



ACADEMIC COUNCIL AGENDA

Thursday, 25 November 2021

4:00 – 6:00 pm

Room D308 & ZOOM

	DISCUSSION ITEM	STATUS	RESPONSIBLE
1.	Call to Order		Chair
2.	Agenda	For Approval	Chair
3	Minutes of 14 October 2021 - Attached	For Approval	Chair
4.	Committee Reports 4.1 Co-Curricular Committee 4.2 Curriculum Committee 4.2.1 Curriculum Committee Minutes 12 November 2021 – Attached (Separate SharePoint link will be included for complete Minutes & Agenda pkg) 4.3 Program Review Committee 4.4 Nominating Committee	For Recommendation to Send to BOG(Motion)	Dr. Vanessa Sheane
5.	Policy Review & Recommendation 5.1 Credentials Policy – Attached 5.2 Admissions Policy – Attached 5.2.1 Recognition of Prior Learning Policy 5.3 Absences for Athletic Team Travel Policy 5.4 Death of Student Policy	For Recommendation to Send to BOG (Motion)	Dr. Vanessa Sheane
6.	Calendar – Hard Copy 6.1 Important Dates – to be emailed to members before meeting 6.2 Program Dates – to be emailed to members before meeting	Information	Ms. Tanya Lopez
7.	New Business 7.1 Enrollment Update 7.2 Instructor Emeritus – Mr. Chris Nicols (Consent, letter from Chair & Dean, PEAK Minutes) - attached	For Approval (Motion) Information Discussion/Motion	Chair Dr. Vanessa Sheane Chair/All

8.	Trend in Higher Education Discussion 8.1 Micro-Credentials – Attachment 8.2 Topic for next meeting	Discussion Discussion	Dr. Vanessa Sheane/All Chair/All
9.	Open Discussion	Discussion	Chair/All
10.	Next Meeting 3 February 2022		Chair
11.	Adjournment	For Approval (Motion)	Chair



ACADEMIC COUNCIL MEETING MINUTES
14 October 2021

Members:

Council Chair:

Dr. Julia Dutove

Council Vice-Chair:

TBD

President:

Dr. Glenn Feltham

|Notice of Absence

Vice-President Academic and Research:

Dr. Vanessa Sheane

Deans:

Dr. Brian Redmond

Dr. Carly McLeod

Director, Student Services:

Ms. Aman Litt

Academic Staff Association:

Dr. Julia Dutove

Ms. Lesley Brazier

Mr. Jeremy Parker

Dr. Craig Smith

Mr. Brent Boutilier

Ms. Deena Honan

Ms. Theresa Suderman

Ms. Lorelle Warr

Dr. Elena Voskovskaia

TBD

Alternates:

Ms. Tamara Van Tassell

Ms. Terrah Lindsay

Ms. Cara Leaf

Mr. Myles Mintzler

Dr. Shawn Morton

Students' Association:

Mr. John Tiede

Ms. Brooklyn Broaders

Mr. Tyler Barr

Mr. Jordan Drake

|Notice of Absence

Mr. Josh Winland

|Notice of Absence

Ms. Liberte Tiede

|Notice of Absence

Ms. Sara Yelligadu

|Notice of Absence

Ms. Saransh Kapoor

TBD

TBD

Alternates:

TBD

Employees' Association:

Ms. Lana Bennett

Ms. Lisa Hollis

Alternate

Ms. Tanya Kinderwater

Alberta Union of Provincial Employees: Ms. Lin Roy
Alternate: Ms. Lynette Tye

Community Members: Ms. Dianne McWatt | **Notice of Absence**
Ms. Sasha Dorscheid

Non-Voting Guests: Ms. Tanya Lopez
Mr. Tony Shmyruk

4143 CALL TO ORDER

The In-Person & ZOOM Academic Council meeting was called to order at 4:00 pm.

4144 AGENDA

Dr. Vanesa Sheane added registration date change to the agenda as item 6.4 under New Business.

The agenda was **APPROVED** as presented by consensus.

CARRIED

4145 MINUTES OF 13 MAY 2021

The Minutes of 13 May 2021 were **APPROVED** as presented by consensus.

CARRIED

4146 COMMITTEE REPORTS**FAST TRACK COMMITTEE**

Academic Council received The Fast Track Committee Minutes for 9 June 2021.

MOTIONED by Ms. Aman Litt; **SECONDED** by Dr. Carly McLeod to **APPROVE** the minutes for 9 June 2021 as presented.

CARRIED

Academic Council received The Fast Track Committee Minutes for 24 June 2021.

Discussion was held concerning the BBA Courses and Overview requiring substantial changes and Dr. Carly McLeod said it would be easier to just start the course outlines and online descriptions over.

MOTIONED by Ms. Aman Litt; **SECONDED** by Dr. Carly McLeod to **APPROVE** the minutes for 24 June 2021 as presented except for sections 3.1 to 3.10.

CARRIED

4147 POLICY & RECOMMENDATIONS**ACADEMIC COUNCIL BYLAWS**

Dr. Vanessa Sheane went over changes to the bylaws which included updates to align with the PSLA, taking the final approval back to Board of Governors, removing Convocation Committee, Research Planning Committee, and Student Awards Committee. Also noted that meetings will be held 4 times a year and will normally be held to align with the Board of Governors meetings. Membership remains where concerning which are appointed by employers and the Board.

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Deena Honan that Academic Council Recommend to the Board of Governors to Approve the revised Academic Council Bylaws as presented.

CARRIED

RESPONSIBLE CONDUCT OF RESEARCH POLICY

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Dr. Brian Redmond that Academic Council Recommend to the Board of Governors to Approve the revised Responsible Conduct of Research Policy as presented with the only change being the approving body now be the Board of Governors.

CARRIED

SCHOLARLY ACTIVITY POLICY

Dr. Vanessa Sheane discussed how the policy was created, being drafted with heavy consultation from faculty and feedback from chairs and their departments. The reason for this policy is as we move towards degree granting, Campus Alberta Quality Council wants to see that GPRC has standard definition of Scholarly Activity.

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Lorelle Warr that Academic Council Recommend to the Board of Governors to Approve the newly created Scholarly Activity Policy as presented.

CARRIED

PROGRAM REVIEW POLICY

Dr. Vanessa Sheane went over changes to the policy adding that external consultation was conducted on existing process, new compositions to review committee, introducing a revised annual process, different templates and metrics, new comprehensive process every 5 years. This policy is a work in progress which will take 3 years to fully implement.

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Mr. Tyler Barr that Academic Council Recommend to the Board of Governors to Approve the revised Program Review Policy as presented.

CARRIED

STUDENT AWARDS POLICY

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Lorelle Warr that Academic Council Recommend to the Board of Governors to Approve the revised Student Awards Policy as presented.

CARRIED

STUDENTS RIGHTS AND RESPONSIBILITIES POLICY

Dr. Carly McLeod explained changes that included combining the existing three policies- Students Rights and Responsibilities Policy, Academic and Non-Academic Misconduct Policy and Academic Grievance Policy into this new policy. This was done to align procedures and language; standard forms and letters will be used. The appeal process will now be a standing committee.

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Dr. Carly McLeod that Academic Council Recommend to the Board of Governors to Approve the revised Students Rights and Responsibilities Policy as presented.

CARRIED

4148 NEW BUSINESS

NOMINATIONS & VOTING

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Mr. Craig Smith that Academic Council membership be **ACCEPTED** as presented.

CARRIED

Dr. Vanessa Sheane asked for nominations for Chair Position. Dr. Julia Dutove was the sole nominee and she accepted the position.

Dr. Julia Dutove asked for nominations for Vice Chair Position. Mr. Jeremy Parker was selected.

Curriculum Committee faculty vacant positions were filled by Ms. Lesley Brazier, Mr. Brent Boutilier, Ms. Theresa Suderman, and Ms. Lorelle Warr.

Program Review Committee required five more members. Positions were filled by Ms. Deena Honan, Mr. Craig Smith, Ms. Lesley Brazier, Mr. Brent Boutilier, Dr. Julia Dutove and the non-academic position was filled by Ms. Lenora Roy.

ENROLLMENT UPDATE

Dr. Vanessa Sheane told everyone that an enrollment update will be a standing item on Academic Council agenda.

TRENDING TOPIC TO DISCUSS AT NEXT MEETING

For next meeting Micro-credentials will be discussed. Information will be circulated before next meeting.

Other possible topics mentioned for future meetings: Skilled trades & Education Act, revoking tenure for professors at other universities, and scholarly activities.

CHANGE THE DATE OF REGISTRATION FOR NEW AND CONTINUING STUDENTS

Ms. Tanya Lopez explained reasoning for changing date of registration. For the 2021-2022-year registration was on 3 May 2021 which allowed for spring processing and full filling prerequisites. By delaying registration for 2022-2023 academic year to 16 May 2022 it would bring the registration date to later than the last day of the add/drop date, later date to pay fees for spring 2022, would allow more time for winter grades to come in, checking prerequisites, month of May is a busy time with large batch of transcripts being and graduation parchments being prepared. Also noted that moving the continuing

to same date as new students has shown no impact.

There was a discussion held where concerns were brought up about continuing students not registering, students registering elsewhere earlier, earlier registration allows faculty to plan earlier, advising students-will there be enough time, earlier registration date is better for the mature students for planning around jobs/family.

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Mr. Brent Boutilier that Academic Council Recommend to the Board of Governors to approve the registration date change for new and continuing students to 16 May 2022 for the 2022-2023 year.

CARRIED

4149 OPEN DISCUSSION

Ms. Lorelle Warr thanked everyone that worked on all the policy updates, said all the Terms of Reference were very clear and will give good guidance.

Ms. Theresa Suderman commented that she is happy the enrolment numbers will be shared with updates going forward.

4150 ADJOURNMENT

Meeting adjourned by consensus at 5:16 pm.

Dr. Julia Dutove, Chair

Ms. Terri Trask, Records

4143	CALL TO ORDER	3215
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CURRICULUM COMMITTEE

Friday, 12 November 2021

12:30pm – 3:30pm

Zoom and Room E211

Attendees:

Chair Dr. Vanessa Sheane
Records Ms. Terri Trask

Dr. Carly McLeod
Dr. Brian Redmond
Mr. Tony Shmyruk
Ms. Tanya Lopez
Ms. Theresa Suderman
Dr. Kieren Bailey *NOA

Ms. Brooklyn Broaders
Mr. John Tiede *NOA
Ms. Lesley Brazier
Mr. Brent Boutilier
Ms. Lorelle Warr *NOA

Dept Chairs/
Representative Dr. Ali AL-Asadi
 Ms. Joan Jacobson

Dr. Julia Dutove
Ms. Lori Bombier

Notice of Absence*

Course/Item

1. Call Meeting to Order at 12:32pm

2. Approval of Agenda by consensus.

3. Terms of Reference were attached, and Dr. Vanessa Sheane told committee that some of the forms are being updated and will be brought back to the committee as they are completed.

Arts, Science and Upgrading

4. Arts & Education

4.1 ED4420 Introduction to Counselling

Motion: Recommend that Academic Council approve the changes as presented for ED4420.

Moved: Dr. Ali AL-Asadi

Second: Dr. Carly McLeod

CARRIED

CURRICULUM COMMITTEE

Health, Wellness and Career Studies

5. Nursing

5.1 NS1205 Foundations for Success in Nursing

Motion: Recommend that Academic Council approve the changes as presented for NS1205.

Moved: Ms. Joan Jacobson

Second: Ms. Brooklyn Broaders

Discussion: Pending regulatory approval.

CARRIED

5.2 NS1225 Community Engagement in a Healthcare Context

Motion: Recommend that Academic Council approve as presented to delete NS1225.

Moved: Ms. Joan Jacobson

Second: Dr. Carly McLeod

CARRIED

5.3 NS1250 Nursing Practice – Health Assessment & Nursing Process

Motion: Recommend that Academic Council approve the changes as presented for NS1250.

Moved: Ms. Joan Jacobson

Second: Dr. Carly McLeod

Discussion: Pending regulatory approval.

CARRIED

5.4 NS3210 Advanced Acute Care Nursing Project I

Motion: Recommend that Academic Council approve the changes as presented for NS3210.

Moved: Ms. Joan Jacobson

Second: Dr. Carly McLeod

Discussion: Pending regulatory approval.

CARRIED

5.5 NS3230 Community Nursing through the Lifespan

Motion: Recommend that Academic Council approve the changes as presented for NS3230.

Moved: Ms. Joan Jacobson

Second: Ms. Tanya Lopez

Discussion: Pending regulatory approval.

CARRIED

CURRICULUM COMMITTEE

5.6 NS3250 Advanced Acute Care Nursing Practice II

Motion: Recommend that Academic Council approve the changes as presented for NS3250.

Moved: Ms. Joan Jacobson

Second: Ms. Brooklyn Broaders

Discussion: Pending regulatory approval.

CARRIED

5.7 NS3270 Mental Health & Wellness in Nursing

Motion: Recommend that Academic Council approve the changes as presented for NS3270.

Moved: Ms. Joan Jacobson

Second: Ms. Brooklyn Broaders

Discussion: Pending regulatory approval.

CARRIED

5.8 NS9980 Bachelor of Science in Nursing

Motion: Recommend that Academic Council approve as presented to delete NS9980.

Moved: Ms. Joan Jacobson

Second: Ms. Lesley Brazier

CARRIED

5.9 Bachelor of Science in Nursing

Motion: Recommend that Academic Council approve the changes as presented for Bachelor of Science in Nursing.

Moved: Ms. Joan Jacobson

Second: Ms. Lesley Brazier

Discussion: Pending regulatory approval.

CARRIED

CURRICULUM COMMITTEE

5.10 Bachelor of Science in Nursing

Motion: Recommend that Academic Council approve the changes as presented for Bachelor Science in Nursing.

Moved: Ms. Joan Jacobson

Second: Ms. Theresa Suderman

Discussion: Pending regulatory approval.

CARRIED

5.11 Bachelor of Science in Nursing

Motion: Recommend that Academic Council approve the changes as presented for Bachelor of Science in Nursing.

Moved: Ms. Joan Jacobson

Second: Ms. Brooklyn Broaders

Discussion: Pending regulatory approval.

CARRIED

6. Business and Office Administration

6.1 BA1010 Business Communications

Motion: Recommend that Academic Council approve the changes as presented for BA1010 and amend the form by removing the pre-requisites.

Moved: Ms. Lori Bombier

Second: Ms. Brooklyn Broaders

Discussion: Pre-requisites will be removed, listed on form in error.

CARRIED

CURRICULUM COMMITTEE

6.2 BA1020 Business Communications II

Motion: Recommend that Academic Council approve as presented to delete BA1020.

Moved: Ms. Lori Bombier

Second: Ms. Brooklyn Broaders

CARRIED

6.3 BA1050 Business Mathematics and Statistics

Motion: Recommend that Academic Council approve the changes as presented for BA1050.

Moved: Ms. Lori Bombier

Second: Ms. Brooklyn Broaders

CARRIED

6.4 BA1110 Introduction to Accounting

Motion: Recommend that Academic Council approve the changes as presented for BA1110.

Moved: Ms. Lori Bombier

Second: Ms. Lesley Brazier

CARRIED

6.5 BA1110 Introduction to Accounting

Motion: Recommend that Academic Council approve the changes as presented for BA1110.

Moved: Ms. Lori Bombier

Second: Ms. Lesley Brazier

CARRIED

CURRICULUM COMMITTEE

6.6 BA1120 Principles of Accounting

Motion: Recommend that Academic Council approve the changes as presented for BA1120.

Moved: Ms. Lori Bombier

Second: Ms. Theresa Suderman

CARRIED

6.7 BA1150 Introduction to Computers in Business

Motion: Recommend that Academic Council approve the changes as presented for BA1150 and amend the form by removing the pre-requisites.

Moved: Ms. Lori Bombier

Second: Ms. Brooklyn Broaders

Discussion: Pre-requisites will be removed, listed on form in error.

CARRIED

6.8 BA1540 Introduction to Business Microeconomics

Motion: Recommend that Academic Council approve the changes as presented for BA1540.

Moved: Ms. Lori Bombier

Second: Dr. Carly McLeod

CARRIED

6.9 BA2030 Finance I

Motion: Recommend that Academic Council approve the changes as presented for BA2030.

Moved: Ms. Lori Bombier

Second: Ms. Brooklyn Broaders

CARRIED

6.10 BA2110 Intermediate Accounting I

Motion: Recommend that Academic Council approve the changes as presented for BA2110.

Moved: Ms. Lori Bombier

Second: Dr. Carly McLeod

CARRIED

CURRICULUM COMMITTEE

6.11 BA2120 Intermediate Accounting II

Motion: Recommend that Academic Council approve the changes as presented for BA2120.

Moved: Ms. Lori Bombier

Second: Dr. Carly McLeod

CARRIED

6.12 BA2130 Cost Accounting I

Motion: Recommend that Academic Council approve the changes as presented for BA2130.

Moved: Ms. Lori Bombier

Second: Dr. Carly McLeod

CARRIED

6.13 BA2140 Cost Accounting II

Motion: Recommend that Academic Council approve the changes as presented for BA2140.

Moved: Ms. Lori Bombier

Second: Dr. Carly McLeod

CARRIED

6.14 BA2230 Finance II

Motion: Recommend that Academic Council approve as presented to delete BA2230.

Moved: Ms. Lori Bombier

Second: Ms. Brooklyn Broaders

CARRIED

6.15 BA2500 Computer Applications for Accounting

Motion: Recommend that Academic Council approve the changes as presented for BA2500.

Moved: Ms. Lori Bombier

Second: Ms. Theresa Suderman

CARRIED

CURRICULUM COMMITTEE

6.16 BA2620 Accounting Information Systems

Motion: Recommend that Academic Council approve the changes as presented for BA2620.

Moved: Ms. Lori Bombier

Second: Ms. Lesley Brazier

CARRIED

6.17 Business Administration Certificate

Motion: Recommend that Academic Council approve the changes as presented for Business Administration Certificate, form to be amended in the calendar program page information section with all courses underlined and the (3) included behind each.

Moved: Ms. Lori Bombier

Second: Ms. Brooklyn Broaders

Discussion: Form to be updated with courses all underlined and the (3) behind each to make more uniform in calendar program page information.

CARRIED

7. Physical Education and Kinesiology

7.1 PA1560 Instruction of the Basics of Yoga

Motion: Recommend that Academic Council approve the changes as presented for PA1560.

Moved: Dr. Julia Dutove

Second: Dr. Carly McLeod

CARRIED

7.2 PA1981 Instruction of the Basics of Cardiovascular Training

Motion: Recommend that Academic Council approve the changes as presented for PA1981.

Moved: Dr. Julia Dutove

Second: Ms. Brooklyn Broaders

CARRIED

CURRICULUM COMMITTEE

7.3 PE1015 Essentials of Human Physiology

Motion: Recommend that Academic Council approve the changes as presented for PE1015.

Moved: Dr. Julia Dutove

Second: Ms. Brooklyn Broaders

CARRIED

7.4 PE1020 Introduction to Human Movement

Motion: Recommend that Academic Council approve the changes as presented for PE1020.

Moved: Dr. Julia Dutove

Second: Ms. Lesley Brazier

CARRIED

7.5 PE1030 Integrative Human Physiology

Motion: Recommend that Academic Council approve the changes as presented for PE1030.

Moved: Dr. Julia Dutove

Second: Ms. Theresa Suderman

CARRIED

7.6 PE1200 Introduction to Personal Physical Fitness

Motion: Recommend that Academic Council approve the changes as presented for PE1200.

Moved: Dr. Julia Dutove

Second: Dr. Brian Redmond

CARRIED

7.7 PE1400 Introduction to Individual Movement Skills

Motion: Recommend that Academic Council approve the changes as presented for PE1400.

Moved: Dr. Julia Dutove

Second: Ms. Lesley Brazier

CARRIED

CURRICULUM COMMITTEE

7.8 PE2060 Biomechanics

Motion: Recommend that Academic Council approve the changes as presented for PE2060.

Moved: Dr. Julia Dutove

Second: Ms. Brooklyn Broaders

CARRIED

7.9 PE2070 Physical Education and Leisure for Special Populations

Motion:

Recommend that Academic Council approve the changes as presented for PE2070.

Moved: Dr. Julia Dutove

Second: Dr. Carly McLeod

CARRIED

7.10 PE2170 Human Growth and Motor Development

Motion: Recommend that Academic Council approve the changes as presented for PE2170.

Moved: Dr. Julia Dutove

Second: Dr. Brian Redmond

CARRIED

7.11 PE2400 Introduction to Sports Injuries

Motion: Recommend that Academic Council approve the changes as presented for PE2400.

Moved: Dr. Julia Dutove

Second: Ms. Lesley Brazier

CARRIED

7.12 PE2450 Introduction to Coaching Theory

Motion: Recommend that Academic Council approve the changes as presented for PE2450.

Moved: Dr. Julia Dutove

Second: Ms. Brooklyn Broaders

CARRIED

CURRICULUM COMMITTEE

7.13 PE2930 Introduction to the Movement Activities of Children Aged 5 to 12

Motion: Recommend that Academic Council approve the changes as presented for PE2930.

Moved: Dr. Julia Dutove

Second: Ms. Theresa Suderman

CARRIED

7.14 PE3030 Psychology of Sport and Physical Activity

Motion: Recommend that Academic Council approve the changes as presented for PE3030.

Moved: Dr. Julia Dutove

Second: Dr. Brian Redmond

CARRIED

7.15 PF1900 Group Exercise Fundamentals

Motion: Recommend that Academic Council approve the changes as presented for PF1900.

Moved: Dr. Julia Dutove

Second: Ms. Brooklyn Broaders

CARRIED

7.16 PF1910 Fitness Practicum

Motion: Recommend that Academic Council approve the changes as presented for PF1910.

Moved: Dr. Julia Dutove

Second: Ms. Lesley Brazier

CARRIED

7.17 PF1980 Leadership in Resistance Training

Motion: Recommend that Academic Council approve the changes as presented for PF1980.

Moved: Dr. Julia Dutove

Second: Ms. Brooklyn Broaders

CARRIED

CURRICULUM COMMITTEE

7.18 PF2900 Fitness Assessment and Advanced Counseling

Motion: Recommend that Academic Council approve the changes as presented for PF2900.

Moved: Dr. Carly McLeod

Second: Ms. Brooklyn Broaders

CARRIED

7.19 PF2910 Advanced Fitness Practicum

Motion: Recommend that Academic Council approve the changes as presented for PF2910.

Moved: Dr. Carly McLeod

Second: Ms. Theresa Suderman

CARRIED

7.20 PF2920 Certified Personal Trainer Exercise Prescription

Motion: Recommend that Academic Council approve the changes as presented for PF2920.

Moved: Dr. Carly McLeod

Second: Ms. Theresa Suderman

CARRIED

7.21 PF2970 Fitness Management

Motion: Recommend that Academic Council approve the changes as presented for PF2970.

Moved: Dr. Carly McLeod

Second: Ms. Brooklyn Broaders

CARRIED

7.22 PF2980 Advanced Training Methodologies

Motion: Recommend that Academic Council approve the changes as presented for PF2980.

Moved: Dr. Carly McLeod

Second: Ms. Brooklyn Broaders

CARRIED

CURRICULUM COMMITTEE

7.23 PF2990 Corrective Exercise Strategies

Motion: Recommend that Academic Council approve the changes as presented for PF2990.

Moved: Dr. Carly McLeod

Second: Ms. Theresa Suderman

CARRIED

7.24 Kinesiology UT

Motion: Recommend that Academic Council approve the changes as presented for Kinesiology UT.

Moved: Dr. Carly McLeod

Second: Mr. Brent Boutilier

CARRIED

7.25 Personal Training Diploma

Motion: Recommend that Academic Council approve the changes as presented for Personal Training Diploma.

Moved: Dr. Carly McLeod

Second: Mr. Tony Shmyruk

CARRIED

7.26 Recreation, Sport and Tourism, UT

Motion: Approve editorial changes for Recreation, Sport and Tourism, UT.

Moved: Dr. Carly McLeod

Second: Ms. Brooklyn Broaders

Discussion: Editorial changes do not go to Academic Council.

CARRIED

7.27 Kinesiology Diploma

Motion: Recommend that Academic Council approve the changes as presented for Kinesiology Diploma.

Moved: Dr. Carly McLeod

Second: Ms. Brooklyn Broaders

CARRIED

CURRICULUM COMMITTEE

7.28 Kinesiology (Science) UT

Motion: Approve editorial changes for Kinesiology (Science) UT and approve correction of name to be Bachelor of Science in Kinesiology.

Moved: Dr. Carly McLeod

Second: Ms. Theresa Suderman

Discussion: Editorial changes do not go to Academic Council. New form to be submitted by department showing name correction.

CARRIED

8. Adjournment by Consensus at 1:43 pm.

Next Curriculum Committee Meeting: January 21, 2022

Deadline for Agenda Items: January 7th, 2022 (2 weeks prior)

CREDENTIALS POLICY



CREDENTIALS POLICY			
Effective Date	TBA	Policy Type	Academic
Responsibility	Vice President Academic and Research	Cross-Reference	Alberta Credential Framework
Approver	Board of Governors	Appendices	List of policy appendices.
Review Schedule	5 years		

1. Policy Statement

- 1.1. Grande Prairie Regional College (GPRC) offers instruction leading to the awarding of credentials for programs approved by the Ministry and Board of Governors.

2. Background

- 2.1. A standard credential framework is essential to providing common academic weight and integrity to the credentials and credits that GPRC offers.

3. Policy Objective

- 3.1. This policy outlines the types of formal parchments issued in recognition of successful completion.
- 3.2. This policy ensures that GPRC credentials are comparable with credentials offered by other post-secondary institutions. This improves the mobility of GPRC students and graduates and enhances the value employers place on GPRC credentials.

4. Scope

- 4.1. This policy applies to all GPRC students with the exception of skilled trades apprenticeship students whose formal recognition of completion is bestowed by Alberta Advanced Education Apprenticeship and Industry Training.
- 4.2. GPRC may issue the following Ministry-approved credentials:
- Diploma
 - Certificate
- 4.3. GPRC may issue the following institutional credentials:
- High School Equivalency Diploma
 - Certificate of Achievement
 - Micro-credentials

5. Definitions

- 5.1. **“Board-Approved Programs and Courses”** refers to credit and non-credit programs and courses that do not offer an official credential recognized within the Alberta credential framework.
- 5.2. **“Certificate”** refers to a Ministry-approved group of credit courses totaling at least 12 but no more than 32 credits.

- 5.3. **“Certificate of Achievement”** refers to a Board-approved group of courses whereby individuals have satisfactorily met expectations of a prescribed credit learning activity for which there is a formal evaluation component.
- 5.4. **“Credential”** refers to an earned qualification.
- 5.5. **“Diploma”** refers to a Ministry-approved group of credit courses totalling at least 60 but no more than 80 credits.
- 5.6. **“High School Equivalency”** refers to an Institution-approved group of courses whereby individuals have successfully completed a minimum of five high school level courses at the 30-level. Of the courses taken, at least one must be in English and at least one must be in Mathematics.
- 5.7. **“Journeyman Certificate”** refers to a regulated skilled trade apprenticeship program with prescribed periods. A Journeyman Certificate holds parity of esteem to a Ministry-approved certificate or diploma program.
- 5.8. **“Micro-credential”** refers to a certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification.
- 5.9. **“Ministry-Approved Programs”** refers to a group of related courses that is formally approved by Alberta’s Ministry of Advanced Education and offers an official credential recognized in the Alberta credential framework.
- 5.10. **“Parchment”** refers to a formal document received in recognition of successful completion of a credential.
- 5.11. **“Professional Development Certificate”** refers to an Institution approved non-credit course or group of courses whereby individuals have satisfactorily met expectations of a prescribed series of learning activities.

6. Guiding Principles

- 6.1. The Board of Governors approves the granting of all credentials at GPRC.
- 6.2. Parchments are issued for Ministry-approved credentials and transcripts are produced that document the courses taken as part of the credential, the grades received in those course, term and year GPA, and the date the credential was issued. The Office of the Registrar issues GPRC parchments after confirming that all program and institutional graduation requirements have been met.
- 6.3. The Board of Governors delegates through the Office of the President, to the Registrar, authority to issue all GPRC diplomas, certificates, certificates of achievement, and high school equivalency.
- 6.4. The Board of Governors delegates through the Office of the President, to the Associate Dean, Continuing Education, authority to issue all GPRC micro-credentials and professional development certificates.
- 6.5. All credentials should be of consistent and definitive design in order to ensure the clear identification of the credentials authorized under this policy.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> • Approve and formally support this policy.
Academic Council	<ul style="list-style-type: none"> • Recommend and support this policy.
Vice-President, Academics and Research	<ul style="list-style-type: none"> • Review, oversee implementation, and formally support this policy. • Review and rule on exception requests.

Registrar	<ul style="list-style-type: none">• Oversee and supervise activities related to this policy for Ministry-approved and Board-approved programs.• Maintain currency of Ministry-approved programs within the Provider and Program Registry System.• Award parchments.
Associate Dean, Continuing Education	<ul style="list-style-type: none">• Oversee and supervise activities related to this policy for professional development certificate courses or programs.• Maintain currency of professional development certificate courses and programs on the GPRC webpage.• Award micro-credentials and professional development certificates.

8. Exceptions to the Policy

- 8.1. GPRC may award a Ministry-approved credential posthumously to a student who was in good standing at the time of his or her death and who had completed all substantive requirements for the credential.
 - A recommendation of the Dean will be submitted to the Vice President Academic and Research for approval.
- 8.2. Exceptions to Board-approved credentials for the issuance of a parchment based on a single course or program may be granted by the Vice President Academic and Research if all other criteria are met.

9. Inquiries

- 9.1. All inquiries related to this policy can be directed to the Office of the Vice President Academic and Research

10. Amendments (Revision History)

- 10.1. Recommended by Academic Council: DATE
- 10.2. Approved by Board of Governors: DATE

ADMISSIONS POLICY



ADMISSIONS POLICY			
Effective Date	May 8, 2001	Policy Type	Academic
Responsibility	Registrar	Cross-Reference	Advanced Standing Recognition of Academic Achievement Course Access
Approver	Board of Governors	Appendices	Appendix 1 – Admissions Procedure Appendix 2 - Recognition of Prior Learning Procedure
Review Schedule	3 years		

1. Policy Statement

- 1.1. This policy governs admission processes, categories, conditions, and requirements.

2. Background

- 2.1. Admission requirements for all Ministry-approved programs are designed so that applicants have the necessary preparation to enable them to succeed in their programs of study.
- 2.2. GPRC admits qualified applicants in a timely and expeditious manner by setting transparent admission requirements and applying those requirements in a fair and equitable manner.
- 2.3. Where appropriate, access to programs will be restricted to best qualified applicants who satisfy established admission criteria.

3. Policy Objective

- 3.1. To apply fair, equitable, and consistent admission practices that follow clear and transparent procedures and guidelines.

4. Scope

- 4.1. This policy applies to all prospective students applying for admission into a credit program at GPRC.

5. Definitions

- 5.1. **“Academic Requirements”** refers to specified high school or post-secondary grades, courses, or credentials required for admission as formalized and recognized through the Ministry of Education.
- 5.2. **“Admission”** refers to the decision of the College to accept an applicant based on the process of applying to and providing the necessary documentation for consideration for entry to a program or course of studies.
- 5.3. **“Admission Criteria”** is a term used to encompass both academic and non-academic requirements that are considered in assessing the suitability of an applicant for admission. Admission criteria articulates prior knowledge or skills necessary for a student to be successful in a chosen program,
- 5.4. **“Advanced Credit or Transfer Credit”** refers to granting academic credits for courses taken elsewhere at a recognized institution. Advanced credit is granted at the course level for students in a specific program.

- 5.5. **“Advanced Standing”** refers to granting generic academic credits for courses taken elsewhere at a recognized institution.
- 5.6. **“Competitive entrance requirements”** refers to requirements that are higher than the specified minimum high school and/or post-secondary grades, courses, or credentials required for admission.
- 5.7. **“Competitive Selection”** refers to an admission process for programs that evaluate criteria beyond minimum academic requirements and, in some cases, require an additional screening component such as an interview, situational judgement assessment, or career assessment.
- 5.8. **“Conditional Admission”** refers to an offer of admission to GPRC or to a program of choice contingent upon the applicant meeting the requirements necessary for full admission. Full admission may be contingent upon fulfilling outstanding academic and/or non-academic requirements.
- 5.9. **“Domestic Student”** is an applicant who present valid documentation confirming their legal status as Canadian citizens, permanent residents, or students with refugee status.
- 5.10. **“English Language Proficiency Requirement”** refers to specialized assessment exams or credentials required to demonstrate English language proficiency.
- 5.11. **“Enrolment Target”** refers to the number of domestic and international seats the College aims to fill in a program in any given term.
- 5.12. **“Equivalency Tests”** refers to assessment tests that may be used to determine whether an applicant meets an academic entrance requirement for admission.
- 5.13. **“First-qualified, First-offered selection”** refers to an admission selection process for programs that accept minimally qualified applicants on an ongoing basis until the program enrolment target is met.
- 5.14. **“Full offer of admission”** refers to an offer granted to qualified applicants who have completed all application requirements.
- 5.15. **“International Student”** is an applicant who is not a domestic student and who meets the guidelines established for international student studying in Canada.
- 5.16. **“Matriculated”** refers to a student becoming active in a program, most often by paying a tuition deposit. A student must matriculate into a program to enrol in courses and apply for advanced credits.
- 5.17. **“Mature Student”** is an individual who is 21 year of age or older on the first day of classes and may be eligible for alternate Program Admission Requirements as outlined in the College Calendar.
- 5.18. **“Minimum entrance requirements”** refers to the minimum requirements that all applicants must meet to gain admission to a program.
- 5.19. **“Non-academic requirements”** refers to requirements that are intended to support, supplement, or otherwise enhance the assessment of the suitability of an applicant for admission to a program. This may include documentation, certification, or performance standards achieved and demonstrated beyond identified academic requirements (e.g., career investigation, performance on an interview, audition, portfolio, First Aid certification).
- 5.20. **“Prior learning assessment and recognition (PLAR)”** refers to a process of assessing the knowledge and skills acquired through life experience, work experience, non-credit courses, or training for advanced credits or in lieu of entrance requirements.
- 5.21. **“Program”** refers to a group of related courses that is formally approved by Alberta’s Ministry of Advanced Education or GPRC’s Board of Governors.
- 5.22. **“Program of Choice”** refers to the program or programs in which an applicant applied for admission.
- 5.23. **“Provisional admission”** is a method of admission that allows students who lack specific entrance requirements to enter a program and complete the missing requirements in the first term or first year of their program. The student must successfully clear all provisions outlined in their offer letter to progress in the program.
- 5.24. **“Provisional entrance requirements”** refers to the requirements an applicant must meet to gain admission to programs that offer a provisional admission pathway.

ADMISSIONS POLICY



5.25. **“Recognition of Prior Learning”** is a broad umbrella concept which includes three types of assessment processes that are used to evaluate the learning that people have acquired in their lives. The three processes for assessing and recognizing these forms of learning are transfer credit, credential recognition, and prior learning assessment and recognition.

6. Guiding Principles

- 6.1. Applicants are admitted to GPRC based on admission criteria established in the Admission Procedures.
- 6.2. Admission criteria may be defined in areas such as academic requirements, non-academic requirements, competitive entrance requirements, English language proficiency requirements, and criteria specific to a program or School.
- 6.3. Prior learning, whether achieved through formal, non-formal, or informal learning and experiences, may be recognized for both advanced credit and admission.
- 6.4. In order to be eligible for admission into a GPRC program, applicants must meet the published requirements or assessed equivalences for their program of choice:
- 6.5. Applicants are responsible to review and understand all requirements necessary for admission to their program of choice, including application deadlines for submission of requirements, payment of tuition deposit, enrolment, and tuition payment.
- 6.6. Applicants are admitted according to both first-qualified first-offered and competitive methods.
- 6.7. Applicants wishing to appeal their admission status may initiate an appeal procedure through the Office of the Registrar.
- 6.8. Admissions decisions are the responsibility of the Registrar's Office.
 - 6.8.1. The Dean of a program area has authority for granting admission criteria waivers in exceptional situations in consultation with the Registrar.
- 6.9. Admission Selection will be offered on a first-qualified, first-admitted basis.
 - 6.9.1. Departments may propose admission rules that establish extraordinary admission priorities for program selection. These changes to admission selection will be proposed by the Department and reviewed by the Department's Dean and recommended by the Curriculum Committee to Academic Council for final approval.
- 6.10. Quota Programs
 - 6.10.1. Some programs have quota set and approved by government, and/or Academic Council. Applicants who qualify for admission after a quota program is full will be waitlisted for the program and selected as per 6.5.
- 6.11. Refused Admission
 - 6.11.1. Applicants who are not admitted into the program of their choice will be told the reason and will be offered assistance in choosing another program.
 - 6.11.2. General regulations notwithstanding, the College, at its discretion, may refuse admission to any applicant.
- 6.12. Refusal of Admission for Reasons of Danger
 - 6.12.1. GPRC reserves the right to admit applicants on a conditional basis or to refuse admission to an applicant who may represent a danger or risk of danger to students, staff, or property.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> • Approve and formally support this policy
Academic Council	<ul style="list-style-type: none"> • Recommend and formally support this policy.
Vice-President, Academic and Research	<ul style="list-style-type: none"> • Review and support this policy. • Oversee implementation of policy and associated procedure..

ADMISSIONS POLICY



Registrar	<ul style="list-style-type: none">• Responsible for implementation of this policy• Ensure procedures are followed• Lead admission appeals
Deans and Department Chairs	<ul style="list-style-type: none">• Make recommendations for amendments as required.• Work consistently with the policy.
Employees	<ul style="list-style-type: none">• Work consistently with the policy.

8. Exceptions to the Policy

8.1. Exceptions to this policy must be approved by the Registrar.

9. Inquiries

9.1. All inquiries to this policy can be directed to the Office of the Registrar.

10. Amendments (Revision History)

Approved by Academic Council: March 8, 2001

Revised and Approved by Academic Council: May 8, 2003

Revised and Approved by Academic Council: February 10, 2005

Revised and Approved by Academic Council: February 14, 2006

Revised and Recommended by Academic Council: DATE

Approved by the Board of Governors: DATE

Appendix 1 – Admissions Procedure

1. Entrance Requirements

- 1.1. Program chairs, in consultation with the Dean and the Registrar, review the minimum, competitive, and provisional entrance requirements every year to ensure that they are relevant and clear. All changes must be made based on evidence and be approved through the College's Curriculum Committee.
- 1.2. To minimize negative impact to prospective students, any increase to the minimum entrance requirements must be approved at least 30 months before the effective academic year. All other changes to the entrance requirements must be approved at least 18 months before the effective academic year.
- 1.3. Once admission has opened for an academic year, the minimum entrance requirements cannot be changed.

2. Admissions Process

- 2.1. Applicants must provide accurate information on their applications and submit all required supporting documents. Applicants who provide false information or do not submit the required documents will be denied admission. If falsified documentation or misrepresentation is discovered after the student was admitted, the student may be required to withdraw from the program.
- 2.2. Applicants must meet published entrance requirements to be eligible for admission into their program of interest. These may include minimum and competitive requirements.
 - 2.2.1. An applicant may be admitted to a program based on Mature Student Status. The criteria for a student to be admitted to a program under this status will be specified by the Department and published in the College Calendar.
 - 2.2.2. Some programs have designated seats held for applicants meeting specific criteria. Criteria for designated seats must be clearly stated and students admitted into a designated seat will be required to meet the minimum qualifications for the program. Unfilled designated seats will return to general usage seats three (3) months before the course or program start date.
- 2.3. Applicants must abide by all posted deadlines. Their application will be cancelled if they do not comply with all posted deadlines.
- 2.4. Prior Learning Assessment and Recognition may be considered in place of the entrance requirements for admission.
- 2.5. In programs where the demand far exceeds the capacity of the program, applicants may be required to meet competitive entrance requirements. Competitive entrance requirements are specified by the program and include but are not limited to higher grades or interview requirements to gain admission.
- 2.6. The Office of the Registrar is the only office authorized to issue an offer of admission.
- 2.7. All applicants will receive a conditional admission to GPRC.
 - 2.7.1. Conditional offers of admission to GPRC are issued to all applicants and are not program specific. Applicants with a conditional offer of admission to GPRC will receive further information from the Office of the Registrar related to admission into their program of choice or an alternative program. Conditional admission to GPRC does not guarantee conditional admission into the applicant's program of choice.
- 2.8. Applicants who qualify for admission into a program of choice will receive a conditional, full, or provisional offer of admission.
 - 2.8.1. Conditional offers of admission into a program of choice are issued to qualified applicants who have outstanding entrance requirements in progress or who have not submitted all required official documents. Applicants with a conditional offer of admission into a program of choice must fulfill all conditions by the specified deadlines to receive a full offer of admissions. Failure to do so will result in cancellation of the application.
 - 2.8.2. Full offers of admissions are issued to applicants who have completed all entrance requirements.

- 2.8.3. Provisional offers of admission are issued to applicants who have completed all provisional entrance requirements. Applicants will receive an offer letter that outlines provisions that must be cleared within the first term or first year to progress in their programs.
 - 2.9. To accept an offer of admission into a program, an applicant must pay a non-refundable tuition deposit by the posted deadline. The tuition deposit will be applied to the student's tuition once the student has enrolled in courses for that term.
 - 2.9.1. The tuition deposit may be waived at the discretion of the Vice President Academic and Research to support specific enrolment objectives.
 - 2.9.2. An applicant may only be admitted, matriculated, and become active in one program.
3. Waitlist Management
 - 3.1. Qualified applicants who completed their applications after the program enrolment target is met are placed on a waitlist.
 - 3.1.1. If an applicant applies to a program that does not have competitive entrance requirements, their waitlist position is determined by the date they completed their application.
 - 3.1.2. If an applicant applies to a program that has competitive entrance requirements, their waitlist position is determined by the overall average grade of specific courses required by the program.
 - 3.1.3. If an applicant is offered conditional acceptance, they will need to maintain the academic average grade presented for conditional acceptance in their final grades to secure final acceptance.
 - 3.1.4. The Office of the Registrar reserves the right to prioritize specific applicants on the waitlist if necessary to meet institutional enrolment objectives or as part of the resolution process for successful appeals.
 - 3.1.5. The Office of the Registrar will notify the applicants on the waitlist when a seat becomes available.
4. Application Deferrals
 - 4.1. Students who are prevented from attending the program they had been accepted into due to extenuating circumstances beyond their control may request to defer their start date for up to one year.
 - 4.2. Only one deferral request can be approved per student. All requests must be approved by the Registrar.
5. Admission Appeals
 - 5.1. An applicant may request the Associate Registrar, Enrolment Services to review an admission decision if they believe that a procedural error was made in their application evaluation. The student must submit this request in writing to the Associate Registrar, Enrolment Services.
 - 5.2. If the concern is unresolved, the applicant may initiate a formal appeal to the Registrar within 10 business days of their application cancellation. The applicant must provide evidence that a procedural error has happened, meaning a GPRC policy or procedure was violated or misapplied.
 - 5.3. The appeal package must include:
 - Admissions Appeal Form
 - Reference to specific sections of relevant policies and procedures
 - Proof of payment
 - 5.4. The Registrar will review the appeal to determine if there is sufficient evidence that a GPRC policy or procedure was violated or misapplied. If there is reasonable ground, the Registrar will refer the request to the Vice-President Academic and Research who will convene the admissions appeal committee of at least three members appropriate to the nature of the appeal.
 - 5.5. The admissions appeal committee will evaluate the request and inform the Vice President Academic and Research of their decision within 15 business days of receipt of the applicant request.
 - 5.6. The Vice president Academic and Research will forward the admission appeal committee's decision to the Registrar within 5 business days.

ADMISSIONS POLICY



- 5.7. The Registrar will communicate the committee's decision to the applicant within 10 business days of receipt of the committee's decision from the Vice President Academic and Research.
- 5.8. Fees related to appeal of admission are set by the Office of the Registrar. This fee is for re-evaluation of the application. In cases of successful appeal, the appeal fee will be refunded.
- 5.9. The decision of the committee will be final and binding, and the applicant shall have no further right to appeal that particular admission decision.
6. Exceptions to the Procedure
 - 6.1. Exceptions to this procedure must be documented and formally approved by the Vice President Academic and Research. Procedure exceptions must include:
 - 6.1.1. The nature of the exception
 - 6.1.2. A reasonable explanation for why the procedure exception is required
 - 6.1.3. Confirmation that the exception aligns with the general principles of the policy
 - 6.1.4. Any risks created by the procedure exception and how they will be managed.

Appendix 2 – Recognition of Prior Learning Procedure

1. **Advanced Credit or Transfer Credit**

- 1.1. Students can only apply for advanced credit in a credit certificate, diploma, or degree program after they have been matriculated into the program. Students should apply for advanced credit as soon as possible after matriculation.
- 1.2. Open studies students are not eligible to apply for advanced credit.
- 1.3. Students who wish to obtain credit towards an apprenticeship program must apply to Alberta Industry and Training for recognition of their prior learning.
- 1.4. Students are expected to monitor their email and myGPRC portal for updates and to complete any required follow-up actions by the specified deadline. Otherwise, their advanced credit application will be cancelled.
- 1.5. Advanced credit is granted per course for an entire course or block of courses, partial credit is not granted. The maximum number of credits awarded through advanced credit must not exceed 50% of the curriculum credits for a GPRC program.
- 1.6. The Office of the Registrar is responsible for administering the advanced credit process centrally. Program and service areas will adhere to established quality assurance standards to ensure equitable and consistent assessments of advanced credit.
- 1.7. When there is no existing formal transfer agreement or transfer decision, transfer credit evaluations are completed by the program leader or their designate in the academic areas that develop and deliver the courses.
 - 1.7.1. Course curriculum must be a minimum of an 80% match to GPRC course outcomes to award transfer credit.
 - 1.7.2. Students may combine the learning outcomes from multiple incoming courses to apply for credits for a GPRC course.
 - 1.7.3. Transfer credits can only be granted when the minimum grade determined by the relevant program leader has been attained in the incoming course.
 - 1.7.4. Transfer credit will not be granted for course work completed outside the allowable timeframe as determined by the relevant Department Chairperson.
 - 1.7.5. In cases where transfer credit is not awarded for formal learning, students may present that learning for evaluation as part of a PLAR application.
- 1.8. Once a transfer decision is made, it is stored in a central database maintained by the Office of the Registrar.

2. **Advanced Standing**

- 2.1. Advanced Standing credits are generic credits and cannot be used to satisfy specific course requirements in a program.
- 2.2. Advanced Standing credits are awarded to reflect the student's appropriate level in the program that the student has been admitted to.
- 2.3. Advanced Standing credits can be awarded to a student for satisfying some of the program requirements through courses completed prior to admission.

3. **Prior Learning Assessment and Recognition (PLAR)**

- 3.1. Applicants seeking advanced credits through PLAR must demonstrate that their knowledge, skills, and abilities are equivalent to students having completed the curriculum, based on the learning outcomes identified for each course.
- 3.2. The Department Chair will determine the appropriate assessment methods for each course that may be available for PLAR within their program. Assessments must be authentic and reliable in that candidates will be given the opportunity to demonstrate their specific knowledge of the stated outcomes through consistent and tenable methods.
- 3.3. The program leader will provide the Office of the Registrar with an updated list of courses not available for PLAR in their program, as well as the assessment methods for each course.

4. **Challenge Examinations**

- 4.1. Some programs will allow students who demonstrate knowledge or skill in the subject matter of a particular course to seek credit through challenge exams.

- 4.2. The student must present, to the Department Chairperson, the eligibility criteria upon which they feel they are capable of successfully passing a challenge exam.
- 4.3. Only courses schedule during the academic semester may be challenged.
- 4.4. Challenge examination fess are normally 50% of the regular tuition fee.
- 4.5. Challenge examinations will be set and graded by the department and a grade assigned for the academic semester in which the challenge exam is completed.
- 4.6. Credit awarded through challenge examinations will apply only to the designated course and will not constitute awarding of credit of any prerequisite to that course.
- 4.7. A student is not eligible for a challenge exam in a course for which a grade has been received.
- 5. Student Records**
 - 5.1. Transfer credits and PLAR credits are listed on a student's transcript with the grade of TR and are not included in the calculation of the student's grade point average (GPA) at GPRC.
 - 5.2. Student records are updated upon determination that credit will be granted in accordance with published quality assurance processes.
- 6. Appeals**
 - 6.1. Students wishing to appeal an advanced credit decision may initiate an appeal as outlined in the Student Rights and Responsibility Policy.
- 7. Exceptions to the Procedure**
 - 7.1. Exceptions to this procedure must be documented and formally approved by the Vice President Academic and Research. Procedure exceptions must include:
 - 7.1.1. The nature of the exception
 - 7.1.2. A reasonable explanation for why the procedure exception is required
 - 7.1.3. Confirmation that the exception aligns with the general principles of the policy
 - 7.1.4. Any risks created by the procedure exception and how those risks will be managed.



 Instructor Emeritus Consent Form

I, Christopher Nicol **voluntarily agree to the honorary designation of Instructor Emeritus as 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.
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.
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.

Chris Nicol
 Chris Nicol (Nov 15, 2021 12:13 MST)

Signature

Nov 15, 2021

Date

November 15, 2021

Dr. Vanessa Sheane
Vice President Academic and Research
Grande Prairie Regional College

Dear Dr. Sheane,

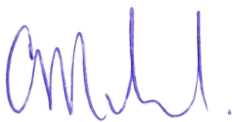
Please accept this letter on behalf of the Physical Education & Kinesiology department as formal nomination for Mr. Chris Nicol to be recognized as an Instructor Emeritus at Grande Prairie Regional College. Mr. Nicol served in the PEAK department from 2002-2021, including four years as Chair.

Chris was a kind, caring, and dedicated instructor in our department who went above and beyond to help students and other faculty in any way he could. As a department we unanimously voted to nominate him for this honour and thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "JDutove".

Julia Dutove, Ph.D.
Chair, Physical Education and Kinesiology

A handwritten signature in blue ink that reads "Carly McLeod".

Carly McLeod, Ph.D.
Interim Dean, School of Health, Wellness, and Career Studies



Department of Physical Education and Kinesiology Meeting

Wednesday, November 10, 2021

Minutes

In Attendance:

Julia Dutove - Chair	Jessica King – Recording	
Laura Hancharuk	Fabio Minozzo	Lorelle Warr
James Phillips	Alex Villafranca	Gary Zuko

1. CALLED TO ORDER

The meeting was called to order at 11:33 am.

2. APPROVAL OF AGENDA

MOVED by consensus to approve agenda as presented.

CARRIED

3. APPROVAL OF MINUTES – October 5th, 2021

MOVED by consensus to approve the minutes as circulated.

CARRIED

4. CHAIR ANNOUNCEMENTS

Instagram Update

The department has met its six-month goal. If you would like to submit content that includes photos of students, please have them sign a Photo Release Form located by the photocopier and submit it to Jessica.

Recruiting Update

A Recruitment Committee has been created and is led by Christine Tran. In May, there will be a big recruiting event that will take place in the GPRC parking lot, and PEAK representation will be needed.

Free application day was on November 9th, and GPRC received double the number of applicants than the previous year.

Bookings/Equipment for Winter

Have all winter semester bookings and equipment orders to Dwayne Head as soon as possible.

5. DEAN ANNOUNCEMENTS

Restructuring

- Jessica will remain the Department Assistant for both Business and Office Administration and the PEAK Department.
- Restructuring is an investment in the academic division, and program growth is a top priority.

- The tentative date for restructuring to come into effect is January 1st, 2022, and the PEAK Department will report to the Dean of Health and Education.

Winter Semester

- The delivery method can not be changed from what is posted on the GPRC Website. However, if you would like to change a class's delivery method for the winter semester, please reach out to Carly as soon as possible.
- Carly is presently working on a Distance Learning Policy and requests the department review it thoroughly and provide feedback.

Student Rights and Responsibilities

- Carly reviewed the Students Rights and Responsibilities Policy with the department. (See Appendix I)

6. INSTRUCTOR EMERITUS – CHRIS NICOL

The Department of Physical Education and Kinesiology has nominated Instructor Emeritus for Chris Nicol, who retired on August 14th, 2020.

MOTION:

MOVED by Laura Hancharuk; **SECONDED** by Alex Villafranca to approve Instructor Emeritus for Chris Nicol in recognition of his years of service to the PEAK program and GPRC.

7. DEPARTMENT NAME CHANGE

Possible names were discussed, and it was decided that more time and discussion were needed, and a motion will come at a later date.

8. ROUND TABLE

-Tabled

9. NEXT MEETING

The next meeting will be on December 10th, 2021, in J201.

10. ADJOURNMENT

The Chair adjourned the meeting at 12:50 pm.

Micro-credentials Information for Discussion at Academic Council

In preparation for the upcoming Academic Council meeting and the “Trends in Higher Education” discussion item, the following resources on micro-credentials has been compiled for your review. Please note this is not a comprehensive list:

- Agrba, L. (October 5, 2021). Microcredentials: a mini guide to the micro college course market. *Maclean's*. <https://www.macleans.ca/education/microcredentials-a-mini-guide-to-the-micro-college-course-market/>
- Aschaiek, S. (May 25, 2021). Microcredential programs on the rise in Canada. *University Affairs*. <https://www.universityaffairs.ca/news/news-article/microcredential-programs-on-the-rise-in-canada/>
- Colleges and Institutes Canada, National Framework for microcredentials <https://www.collegesinstitutes.ca/policyfocus/micro-credentials/>
- eCampus Ontario Micro-credentials <https://www.ecampusontario.ca/micro-certifications/>
- Higher Education Quality Council of Ontario (May 5, 2021). *Making Sense of Microcredentials*. <https://heqco.ca/pub/making-sense-of-microcredentials/>
- Labour Education Applied Research North (LEARN) (March 5, 2021). Micro-credentialing in northern Alberta. *Academic Group*. <https://nadc.ca/media/17900/learn-micro-credentials-final-mar-5-21.pdf>

Potential discussion questions:

1. Pros, cons, cautions with micro-credentials?
2. What is a micro-credential?
3. How should GPRC define micro-credentials? Do we need to strictly define them?
4. How to balance the nimbleness of micro-credentialing and the quality assurance required for recognition into credit programming?