ACADEMIC COUNCIL

Thursday, November 8, 2012
4:30 – 6:30 p.m.
Grande Prairie – E211; Fairview – FAC114

	DISCUSSION ITEM	STATUS	
1.	**Call to Order**		
2.	**Agenda**	For Approval	
3.	**Minutes of October 11, 2012**	For Approval	
	3.1 Academic Council Committee Elections	For Approval	
4.	**Committee Reports** 4.1 Curriculum Committee Minutes of October 9, 2012	For Approval – Ms. Nordin	Attachment
5.	**Academic Policies** 5.1 Instructor Emeritus	For Approval - Ms. Bansgrove	Attachment
6.	**Academic Schedule** 6.1 Guidelines for Academic Schedule	For Review and Discussion - Ms. Nordin	Attachments
7.	**Orientation to Academic Council**		Attachment
8.	**Open Discussion**		
9.	**Adjournment**		

NEXT MEETING – December 13, 2012

ACADEMIC COUNCIL MEETING MINUTES
October 11, 2012

Members:

Council Chair:	Ms. Gwen Hoyseth
Council Vice-Chair:	TBD
President:	Mr. Don Gnatiuk | ***Notice of Absence***
Vice-President Academics and Research:	Ms. Susan Bansgrove
Deans:	Mr. Chris Laue
	Dr. Kazem Mashkournia
	Dr. Shirley Pasieka| ***Notice of Absence***
	Ms. Jean Nordin
Academic Staff Association:	Mr. Matthew Bain
	Mr. Brian Carreau | ***Absent***
	Ms. Joan Cawthorn
	Mr. Garth Finlay | ***Notice of Absence***
	Dr. Bruce Galenza
	Ms. Deena Honan
	Ms. Gwen Hoyseth
	Ms. Terrah Lindsay
	Mr. Jeff Nutting
	Ms. Sukhvir Sandhu | ***Notice of Absence***
Students' Association:	Ms. Jenna Backer
	Mr. George Barnhardt | ***Absent***
	Mr. Dalen Chmilar
	Mr. Thomas Hartman (Guest)
	Mr. Brodie Heywood | ***Absent***
	Mr. Phillip Hubert
	Mr. Evan Paul
	Mr. Tony Penton
	Ms. Kaitlin Powley (Guest)
	Mr. Cole Reddekopp
	Ms. Lydia Sadiq
	Mr. Blair Wade | ***Absent***
Employees' Association:	Mr. Gordon Pellerin
	Ms. Cate Sazwan | ***Absent***
Alberta Union of Provincial Employees:	Ms. Yvonne Peterson | ***Absent***

Community Members: Mr. Dwight Logan | ***Notice of Absence***

3634 CALL TO ORDER

The Chair called the meeting to order at 4:09 p.m.

3635 APPROVAL OF AGENDA

MOVED by Ms. Bansgrove; **SECONDED** by Ms. Honan that the agenda of October 11, 2012 be approved as presented.

CARRIED

3636 APPROVAL OF MINUTES

MOVED by Ms. Sadiq; **SECONDED** by Mr. Pellerin that the minutes of September 13, 2012 be approved as presented.

CARRIED

3637 ACADEMIC COUNCIL COMMITTEE ELECTIONS

A slate of nominees was received from the Nominating Committee.

ANIMAL CARE COMMITTEE

The nominees for the Animal Care Committee are: Christy Barlund, Eric Stromgren, Katey Johnston, Brian Carreau, Bill Knudslien, Eldon McLachlan, Fran Wylie, Sheila Landry, Tamara Janzen, Sylvie Gour, Kelsey Michaudville, Andrew Tye, Bruce Rutley, Carlos Castillo, Lenore Roy and Peggy Johnson, Chris Laue, and Karlee Worobetz.

MOVED by Mr. Penton; **SECONDED** by Ms. Backer that Council approve the members of the Animal Care Committee for 2012-2013 as: Christy Barlund, Eric Stromgren, Katey Johnston, Brian Carreau, Bill Knudslien, Eldon McLachlan, Fran Wylie, Sheila Landry, Tamara Janzen, Sylvie Gour, Kelsey Michaudville, Andrew Tye, Bruce Rutley, Carlos Castillo, Lenore Roy and Peggy Johnson, Chris Laue, and Karlee Worobetz.

CARRIED

CO-CURRICULAR COMMITTEE

The nominees for the Co-Curricular Committee are: Jean Nordin, Annie Smith, Ray Kardas, Jenna Backer, Carla Basarab, and Charles Backman.

Ms. Backer noted that she will not be sitting on any of the Committees this year. A student representative for the Co-Curricular Committee will be determined at a later date.

MOVED by Ms. Honan; **SECONDED** by Mr. Paul that Council approve the members of the Co-Curricular Committee for 2012-2013 as: Jean Nordin, Annie Smith, Ray Kardas, Carla Basarab, and Charles Backman.

CARRIED

CONVOCATION COMMITTEE GRANDE PRAIRIE CAMPUS
The nominees for the Convocation Committee Grande Prairie Campus are: Susan Bansgrove, Jean Nordin, Darlene MacDonald, Shawnna McClelland, Joanne Ballance, Amanda Ferguson, Cindy Carter, Karen Oostra, Lynne Ness, and Brian Parlee.

MOTION was made by Mr. Paul to nominate Ms. Sadiq for the Convocation Committee Grande Prairie Campus.

MOVED by Mr. Paul; **SECONDED** by Mr. Chmilar that Council approve the members of the Convocation Committee Grande Prairie Campus for 2012-2013 as: Susan Bansgrove, Jean Nordin, Darlene MacDonald, Shawnna McClelland, Joanne Ballance, Amanda Ferguson, Cindy Carter, Karen Oostra, Lynne Ness, Brian Parlee, and Lydia Sadiq.

CARRIED

CURRICULUM COMMITTEE
The nominees for the Curriculum Committee are: Don Gnatiuk, Susan Bansgrove, Jean Nordin, Kazem Mashkournia, Shirley Pasieka, Chris Laue, Jennifer McLean, Gordon Pellerin, Darlene MacDonald, Ann Gish, Sharron Barr, Daryl White, Sheryl Heikel (alternate is Joan Godbout), Lori Bombier (fall term), Pat Coristine (winter term), David Gregg, Cindy Carter (alternate is Pat Caulfield Fontaine), Bonnie Hessler (alternate is Louise Rawluk), Ray Kardas, Geoff Whittall, Ross Young, Mike Gamble, Richard Smith, Brian Carreau, Karlee Worobetz, Brent Boutilier, Charles Sanderson, Fred Walkley, and Kelly Rainer.

Mr. Paul is currently looking for a student representative for the Curriculum Committee.

MOVED by Mr. Paul; **SECONDED** by Mr. Nutting that Council approve the members of the Curriculum Committee for 2012-2013 as: Don Gnatiuk, Susan Bansgrove, Jean Nordin, Kazem Mashkournia, Shirley Pasieka, Chris Laue, Jennifer McLean, Gordon Pellerin, Darlene MacDonald, Ann Gish, Sharron Barr, Daryl White, Sheryl Heikel (alternate is Joan Godbout), Lori Bombier (fall term), Pat Coristine (winter term), David Gregg, Cindy Carter (alternate is Pat Caulfield Fontaine), Bonnie Hessler (alternate is Louise Rawluk), Ray Kardas, Geoff Whittall, Ross Young, Mike Gamble, Richard Smith, Brian Carreau, Karlee Worobetz, Brent Boutilier, Charles Sanderson, Fred Walkley, and Kelly Rainer.

CARRIED

DISTANCE EDUCATION COMMITTEE
The nominees for the Distance Education Committee are: Don Gnatiuk, Susan Bansgrove, Jean Nordin, Kazem Mashkournia, Shirley Pasieka, Chris Laue, Jennifer Thomas, Kelly Coulter, Ali Al-Asadi, Teresa Wouters (alternate Joan Godbout), Trevor Thomas, Sean Irwin, Cindy Carter, Marie Wakaluk Janz, Ray Kardas, Lane Borstad, Janelle MacRae, Anna Gillis, Glyn Moffatt, Don Parker, Craig Rode, Susan Klassen, Augustine

Ebinu, Norm Driver, Fred Walkley, Alan Hagen, Jordan Pickup, Robin Smith-Wilson, and Tony Penton.

MOVED by Ms. Lindsay; **SECONDED** by Ms. Honan that Council approve the members of the Distance Education Committee for 2012-2013 as: Don Gnatiuk, Susan Bansgrove, Jean Nordin, Kazem Mashkournia, Shirley Pasieka, Chris Laue, Jennifer Thomas, Kelly Coulter, Ali Al-Asadi, Teresa Wouters (alternate Joan Godbout), Trevor Thomas, Sean Irwin, Cindy Carter, Marie Wakaluk Janz, Ray Kardas, Lane Borstad, Janelle MacRae, Anna Gillis, Glyn Moffatt, Don Parker, Craig Rode, Susan Klassen, Augustine Ebinu, Norm Driver, Fred Walkley, Alan Hagen, Jordan Pickup, Robin Smith-Wilson, and Tony Penton.

CARRIED

NOMINATING COMMITTEE

The nominees for the Nominating Committee are: Pat Caulfield Fontaine, Jim Wohlgemuth, and Shannon Ball.

MOTION was made by Mr. Paul to nominate Mr. Penton for the Nominating Committee.

MOVED by Ms. Sadiq; **SECONDED** by Mr. Hubert that Council approve the members of the Nominating Committee for 2012-2013 as: Pat Caulfield Fontaine, Jim Wohlgemuth, Shannon Ball (alternate Dianne Bedford), and Tony Penton.

CARRIED

PROGRAM REVIEW COMMITTEE

The nominees for the Program Review Committee are: Susan Bansgrove, Kazem Mashkournia, Kellan Eckstrom, Jennifer McLean, Pat Caulfield Fontaine, Ali Al-Asadi, Richard Byam, Brenda Lindquist, Lenore Roy and Janet Longmate.

MOTION was made by Mr. Paul to nominate Mr. Barnhardt for the Program Review Committee.

MOVED by Ms. Cawthorn; **SECONDED** by Ms. Backer that Council approve the members of the Program Review Committee for 2012-2013 as: Susan Bansgrove, Kazem Mashkournia, Kellan Eckstrom, Jennifer McLean, Pat Caulfield Fontaine, Ali Al-Asadi, Richard Byam, Brenda Lindquist, Lenore Roy, Janet Longmate, and George Barnhardt.

CARRIED

RESEARCH PLANNING COMMITTEE

The nominees for the Research Planning Committee are: Susan Bansgrove, Chris Laue, Kazem Mashkournia, Shirley Pasieka, Bruce Rutley, Connie Korpan, Phil Johnson, Ali Al-Asadi, Weixing Tan, Tamara Van Tassell, Augustine Ebinu, Rene Gadacz, Cheryl King, and Dianne Bedford.

MOTION was made by Mr. Paul to nominate Mr. Heywood for the Research Planning Committee.

MOVED by Mr. Penton; **SECONDED** by Ms. Backer that Council approve the members of the Research Planning Committee for 2012-2013 as: Susan Bansgrove, Chris Laue, Kazem Mashkournia, Shirley Pasieka, Bruce Rutley, Connie Korpan, Phil Johnson, Ali Al-Asadi, Weixing Tan, Tamara Van Tassell, Augustine Ebinu, Rene Gadacz, Cheryl King, Dianne Bedford, and Brodie Heywood.

CARRIED

STUDENT AWARDS COMMITTEE

The nominees for the Student Awards Committee are: Carla Basarab, Kelly Coulter, Anna Lapointe, Gordon Pellerin, and Robin Watson.

MOTION was made by Mr. Paul to nominate Mr. Heywood and Mr. Penton for the Student Awards Committee.

MOVED by Ms. Honan; **SECONDED** by Dr. Mashkournia that Council approve the members of the Student Awards Committee for 2012-2013 as: Carla Basarab, Kelly Coulter, Anna Lapointe, Gordon Pellerin, Robin Watson, Brodie Heywood, and Tony Penton.

CARRIED

ACADEMIC COUNCIL CHAIR

MOTION was made by Ms. Bansgrove to nominate Ms. Honan as the Academic Council Chair, recognizing that the meetings will need to begin at 4:30 PM if this is accepted.

By acclamation, Ms. Honan was appointed to the position of Chair of Academic Council for 2012-2013.

CARRIED

Ms. Bansgrove acknowledged and thanked Ms. Hoyseth for her contribution as the Academic Council Chair for the last two years.

ACADEMIC COUNCIL VICE-CHAIR

MOTION was made by Ms. Backer to nominate Mr. Penton as the Academic Council Vice-Chair.

By acclamation, Mr. Penton was appointed to the position of Academic Council Vice-Chair for 2012-2013.

CARRIED

ACADEMIC COUNCIL

MOTION was made by Mr. Paul that the following students be nominated to Academic Council: Tony Penton, Brodie Heywood, George Barnhardt, Blair Wade, Phil Hubert, and Cole Reddekopp.

MOVED by Ms. Backer; **SECONDED** by Ms. Honan that Council approve the addition of the following members to Academic Council: Tony Penton, Brodie Heywood, George Barnhardt, Blair Wade, Phil Hubert, and Cole Reddekopp.

CARRIED

3638 ACADEMIC POLICIES

CREDIT ALLOCATION POLICY

The Credit Allocation Policy was presented by Ms. Nordin for approval. A change under the Purpose was made by adding the word 'and': ***Credits assigned to courses are used to calculate student grade point average and used to assess tuition fees.***

MOVED by Ms. Nordin; **SECONDED** by Mr. Paul to approve the Credit Allocation Policy as amended.

GUIDELINES FOR ACADEMIC COUNCIL POLICY

The Guidelines for Academic Council Policy was presented by Ms. Nordin for approval. A correction was made to the footer on the last page of this Policy by changing the word 'Reviewed' to 'Revised': ***Revised and Approved by Academic Council: October 11, 2012.***

MOVED by Ms. Nordin; **SECONDED** by Mr. Paul to approve the Guidelines for Academic Policy as amended.

CARRIED

3639 INSTRUCTOR EMERITUS

Ms. Arlene Loewen

The School of Arts, Science and Upgrading submitted a nomination to Academic Council for the designation of Instructor Emeritus for its former colleague, Ms. Arlene Loewen.

MOTION by Ms. Bansgrove for a letter of endorsement to be brought to the next Academic Council meeting, noting that she is in complete support of this Nomination.

MOVED by Ms. Backer; **SECONDED** by Mr. Pellerin to postpone this nomination to the next Council meeting.

CARRIED

3640 OPEN DISCUSSION

Introductions were made by all. Ms. Bansgrove noted how thrilled she is by the student representation and their contributions to Council.

3641 ADJOURNMENT

The meeting was adjourned at 4:50 p.m.

Ms. Gwen Hoyseth, Chair

Ms. Leann Kleininger, Records

3634 CALL TO ORDER 2722
3635 APPROVAL OF AGENDA 2722
3636 APPROVAL OF MINUTES 2722
3637 ACADEMIC COUNCIL COMMITTEE ELECTIONS 2722
3638 ACADEMIC POLICIES 2726
3639 INSTRUCTOR EMERITUS 2726
3640 OPEN DISCUSSION 2726
3641 ADJOURNMENT 2727

Nominations Slate – 2012/2013

ACADEMIC COUNCIL LEADERSHIP	
ACADEMIC COUNCIL 2012/2013	
Nominees	**Representation Required**
Deena Honan	Chair
Tony Penton	Vice Chair
Don Gnatiuk	President
Susan Bansgrove	Vice President Academics and Research
Chris Laue	Dean, School of Trades, Agriculture and Environment
Shirley Pasieka	Dean, School of Health, Wellness and Career Studies
Jean Nordin	Dean, Student Experience
Dwight Logan (2nd year of a 2 year term)	Community Member
TBD	Community Member
Gwen Hoyseth (2nd year of a 2 year term)	ASA
Sukhvir Sandhu (2nd year of a 2 year term)	ASA
Matthew Bain (2nd year of a 2 year term)	ASA
Jeff Nutting 2nd year of a 2 year term)	ASA
Joan Cawthorn (2nd year of a 2 year term)	ASA
Brian Carreau (1st year or a 2 year term)	ASA
Deena Honan (1st year of a 2 year term)	ASA
Terrah Lindsay (1st year of a 2 year term)	ASA
Garth Finlay (1st year of a 2 year term)	ASA
Bruce Galenza (1st year of a 2 year term)	ASA
Tamara Van Tassell	ASA Alternate
Brian Redmond	ASA Alternate
Daryl White	ASA Alternate
Jenna Backer	SA
Evan Paul	SA
Dalen Chmilar	SA
Lydia Sadiq	SA
Tony Penton	SA
Brodie Heywood	SA
George Barnhardt	SA
Blair Wade	SA
Phil Hubert	SA
Cole Reddekopp	SA
Gordon Pellerin (1st year or a 2 year term)	EA
Cate Sazwan (1st year of a 2 year term)	EA
Jocelyn Smith	EA Alternate
Yvonne Peterson (2nd year of a 2 year term)	AUPE
Monica Macdonald	AUPE Alternate

Nominations Slate – 2012/2013

ANIMAL CARE COMMITTEE	
Nominees	**Representation Required**
Christy Barlund	Fairview Campus Veterinarian
Eric Stromgren	Fairview Campus Instructor Involved in Animal Use
Katey Johnston	Fairview Campus Instructor Involved in Animal Use
Brian Carreau	Fairview Campus Instructor Not Involved in Animal Use
Bill Knudslien	Coordinator of Facilities Operations on Fairview Campus
Eldon McLachlan	Representative from the Livestock Industry
Fran Wylie	Community Member
Sheila Landry	Community Member
Tamara Janzen	Representation from Technical Support Staff or Farm Staff
Sylvie Gour	First year AHT Student Representative
Kelsey Michaudville	Second year AHT Student Representative
Andrew Tye	Farm Manager
Bruce Rutley	CRI Manager, Applied Research
Carlos Castillo	Grande Prairie Campus Technical Support Representative
Lenore Roy and Peggy Johnson	ACC Coordinator
Marg McCuaig-Boyd	Vice-President Fairview Campus (Ex-Officio)
Chris Laue	Dean, School of Trades, Agriculture and Environment (Ex-Officio)
Karlee Worobetz	Acting Chair, Animal Health Technology (Ex-Officio)

Nominations Slate – 2012/2013

CO-CURRICULAR COMMITTEE	
Nominees	**Representation Required**
Jean Nordin	Dean, Student Experience
Annie Smith	Representative of the Fine Arts Department
Ray Kardas	Representative of the PEAK Department
Dalen Chmilar	President of Student's Association or designee
Carla Basarab	Representative from Student Services
Charles Backman	ASA Member (not from Fine Arts or PEAK)

Nominations Slate – 2012/2013

CONVOCATION COMMITTEE GRANDE PRAIRIE CAMPUS 2012/2013	
Nominees	**Representation Required**
Susan Bansgrove	Vice-President Academics and Research
Jean Nordin	Dean, Student Experience
Darlene MacDonald	Assistant Registrar of Records
Shawnna McClelland	Administrative Assistant to the Dean, Student Experience (Chairperson)
Joanne Ballance	Alumni Development Manager
Amanda Ferguson	Aboriginal Liaison Coordinator
Lydia Sadiq	President of Student's Association or designee
Cindy Carter	1 faculty member from preparatory/career/diploma studies
Karen Oostra	1 faculty member from university transfer studies
Lynne Ness	1 representative from Community Relations
Brian Parlee	1 representative from Campus Operations
TBD upon hiring	1 representative from Theatre and Events

Nominations Slate – 2012/2013

CURRICULUM COMMITTEE 2012/2013 (All department representatives serve two-year terms, students serve one-year terms.)	
Nominees	**Representation Required**
Don Gnatiuk	President and CEO, Ex Officio
Susan Bansgrove	Vice-President Academics and Research
Jean Nordin	Dean, Student Experience (Chairperson)
Kazem Mashkournia	Dean, School of Arts, Science and Upgrading
Shirley Pasieka	Dean, School of Health, Wellness and Career Studies
Chris Laue	Dean, School of Trades, Agriculture and Environment
Jennifer McLean	Advising Coordinator
Gordon Pellerin	Associate Registrar, Admissions
Darlene MacDonald	Calendar Resource Position
Jenna Backer	One member from the Students' Association
Ann Gish (2nd year of a 2 year term)	1 representative from Library
Sharron Barr (2nd year of a 2 year term)	1 representative from Office Administration
Daryl White (2nd year of a 2 year term)	1 representative from Arts & Education
Sheryl Heikel (alternate is Joan Godbout)	1 representative from Academic Upgrading
Lori Bombier (2nd year of a 2 year term) (Fall term); Pat Coristine (winter term)	1 representative from Department of Business
David Gregg (2nd year of a 2 year term)	1 representative from Science
Cindy Carter(1st year of a 2 year term) (alternate is Pat Caulfield Fontaine)	1 representative from Human Services
Bonnie Hessler (2nd year of a 2 year term) (alternate is Louise Rawluk)	1 representative from Nursing
Ray Kardas (2nd year of a 2 year term)	1 representative from PEAK
Geoff Whittall (1st year of a 2 year term)	1 representative from Fine Arts
Ross Young (1st year of a 2 year term)	1 representative from Continuing Education
Mike Gamble	1 representative from Motorcycle & Recreational Powersports Programs
Richard Smith(1st year of a 2 year term)	1 representative from Heavy Equipment Technician
Brian Carreau (1st year of a 2 year term)	1 representative Automotive Service Technician & Parts Programs
Karlee Worobetz (2nd year of a 2 year term)	1 representative from Animal Health Program

Nominations Slate – 2012/2013

Brent Boutilier (2nd year of a 2 year term)	1 representative from Carpentry/Pipe Trades & Power Engineering Programs
Charles Sanderson (1st year of a 2 year term)	1 representative from Electrical/Millwright Programs
Fred Walkley (1st year of a 2 year term)	1 representative from Welding, Beekeeping & Instrumentation Programs
Kelly Rainer (2nd year of a 2 year term)	1 representative from Heavy Equipment Services

Nominations Slate – 2012/2013

DISTANCE EDUCATION COMMITTEE 2012/2013	
Nominees	**Representation Required**
Don Gnatiuk	President and CEO, Ex Officio
Susan Bansgrove	Vice-President Academics and Research
Jean Nordin	Dean, Student Experience
Kazem Mashkournia	Dean, School of Arts, Science and Upgrading
Shirley Pasieka	Dean, School of Health, Wellness and Career Studies
Chris Laue	Dean, School of Trades, Agriculture and Environment
Jennifer Thomas	Educational Technologies Librarian
Kelly Coulter (1st year of a 2 year term)	1 representative from Office Administration
Ali Al-Asadi (1st year of a two year term)	1 representative from Arts & Education
Teresa Wouters (1st year of a two year term) (alternate – Joan Godbout)	1 representative from Academic Upgrading
Trevor Thomas (1st year of a two year term)	1 representative from Department of Business
Sean Irwin (2nd year of a 2 year term)	1 representative from Science
Cindy Carter (1st year of a two year term))	1 representative from Human Services
Marie Wakaluk Janz (1st year of a 2 year term)	1 representative from Nursing
Ray Kardas (1st year of a two year term)	1 representative from PEAK
Lane Borstad(1st year of a two year term)	1 representative from Fine Arts
Janelle MacRae (2nd year of a 2 year term)	1 representative from Continuing Education
Anna Gillis (1st year of a two year term)	1 representative from the Library
Glyn Moffatt	1 representative from Motorcycle & Recreational Powersports Programs
Don Parker (2nd year of a 2 year term)	1 representative from Heavy Equipment Technician
Craig Rode (1st year of a two year term)	1 representative Automotive Service Technician & Parts Programs
Susan Klassen (1st year of a two year term)	1 representative from Animal Health Program
Augustine Ebinu (2nd year of a two year term)	1 representative from Carpentry/Pipe Trades & Power Engineering Programs
Norm Driver (1st year of a two year term)	1 representative from Electrical/Millwright Programs

Nominations Slate – 2012/2013

Fred Walkley	1 representative from Welding, CTO & Instrumentation Programs
Alan Hagen (2nd year of a 2 year term)	Heavy Equipment Services
Jordan Pickup (2nd year of a 2 year term)	1 representative from IT Department
Robin Smith-Wilson (2nd year of a 2 year term)	1 representative from Student Services
Tony Penton	1 member from the Students Association

Nominations Slate – 2012/2013

NOMINATING COMMITTEE 2012/2013	
Nominees	**Representation Required**
Pat Caulfield Fontaine (1st year of a 2 year term)	1 member from the Academic Staff Association
Jim Wohlgemuth (2nd year of a 2 year term)	1 member from the Academic Staff Association
Gordon Pellerin	1 member from the Employees' Association
Shannon Ball (1st year of a 2 year term) (alternate – Dianne Bedford)	1 member from the Alberta Union of Provincial Employees
Tony Penton	1 member from the Students Association

Nominations Slate – 2012/2013

PROGRAM REVIEW COMMITTEE 2012/2013	
Nominees	**Representation Required**
Susan Bansgrove	Vice-President Academics and Research
Kazem Mashkournia (2nd year of a 2 year term)	1 Academic Dean representative
Kellan Eckstrom	Institutional Research and Planning Officer
Jennifer McLean (1st year of a 2 year term)	1 Student Services representative
Pat Caulfield Fontaine (2nd year of a 2 year term)	1 representative from the School of Health, Wellness and Career Studies
Ali Al-Asadi (2nd year of a 2 year term)	1 representative from the School of Arts, Science and Upgrading
Richard Byam (2nd year of a 2 year term)	1 representative from the School of Trades, Agriculture and Environment
Brenda Lindquist (2nd year of a 2 year term)	1 representative from Employees' Association
Lenore Roy (2nd year of a 2 year term)	1 member from the Alberta Union of Provincial Employees
Janet Longmate	1 community member
George Barnhardt	1 student

Nominations Slate – 2012/2013

RESEARCH PLANNING COMMITTEE 2012/2013	
Nominees	**Representation Required**
Susan Bansgrove	Vice-President Academics and Research
Chris Laue	Dean, School of Trades, Agriculture and Environment
Kazem Mashkournia	Dean, School of Arts, Science and Upgrading
Shirley Pasieka	Dean, School of Health, Wellness and Career Studies
Bruce Rutley	Director, Centre for Research & Innovation
Connie Korpan	Chairperson Representative
Phil Johnson	ASA President or Delegate
Ali Al-Asadi	Chair of the Ethics Review Board
Weixing Tan (2nd year of a 2 year term)	1 representative from the School of Arts, Science and Upgrading
Tamara Van Tassell (2nd year of a 2 year term)	1 representative from the School of Health, Wellness and Career Studies
Augustine Ebinu (2nd year of a 2 year term)	1 representative from the School of Trades, Agriculture and Environment
Rene Gadacz	Lobstick Editor
Cheryl King (2nd year of a 2 year term)	1 representative from Employees' Association
Dianne Bedford (2nd year of a 2 year term)	1 member from the Alberta Union of Provincial Employees
Brodie Heywood	1 student

Nominations Slate – 2012/2013

STUDENT AWARDS COMMITTEE 2012/2013	
Nominees	**Representation Required**
Carla Basarab	Financial Aid Coordinator (Chairperson)
Kelly Coulter (2nd year of a 2 year term)	1 representative from the School of Health, Wellness and Career Studies
Anna Lapointe, (1st year of a 2 year term)	1 representative from the School of Arts, Science and Upgrading
Tony Penton	1 student appointed by the SA Executive
Brodie Heywood	1 student appointed by the SA Executive
Gordon Pellerin	1 representative from the Registrar's Office
Robin Watson	1 representative from the GPRC Foundation Board

CURRICULUM COMMITTEE MINUTES

Thursday, October 9, 2012
3:00 – 4:00 pm
Room F207/FAC 136

CHAIRPERSON:

Jean Nordin	Dean, Student Experience

COMMITTEE MEMBERS:

Don Gnatiuk- NOA	President and CEO, Ex Officio
Susan Bansgrove	Vice President, Academic and Research
Marg McCuaig-Boyd - NOA	Vice President, Fairview
Kazem Mashkournia	Dean, School of Arts, Science and Upgrading
Shirley Pasieka	Dean, Health, Wellness and Career Studies
Chris Laue	Dean, School of Trades, Agriculture and Environment
Darlene MacDonald	Assistant Registrar, Records
Gordon Pellerin	Assistant Registrar, Admissions
Kellan Eckstrom	Institutional Research and Planning Officer
Jennifer McLean	Coordinator, Academic Advising
Jenna Backer	Students' Association
Ross Young	Continuing Education
Ann Gish – NOA	Library
Joan Godbout	Academic Upgrading
Sharron Barr	Office Administration
Lori Bombier - NOA	Business Administration, Commerce and Hospitality and Tourism
Cindy Carter	Human Services
Bonnie Hessler	Nursing and Health Studies
Ray Kardas	PEAK
Daryl White	Arts and Education
Geoff Whittall	Fine Arts
David Gregg	Science
Glyn Moffat - Absent	Motorcycle & Recreational Powersports
Brian Carreau	Automotive Service Technician and Parts Programs
Richard Smith	Heavy Equipment Technician
Kelly Rainier - Absent	Heavy Equipment Services
Karlee Worobetz	Animal Health
Brent Boutilier	Carpentry/Pipe Trades & Power Engineering
Charles Sanderson	Electrical/Millwright
Fred Walkley	Welding, CTO and Instrumentation

COPIES:

Barb Johnston	Academic Council
Sue Sych	Executive Assistant, Office of the Vice President, Fairview

RECORDING:

Shawnna McClelland	Administrative Assistant to the Dean, Student Experience

MINUTES

1.0 Agenda approved by consensus with the following adjustments: grouping of items 4.5 through 4.19 into one item; grouping of items 5.1 through 5.4 into one item; and grouping of items 5.7 through 5.12 into one item.

2.0 Minutes from April 19, 2012 and June 1, 2012 Fast Track meetings received for information.

3.0 Terms of Reference

Motion: Recommend Academic Council amend the composition of the Curriculum Committee as presented.
Moved: G. Whittall **Second:** R. Young

Discussion: The Manager, Student Experience, Fairview College Campus position no longer exists; The Calendar Resource Position member position has always been filled by the Associate Registrar, Records; Position title change for Associate Registrar, Admissions; add Research and Planning Officer to committee membership. Overall number of members is the same.
CARRIED

3.1 Chairperson reminded members that the due date for Curriculum items for the calendar is NOVEMBER 19TH!

4.0 Science

4.1 CS2010 3(3-0-3) 90 Hours Practical Programming Methodology

Motion: Recommend that Academic Council approve the removal of the corequisite of CS2720 for CS2010.
Moved: D. Gregg **Second:** K. Mashkournia
CARRIED

4.2 CS2720 3(3-1-1.5) 82.5 Hours Formal Systems and Logic in Computing Science

Motion: Recommend that Academic Council approve a change in prerequisites for CS2720 from "CS1140" to "1000 Level CST course".
Moved: D. Gregg **Second:** D. White
CARRIED

4.3 EG2080 3(2-0-2) 60 Hours Introductory Computer Aided Design

Motion: Recommend that Academic Council approve the deletion of EG2080 3(2-0-2) 60 Hours Introductory Computer Aided Design from course offerings.
Moved: D. Gregg **Second:** D. White

Discussion: This course has not been offered since 2003.
CARRIED

4.4 EV2010 3(3-0-3) 90 Hours Wildlife Biodiversity and Ecology

Motion: Recommend that Academic Council approve the deletion of EV2010 3(3-0-3) 90 Hours Wildlife Biodiversity and Ecology from course offerings.
Moved: D. Gregg **Second:** D. White

Discussion: This course has not been offered since 2003.
CARRIED

4.5 to 4.19 **F01020 2(1-0-2) 60 Hours Introduction of Field Skills**
F01040 2(2-0-0) 30 Hours Introduction to Natural Resources Management
F01200 3(3-0-3) 90 Hours Diversity of Higher Plants
F01220 3(3-0-3) 90 Hours Introduction to Soil Science
F02020 3(3-0-3) 90 Hours Ecosystems of Forests
F02050 3(5-0-4) 90 Hours Silviculture
F02070 3(3-0-3) 48 Hours Wildlife Biodiversity and Ecology
F02080 3(3-0-3) 51 Hours Forest Health
F02110 3(3-0-3) 90 Hours Integrated Resource Management
F02190 3(3-0-3) 57 Hours Forest Engineering Principles
F02220 1(1.5-0-0) 22.5 Hours Forest Policies and Legislation
F02350 3(3-0-4) 70 Hours Timber Harvesting and Transportation
F02370 3(3-0-3) 90 Hours Assessment of Natural Resources
F02470 2(0-0-2) 30 Hours Computer Applications in Forestry
F04200 3(3-0-2) 75 Hours Wood Technology and Utilization

Motion: Recommend that Academic Council approve the deletion of the above courses from course offerings.
Moved: D. Gregg **Second:** J. McLean

Discussion: The above courses have not been offered in over 5 years.
CARRIED

4.20 BSC-Pre-Professional Agricultural Business Management

Motion: Recommend that Academic Council approve a change to the calendar description for the BSC-Pre-Professional Agricultural Business Management program removing FO1220 from the list of available courses.
Moved: D. Gregg **Second:** K. Mashkournia

Discussion: FO1220 has been removed from course offerings.
CARRIED

4.21 BSC- Forestry

Motion: Recommend that Academic Council approve a change to the calendar description for the BSC – Forestry program removing FO1200 and FO1220 from the list of available courses.
Moved: D. Gregg **Second:** C. Sanderson

Discussion: FO1200 and FO1220 have been removed from course offerings.
CARRIED

4.22 Environmental and Conservation Sciences

Motion: Recommend that Academic Council approve a change to the calendar description for the Environmental and Conservation Sciences program removing EV2010 from the list of available courses for this program and removing the word "open" from before "option".

Moved: D. Gregg **Second:** S. Bansgrove

Discussion: EV2010 has been removed from course offerings.
CARRIED

5.0 Academic Upgrading

5.1 BI0120 5(4-0-2) 90 Hours Biology Grade 11 Equivalent

Motion: Recommend that Academic Council approve a change in prerequisites for BI0120.
Moved: J. Godbout **Second:** S. Barr

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Question raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** G. Whittall
CARRIED

5.2 BI0130 5(5-0-1.5) 95 Hours Biology Grade 12 Equivalent

Motion: Recommend that Academic Council approve a change in prerequisites for BI0130
Moved: J. Godbout **Second:** S. Barr

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Question raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** G. Whittall
CARRIED

5.3 CH0120 5(4-0-2) 90 Hours Chemistry Grade 11 Equivalent

Motion: Recommend that Academic Council approve a change in prerequisites for CH0120.
Moved: J. Godbout **Second:** S. Barr

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Question raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** G. Whittall
CARRIED

5.4 CH0130 5(5-0-1.5) 95 Hours Chemistry Grade 12 Equivalent

Motion: Recommend that Academic Council approve a change in prerequisites for CH0130.
Moved: J. Godbout **Second:** S. Barr

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Question raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** G. Whittall
CARRIED

5.5 EN0100 5(5-0-0) 75 Hours Basic English IV

Motion: Recommend that Academic Council approve the deletion of EN0100 5(5-0-0) 75 Hours Basic English IV from course offerings.
Moved: J. Godbout **Second:** G. Pellerin
CARRIED

5.6 LL0105 4(0-0-4) 60 Hours Introduction to Comprehensive Skills III

Motion: Recommend that Academic Council approve the deletion of LL0105 4(0-0-4) 60 Hours Introduction to Comprehensive Skills from course offerings.
Moved: J. Godbout **Second:** B. Hessler
CARRIED

5.7 PC0110 3.5(3-0-0.5) 52.5 Hours Physics Grade 10 Equivalent

Motion: Recommend that Academic Council approve changes to the pre and corequisites for PC0110.
Moved: J. Godbout **Second:** D. Gregg

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Questions raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** D. Gregg
CARRIED

5.8 PC0120 5(4-0-2) 90 Hours Physics Grade 11 Equivalent

Motion: Recommend that Academic Council approve changes to the pre and corequisites for PC0120.
Moved: J. Godbout **Second:** D. Gregg

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Questions raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** D. Gregg
CARRIED

5.9 PC0130 5(5-0-1.5) 95 Hours Physics Grade 12 Equivalent

Motion: Recommend that Academic Council approve changes to the pre and corequisites for PC0130.
Moved: J. Godbout **Second:** D. Gregg

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Questions raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** D. Gregg
CARRIED

5.10 SC0100 5(5-0-0) 75 Hours Science and Society

Motion: Recommend that Academic Council approve changes to the pre and corequisites for SC0100.
Moved: J. Godbout **Second:** D. Gregg

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Questions raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** D. Gregg
CARRIED

5.11 SC0110 5(5.5-0-1.5) 105 Hours Science Grade 10 Biology and Chemistry Equivalent

Motion: Recommend that Academic Council approve changes to the pre and corequisites for SC0110.
Moved: J. Godbout **Second:** D. Gregg

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Questions raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** D. Gregg
CARRIED

5.12 SC0130 5(5-0-1.5) 95 Hours Science Grade 12 Equivalent

Motion: Recommend that Academic Council approve changes to the pre and corequisites for SC0130.
Moved: J. Godbout **Second:** D. Gregg

Discussion: The current submission is requesting that the prerequisites for these courses are increased. Questions were raised as to the intent. Also, question was raised as to whether or not the department was asking to remove the current "note" that is attached to the prerequisites.

Motion to Table
Moved: J. Godbout **Second:** D. Gregg
CARRIED

6.0 Human Services

6.1 CD1045 3(3(0-2-8) 124 Hours 14 Weeks Seminar, 12 Weeks Practicum, Practicum I

Motion: Recommend that Academic Council approve the addition of CD1330 to the list of pre and corequisites for CD1045.
Moved: C. Carter **Second:** B. Hessler
CARRIED

6.2 CD1145 5(0-2-32) 272 Hours 8 Weeks Practicum II

Motion: Recommend that Academic Council approve the addition of CD2070 to the list of prerequisites for CD1145 and that credits be changed from 5 to 3.
Moved: C. Carter **Second:** B. Hessler

Discussion: The Assignment of Credit policy has not yet been approved.

Motion to Table
Moved: C. Carter **Second:** B. Hessler
CARRIED

6.3 CD1330 3(3-0-0) 45 Hours Understanding Children's Play

Motion: Recommend that Academic Council approve the addition of CD1000 as a prerequisite to CD1330 3(3-0-0) 45 Hours Understanding Children's Play.
Moved : C. Carter **Second:** J. McLean
CARRIED

6.4 CD2045 4(0-2.5-28) 183 Hours 6 Weeks Practicum III

Motion: Recommend that Academic Council approve a change in credits for CD2045 4(0-2.5-28) 183 Hours 6 Weeks Practicum III from 5 to 3.
Moved: C. Carter **Second:** K. Mashkournia

Discussion: The Assignment of Credit policy has not yet been approved.

Motion to table
Moved: C. Carter **Second:** K. Mashkournia
CARRIED

6.5 CD2145 6(0-2-15) 254 Hours 15 Weeks Seminar, 8 Weeks Practicum, Practicum IV

Motion: Recommend that Academic Council approve a change in credits for CD2145 6(0-2-15) 254 Hours 15 Weeks Seminar, 8 Weeks Practicum, Practicum IV from 5 to 3.
Moved: C. Carter **Second:** K. Mashkournia

Discussion: The Assignment of Credit policy has not yet been approved.

Motion to table
Moved: C. Carter **Second:** K. Mashkournia
CARRIED

6.6 Early Learning and Child Care

Motion: Recommend that Academic Council approve the deletion of the entire "Advanced Standing" section of the current calendar (P. 96).
Moved: C. Carter **Second:** G. Pellerin
CARRIED

7.0 Nursing

7.1 NS3950 7(0-3-28) UT 217 Hours 7 Weeks Nursing Practice VI

Motion: Recommend that Academic Council A change to the calendar description for this course to "Practice focuses on health promotion and disease prevention, restoration, rehabilitation and support of clients across the lifespan who are experiencing acute and chronic mental health issues. Practice occurs in acute care and/or community settings."
Moved: B. Hessler **Second:** S. Barr
CARRIED

8.0 Office Administration

8.1 OA1430 3(0-0-5) 75 Hours Computerized Bookkeeping I Simply Accounting

Motion: Recommend that Academic Council approve a change in course name for OA1430 to "Simply Accounting for Small Business".
Moved: S. Barr **Second:** D. White
CARRIED

8.2 OA2430 3(0-0-5) 75 Hours Computerized Bookkeeping II (For Small Businesses)

Motion: Recommend that Academic Council approve a name change to OA2430 to "QuickBooks for Small Businesses".
Moved: S. Barr **Second:** J. Backer
CARRIED

8.3 OA2440 3(0-0-5) 75 Hours Computerized Bookkeeping III (For Corporations)

Motion: Recommend that Academic Council approve a name change for OA2440 to "ACCPAC for Corporations".
Moved: S. Barr **Second:** J. Backer
CARRIED

8.4 Office Administration – Bookkeeping Specialization Certificate

Motion: Recommend that Academic Council approve a change to the program requirements for the Bookkeeping Specialization Certificate to include "OA1430 or OA2430" pending PRS approval.
Moved: S. Barr **Second:** B. Hessler

Discussion: It was asked if it is appropriate to offer a course with a code of 2XXX to first year students. It was asked if this course could be changed to a first year course. This change is being requested to accommodate the few students who start this certificate program in winter semester. It was asked if this could be dealt with on an individual, as needed basis rather than changing program requirements.

DEFEATED 2 in Favor

8.5 Office Administration – Bookkeeping Specialist Diploma

Motion to Table

Discussion: In light of the defeat of the previous motion, it was suggested that this item also be taken back to the department for further discussion.

Moved: S. Barr **Second:** R. Kardas
CARRIED

8.6 Office Administration-Microcomputer Office Specialist Diploma

Motion: Recommend that Academic Council approve a change in program requirements for the Microsoft Office Specialist Diploma adding "or approved option (1.5) after OA2260 (1.5), effectively removing OA2260 as a requirement.
Moved: S. Barr **Second:** K. Mashkournia
Discussion: This course has had a very positive impact on OA students and the department is sad to see it not be offered. The course is not being deleted from course offerings but may not be offered on a regular basis.
CARRIED

8.7 Office Administration

Motion: Recommend that Academic Council approve a change in program admission requirements for Office Administration.
Moved: S. Barr **Second:** D. White

Discussion: These changes align the math requirements with the changes to the high school math streams.
CARRIED

8.8 Office Administration – Level One Training Certificate

Motion: Recommend that Academic Council approve the deletion of the Office Administration, Level One Training Certificate and all appropriate courses from course and program offerings.
Moved: S. Barr **Second:** R. Young
CARRIED

9.0 Animal Health

9.1 Animal Health Technology

Motion: Recommend that Academic Council change the Admission Requirements for the Animal Health Technology Program.
Moved: K. Worobetz **Second:** R. Smith
Discussion: This change changes the Admission requirements to:

The applicant must have the following prerequisites:

- High School Diploma
- English 30-1, English 30-2 or Equivalent
- Math 30-1 (minimum 50%), Math 30-2 (minimum 65%), or equivalent
- Biology 30
- Chemistry 30
- Verification of 40 hours job shadow experience

CARRIED

9.2 Animal Health Technology

Motion: Recommend that Academic Council approve a change to the "Special Requirements" for the Animal Health Technology Program removing item #3 and removing the sentence in #4 "These AAAHT/ABVMA combined fees to students are $102.50".
Moved: K. Worobetz **Second:** R. Smith
CARRIED

Meeting adjourned at 4:15 pm.

INSTRUCTOR EMERITUS

EFFECTIVE DATE January 1, 2000

RESPONSIBILITY FOR IMPLEMENTATION Vice President Academic***s and Research***, Registrar's Office, Academic Council

POLICY STATEMENT

The honourary designation of Instructor Emeritus is awarded by Grande Prairie Regional College to retired faculty members in recognition of meritorious service.

PROCEDURES/RULES STATEMENT

1. To be eligible, faculty members would usually have at least 15 years of instructional service with the College.

2. Only faculty members who have left full time employment with the College are eligible.

3. Departments may nominate a candidate for consideration following consultation with the potential emeritus member. ***Nominations must be accompanied by relevant Departmental Minutes and a Letter of Recommendation signed by the Departmental Chair and Dean as well as the signed Consent form.***

4. During the lifetime of the Emeritus member, his/her name will appear in GPRC's Calendar. The name will appear under the Department's list of instructors as Instructor Emeritus. Emeriti will also have their name displayed on a permanent plaque on the Sense of Community Wall.

5. Instructors achieving this distinction are encouraged to display their continuing affiliation with GPRC in various ways: research, community service and publications.

6. Instructor Emeritus designation will be granted by majority vote of Academic Council.

7. Instructors achieving this distinction will be informed by a letter from the Chair of Academic Council along with a framed parchment of the Instructor Emeritus designation signed by the GPRC Board of Governors Chair and the President.

Approved by Academic Council: March 10, 2003
Revised and approved by Academic Council: February 10, 2005
Revised and approved by Academic Council: February 9, 2007
Revised and approved by Academic Council: January 10, 2008

8. All Emeriti will receive a free lifetime library card. In addition, Emeriti will receive alumni news and invitations to special events at GPRC.

9. Emeriti may request and receive a membership to the GPRC Fitness Centre.

Approved by Academic Council: March 10, 2003
Revised and approved by Academic Council: February 10, 2005
Revised and approved by Academic Council: February 9, 2007
Revised and approved by Academic Council: January 10, 2008

Program Dates 2013-2014

A. Registration confirmation: Students must confirm registration at Student Services. Registrations not confirmed by this date may be cancelled.
B. Start date: First day of classes and/or practicum.
C. Last Day of Classes: Last day of classes prior to final examination period or practicum.
D. & E. Exam start/end: Students must be available for the entire final examination period.
F. & G. Practicum start/end: Denotes dates and duration of practicum, work experience or clinical components of program.
H. Last day to add: Refer to Registration Basics for more information.
I. Last day to drop for refund*: Students withdrawing after this date will be assessed 100 percent of fees for withdrawn courses.
J. Withdraw with permission: Last day for withdrawing with permission from, or changing registration status from audit to credit or credit to audit. Withdrawing from

			A	B	C	D	E	F	G	H	I	J
	Campus code	Orientation	Registration confirmation	Start date	Last Day of Class	Exam start	Exam end	Practicum start	Practicum end	Last day to add	Last day to drop for refund*	Withdraw with permission
Academic Upgrading	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
Spring (optional)		n/a	n/a	May 5	Jun 27	**	**	n/a	n/a	May 5	May 6	n/a
Animal Heath Technology	FV											
Fall (Year 1)			Sep 3		Dec 20		**	n/a	n/a	Sep 3	Sep 19	Oct 30
Winter (Year 1)			Jan 6		May 2		**	n/a	n/a	Jan 6	Jan 21	Mar 7
Fall (Year 2)			Sep 3		Dec 20		**	n/a	n/a	Sep 3	Sep 19	Oct 30
Winter (Year 2)			Jan 6		Apr 4		**	n/a	n/a	Jan 6	Jan 21	Mar 7
Spring (Year 2)			n/a		n/a		**	Apr 8	May 17	n/a	n/a	n/a
Business Administration	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
Commercial Beekeeping	FV											
Winter			Jan 6		Apr 11		**	Mar 25	Sep 13	Jan 6	Jan 21	Mar 7
Fall 2014			Sep 22		Nov 21		**	n/a	n/a	n/a	n/a	n/a
Computer Systems Technology	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
Early Learning and Childcare	GP											
Fall (Year 1)		Sep 3	Sep 4 - 5	Sep 5	Dec 13	Dec 16	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Fall (Year 2)		Sep. 3	Sep 4-5	Sept 5	Nov 1		**	Nov 4	Dec 13	Sep 11	Sept 19	***
Winter (Year 1)		06-Jan	Jan 6-7	Jan 7	Mar 28		**	Mar 31	May 30	Jan 13	Jan 21	***
Winter (Year 2)		06-Jan	Jan 6-7	Jan 7	Feb 28		**	Mar 3	May 2	Jan 13	Jan 21	***
Educational Assistant	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 13	Dec 16	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter/Spring		Jan 6	Jan 6 - 7	Jan 7	Apr 11	**	**	Apr 14	May 30	Jan 13	Jan 21	Mar 7
Fitness Leadership / Active Aging	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
Harley-Davidson® Technician	FV											
Intake 1			Sep 3				**	n/a	n/a	Sep 5		
Intake 2							**	n/a	n/a			
Heavy Equipment	FV											
Fall			Sep 3		Dec 20	n/a	n/a	n/a	n/a	Sep 5	Sep 19	Oct 30
Winter			Jan 6		May 9	n/a	n/a	n/a	n/a	n/a	Jan 21	Mar 7
Heavy Equipment Service Technician	FV											
Intake 1 (Year 1)			Sep 3		See		**		Varies	Sep 3	n/a	n/a
Intake 2 (Year 1)			Oct 28				**		Varies	Oct 28	n/a	n/a
Intake 1 (Year 2)			Sep 3		course		**		Varies	n/a	n/a	n/a
Intake 2 (Year 2)			Oct 28		outlines		**		Varies	n/a	n/a	n/a
Hospitality and Tourism	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
General Mechanic, Pre-Employment	FV											
Fall			Sep 3				**	n/a	n/a	Sep 5		
Winter			Jan 6				**			n/a		

	Campus code	Orientation	Registration confirmation	Start date	Last Day of Class	Exam start	Exam end	Practicum start	Practicum end	Last day to add	Last day to drop for refund*	Withdraw with permission
Millwright/Machinist, Pre-Employment	GP											
Intake 1			Sep 3		Dec 20	**		n/a	n/a	Sep 5	Sep 19	Oct 30
Intake 2			Jan 6		Apr 25	**		n/a	n/a	Jan 6	Jan 21	Mar 7
Motorcycle Mechanic, Pre-Employment	FV											
Fall			Sep 3		Dec 20	**		n/a	n/a	Sep 3	Sep 19	Oct 30
Winter			Jan 6		Mar 28	**		n/a	n/a	Jan 6	Jan 21	Feb 21
Music	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
Nursing, BScN	GP											
1st Block (Fall)		Sep 3	Sep 4 - 5	Sep 5	Oct 25	**		Nursing clinicals fall within the dates listed for each block.		Sep 11	Sep 19	Oct 4
2nd Block (Fall)		n/a	n/a	Oct 28	Dec 13	Dec 14	Dec 21			Nov 1	Nov 12	Nov 26
1st Block (Winter)		n/a	n/a	Jan 7	Feb 28	**				Jan 13	Jan 21	Feb 3
2nd Block (Winter)		n/a	n/a	Mar 3	Apr 17	Apr 21	Apr 28			Mar 7	Mar 17	Mar 28
Nursing, Perioperative (Post RN)	GP											
1st Intake		Sep 3	Sep 4	Sep 4	Dec 13	**		Jan 13	Mar 28	Sep 10	Sep 18	Oct 29
2nd Intake			Jan6		Apr 17	**		Apr 28	July 4	Jan 10	Jan 20	Mar 6
Office Administration	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
Outdoor Power Equipment	FV											
Fall			Sep 3		Dec 20	**		n/a	n/a	Sep 3	Sep 19	Oct 30
Winter			Jan 6		Apr 25	**		n/a	n/a	Jan 6	Jan 21	Mar 7
Parts and Materials Pre Employment	FV											
Fall			Sep 3			**		n/a	n/a	Sep 3	Jan 21	
Winter			Jan 6			**		Mar 24	Apr 25	n/a	n/a	n/a
Power Engineering	FV											
Fall			Sep 3			**		n/a	n/a	Sep 3	Jan 21	
Winter			Jan 6			**				n/a	n/a	n/a
Transitional Vocational	FV											
Fall			Sep 3		Dec 20	**		n/a	n/a	Sep 3	Sep 19	Oct 30
Winter			Jan 6		Apr 25	**		n/a	n/a	n/a	n/a	n/a
Spring		n/a	n/a	Apr 28	Aug 1	**		Jun 2	Aug 1	n/a	n/a	n/a
Unit Clerk	GP											
Intake 1		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	Jan 6	Feb 8	Sep 11	Sep 19	Oct 30
Intake 2		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	May 5	Jun 6	Jan 13	Jan 21	Mar 7
University Transfer Programs	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
Spring (Optional)		n/a	n/a	May 5	Jun 27	**	**	n/a	n/a	May 5	May 6	n/a
Visual Arts	GP											
Fall		Sep 3	Sep 4 - 5	Sep 5	Dec 10	Dec 12	Dec 21	n/a	n/a	Sep 11	Sep 19	Oct 30
Winter		Jan 6	Jan 6 - 7	Jan 7	Apr 14	Apr 16	Apr 28	n/a	n/a	Jan 13	Jan 21	Mar 7
Welder, Pre-Employment												
Intake 1	GP		Sep 3		Dec 20	**		n/a	n/a	Sep 3	Sep 19	Oct 30
Intake 2	GP		Jan 6		Apr 25	**		n/a	n/a	Jan 6	Jan 21	Mar 7
Intake 3	FV					**		n/a	n/a			

Notes:

* excluding non-refundable deposit

** Final exams for courses in these programs are incorporated into the courses. Please refer to Course Outlines for details.

IMPORTANT DATES

Important dates and deadlines, if missed, can cause disappointment and frustration and may result in academic or financial penalty.

Academic Schedule

Significant dates in the Academic Year as they apply to the College campuses at Grande Prairie and Fairview are listed in the Academic Schedule. These dates refer to a majority of courses and programs at a particular campus.

Program Dates

Program specific information is provided in this section. To better understand College requirements specific to course or program withdrawals, refunds, etc., students should refer to the calendar sections Admission Basics, Registration Basics, and Tuition and Fees.

College Schedule of Courses

Specific course start and end dates are detailed in the College Schedule of Courses. This document is also referred to as the Timetable. It is published separately. Individual course dates are also available on the College website.

Date Tips

$ Key financial dates
GP Grande Prairie Campus only
FV Fairview Campus only

* Orientation for all programs at the Fairview Campus and all trades/apprenticeship programs at the Grande Prairie Campus is the first day of classes in each program - see Program Dates.

JULY 2013

01 **Limited access to College buildings. Administrative offices are closed.**
02 College year begins. Registration for September 2012 continues.

AUGUST 2013

05 **Heritage Day. Limited access to College buildings. Administrative offices are closed.**

SEPTEMBER 2013

02 **Labour Day. Limited access to College buildings. Administrative offices are closed**
03 (GP) Orientation to College*
04 (GP) Program and Department Orientations*
19$ Last day to pay Fall Semester fees. Students who have not paid fall fees in full will be assessed a late payment penalty after this date.
(GP) Last day to opt out of the Student Health/Dental Plan.

OCTOBER 2013

01 Applications for September 2014 admission received from this day on for all programs.
14 **Thanksgiving Day. No classes. Limited access to College buildings. Administrative offices are closed.**
31$ **Students who still have a balance owing after this date will be withdrawn from all classes and will receive grades of "WF".**

NOVEMBER 2013

08 **(GP) Fall Break. No classes on GP campus except for apprenticeship and pre-employment.**
11 **Remembrance Day. Limited access to College buildings. No Classes Administrative offices are closed.**

DECEMBER 2013

24-31 **Limited access to College buildings. Administrative offices are closed.**

IMPORTANT DATES

JANUARY 2014

01 **New Year's Day. Limited access to College buildings. Administrative offices are closed.**
06 (GP) Orientation to College for newly registered students.*
21$ Last day for the Registrar's Office to receive applications for repeat final exams for fall semester courses.
Last day to pay winter semester fees to avoid late payment penalty. Students who have not paid winter fees will be assessed a late payment penalty after this date.
(GP) Last day for new registrants for winter semester to opt out of the Student Health/Dental Plan.
28 Last day for deferred and repeat final exams for fall semester courses. Deadline to clear grades of "IN" for fall semester courses.

FEBRUARY 2014

17 **Family Day. No classes. Limited access to College buildings. Administrative offices are closed.**
18-21 **(GP) Winter Break. No classes on GP campus except for apprenticeship and pre-employment.**
(FV) Winter Break. No classes for Animal Health Technology students only.

MARCH 2014

8 (FV) Convocation
10$ **Students who still have a balance owing after this date will be withdrawn from all classes and will receive grades of "WF".**

APRIL 2013

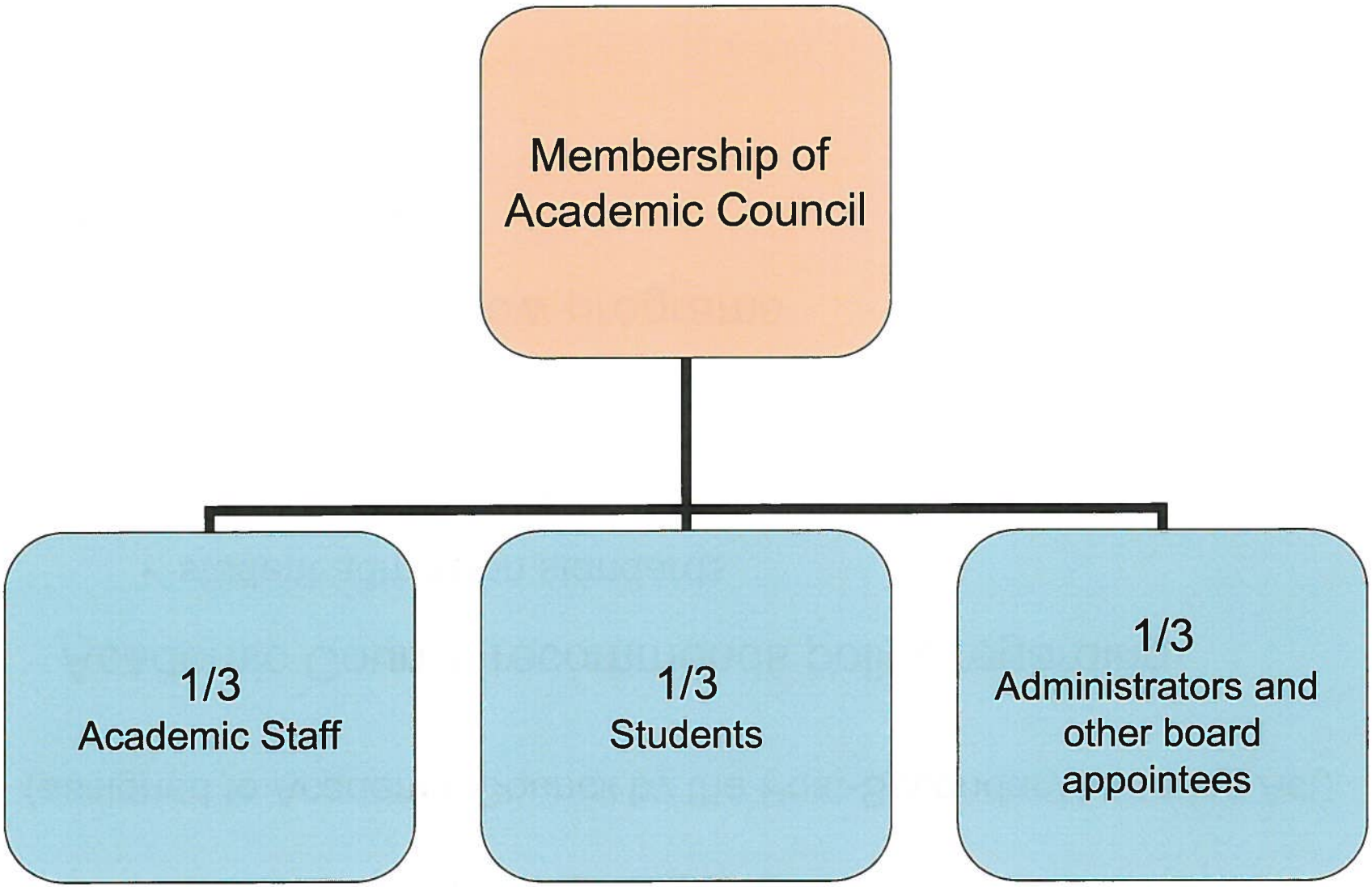
01 Early registration for September 2014 begins for continuing students.
18 **Good Friday. Limited access to College buildings. Administrative offices are closed.**

MAY 2014

01 Registration for September 2014 begins for full and part time new and returning students.
03 (GP) Convocation
05 (GP) Spring session classes normally begin on this day.
19 **Victoria Day. No classes. Limited access to College buildings. Administrative offices are closed.**
20 Last day for the Registrar's Office to receive applications for repeat final exams for winter and full year courses.
27 Last day for deferred and repeat final exams for winter and full year courses. Deadline to clear grades of "IN" for full year and winter courses.

JUNE 2014

27 Spring session ends.
30 College year ends.


Membership of Academic Council
1/3 Academic Staff
1/3 Students
1/3 Administrators and other board appointees

Powers and Duties

(assigned to Academic Council by the Post-Secondary Learning Act)

Academic Council recommends policy regarding

- ✓ student admission standards
- ✓ courses and programs
- ✓ academic awards

review proposed new programs

any other matter

Function and Responsibilities

(assigned to Academic Council by the Board of Governors)

- provide a forum for debate of Academic Policies
  - ✓ develop new policy
  - ✓ review existing policy
  - ✓ monitor its implementation
- recommend future direction of College programming
- identify trends in education and society

Specific Duties

(assigned to Academic Council by the Board of Governors)

- approve course and program changes (*on the recommendation of the Curriculum Committee*)
- approve academic standards and requirements for College programs *(on the recommendation of the Departments)*
- recommend the Academic Schedule
- Convocation *(work with the Convocation Committee)*

Committees

Standing Committees

- **Animal Care** Committee – *recommends and ensures that involvement of animals in teaching or research use a standard approved protocol*
- **Co-Curricular** Committee – *recommends the issuance of co-curricular transcripts*
- **Convocation** Committee – *initiates ands carries out plans for the convocation ceremony.*
- **Curriculum** Committee – *recommends course and program changes*
- ***Distance Education*** Committee – *recommends proposals regarding development and delivery of new distance education programs*
- **Nominating** Committee – *nominates members for election to Council committees, and nominates community members to be appointed to sit on Council.*
- ***Program Review*** Committee – *oversees annual program reviews and six- year comprehensive program reviews.*
- **Research Planning** Committee – *establishes institutional research policy and procedure*
- **Student Awards** Committee – *determines recipients of awards, bursaries and scholarships*

Ad Hoc Committees

From time to time Academic Council appoints temporary committees to work on specific issues.

Individual Responsibility

- **Attend meetings -** regular meetings are usually the second Thursday of every month. Special meetings can be called on 3 days notice. If you cannot attend a meeting it is important to give notice. (*Any member who is absent without notice from two meetings during the year, will forfeit membership on the Council.)*
- **Prepare for the meetings:**
  - You will receive a package of documents at least four days prior to each meeting. Read these documents before the meeting.
  - You may refer any matter to Council by submitting it in writing to the Chair (10 days prior).