



## ACADEMIC COUNCIL MEETING MINUTES February 14, 2008

### **Members:**

Council Chair: Dr. Laurie Nock  
Council Vice-Chair: Mr. Evans Forsyth

President: Mr. Don Gnatiuk  
Director, Student Services: Ms. Jean Nordin  
Dean/Acting Vice President, Academic: Ms. Jane Friesen  
Dr. Scott McAlpine

Academic Staff Association: Mr. Ali Al-Asadi (Alternate)  
Dr. George Ding *Notice of Absence*  
Mr. Garth Finlay (Alternate)  
Ms. Nancy Fraser  
Ms. Joan Godbout  
Ms. Shonda Holt  
Ms. Karen Kennedy  
Ms. Dianne McDonald  
Dr. Weixing Tan *Absent*  
Ms. Carolyn Vasileiou *Notice of Absence*

Students' Association: Mr. Said Abadalla *Absent*  
Ms. Amber Amy *Notice of Absence*  
Mr. Andrew Chappell  
Ms. Vannessa Maisonneuve  
Mr. Isioma Oyem  
Mr. Samuel Oyemala  
Mr. Rory Tarant

Employees' Association: Mr. Gordon Pellerin  
Ms. Joanne Stiles  
Ms. Jill Thomson

Community Members: Mr. Dennis Fedeyko  
Ms. Janet Longmate

**3386 CALL TO ORDER**

The Chair called the meeting to order at 4:02 p.m.

**3387 APPROVAL OF AGENDA**

**MOVED** by S. McAlpine, **SECONDED** by D. Gnatiuk that the agenda of February 14, 2008 be approved with the following addition:

- Convocation Committee Minutes of February 6, 2008

**CARRIED**

**3388 MINUTES OF JANUARY 10, 2008**

**MOVED** by J. Friesen, **SECONDED** by E. Forsyth that the Minutes of January 10, 2008 be approved with the following revision:

*Under Item 3384 (Page 2450) remove the following sentences, "J. Thomson noted that, over the years, the Registrar's office has tried implementing many different solutions to help address the issue of waitlists. She indicated that they are open to trying new things as they are not sure what the best solution may be."*

**CARRIED**

***Business Arising from Minutes of January 10, 2008***

**Absences for Athletic Team Travel:** An email was sent to all GPRC team coaches asking them to remind all their athletes that at the beginning of each semester, they are to meet with each of their instructors to identify that they are a member of a particular team and provide them with the schedule of when they will be away. This process is included in the Student-Athlete Handbook.

Members appreciated this follow-up, but in addition, felt that an official notice/list should be sent by the Department of Physical Education, Athletics and Kinesiology to instructors as indicated in the procedures section of the policy.

**ACTION: J. Friesen will follow-up on this request and report back at the March meeting of Academic Council.**

**Collaborations:** L. Nock, S. McAlpine, and D. Gnatiuk met on February 8, 2008 to discuss how to proceed in the development of a Collaborative Principles and Framework document for GPRC. D. Gnatiuk has drafted a framework document which is being referred to as a Master Core Protocol for Grande Prairie Regional College. The document includes an overview of partnerships, as well as, a list of partnership categories and guiding principles which we would use in developing our collaborations. He noted the development of an academic component in the document is still required. D. Gnatiuk will share this draft document with S. McAlpine and L. Nock and ask them for their feedback and/or comments.

It was also noted that there is a current Partnership and Collaboration policy that exists which requires a review. This policy serves as more of an internal document whereas the Master Core Protocol document, once complete will be used as a communication document which would be shared with external partners.

**ACTION: D. Gnatiuk will forward the draft Master Core Protocol document to L. Nock and S. McAlpine for review and feedback.**

### 3389 ADMINISTRATIVE TECHNOLOGY CURRICULUM ITEMS

#### *Intensive Diploma Curriculum (Change in recommended options)*

**MOVED** by J. Thomson, **SECONDED** by J. Stiles that OA2240 (3) Work Experience be identified as a recommended option in the Intensive Diploma streams for those students who MAY not have experience in the area of their specialization.

**CARRIED**

#### *OA2080 1.5(0-0-2.5) Electronic Records Management*

**MOVED** by E. Forsyth, **SECONDED** by G. Finlay that OA2081 DE (Course name –TBD), be added as a 3 credit required course in the On-line Intensive Diploma Program, which would replace the OA2080 1.5(0-0-2.5) Electronic Records Management course currently listed in the curriculum requirements for the On-line Intensive Diploma Program.

**CARRIED**

#### *Intensive Diploma Curriculum (Change in required courses)*

**MOVED** by G. Finlay, **SECONDED** by N. Fraser that, where listed in the Intensive Diploma curriculum, the OA2250 Skill Building course for Intensive Diploma students be removed as a required course and that the following statement be included:

*Keyboarding Requirement: The student will demonstrate 40 net words per minute keyboarding skill level on a five minute timed writing test. Testing is completed during department orientation. Students not keying at the required 40 net words per minute will be registered in a 1.5 credit skill building class in order to give them the opportunity to build their skills.*

**CARRIED**

### 3390 ACADEMIC POLICIES

#### *Admissions Policy*

**MOVED** by J. Nordin, **SECONDED** by G. Pellerin that the Admissions Policy be approved as presented.

**CARRIED**

**Guidelines for Academic Schedule**

J. Nordin presented the revised Guidelines for Academic Schedule Policy for approval. Discussion occurred regarding the proposed addition of article 1.9.11.1 which indicates that the Winter Break would normally coincide with Family Day. J. Nordin explained the reason for adding article 1.9.11.1 was to provide the committee drafting the academic schedule with a starting point in selecting the dates for the Winter Break. The use of the word “normally” allows the committee to select other dates for Winter Break.

**MOVED** by J. Nordin, **SECONDED** by R. Tarant that the Guidelines for Academic Schedule policy be approved as presented.

**CARRIED**

Abstentions – A. Chappell, V. Maisonneuve

**3391 COMMITTEE TERMS OF REFERENCE*****Curriculum Committee Terms of Reference***

**MOVED** by J. Friesen, **SECONDED** by K. Kennedy that the Curriculum Committee Terms of Reference be approved as presented with the following revisions:

- In the “*Composition*” section:
  - Add the words, “normally the chair” behind the Registrar/Director of Student Services position title
  - Amend the fifth bullet to read, “One member from each **academic** department...”
  - Add the following two positions: Advising Coordinator and Calendar Resource Position
- In the “*Review*” section:
  - Remove the words, “by April 30, 2009”
- Revise Item #2 in the “*Responsibilities*” section to read, “Receive, review and make recommendations on proposals from departments regarding changes in **new and** existing credit courses, curricula, and programs involving...”

**CARRIED**

***Program Review Committee Terms of Reference***

**MOVED** by S. McAlpine, **SECONDED** by D. Gnatiuk that the Program Review Committee Terms of Reference be approved as presented.

**CARRIED**

**3392 COMMITTEE REPORTS*****Convocation Committee Minutes of January 18, 2008***

The Convocation Committee Minutes of January 18, 2008 were received for information.

**Convocation Committee Minutes of February 6, 2008**

The Convocation Committee Minutes of February 6, 2008 were received for information.

**Curriculum Committee Minutes of February 5, 2008**

**MOVED** by J. Friesen, **SECONDED** by N. Fraser that Academic Council accepts the recommendations in the Curriculum Committee Minutes of February 5, 2008.

**CARRIED**

In approving the February 5, 2008 recommendations of the Curriculum Committee, the following motions were approved:

**ED4000 3(3-0-0) Organizing for Instruction in Practical Arts/CTS Lab**

**MOTION:** Recommend Academic Council approve the addition of ED4000 3(3-0-0) Organizing for Instruction in Practical Arts/CTS Lab.

**MOVED:** C. Ross

**SECONDED:** S. Sandhu

**CARRIED**

**PE2400 3(3-3-0-1.5) UT Introduction to Sports Injuries**

**MOTION:** Recommend Academic Council approve the change in lab hours from "PE2400 3(3-0-1.5)" to "PE2400 3(3-0-2)".

**MOVED:** C. Nicol

**SECONDED:** C. Ross

**CARRIED**

**Program Review Committee****Health and Wellness Division – Ms. Sheila Elliott**

**MOVED** by V. Maisonneuve, **SECONDED** by S. McAlpine that Ms. Sheila Elliott be appointed as the Health & Wellness faculty representative on the Program Review Committee.

**CARRIED**

**Nominating Committee****Students' Association Representative – Ms. Amber Amy**

**MOVED** by E. Forsyth, **SECONDED** by N. Fraser that Ms. Amber Amy be appointed as the Students' Association representative on the Nominating Committee for the 2007-2008 academic year.

**CARRIED**

**Waitlist Ad-Hoc Committee**

The Waitlist Ad-Hoc Committee had nothing to report.

**3393 OPEN DISCUSSION**

Members shared announcements and information from their respective areas and departments.

**3394 ADJOURNMENT**

The meeting was adjourned at 5:45 p.m.

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Dr. Laurie Nock, Chair

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Ms. Wanda Moen, Records

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