



ACADEMIC COUNCIL MEETING MINUTES December 8, 2016

Members:

Council Chair:

Dr. Ali AL-Asadi

Council Vice-Chair:

Mr. Mike Moman

President:

Mr. Don Gnatiuk

Vice-President Academics and Research:

Ms. Susan Bangrove

Deans:

Mr. Chris Laue

Dr. Shirley Pasieka

Ms. Jennifer Robertson | **Acting Dean, Student Experience**

Academic Staff Association:

Dr. Ali AL-Asadi

Dr. Charles Backman | **Notice of Absence**

Mr. Matthew Bain

Mr. Alan Hagen

Dr. Jean Reston

Ms. Carolyn Vasileiou

Ms. Teresa Evans

Mr. Darcy Moss

Ms. Sukhvir Sandhu

Mr. Bryan Taylor

Alternate

Dr. Christy Barlund | **Absent**

Ms. Sheryl Heikel | **For Dr. Charles Backman**

Ms. Terrah Lindsay

Dr. Denise Nowicki

Ms. Tamara VanTassell

Students' Association:

Mr. Mike Moman

Mr. Ryan Sivorot | **Absent**

Ms. Georgia Riddell

Mr. Blaine Badiuk

Mr. Shane Verduyn

Employees' Association:

Ms. Paula Backer

Alternate

Ms. Shawna Boyd | **Notice of Absence**

Alberta Union of Provincial Employees:

Ms. Stacey Basnett | **Notice of Absence**

Alternate

Ms. Lenora Roy | **For Stacey Basnett**

Community Members:

Ms. Darlene Repka-Smith | **Notice of Absence**

Mr. Sandy McDonald | **Notice of Absence**

- 3882. CALL TO ORDER**
The Chair called the meeting to order at 4:00p.m.
- 3883. APPROVAL OF AGENDA**
The agenda was approved by consensus as presented.
- 3884. APPROVAL OF ACADEMIC COUNCIL MINUTES**
The minutes of November 3, 2016 were approved by consensus as presented.
- 3885. PROGRAM DATES**
MOVED by Ms. Robertson and **SECONDED** by Mr. Laue, that Academic Council approve the Program Dates for 2017-2018 as presented. **CARRIED**
- 3886. IMPORTANT DATES**
MOVED by Ms. Robertson and **SECONDED** by Mr. Laue, that Academic Council approve the Important Dates for 2017-2018 as presented. **CARRIED**
- 3887. CO-CURRICULAR TRANSCRIPT APPLICATION**
The Co-Curricular Transcript Application was presented to Academic Council as information.
- 3888. ACADEMIC COUNCIL COMMITTEE APPROVALS**
This item was removed from the Academic Council agenda of December 8, 2016 and will be presented at a later date.
- 3889. COMMITTEE REPORTS**
- CO-CURRICULAR
- Academic Council received the September 7, 2016 minutes of the Co-Curricular Committee as information.
- MOVED** by Ms. Robertson and **SECONDED** by Mr. Hagen, that Academic Council approve the recommendation contained within the Co-Curricular Committee meeting minutes of September 7, 2016. **CARRIED**
- In approving the September 7, 2016 recommendation of the Co-Curricular Committee, the following recommendation was approved.
- Education Ambassador**
Approve" Education Ambassador" as an approved Co-Curricular Activity with the signing authority "Student Recruitment Specialist or Student Recruitment Coordinator".
- Academic Council received the September 19, 2016 minutes of Co-Curricular Committee as information.

MOVED by Ms. Robertson and **SECONDED** by Ms. Sandhu, that Academic Council approve the recommendation contained within the Co-Curricular Committee meeting minutes of September 19, 2016.

CARRIED

In approving the September 19, 2016 recommendation of the Co-Curricular Committee, the following recommendation were approved.

Terms of Reference Review

Addition of 2.1.3.1 No student may be the validating signature for their own application.

Academic Council received the November 14, 2016 minutes of the Co-Curricular Committee as information.

MOVED by Ms. Robertson and **SECONDED** by Dr. Pasioka, that Academic Council approve the recommendation contained within the Co-Curricular Committee meeting minutes of November 14, 2016.

In approving the November 14, 2016 recommendation of the Co-Curricular Committee, the following recommendation was approved.

Policy Review

Changes to the Co-Curricular Recognition policy as presented in Appendix "A".

CURRICULUM COMMITTEE

Academic Council received the October 17, 2016 minutes of the Curriculum Committee as information.

MOVED by Ms. Robertson and **SECONDED** by Ms. Heikel, that Academic Council approve the recommendations contained within the Curriculum Committee meeting minutes of October 17, 2016.

In approving the October 17, 2016 recommendations of the Curriculum Committee, the following recommendations were approved.

Curriculum Committee Terms of Reference (TOR)

Change review date to every 5 years or as necessary.

Addition of two Committees: School of Health, Wellness and Career Studies and Arts, Science and Upgrading; School of Trades, Agriculture and Environment.

Office Administration

OA1320 Basic Bookkeeping II

Addition of OA1310 as a prerequisite for OA1320 effective July 1, 2017.

Business Administration

BA2240 Human Resources Management

Change to calendar description to “This course provides an overview of the human resource function in contemporary business. Specifically, the topics covered include: The Legal Aspects of HR, HR Planning, Job Analysis and Design, Recruitment and Selection, Training and Development, Performance Management, Compensation and Benefits, Employee Relations, and Health and Safety.” Effective July 1, 2017.

BA2550 Computer Applications for Marketing

Change calendar description to “Using a popular website design template, students will build a functional business website and then integrate social media application into the site. In addition, website and social media marketing theory, strategy, tactics and execution will be covered. Intermediate level spreadsheet applications for marketing are also addressed.” Effective July 1, 2017.

Early Learning and Child Care

Early Learning and Child Care

Change requirements to “All Students are required to submit a Police Information Check, including a vulnerable sector clearance, on the first day of classes. Failure to do so will result in withdrawal from the practicum courses in the program.” Effective July 1, 2017.

Unit Clerk

UC1213 Work Experience

Change total hours from 136 to 152, effective July 1, 2017.

Unit Clerk – Online Program

Add online option for Unit Clerk students, effective January 2017.

Science

Bachelor of Science in Nursing

Change to the English Language proficiency requirements for the Bachelor of Science in Nursing to “English Language Proficiency requirement for the Bachelor of Science in Nursing Program requires TOEFL minimum 86 with no less than 21 on each part, and with a minimum 26 on speaking, or TSE (Test of Spoken English) score of minimum 50. If the IELTS Academic is used, then the score must be 7.0 overall with listening 7.5, reading 6.5, writing 7.0, and speaking 7.0.” effective July 1, 2017.

Perioperative Nursing

Change program requirements to “A Police Information Check(PIC) will be required within 90 days of program start date).”

Arts and Education

FR372 French Phonetics

Change the course code to FR3720

Change course name to French Phonetics and Diction

Change Calendar description to “This course provides an introduction to the main features of Modern Standard French phonetics through contrastive study of vowel, semi-vowels, and consonants in French and English. Students will familiarize themselves with the various sounds and patterns of French and be able to explain the mechanisms involved in the articulation of the French sound system. They will use the International Phonetics Alphabet (IPA) to transcribe oral

phrases and texts into phonetics symbols and learn to correct and improve their pronunciation of French.”, effective July 1, 2017.

Science

MI2650 General Microbiology

Change calendar description to “This course will focus on the structure and physiology of free-living and pathogenic bacteria. The diversity of their metabolic activities, the interaction of microbes with their environment, symbiotic relationships and cell-to-cell communication are major topics. Lectures and laboratory exercises are coordinated to explore topics in basic microbiology, environmental microbiology, molecular microbiology, and the production of economically or medically important products through microbial biotechnology.”, effective July 1, 2017.

PC1240 Particles and Waves

Change Calendar description to “Algebra-based course primarily for students in life, environmental, and medical sciences. It guides the students through two distinct types of motions: motion of matter (particles) and wave motion. Vectors, forces, bodies in equilibrium, review of kinematics and basic dynamics; conservation of momentum and energy; circular motion; vibrations; elastic waves in matter; sound; wave optics; black body radiation, photons, de Broglie waves. Examples relevant in environmental, life, and medical sciences will be emphasized.”, effective July 1, 2017.

Academic Upgrading

MA0060 Basic Mathematics I

MA0081 Basic Mathematics II

MA0091 Basic Mathematics III

MA0110 Mathematics Grade 10-C Equivalent

Increase hours from (5-0-0)75 Hour to (0-0-7.5)112 Hours. Effective July 1, 2017

MA0120 Mathematics Grade 20-1 Equivalent

MA0122 Mathematics Grade 20-2 Equivalent

Increase Hours from (5-0-0) 75 Hours to (6-0-0) 90 Hours, effective July 1, 2017.

Academic Council received the December 5, 2016 minutes for the Curriculum Committee as information.

MOVED by Ms. Robertson and **SECONDED** by Mr. Hagen, that Academic Council approve the recommendations contained within the Curriculum Committee meeting minutes of December 5, 2016.

In approving the December 5, 2016 recommendations of the Curriculum Committee, the following recommendations are approved.

Curriculum Committee Terms of Reference (TOR)

Changes to the Terms of Reference for the Curriculum Committee as presented.

MA0093 5(5-0-0) HS 75 Hours 15 Weeks Math Essentials

Change course hours to 5(0-0-7.5) 112.5 Hours 15 Weeks effective July 1, 2017.

MA0113 5(5-0-0) HS 75 Hours 15 Weeks Mathematics Grade 10-3 Equivalent

Change course hours to 5(0-0-7.5) 112.5 Hours 15 Weeks effective July 1, 2017.

MA0123 5(5-0-0) HS 75 Hours 15 Weeks Mathematics Grade 20-3 Equivalent

Change course hours to 5(0-0-7.5) 112.5 Hours 15 Weeks effective July 1, 2017.

MA0131 5(5-0-0) HS 75 Hours 15 Weeks Mathematics Grade 12 Calculus Equivalent

Change course hours to 5(0-0-7.5) 112.5 Hours 15 Weeks effective July 1, 2017.

MA0133 5(5-0-0) HS 75 Hours 15 Weeks Mathematics Grade 30-3 Equivalent

Change course hours to 5(0-0-7.5) 112.5 Hours 15 Weeks effective July 1, 2017.

Arts and Education

EN1050 Introduction to Critical Analysis

Addition of EN1050 3(3-0-0) 45 Hours 15 Weeks Introduction to Critical Analysis to course offerings effective July 1, 2017 pending university transfer.

EN1060 Case Studies in Research

Addition of EN1060 3(3-0-0) 45 Hours 15 Weeks Case Studies in Research to course offerings effective July 1, 2017 pending university transfer.

EN3620 American Literature and Culture: Toward the Now – Later 20th and Early 21st Century

Changing the course description to “A study of American writing since 1970, examining issues of language, power, gender, class, race, politics and significant moments in American culture and literary production.”, effective July 1, 2017 pending university transfer.

Fine Arts

DD1085 Documentary Filmmaking

Addition of DD1085 3(3-0-0) 45 Hours 15 Weeks Documentary Filmmaking to course offerings effective July 1, 2017 pending university transfer.

DD2082 Intermediate Video Production

Addition of DD2082 3(3-0-0) 45 Hours 15 Weeks Intermediate Video Production to course offerings effective July 1, 2017 pending university transfer.

Human Services

Early Learning and Child Care – Part Time Student Admission

Change Part Time Student Admission section of the calendar for ELCC to “You may enroll in up to three courses without admission to the program. You may be considered for admission to the program if you have successfully completed three Early Learning and Child Care courses, the first of which must be HS1130 English. Upon successful completion of these courses, you may apply for admission to the program.”, effective July 1, 2017.

Early Learning and Child Care – Part Time Student Admission – Distance Ed.

Change Part Time Student Admission in the distance section of the calendar for ELCC to “You may enroll in up to three courses without admission to the program. You may be considered for admission to the program if you have successfully completed three Early Learning and Child Care courses, the first of which must be HS1130 English. Upon successful completion of these courses, you may apply for admission to the program.”, effective July 1, 2017.

Educational Assistant – Part Time Student Admission

Change Part Time Student Admission in the calendar for Educational Assistant to “You may enroll in up to three courses without admission to the program. You may be considered for admission to the program if you have successfully completed three Educational Assistant courses, the first of which must be HS1130 English. Upon successful completion of these courses, you may apply for admission to the program.”, effective July 1, 2017.

Educational Assistant – Part Time Student Admission – Distance Ed.

Change Part Time Student Admission in the distance section of the calendar for Educational Assistant to “You may enroll in up to three courses without admission to the program. You may be considered for admission to the program if you have successfully completed three Educational Assistant courses, the first of which must be HS1130 English. Upon successful completion of these courses, you may apply for admission to the program.”, effective July 1, 2017.

Nursing Education**University Transfer Nursing**

Editorial, received for information only as GPRC is making this change to keep in line with the University of Alberta. Progression Criteria – add “Note: Students applying to the University of Alberta for admission outside of the block transfer are at the discretion of the University of Alberta for specific course transferability.”

Unit Clerk

Change calendar description for the Unit Clerk program to “This intense 20-week full time program is designed to prepare you for a future in the health care field in hospitals, health units and clinics.”, effective July 1, 2017.

Unit Clerk

Moved to 10.2

Office Administration**OA1510 Dental Sciences Terminology**

Change in hours to 1(1-0-0) 15 Hours 15 Weeks effective July 1, 2017.

OA1530 Dental Care and Third Party Billing

Change hours to 1.5(1-0-0.5) 22.5 Hours 15 Weeks effective July 1, 2017.

OA1540 Dental Office Work Experience

Addition of OA1540 Dental Office Work Experience 4(0-4-24) 140 Hours 5 Weeks to course offerings effective July 1, 2017.

Dental Office Clerk

Addition of a new Dental Office Clerk program effective July 1, 2017.

OA1065 3(3-0-1.5) 67.5 Hours 15 Weeks Word Core

Addition of OA1065 3(3-0-1.5) 67.5 Hours 15 Weeks Word Core to course offerings effective July 1, 2017.

OA1075 3(3-0-1.5) 67.5 Hours 15 Weeks Word Expert

Addition of OA1065 3(3-0-1.5) 67.5 Hours 15 Weeks Word Expert to course offerings effective July 1, 2017.

OA1145 3(3-0-1.5) 67.5 Hours 15 Weeks Excel and Access Core

Addition of OA1145 3(3-0-1.5) 67.5 Hours 15 Weeks Excel and Access Core to course offerings effective July 1, 2017.

OA1155 3(3-0-1.5) 67.5 Hours 15 Weeks Access and PowerPoint Expert

Addition of OA1155 3(3-0-1.5) 67.5 Hours 15 Weeks Access and PowerPoint Expert to course offerings effective July 1, 2017.

OA1215 (3-0-2) 75 Hours 15 Weeks Canadian Office Procedures

Addition of OA1215 (3-0-2) 75 Hours 15 Weeks Canadian Office Procedures to course offerings effective July 1, 2017.

OA1275 3(1.5-0-1.5) 45 Hours 15 Weeks Excel Expert

Addition of OA1275 3(1.5-0-1.5) 45 Hours 15 Weeks Excel Expert to course offerings effective July 1, 2017.

OA1430 3(0-0-4.5) 67.5 Hours 15 Weeks SAGE 50 for Small Business

Change course hours for OA1430 to 3(3-0-1.5) 67.5 Hours 15 Weeks effective July 1, 2017.

OA1440 3(3-0-1.5) 67.5 Hours 15 Weeks QuickBooks

Addition of OA1440 3(3-0-1.5) 67.5 Hours 15 Weeks QuickBooks to course offerings effective July 1, 2017.

OA1610 3(3-0-0) 45 Hours 15 Weeks Legal Office Administration I

Addition of OA1610 3(3-0-0) 45 Hours 15 Weeks Legal Office Administration I to course offerings effective July 1, 2017.

OA1620 3(3-0-0) 45 Hours 15 Weeks Legal Office Administration II

Addition of OA1620 3(3-0-0) 45 Hours 15 Weeks Legal Office Administration II to course offerings effective July 1, 2017.

OA1710 3(3-0-0) 45 Hours 15 Weeks Oil and Gas Terminology

Addition of OA1710 3(3-0-0) 45 Hours 15 Weeks Oil and Gas Terminology to course offerings effective July 1, 2017.

Office Administration Certificate – Legal

Changes to the Office Administration Certificate – Legal program requirements as presented effective July 1, 2017.

Office Administration Certificate – Basic Bookkeeping

Changes to the Office Administration Certificate – Basic Bookkeeping program requirements as presented effective July 1, 2017.

Office Administration Certificate – Oil and Gas

Changes to the Office Administration Certificate – Oil and Gas program requirements as presented effective July 1, 2017.

Office Administration Certificate

Changes to the Office Administration Certificate program requirements as presented effective July 1, 2017.

Office Administration

Changes to the calendar description for Office Administration as presented effective July 1, 2017.

OA1060 Word Core Level I

OA1070 Word Core Level II

OA1080 Word Core Level III

OA1140 Microsoft Excel Core Level

OA1150 Microsoft Access Core Level

OA1210 Administrative Office Procedures I

OA1220 Administrative Office Procedures II

OA2040 Business Communications II

OA2080 Electronic Records Management

OA2081 Comprehensive Records Management

OA2090 Internet Technology

OA2095 Web Design

OA2096 Advanced Web Design

OA2101 Professional Communications

OA2110 Business Editing and Proofreading

OA2115 Meetings and Minutes

OA2230 Desktop Publishing

OA2240 Work Experience

OA2250 Skill Building III

OA2260 Active Living and Wellness

OA2270 Microsoft Excel Expert Level

OA2271 Microsoft Excel Comprehensive

OA2280 Microsoft Word Expert Level

OA2290 Microsoft Access Expert

OA2290 Microsoft Access Comprehensive

OA2310 Legal Office Procedures I

OA2320 Legal Office Procedures II

OA2340 Corporate Procedures

OA2371 Conveyancing

OA2410 Financial Accounting I

OA2420 Financial Accounting II

OA2430 Computerized Bookkeeping II

OA2440 Sage 300 Corporations

OA2520 Petroleum Terminology for Field Operations

OA2530 Forestry Resource Terminology

OA2620 Microsoft Word Core Level

OA2710 Office Management I

OA2720 Office Management II

OA2900 Integrated Projects

Deletion of the above courses from course offerings effective June 30, 2017.

Additions / Changes to Agenda

PE3450 3(3-0-0) 45 Hours 15 Weeks Introduction to Coaching Theory

Change course number for PE3450 to PE2450 and a change to the calendar description to "This course introduces you to a variety of coaching topics of both a theoretical and a practical nature. Topics include Long Term Athletic Development principles, role of the coach, and coach responsibilities in structuring a team and program. National Coaching Certification Program Part A and B (Multi-Sport Competitive Introduction stream) certification materials are included.", effective July 1, 2017.

Unit Clerk Program (originally item 8.3)

Change Unit Clerk program as presented removing OA1210 Administrative Office Procedures I and replacing with OA1215 Canadian Office Procedures (new course) effective July 1, 2017.

Research Planning

Academic Council received the October 25, 2016 minutes of the Research Planning Committee as information.

Student Awards

Academic Council received the October 18, 2016 minutes of the Student Awards Committee as information.

3890. OPEN DISCUSSION

3891. ADJOURNMENT
The meeting was adjourned at 4:30 p.m.

Dr. Ali AL -Asadi
Chair

Ms. Laryssa Haycock
Records

3882. CALL TO ORDER.....	3002
3883. APPROVAL OF AGENDA.....	3002
3884. APPROVAL OF ACADEMIC COUNCIL MINUTES	3002
3885. PROGRAM DATES	3002
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3887. CO-CURRICULAR TRANSCRIPT APPLICATION.....	3002
3888. ACADEMIC COUNCIL COMMITTEE APPROVALS.....	3002
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