytics for Business and Sustainable Energy Systems).
- **Institutional Self-Study in Pursuit of Autonomous Degrees:** after our institutional self-study was submitted to CAQC and the site visit was completed; CAQC provided us with various recommendations we will need to meet. Work has been progressing toward a June 2023 completion date on the recommendations made, but as there is still a lot of work required, we will now be aiming to ensure the recommendations are met and in place by June 2024. We'll ideally be ready by December 2023, with a 6-month buffer built-in to ensure we can fill those gaps and recommendations appropriately and thoughtfully.

Wayne Resch, Vice President Administration & Finance

- Student Information System: IT and Registration are currently working through this; we will be meeting with potential 3rd party vendors over the next while.

4.2 Faculty Update

Linda Tooth, School of Business & Continuing Studies

- We have some new Faculty Association Executive members in place
- Some concerns this year around mental health and how best to work with students on the transition to/from online learning after the pandemic, etc. in recent years.
- We're coming to the end of another year and faculty are looking forward to the summer break.

4.3 Students' Update

Lily Schaerer, Students' Association, Vice President Internal

- Our new Student Executive Team is now in place:
Lily Schaerer - President
Shintaro Iwata – Vice President Internal
Nikita Kovalev – Vice President External
Rebecca Hirsch – Vice President Community
- There is a lot of interest in disc-golf courses, and we are seeing courses popping up on various campuses, so we are working on a proposal for an 18-hole disc-golf course here at MHC. Also

interested in looking into the possibility of a Rattlers disc golf team as we recently held a tournament which was a success.

- We will be launching our 'Get Out and Vote' campaign which will provide information to students on election information and the various parties involved.
- There is now a new Executive Director in place for the AB Students Executive Council (ASEC)
- This Friday May 5, the Students' Association will be offering free chips and salsa for Cinco de Mayo, as a thank you from all the students this year.

5. CURRICULUM COMMITTEE

5.1 Kinesiology Diploma Proposal

- Thank you to the Curriculum Committee members for the great work done this year.
- Today: presenting a new program proposal for a Kinesiology Diploma. We currently offer University Studies courses but wanted to package what we are already doing (with a couple of new courses added) and offer our own diploma.
- The current Kinesiology program quota is 30 students so we will start there for the Diploma.

Motion: (S. Henderson/J. Openo)

"That GAC refer to the Board of Governors, the approval of the Kinesiology Diploma program as presented." **CARRIED**

5.2 Addictions Counselling Termination

- A number of years ago, this program was discontinued due to decreased funding and there was a suspension in place in order to allow any students still enrolled, to complete the course and receive their credential. As all students have now completed the program, we are recommending a termination. If we ever want to reinstate the program, we will be able to submit a new program proposal to government.

Motion: (S. Henderson/L. Schaerer)

"That GAC refer to the Board of Governors, the termination of the Addictions Counselling diploma." **CARRIED**

6. OLD BUSINESS

6.1 Academic Schedule 2024-25

- The proposed schedule was presented at the last meeting which indicated that the first day of classes in winter 2025 would be a Friday. After discussion at that meeting, the first day of classes was adjusted to the following Monday. A motion was made and approved at the last meeting; schedule provided now for information.
- It was pointed out that there are some dates that did not get changes on the new schedule/ Linda Tooth will connect with Sandy and the dates will be revised.

6.2 Honorary Applied Degree Update

- The recommendation was approved by the Board of Governors and the recipient has now accepted. The award will be presented during the convocation ceremony on June 9, 2023.

7. NEW BUSINESS

7.1 AC-09 PLAR Policy & Procedure (Revised)

- This has now gone through stakeholder consultation and just a few changes were made:
 - Added a grade notation of PL rather than a letter grade, for those going through PLAR process as this aligns with other institutions. (PL's are not included in GPA calculation)
 - Also added AC for Advanced Credit; this will provide credit to students who completed something else and maybe not doing traditional transfer credit. (Similar to NAPPL which recognizes prior military training).

- *Summary of changes included in agenda package.*
- Currently, not a lot of PLAR happening here but this may offer more opportunities. The goal is to implement by July 1.

Motion: (S. Henderson/L. Schaerer)

“That GAC approve the revised PLAR Policy, and Procedure as presented.”

CARRIED

7.2 GAC Terms of Reference Revision – Notice of Motion

- The agenda package includes the original TOR as well as the proposed new document.
- Current process states that the Terms of Reference must be presented to GAC with a notice of motion (30 days-notice) and a vote will take place at the next meeting in fall 2023.
- The Board will be looking at reviewing the Terms of Reference for all of their subcommittees, so this is timely. There were also some suggested changes from the Faculty and Student Associations’ as well. The Post-Secondary Learning Act (PSLA) dictates everything around GAC so the TOR must reflect that. Highlights from the changes:
 - Membership: changes to the number of various members now reflect what’s in the Act
 - Terms of Office for FA, SA and Executive Administration updated
 - Two additional members proposed: Director of Teaching & Learning and Director of International Education
 - 1/3 of the membership must be faculty. (If the FA appoints 8 members; it must be the same number for SA and Executive Administration)
 - Terms of Office: Academic Staff – 1 year term/4 consecutive terms (previously 2-year term). Student Members: 3 terms indicated in the document but after discussion there was a request made to change it to 4 which was approved by the Chair and will be updated in the document.
 - First GAC meeting of the year: Chair will be elected
 - Executive Committee: recommending one Chair elected by GAC and two Vice-Chairs.
- Please let Kevin know if any questions or suggestions for further changes. Notice of motion provided; vote will take place in Fall 2023.
- Thank you to the FA and SA for the work on this.

8. DISCUSSION TOPIC: Academic Policy Project

- The initial policy review began in 2021 in pursuit of the ability for MHC to offer autonomous degrees.
- As Lakeland College had recently been through the CAQC process, we used their policy process and framework as a model for MHC
- Some policies were completed and went through stakeholder engagement in 2021, however; the project was then put on hold as the VPA at the time had left the position.
- CAQC then came back to us with a different set of policies/areas of focus we need to develop
- Teresa presented the proposed framework created by Dr. Sue Fitzsimmons (interim VPA at that time) and the Senior Academic Leadership Team (SALT).
- It was determined that while reviewing the academic policies within the new framework, it would be a good time to review the entire suite of academic policies and not only those recommended for review/development by CAQC. We found it to be fairly heavy with regard to policy and a bit light on procedure. The policies we need to develop are:
 - Academic Program Quality Assurance
 - Academic Program Operations
 - Evaluation of Student Learning
 - Work Integrated Learning (WIL)
- Those 4 recommended policies will be the main overarching policies which will include a number of procedures within them. Everything will be reviewed to determine where there may be procedures that can be moved into an overarching policy.

- There are a number of other policies in other areas that still require review, and some may overlap (i.e., Student Services, etc.)
- As the policy frameworks used by Red Deer Polytechnic and NorQuest College are both great examples, we will use those as a model for MHCs' framework
- **Academic Policy Project Next Steps:**
 1. Research & compare other institutions frameworks to see what will work best for MHC.
 2. Formally adopt framework.
 3. Assess what should be policy and what should be procedure. Commence drafts.
 4. Schedule regular meetings with Deans and VPA as the subject matter experts.
 5. Present new policy suite and procedures for GAC and stakeholder engagement. This will be a big job that will take some time and the pace of the work will depend on how quickly we will be able to hire a policy assistant, as that role is currently vacant.

9. ADJOURNMENT/NEXT MEETING

- Meeting date TBD (Fall 2023)
- We will go ahead with 8 representatives from each section of the membership, until the new TOR are approved.

- (iii) one member of the non-academic staff who is not engaged in the administration of the comprehensive community college nominated by the non-academic staff association;
 - (c) 7 persons appointed by the Lieutenant Governor in Council, one of whom shall be designated as chair;
 - (c.1) additional persons appointed by the Lieutenant Governor in Council on the recommendation of the Minister;
 - (d) the president of the comprehensive community college.
- (3) The members of the board may elect from among themselves a person to act as chair in the absence or inability to act of the chair.
- (4) The members of the board must act in the best interests of the comprehensive community college or polytechnic institution.

2003 cP-19.5 s44;2005 c44 s2;2018 c19 ss24,59,60

Programs boards must provide

45(1) The board of a polytechnic institution shall provide, with respect to one or more designated trades under the *Skilled Trades and Apprenticeship Education Act*, the classroom instruction required as part of an apprenticeship education program.

(2) The board of a polytechnic institution or comprehensive community college shall establish a process for the review and approval of proposed programs of study to be submitted to the Minister.

2003 cP-19.5 s45;2018 c19 s25;2021 c17 s1(4)

Academic Council

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.

2003 cP-19.5 s46;2005 c45 s3;2018 c19 ss26,59,60

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(3), 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.

2003 cP-19.5 s47;2018 c19 ss27,59,60;2021 c17 s1(5)

Alternative academic council

47.1(1) Instead of having an academic council established under section 46, a comprehensive community college or polytechnic institution that meets the criteria established under the regulations may, with the written approval of the Minister, establish an academic council in accordance with the procedures established in the regulations under subsection (4).

(2) Section 47 does not apply to an academic council established under this section.

(3) If a comprehensive community college or polytechnic institution establishes an academic council under this section, any academic council established for that comprehensive community college or polytechnic institution under section 46 or continued for that comprehensive community college or polytechnic institution under Part 5 is dissolved.

(4) The Lieutenant Governor in Council may make regulations for the purposes of this section, including regulations

(a) respecting the establishment of criteria that a comprehensive community college or polytechnic institution must meet in order to be eligible to apply for approval to establish an academic council under subsection (1),

(a.1) respecting the procedures for establishing and dissolving academic councils under this section,

(b) respecting the composition of academic councils established under this section, and

(c) prescribing the powers and duties that academic councils established under this section may exercise or perform.

2005 c45 s4;2007 c7 s2;2018 c19 ss28,59,60

Miscellaneous

Use of “college”, “technical institute”, “comprehensive community college” or “polytechnic institution”

48 No board under the *Education Act* may use the term “college”, “technical institute”, “comprehensive community college” or “polytechnic institution” in connection with its educational or other activities.

2003 cP-19.5 s48;2012 cE-0.3 s288;2018 c19 s29



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 May 4,2023

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 four (4) 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.



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



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



GENERAL ACADEMIC COUNCIL

2022/2023 APPROVED MOTIONS

NOVEMBER 22, 2022

Motion: (S. Henderson) “That General Academic Council approve the Curriculum Committee Terms of Reference changes as presented.” **CARRIED**

Motion: (S. Henderson) “That General Academic Council recommend to the Board of Governors for approval, that the Environmental Reclamation Technician Diploma program name be changed to Environmental Biology & Reclamation Technology Diploma, subject to the approval of the Minister of Advanced Education.”

CARRIED

FEBRUARY 2, 2023

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

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

Motion: (S. Henderson) “That GAC approve the academic schedule for 2023-2024 as presented.”

CARRIED

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

MAY 2, 2023

Motion: (S. Henderson/J. Openo) “That GAC refer to the Board of Governors, the approval of the Kinesiology Diploma program as presented.”

CARRIED

Motion: (S. Henderson/L. Schaerer) “That GAC refer to the Board of Governors, the termination of the Addictions Counselling diploma.”

CARRIED

Motion: (S. Henderson/L. Schaerer) “That GAC approve the revised PLAR Policy, and Procedure as presented.”

CARRIED