

<b>BOARD APPOINTED</b>			
<b>Regular Members</b>	<b>Present</b>	<b>Alternate Members</b>	<b>Present</b>
Brad Onofrychuk	✓	Ann Noseworthy	✓
Angie White	X	Gillian Watson	X
Dean Vanvelzer	✓	Jasmine Neustaeter	✓
Doug Higginson	✓	Melissa Rhodes	X
Joshua de Vries	✓	Michelle Mitchell	X
Tammy Purchase	✓	Robyn Ord-Boisvert	X
Vacant			
<b>FACULTY ASSOCIATION</b>			
<b>Regular Members</b>	<b>Present</b>	<b>Alternate Members</b>	<b>Present</b>
Heidi Panych	✓	Brandy Rooks	X
Karen Campbell	✓	Chantal Tkach	X
Karen Laboucane	✓	Shaun Stevenson	X
Katharine Viscardis	✓	Terry Denney	✓
Katherine Olasker	✓	Wesley Purchase	X
Kathryn Adams	✓	Vacant	
Nicole Carroll	✓	Vacant	
<b>STUDENTS' ASSOCIATION</b>			
<b>Regular Members</b>	<b>Present</b>	<b>Alternate Members</b>	<b>Present</b>
Christopher Noskiye	✓	Vacant	
Derrick Giroux	✓	Vacant	
Eden Simon	✓	Vacant	
Jennifer Sharron	✓	Vacant	
Kim Willier	✓	Vacant	
Lindsey Orr-Anderson	✓	Vacant	
Michaela Dvornek	✓	Vacant	
<b>OTHER</b>			
Amanda Touzeau, Recording Secretary	✓		

**1. OPENING:**

**1.1 Call to Order**

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

Quorum was met.

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 once the minutes are complete.

**1.2 Introductions**

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

Vice President Academic (VPA), Brad Onofrychuk welcomed everyone to the first Academic Council meeting of the year. He acknowledged the important role each member plays in this committee and explained that items recommended by this committee go on for approval at the President's Advisory Council or to the Board of Governors. He also explained how the Academic Council is mandated to

play an important role in academics at this institution. He gave a big thank you for everyone's time and wanted to recognize how appreciated everyone is for being here.

### **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 referred everyone to the rules of order 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 for each position were completed, by the Executive Assistant, Amanda Touzeau.

#### **Chair Nominees:**

- Kathryn Adams

By Acclamation: Kathryn Adams (Faculty Association member) to the position of Chair of Academic Council.

#### **Vice Chair Nominees:**

- Joshua de Vries

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

#### **Secretary Nominees:**

- Jennifer Sharron

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

Kathryn Adams as newly acclaimed Chair for the 2024-2025 academic year chaired the remainder of the meeting.

## **2. CONSENT ITEMS:**

### **2.1 Approval of Agenda**

No changes to the agenda.

**MOVED** by: Brad Onofrychuk

**SECONDED** by: Katherine Olasker

To approve the agenda as requested.

**CARRIED**

### **2.2 Review of Previous Minutes – May 2, 2024**

Minutes were reviewed by members who attended the May 2, 2024 meeting, for any errors or omissions.

**MOVED** by: Jennifer Sharron

**SECONDED** by: Nicole Carroll

To approve the minutes as presented.

**CARRIED**

### 3. REPORTS:

#### 3.1 Summary of Activities for 2023-2024

Chair Kathryn Adams presented the attached Summary of Activities for 2023-2024 for Academic Council.

### 4. PROGRAM REVIEWS:

#### 4.1 Primary Care Paramedic Upgrading (PCPU) - Termination

Chair of Paramedic Programs Doug Higginson spoke about how this program has been suspended for the last two years due to lack of interest. We are now looking to terminate this program as enrolment was too low to fiscally maintain sometimes only having one student register.

**MOVED** by: Heidi Panych

**SECONDED** by: Tammy Purchase and Dean Vanvelzer

To recommend Primary Care Paramedic Upgrading to the Board of Governors for termination.

**CARRIED**

#### 4.2 Advanced Care Paramedic Upgrading (ACPU) - Termination

Chair of Paramedic Programs Doug Higginson spoke about how this program was in the same situation as PCPU. Enrolment was too low to fiscally maintain this program.

**MOVED** by: Jennifer Sharron

**SECONDED** by: Nicole Carroll

To recommend Advanced Care Paramedic Upgrading to the Board of Governors for termination.

**CARRIED**

#### 4.3 Business Administration – Management Studies - New Program

Vice Chair Joshua de Vries spoke about the new program proposal for Business Administration – Management Studies. Building on the first-year Business Administration a new second-year option for general management studies. This program would have the same entrance requirements and fees as our Business Administration program. Credits would be 30 credits per year for 10 classes. The proposal is to make our business programming more attractive to domestic students.

The Academic Council discussed in further detail how a student can apply, what happens when they complete the first year choosing not to move to the second year, and the entrance requirements.

**MOVED** by: Jennifer Sharron

**SECONDED** by: Dean Vanvelzer

To recommend Business Administration – Management Studies to the Board of Governors for approval.

**CARRIED**

## **5. POLICIES, PROCEDURES & REGULATIONS:**

### **5.1 Student Field Trip Procedure**

Vice Chair Joshua de Vries spoke about how the references to the Cannabis Use – Student Regulation were removed as it's covered under the Drug and Alcohol Procedure.

**MOVED** by: Jasmine Neustaeter

**SECONDED** by: Jennifer Sharron and Ann Noseworthy

To recommend the Student Field Trip Procedure to the President's Advisory Team for approval.

**CARRIED**

### **5.2 Terms of Reference – Student Awards Advisory Committee**

Dean of Student Success and Registrar Tammy Purchase spoke about the updates to the membership and their titles. She explained that the Student Association member was removed because it would be inappropriate for a student to participate in the committee's discussion about students.

**MOVED** by: Ann Noseworthy

**SECONDED** by: Nicole Carroll

To recommend the Terms of Reference – Student Awards Advisory Committee to the President's Advisory Team for approval.

**CARRIED**

## **6. INFORMATION ONLY:**

VPA Brad Onofrychuk spoke to how the information items work. Members would review these documents before the meeting and if you have any feedback you would contact the author of the document. These items are not voted on, only student policies and procedures are voted on.

### **6.1 Program Evaluation Procedure**

### **6.2 Program Status Change Procedure**

VPA Brad Onofrychuk outlined that the above two procedures are being updated to incorporate a five-year rotation for our program reviews. Each program will have an annual review, and about five programs will have a deep-dive review every five years. He explained that if a program is becoming problematic a deep dive review could be triggered.

### **6.3 Intellectual Property Policy**

### **6.4 Intellectual Property Procedure**

VPA Brad Onofrychuk spoke about how the above Intellectual Property documents were created through a year-long exercise that occurred last year and culminated this effort between management and Faculty Association. These two documents go on to Employee Management Advisory Committee (EMAC) then the President's Advisory Team and the policy will then go to the Board of Governors.

## **7. NEXT MEETING AND ADJOURNMENT:**

**November 26<sup>th</sup>, 2024**

Meeting adjourned at 2:31 p.m.