

BOARD APPOINTED			
Regular Members	Present	Alternate Members	Present
Brad Onofrychuk	✓	Brian Panasiuk	X
Amy Saitz	✓	Gillian Watson	X
Michelle Mitchell	✓	Jasmine Light	X
Tammy Purchase	✓	Robyn Ord-Boisvert	X
Angie White	✓	Vacant	
Doug Higginson	✓	Vacant	
Joshua de Vries	✓		
FACULTY ASSOCIATION			
Regular Members		Alternate Members	
Jeff Passler	✓	Chantal Tkach	X
Joanne Kushner	✓	Kathryn Adams	X
Karen Campbell	✓	Terry Denney	X
Katharine Viscardis	✓	Wesley Purchase	X
Katherine Olasker	✓	Vacant	
Nicole Carroll	✓	Vacant	
Randah Mouallem	X	Vacant	
STUDENTS' ASSOCIATION			
Regular Members		Alternate Members	
Christopher Noskiye	✓	Jennifer Sharron	✓
Jandel Twin	X	Vacant	
Katie Perepeletza	✓	Vacant	
Kellie Ominayak	✓	Vacant	
Kim Willier	X	Vacant	
Shannon Sharron	✓	Vacant	
Sonya Dumas	✓	Vacant	
OTHER			
Amanda Francis, Recording Secretary	✓		

1. OPENING:

1.1 Call to Order

Chair, Joshua de Vries called the meeting to order at 1:00 p.m.

Joshua informed the members that the meeting would be recorded to ensure attendance was tracked and names for motions would not be missed. The recording is deleted as soon as the minutes are completed.

1.2 Introductions

Introductions were done for the benefit of all members. Attendance was taken for the minutes.

Brad Onofrychuk noted these meetings are mandated by the government and that these are some of the best meetings we have at the College in terms of bringing forward proposals, changes, updates and information about the programs we offer at the college. He briefly outlined the purpose of this committee and thanked everyone for being a part of this committee.

1.3 Orientation to the Constitution and Bylaws

Chair, Joshua de Vries reviewed the Constitution and Bylaws with members and highlighted the role and responsibility of Academic Council.

1.4 Rules of Order

Chair, Joshua de Vries reviewed the rules of order that have been adopted for Academic Council.

1.5 Election of Officers

Nominations were held for the following positions: Chair, Vice-Chair and Secretary. The positions are to be equally represented by the three groups represented at Academic Council, Board Appointed, Faculty Appointed and the Student Association. Three calls for nominations were completed.

Chair Nominees:

- Joshua de Vries
- Katharine Viscardis - Declined
- Katherine Olasker - Declined

By Acclamation: Joshua de Vries (Board Appointed member) to the position of Chair of Academic Council.

Vice Chair Nominees:

- Jeff Passler
- Jennifer Sharron - Declined

By Acclamation: Jeff Passler (Faculty Association member) to the position of Vice Chair of Academic Council.

Secretary Nominees:

- Kellie Ominayak

By Acclamation: Kellie Ominayak (Student Association member) to the position of Secretary of Academic Council.

2. CONSENT ITEMS:

Joshua de Vries as newly acclaimed Chair for the 2023-2024 academic year chaired the meeting.

2.1 Approval of Agenda

Amend the agenda: the previous minutes on the proposed agenda should be April 12th and the last item should be #6. Move item 3 after item 4 on the proposed agenda.

MOVED by: Joshua de Vries

SECONDED by: Joanne Kushner

To approve the agenda as amended.

CARRIED

2.2 Review of Previous Minutes – April 12, 2023

Minutes were reviewed by members who attended the April 12th meeting, for any errors or omissions.

MOVED by: Tammy Purchase

SECONDED: Joanne Kushner and Jeff Passler

To approve the minutes as presented.

CARRIED

3. PROGRAM REVIEWS:

3.1 Pre-Employment Industrial Mechanic (Millwright) – Program/Load Change

Amy Saitz presented the change in program load and program content for the Pre-Employment and Industrial Mechanic. This is an apprenticeship trade industrial mechanic which used to be called millwright.

The proposal highlights are:

- From a 12-week program to a 16-week program.
 - One week for the safety tickets they require,
 - One week of Workplace Communications, and
 - Two weeks of Work Integrated Learning.
 - Increasing the number of credits from 19 to 28, which aligns with our credit structure.
 - Originally it wasn't aligned with our credit structure, this change would follow our policy on credit structure.
 - Increasing the program by four additional weeks will increase the cost by \$800.
 - \$3600 for this program is far lower than any other pre-employment programming in the province. \$800 is value added for the student because safety tickets are \$500 in itself, and they are connected with an employer.
- Question asked if the College is connecting students with the employer for the Work Integrated portion?
- Answer: The first choice is empowering the student to make that selection and approach an employer because there is valuable learning in that too. If the student is having trouble finding an employment practicum, absolutely the program area will reach out to industry contacts to assist them in that process. The program will then follow up to make sure the contract is all in place, while the student is on practicum they are covered by the College's WCB.

MOVED by Joanne Kushner

SECONDED by Jennifer Sharron and Kellie Ominayak

To recommend the changes to the Pre-Employment Industrial Mechanic (Millwright) Program to the Board of Governors for approval.

CARRIED voted by majority 15 to 19

4. REPORTS:

Tammy Purchase stepped out of the meeting at 1:43 p.m.

Amy Saitz stepped out of the meeting at 1:47 p.m.

4.1 Summary of Activities for 2022-2023

Chair, Joshua de Vries presented the Summary of Activities for 2022-2023 for Academic Council and briefly spoke on the type of work that is done by this Committee.

Brad Onofrychuk updated the committee that the Strategic Enrolment Management (SEM) Plan that Sandy Vanderburgh presented to the committee in January 2023, is very close to be finalized and is getting ready to go out for print. The SEM Plan and the Academic Plans are public documents which will be shared publicly.

5. POLICIES, PROCEDURES & REGULATIONS:

5.1 Student Fee Payments and Refunds Procedure

Michelle Mitchell presented the recommended changes to this procedure. Dual Credit was added to section A. Commitment Fee: iii: "A commitment fee is required for each program with the exception of Continuing Education & Corporate Training, Dual Credit, and Academic Upgrading. In section A. Commitment Fee: iv. a domestic student, commitment fee is \$100 and International students it's \$300 it doesn't have anything less for if it's part time. Under B. Tuition Deposit d. and e. this is similar to the commitment fee in terms of there's no variation between part-time and full-time studies for domestic and international students.

MOVED by Brad Onofrychuk

SECONDED by Joshua de Vries.

To approve the recommended changes to the Student Fee Payments and Refunds Procedure.

CARRIED voted by majority 15 to 19

Tammy Purchase returned to the meeting at 2:05 p.m.

5.2 International Students Admissions Regulation

Tammy Purchase presented the recommended changes to this regulation.

Section 1. Application Timelines. C. Post-Secondary ii. Change to October 1st for winter applications. The September 1st deadline doesn't give them time to apply as the winter term isn't up till Sept 14th or 15th.

- The Committee also suggested changes to 1 A. adding in the word FALL. Section 1. A. would then read: International students must apply for **Fall** programming a minimum of four months prior to start date.

MOVED by Joanne Kushner

SECONDED by Jennifer Sharron and Jeff Passler

To adjust wording of 1. A. approval of changes to the Academic Misconduct Procedure.

CARRIED voted by majority 14 to 19

MOVED by Jennifer Sharron

SECONDED by Jeff Passler

To approve the recommended changes to the International Students Admissions Regulation in 1. C. ii.

CARRIED voted by majority 16 to 19

6. NEXT MEETING AND ADJOURNMENT:

Scheduled for December 5, 2023

MOVED by Jennifer Sharron

To adjourn the meeting.

Meeting adjourned at 2:18 p.m.