

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

1. OPENING:

1.1 Call to Order

Chair Kathryn Adams called the meeting to order at 1:00 p.m.
Quorum was met.

2. CONSENT ITEMS:

2.1 Approval of Agenda

Change presenter for items 4.1, 4.4 and 4.5 to Michelle Mitchell.
Change presenter for items 4.2 and 4.3 to Melissa Rhodes.

MOVED by: Heidi Panych

SECONDED by: Christopher Noskiye
To approve the agenda as amended.

CARRIED

2.2 Review of Previous Minutes – Oct 29, 2024

Minutes were reviewed by members who attended the Oct 29, 2024 meeting, for any errors or omissions.

MOVED by: Ann Noseworthy

SECONDED by: Brad Onofrychuk

To approve the minutes as presented.

CARRIED

3. PROGRAM REVIEWS:

3.1 Program Proposal - Rehabilitation Assistant - New

Dean Vanvelzer, the Associate Dean, Health, Human Services & University Studies, explained that it's a two-year diploma program with a certificate exit option. The first-year, students take five common courses and complete one of the specializations: Physical Therapy, Occupational Therapy, or Speech-Language Therapy. Students can graduate in the first year with a certificate in their chosen specialization or complete a second year to learn all three disciplines and graduate with a diploma. There is a practicum portion in the second year.

MOVED by: Heidi Panych

SECONDED by: Katherine Olasker

To recommend the new Rehabilitation Assistant program to the Board of Governors for approval.

CARRIED

4. POLICIES, PROCEDURES & REGULATIONS:

4.1 Academic – Invasive Procedures for Paramedicine Programs Policy

Michelle Mitchell, the Dean of Health, Human Services, and University Studies, outlined the proposed policy changes, which clarified language and relocated the definition to the guideline section. The Academic Council discussed this procedure and recommended an adjustment to add the invasive procedures on the upper extremities.

MOVED by: Nicole Carroll

SECONDED by: Ann Noseworthy

To recommend the Invasive Procedures for Paramedicine Programs Policy to the President's Advisory Team for approval with changes.

CARRIED

4.2 Transfer Credit Procedure - New

Melissa Rhodes, the Associate Registrar, spoke about how this procedure was created from information in the Prior Learning Assessment and Recognition Procedure. The goal of adjusting this procedure is to streamline and speed up the process. The Academic Council discussed further details of the process for if someone was out of the country and the Letter Of Permission (LOP) process.

MOVED by: Brad Onofrychuk

SECONDED by: Kathryn Adams

To recommend the Transfer Credit Procedure be tabled for further work.

CARRIED

4.3 Recognition of Prior Learning Procedure

Melissa Rhodes, the Associate Registrar, discussed creating and adjusting this procedure, which came from the Prior Learning Assessment and Recognition Procedure. The section for Post-Secondary Challenge Exams has been added. The Academic Council discussed the challenge timelines and whether a challenge would be supported.

MOVED by: Lindsey Orr-Anderson

SECONDED by: Katherine Olasker

To recommend the Recognition of Prior Learning Procedure to the President's Advisory Team for approval.

CARRIED

4.4 Institutional Research Policy

Michelle Mitchell, the Dean of Health, Human Services, and University Studies, spoke about the addition of the objective to this policy and updated the related documents section. The Academic Council discussed student response rates, incentives and advising students on the benefits of completing surveys.

MOVED by: Brad Onofrychuk

SECONDED by: Lindsey Orr-Anderson

To recommend the Institutional Research Policy to the President's Advisory Team for approval.

CARRIED

4.5 Conducting Research within the College Community Procedure

Michelle Mitchell, the Dean of Health, Human Services, and University Studies, discussed the procedural housekeeping changes, including title adjustments. Michelle explained the context of this procedure for when a student wants to do a research project using our staff and students and the procedure they need to follow to get permission.

MOVED by: Dean Vanvelzer

SECONDED by: Heidi Panych

To recommend the Conducting Research within the College Community Procedure to the President's Advisory Team for approval.

CARRIED

5. INFORMATION ONLY:

5.1 Research Ethics Committee TOR

5.2 Community Program Fund (CPF) Regional Programs Fund (RPF) Procedure

5.3 Health and Human Services Programs Advisory Committee TOR

6. NEXT MEETING AND ADJOURNMENT:

December 17, 2024

Meeting adjourned at 2:08 p.m.