



ACADEMIC COUNCIL AGENDA

Thursday, 3 February 2022

4:00 – 6:00 pm

Room A211 & ZOOM

	DISCUSSION ITEM	STATUS	RESPONSIBLE
1.	Call to Order		Chair
2.	Agenda	For Approval	Chair
3	Minutes of 25 November 2021 - Attached	For Approval	Chair
4.	Committee Reports 4.1 Co-Curricular Committee 4.2 Curriculum Committee 4.2.1 Curriculum Committee Minutes 21 January 2022 – Attached (Separate SharePoint link will be included for complete Minutes & Agenda pkg) 4.3 Program Review Committee 4.3.1 Program Committee Minutes January 2022 - Attached 4.4 Nominating Committee	 For Recommendation to Send to BOG(Motion) For Recommendation to Send to BOG(Motion)	 Dr. Vanessa Sheane Dr. Vanessa Sheane
5.	Policy Review & Recommendation 5.1 Academic Schedule Policy– Attached 5.2 Tuition and Fees Policy– Attached 5.3 Co-Curricular Recognition Policy – Propose to delete 5.4 Quality Assurance: Online and Blended Design Policy – Propose to delete	For Recommendation to Send to BOG (Motion)	Dr. Vanessa Sheane
6.	WIL Summary – Attached	For Approval	Dr. Vanessa Sheane
7.	New Business 7.1 Enrollment Update 7.2 Instructor Emeritus – Ms. Sukhvir Sandhu (Consent, letter from Chair & Dean, Academic Upgrading Minutes) – attached 7.3 Instructor Emeritus – Mr. Ron Thomson (Consent, letter from Chair & Dean, PEAK Minutes) – attached	For Approval (Motion) Information Discussion/Motion Discussion/Motion	Chair Dr. Vanessa Sheane Chair/All Chair/All

8.	Trend in Higher Education Discussion 8.1 Apprenticeship Education – Attachment sent out prior to meeting 8.2 Topic for next meeting	Discussion	Dr. Vanessa Sheane/All
9.	Open Discussion	Discussion	Chair/All
10.	Next Meeting 5 May 2022		Chair
11.	Adjournment	For Approval (Motion)	Chair



**ACADEMIC COUNCIL MEETING MINUTES
25 November 2021**

Members:

Council Chair:

Dr. Julia Dutove

Council Vice-Chair:

Mr. Jeremy Parker |Notice of Absence

President:

Mr. Justin Kohlman

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 |Notice of Absence

Mr. Brent Boutilier

Ms. Deena Honan

Ms. Theresa Suderman

Ms. Lorelle Warr

Dr. Elena Voskovskaia

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 |Notice of Absence

Mr. Jordan Drake

Mr. Josh Winland

Ms. Liberte Tiede |Notice of Absence

Ms. Sara Yelligadu

Ms. Saransh Kapoor |Notice of Absence

Ms. Nneka Nwaigwe

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: Mr. Tony Shmyruk

4151 CALL TO ORDER

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

4152 AGENDA

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

CARRIED

4153 MINUTES OF 14 OCTOBER 2021

The Minutes of 14 October 2021 were **APPROVED** as presented by consensus.

CARRIED

4154 COMMITTEE REPORTS

Curriculum Committee

Academic Council received The Curriculum Committee Minutes for 12 November 2021. **MOTIONED** by Dr. Vanessa Sheane; **SECONDED** by Ms. Lorelle Warr to Recommend to the Board of Governors to **APPROVE** the minutes for 12 November 2021 as presented.

CARRIED

4155 POLICY & RECOMMENDATIONS

CREDENTIALS POLICY

Background: recommended by CAQC evaluator committee to have align Certificate and Diplomas to the AB Credential Framework so we have a clear definition of the differences.

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Deena Honan that Academic Council Recommend to the Board of Governors to Approve the revised Credentials Policy as presented with the only change being the approving body now be the Board of Governors.

CARRIED

ADMISSIONS POLICY

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Mr. Brent Boutilier that Academic Council Recommend to the Board of Governors to Approve the revised Admissions Policy as presented and remove existing Admissions Policy.

CARRIED

RECOGNITION OF PRIOR LEARNING POLICY

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Lorelle Warr that Academic Council Recommend to the Board of Governors to Approve the removal of the Recognition of Prior Learning Policy.

CARRIED

ABSENCES FOR ATHLETIC TEAM TRAVEL POLICY

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Dr. Brian Redmond that Academic Council Recommend to the Board of Governors remove the Absences for Athletic Team Travel Policy.

CARRIED

DEATH OF STUDENT POLICY

Background: This is a procedure not a policy; therefore, should be removed from the Policy Suite

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Lorelle Warr that Academic Council Recommend to the Board of Governors to Remove the Death of Student Policy from the Policy suite.

CARRIED

4156 CALENDAR HARD COPY

Dr. Vanessa Sheane shared on behalf of Ms. Tanya Lopez:
2022-2023 Program dates – program dates were revised by all programs and feedback was incorporated into finished doc.

Dr. Vanessa Sheane **MOTIONED** 2022-2023 Program dates be accepted as presented; **SECONDED** by Ms. Deena Honan

Discussion occurred around Aug. 29 Start date as opposed to a Sept. 1 Start Date. Sept. 1. Concerns from both dates were heard including information from SA Representatives. Vote for support of each date was taken. Start Date of Aug. 29 received the majority vote.

CARRIED

2022-2023 Important Dates document

Dr. Vanessa Sheane **MOTIONED** the Important Dates Document be Accepted as presented; **SECONDED** by Ms. Lenora Roy.

CARRIED

4157 NEW BUSINESS**ENROLLMENT UPDATE**

Dr. Vanessa Sheane shared PPT. prepared by Ms. Tanya Lopez which gave clear breakdown of FLE's by program.

Projection for enrollment is decreased because of Covid and low number of International students. This was the first time this information has been provided; feedback is invited as to what you would find useful for next meeting.

INSTRUCTOR EMERITUS

Academic Council received recommendations to approve eligible retired GPRC faculty to receive Instructor Emeritus status.

MOVED by; Ms. Lorelle Warr and **SECONDED** by; Dr. Carly McLeod that, Academic Council approve the recommended eligible retired GPRC faculty to receive Instructor Emeritus status starting 25 November 2021,

CARRIED

In Approving the recommendations brought forward, Academic Council **Approved** the following eligible retired faculty to receive GPRC Instructor Emeritus status starting 25 November 2021: Mr. Chris Nicol

4158 TREND IN HIGHER EDUCATION DISCUSSION**MICRO CREDENTIALS – How should GPRC define Microcredentials?**

- Tie in with FLE's. PLAR would be prerequisites.
- Maintain certification, you need to keep up education. Would Micro credentials tie in to offer Professional Development options as well.
- Micro credentials would be bite-size courses with focus on outcomes. Would increase student confidence for laddering for courses.
- Would permission be needed for programs that have governing bodies?
- Create Community partnerships; fill in skills that are needed in industry.

- Get industry to recognize value.
- Key aspects that define what a Micro credential is: asynchronous or synchronous, within a time frame.
- How are Micro. Different from Continuing Educations courses? Are we relabeling Con-Ed Courses?
- Micro credentials tie more closely to Credit programs; Ideally, they open a pathway from non-credit courses to Credit Courses and programs.
- More connections between Departments.
- Con-Ed and Credit work together and not against each other; people may start with one competency and take more.
- How will Micro credentials bridge to other PSI's in Province? Is there a standard? Is there a body we can go to?
- Like to see an opportunity for Trades to be able to branch into academic world while still being able to work.
- Align with Industry = student can sample opportunities before joining the occupation.
- 'Bookends' to an existing certification, reskill or upskill your abilities.
- offer to our Alumni as opportunity to further their education skill level.

Bluesky ideas for Micro credentials:

Kinesiology, Early Childhood Education (Government funding opportunities just announced), Post-Apprenticeship Courses: ex. Specializations or Business Management.

TOPIC FOR NEXT MEETING:

New Apprenticeship Training Act

4159 OPEN DISCUSSION

4160 ADJOURNMENT

Meeting adjourned by consensus at 5:08 pm.

Dr. Julia Dutove, Chair

Ms. Teresa Bell, Records

4151	CALL TO ORDER	3222
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CURRICULUM COMMITTEE

Friday, 21 January 2022

12:30pm – 2:30pm

Zoom

Attendees:

Chair Dr. Vanessa Sheane
Records Ms. Terri Trask

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

Ms. Brooklyn Broaders
Mr. John Tiede
Ms. Lesley Brazier
Mr. Brent Boutilier
Ms. Lorelle Warr
Ms. Megan Slifka

Dept Chairs/
Representative

Dr. Daryl White
Ms. Louise Rawluk
Mr. Jeremy Peters
Mr. Jason Ebertz*NOA

Ms. Tanya Ray
Ms. Lori Bombier *NOA
Mr. Daniel Bekele

Notice of Absence*

Course/Item

1. Call Meeting to Order at 12:30pm
Approval of Agenda by consensus.

School of Applied Science and Technology

2. **Engineering**

2.1 Engineering

Motion: Recommend that Academic Council approve the changes as presented for Engineering with the following amendments - subject to removing the credit numbers in parentheses beside course names and amending the total credit transfer amount on the program outline and pending Advanced Education Approval.

Moved: Dr. Brian Redmond

Second: Dr. Kieren Bailey

CARRIED

CURRICULUM COMMITTEE

School of Business

3. Business and Office Administration

3.1 BA2000 Contemporary Issues in Business

Motion: Recommend that Academic Council approve the changes as presented for BA2000 with editorial revision to pre-requisites (adding “and”).

Moved: Dr. Carly McLeod

Second: Ms. Theresa Suderman

CARRIED

3.2 BA2090 Project Management

Motion: Recommend that Academic Council approve the changes as presented for BA2090 with editorial revision to pre-requisites (adding “and”).

Moved: Dr. Carly McLeod

Second: Mr. Brent Boutilier

CARRIED

3.3 Business Administration Diploma – Accounting Major

Motion: Recommend that Academic Council approve the changes as presented for Business Administration Diploma – Accounting Major

Moved: Dr. Carly McLeod

Second: Ms. Megan Slifka

CARRIED

3.4 Business Administration Diploma – Management Major

Motion: Recommend that Academic Council approve the changes as presented for Business Administration Diploma – Management Major

Moved: Dr. Carly McLeod

Second: Dr. Kieren Bailey

CARRIED

4. Other

4.1 ID2920 Interdisciplinary Work Experience

Motion: Recommend that Academic Council approve the new course as presented for ID2920.

Moved: Dr. Carly McLeod

Second: Dr. Kieren Bailey

CARRIED

CURRICULUM COMMITTEE

School of Health and Education

5. Human Services

5.1 HS2100 Individuals with Exceptionalities

Motion: Recommend that Academic Council approve the changes as presented for HS2100.

Moved: Ms. Tanya Ray

Second: Dr. Denise Nowicki

CARRIED

5.2 TA2100 Exceptionalities in School Age Children

Motion: Recommend that Academic Council approve the changes as presented for TA2100.

Moved: Ms. Tanya Ray

Second: Dr. Denise Nowicki

CARRIED

6. Nursing

6.1 HC1050 Clinical Placement Experience I

Motion: Recommend that Academic Council approve the changes as presented for HC1050.

Moved: Ms. Louise Rawluk

Second: Dr. Denise Nowicki

CARRIED

6.2 HC1080 Clinical Placement Experience II

Motion: Recommend that Academic Council approve the changes as presented for HC1080.

Moved: Ms. Louise Rawluk

Second: Dr. Denise Nowicki

CARRIED

6.3 HC1090 Consolidated Clinical Placement Experience 3

Motion: Recommend that Academic Council approve the changes as presented for HC1090.

Moved: Ms. Louise Rawluk

Second: Dr. Denise Nowicki

CARRIED

CURRICULUM COMMITTEE

6.4 Practical Nurse Program

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

Moved: Ms. Louise Rawluk

Second: Mr. Brent Boutilier

CARRIED

6.5 Practical Nurse Program

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

Moved: Ms. Louise Rawluk

Second: Dr. Denise Nowicki

CARRIED

6.6 Bachelor of Science in Nursing

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

Moved: Ms. Louise Rawluk

Second: Dr. Denise Nowicki

CARRIED

7. Arts & Education

7.1 EN2390 Introduction to Shakespeare

Motion: Recommend that Academic Council approve the changes as presented for EN2390.

Moved: Dr. Daryl White

Second: Dr. Kieren Bailey

CARRIED

7.2 PH1030 Creativity: An Exploration of Ideas, Process, and Outcomes

Motion: Recommend that Academic Council approve as presented to delete PH1030.

Moved: Dr. Daryl White

Second: Dr. Denise Nowicki

CARRIED

7.3 PH1250 Practical Logic

Motion: Recommend that Academic Council approve the changes as presented for PH1250.

Moved: Dr. Daryl White

Second: Dr. Denise Nowicki

CARRIED

CURRICULUM COMMITTEE

School of Skilled Trades

8. Automotive, Motorcycle, Outdoor Power

8.1 AM1010 Automotive Workshop Practices I

Motion: Recommend that Academic Council approve as presented to delete AM1010.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

8.2 AM1020 Automotive Steering, Suspension and Driveshafts

Motion: Recommend that Academic Council approve as presented to delete AM1020.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

8.3 AM1030 Automotive Basic Material, Tools and Skill

Motion: Recommend that Academic Council approve as presented to delete AM1030.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

8.4 AM1210 Automotive Hydraulic Brake Systems and Basic Maintenance

Motion: Recommend that Academic Council approve as presented to delete AM1210.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

8.5 AM1220 Automotive Public Relations, Work Habits, Ethics and Related Subjects

Motion: Recommend that Academic Council approve as presented to delete AM1220.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

8.6 AM1230 Automotive Administration

Motion: Recommend that Academic Council approve as presented to delete AM1230.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

CURRICULUM COMMITTEE

8.7 AM1250 Automotive Workshop Practices II

Motion: Recommend that Academic Council approve as presented to delete AM1250.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

8.8 AM1260 Automotive Electrical I, HVAC Repair

Motion: Recommend that Academic Council approve as presented to delete AM1260.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

8.9 AM1000 Automotive Welding

Motion: Recommend that Academic Council approve the changes as presented for AM1000 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only.

Moved: Mr. Jeremy Peters

Second: Mr. Brent Boutilier

CARRIED

8.10 AM1110 Automotive Public Relations, Work Habits, Ethics and Related Subjects

Motion: Recommend that Academic Council approve the changes as presented for AM1110 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only.

Moved: Mr. Jeremy Peters

Second: Mr. Brent Boutilier

CARRIED

8.11 AM1120 Automotive Basic Material, Tools and Skill

Motion: Recommend that Academic Council approve the changes as presented for AM1120 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only.

Moved: Mr. Jeremy Peters

Second: Ms. Megan Slifka

CARRIED

CURRICULUM COMMITTEE

8.12 AM1130 Automotive Steering, Suspension and Driveshafts

Motion: Recommend that Academic Council approve the changes as presented for AM1130 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only and correction in justification section changed to 4 credits to match information above.

Moved: Mr. Jeremy Peters

Second: Ms. Megan Slifka

CARRIED

8.13 AM1140 Automotive Workshop Practices I

Motion: Recommend that Academic Council approve the changes as presented for AM1140 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only.

Moved: Mr. Jeremy Peters

Second: Ms. Megan Slifka

CARRIED

8.14 AM1310 Automotive Administration

Motion: Recommend that Academic Council approve the changes as presented for AM1310 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only.

Moved: Mr. Jeremy Peters

Second: Dr. Carly McLeod

CARRIED

8.15 AM1320 Automotive Hydraulic Brake Systems and Basic Maintenance

Motion: Recommend that Academic Council approve the changes as presented for AM1320 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

8.16 AM1330 Automotive Electrical I, HVAC Repair

Motion: Recommend that Academic Council approve the changes as presented for AM1330 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only.

Moved: Mr. Jeremy Peters

Second: Dr. Kieren Bailey

CARRIED

CURRICULUM COMMITTEE

8.17 AM1340 Automotive Workshop Practices II

Motion: Recommend that Academic Council approve the changes as presented for AM1340 with an addition of a note to be added stating this course is for the Automotive Certificate Program students only.

Moved: Mr. Jeremy Peters

Second: Mr. John Tiede

CARRIED

8.18 Automotive Certificate Program

Motion: Recommend that Academic Council approve the changes as presented for Automotive Certificate Program with amendments of pending approval by Advanced Education and may remove pending approval if approval is given before the calendar is printed.

Moved: Mr. Jeremy Peters

Second: Ms. Brooklyn Broaders

CARRIED

9. Adjournment by Consensus at 1:57 pm.

Next Curriculum Committee Meeting: April 20, 2022

Deadline for Agenda Items: April 6, 2022 (2 weeks prior)

Dates: Monday, January 17, 2022 & Monday, January 24, 2022

Scheduled: Day 1, 8:30am–4:30pm Day 2, 9:00am-4:00pm

VIA Zoom

- CHAIR:** Ms. Vanessa Sheane **RECORDS:** Ms. Terri Trask
- ATTENDEES:** Ms. Megan Slifka, Registrar
Dr. Carly McLeod, Dean, School of Business
Ms. Deena Honan, Instructor, Nursing Education & Health Studies
Mr. Craig Smith, Instructor, Arts & Education
Ms. Lesley Brazier, Instructor, Academic Upgrading
Mr. Brent Boutilier, Instructor, Construction, Fabrication & Operations
Dr. Julia Dutove, Chair, Physical Education & Kinesiology
Ms. Lenora Roy, Program Assistant, Animal Sciences Department *NOA Day 1
Ms. Lorelle Warr, Member from Centre for Teaching and Learning
Mr. John Tiede, Students' Association President
Ms. Andrea Rosenberger, Indigenous Knowledge Keeper
Dr. Luc Boyer, Manager, Institutional Planning and Research (non-voting)
Ms. Aman Litt, Dean of Students (non-voting) *NOA Day 1
- GUESTS:** Dr. Brian Redmond, Dean, School of Applied Science and Technology
Mr. Tony Shmyruk, Interim Dean, School of Skilled Trades
Dr. Denise Nowicki, Interim Dean, School of Health and Education
Ms. Lori Bombier, Chair, Business and Office Administration
Ms. Tanya Ray, Chair, Human Services
Dr. Reddy Ganta, Chair, Academic Upgrading
Mr. Jason Ebertz, Chair, Heavy Equipment & Interim Chair, Motorcycle
Ms. Lindsay Rosser, Chair, Construction and Fabrication
Dr. Daryl White, Acting Chair, Arts and Education
Ms. Bobbi Craig-Sparkes, Chair, Electrical, Industrial Mechanic, Parts
Ms. Kristy Honing, Chair, Animal Health Science
Ms. Jessica Hoflick, Chair, Fine Arts
Dr. Sean Irwin, Chair, Science
Ms. Joan Jacobson, Chair, Nursing Education & Health Studies

1. MEETING CALLED TO ORDER

The Chair called the meeting to order at 8:35am on Day 1 and on Day 2 at 9:00am.

2. APPROVAL OF AGENDA

Day 1, January 17th the agenda was approved by consensus.

Day 2, January 24th the agenda was approved by consensus.

3. REVIEW OF THE PROGRAM REVIEW PROCESS & WELCOME.

The Chair, Dr. Vanessa Sheane welcomed committee members, went over changes to the review process and the coming changes that will be implemented over the next three years resulting from recommendations from an external consultant. Terms of Reference and policy have been updated as well. Outlined how the process of program review presentations, committee discussions, recommendations and motions would go throughout Day 1 and Day 2.

4. PRESENTATION OF NEW TEMPLATE – DR. LUC BOYER

On Day 1 Dr. Luc Boyer presented a PowerPoint which outlined the new Program Review process and how data will be used/collected. The PowerPoint was uploaded to SharePoint if anyone would like to access the information.

5. REVIEW OF PRGRAMS

NOTE: All approved changes to programming or curriculum, and all other changes to departmental function or delivery of programming, are identified within the individual program review documents for the program.

SCHOOL OF HEALTH AND EDUCATION

The **UT: BACHELOR OF ARTS** Program was reviewed.

MOVED by Dr. Julia Dutove and **SECONDED** by Ms. Lorelle Warr that the Program Review Committee recommend to Academic Council that UT: Bachelor of Arts program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **UT: BACHELOR OF EDUCATION** Program was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Mr. Craig Smith that the Program Review Committee recommend to Academic Council that UT: Bachelor of Education program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **EARLY LEARNING AND CHILD CARE CERTIFICATE** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Mr. Craig Smith that the Program Review Committee recommend to Academic Council that Early Learning and Child Care Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **EARLY LEARNING AND CHILD CARE DIPLOMA** Program was reviewed.

MOVED by Ms. Andrea Rosenberger and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Early Learning and Child Care Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **EDUCATIONAL ASSISTANT** Program was reviewed.

MOVED by Dr. Carly McLeod and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Educational Assistant program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **KINESIOLOGY DIPLOMA** Program was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Ms. Megan Slifka that the Program Review Committee recommend to Academic Council that Kinesiology Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **UT: BACHELOR OF KINESIOLOGY** Program was reviewed.

MOVED by Dr. Carly McLeod and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that UT: Bachelor of Kinesiology program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **PERSONAL TRAINER DIPLOMA** Program was reviewed.

MOVED by Dr. Carly McLeod and **SECONDED** by Ms. Deena Honan that the Program Review Committee recommend to Academic Council that Personal Trainer Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **UT: B.Sc. in NURSING** Program was reviewed.

MOVED by Ms. Andrea Rosenberger and **SECONDED** by Ms. Lesley Brazier the Program Review Committee recommend to Academic Council that UT: B.Sc. in Nursing program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **PRACTICAL NURSE** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Megan Slifka that the Program Review Committee recommend to Academic Council that Practical Nurse program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **HEALTH CARE AIDE** Program was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Ms. Andrea Rosenberger that the Program Review Committee recommend to Academic Council that Health Care Aide program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

The **DRAMA** Program that is currently suspended until June 30, 2022 was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Mr. Brent Boutilier that the Program Review Committee recommend to Academic Council that Drama program be **TERMINATED**. Program Review Committee supports the department exploring musical theatre or alternative drama program in the future.

CARRIED

The **MUSIC DIPLOMA** Program was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Dr. Julia Dutove that the Program Review Committee recommend to Academic Council that the Music Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **UT: BACHELOR OF MUSIC** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Andrea Rosenberger that the Program Review Committee recommend to Academic Council that the UT: Bachelor of Music program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **VISUAL ARTS AND DESIGN DIPLOMA** Program was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Ms. Lorelle Warr that the Program Review Committee recommend to Academic Council that the Visual Arts and Design Diploma Program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **UT: BACHELOR OF FINE ARTS** Program was reviewed.

MOVED by Dr. Julia Dutove and **SECONDED** by Dr. Carly McLeod that the Program Review Committee recommend to Academic Council that UT: Bachelor of Fine Arts continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **ACADEMIC UPGRADING** Program was reviewed.

MOVED by Dr. Julia Dutove and **SECONDED** by Ms. Megan Slifka that the Program Review Committee recommend to Academic Council that Academic Upgrading continue as **ACTIVE**.

Discussion: Actin plan developed.

CARRIED

The **CERTIFICATE OF FOUNDATIONAL LEARNING** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Dr. Carly McLeod that the Program Review Committee recommend to Academic Council that Certificate of Foundational Learning continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **TRANSITIONAL VOCATIONAL** Program that is currently suspended until June 30, 2022 was reviewed.

MOVED by Mr. Brent Boutilier and **SECONDED** by Ms. Megan Slifka that the Program Review Committee recommend to Academic Council that Transitional Vocational program be **TERMINATED**. Program Review Committee supports exploring new program options in the future.

CARRIED

The **UT: BACHELOR OF SCIENCE** Program was reviewed.

MOVED by Ms. Lesly Brazier and **SECONDED** by Mr. Brent Boutilier that the Program Review Committee recommend to Academic Council that UT: Bachelor of Science program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **UT: BACHELOR OF ENGINEERING** program that is suspended until June 30, 2024 was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Mr. Brent Boutilier that the Program Review Committee recommend to Academic Council that UT: Bachelor of Engineering program be **RE-ACTIVATED**.

Discussion: Action plan developed.

CARRIED

The **COMPUTER SYSTEMS TECHNOLOGY CERTIFICATE** Program was reviewed.

MOVED by Mr. Brent Boutilier and **SECONDED** by Ms. Deena Honan that the Program Review Committee recommend to Academic Council that Computer Systems Technology Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **COMPUTER SYSTEMS TECHNOLOGY DIPLOMA** Program was reviewed.

MOVED by Mr. Craig Smith and **SECONDED** by Ms. Lorelle Warr that the Program Review Committee recommend to Academic Council that Computer Systems Technology Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **UT: BACHELOR OF SCIENCE IN COMPUTING SCIENCE** Program was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Dr. Carly McLeod that the Program Review Committee recommend to Academic Council that UT: Bachelor of Science in Computing Science program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **ANIMAL HEALTH TECHNOLOGY DIPLOMA** Program was reviewed.

MOVED by Dr. Julia Dutove and **SECONDED** by Mr. Craig Smith that the Program Review Committee recommend to Academic Council that Animal Health Technology Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

SCHOOL OF BUSINESS

The **OFFICE ADMINISTRATION CERTIFICATE** Program was reviewed.

MOVED by Mr. Brent Boutilier and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Office Administration Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **BUSINESS ADMINISTRATION CERTIFICATE** Program was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Dr. Julia Dutove that the Program Review Committee recommend to Academic Council that Business Administration Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **UT: BACHELOR OF COMMERCE** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that UT: Bachelor of Commerce program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **BUSINESS ADMINISTRATION ACCOUNTING DIPLOMA** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Business Administration Accounting Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **BUSINESS ADMINISTRATION GENERAL DIPLOMA** Program was reviewed.

MOVED by Dr. Brian Redmond and **SECONDED** by Mr. Brent Boutilier that the Program Review Committee recommend to Academic Council that Business Administration General Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **BUSINESS ADMINISTRATION FINANCIAL SERVICES DIPLOMA** Program was reviewed.

MOVED by Dr. Julia Dutove and **SECONDED** by Ms. Megan Slifka that the Program Review Committee recommend to Academic Council that Business Administration Financial Services Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **BUSINESS ADMINISTRATION MARKETING DIPLOMA** Program was reviewed.

MOVED by Ms. Lesley Brazier and **SECONDED** by Ms. Lorelle Warr that the Program Review Committee recommend to Academic Council that Business Administration Marketing Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **BUSINESS ADMINISTRATION MANAGEMENT DIPLOMA** Program was reviewed.

MOVED by Ms. Andrea Rosenberger and **SECONDED** by Dr. Brian Redmond that the Program Review Committee recommend to Academic Council that Business Administration Management Diploma program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

SCHOOL OF SKILLED TRADES

The **HARLEY DAVIDSON TECHNICIAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Lenora Roy and **SECONDED** by Ms. Lorelle Warr that the Program Review Committee recommend to Academic Council that Harley Davidson Technician Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **MOTORCYCLE MECHANIC JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Dr. Julia Dutove that the Program Review Committee recommend to Academic Council that Motorcycle Mechanic Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **MOTORCYCLE MECHANIC TECHNICIAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Lenora Roy and **SECONDED** by Ms. Megan Slifka that the Program Review Committee recommend to Academic Council that Motorcycle Mechanic Technician Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **AUTOMOTIVE SERVICE TECHNICIAN JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Automotive Service Technician Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **HEAVY EQUIPMENT TECHNICIAN JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Dr. Julia Dutove and **SECONDED** by Ms. Lorelle Warr that the Program Review Committee recommend to Academic Council that Heavy Equipment Technician Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **THINK BIG** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Think Big program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **CO-OPERATIVE TRADES ORIENTATION** Program was reviewed.

MOVED by Ms. Deena Honan and **SECONDED** by Ms. Lenora Roy that the Program Review Committee recommend to Academic Council that Co-Operative Trades Orientation program continue to be **SUSPENDED** for three years until June 30, 2025. Recommendation by Curriculum Committee to consider skills camps to be offered. Curriculum Committee supports the exploration of niche and specific population areas.

CARRIED

The **PRE-EMPLOYMENT WELDING** Program was reviewed.

MOVED by Ms. Andrea Rosenberger and **SECONDED** by Ms. Deena Honan that the Program Review Committee recommend to Academic Council that Pre-Employment Welding program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **WELDER/WELDER-WIRE PROCESS OPERATOR JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Lenora Roy and **SECONDED** by Ms. Deena Honan that the Program Review Committee recommend to Academic Council that Welder/Welder-Wire Process Operator Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **POWER ENGINEERING – 3RD CLASS POWER ENGINEERING** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Power Engineering- 3rd Class Power Engineering program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **POWER ENGINEERING – 4th CLASS POWER ENGINEERING** Program was reviewed.

MOVED by Dr. Carly McLeod and **SECONDED** by Ms. Deena Honan that the Program Review Committee recommend to Academic Council that Power Engineering- 4th Class Power Engineering program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **POWER ENGINEERING – 5th CLASS POWER ENGINEERING** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Deena Honan that the Program Review Committee recommend to Academic Council that Power Engineering- 5th Class Power Engineering program be **TERMINATED**.

CARRIED

The **SHEET METALWORKER JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Deena Honan and **SECONDED** by Ms. Megan Slifka that the Program Review Committee recommend to Academic Council that Sheet Metalworker Journeyman Certificate program continue as **ACTIVE**. Recommended by Curriculum Committee that program develop aggressive recruitment strategy and work with AIT to determine sustainability of program.

Discussion: Action plan developed.

CARRIED

The **STEAMFITTER-PIPEFITTER JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Mr. Brent Boutilier and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Steamfitter-Pipefitter Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **FIRST PERIOD GASFITTER B JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Dr. Julia Dutove and **SECONDED** by Ms. Deena Honan that the Program Review Committee recommend to Academic Council that First Period Gasfitter B Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **PLUMBER JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Mr. Brent Boutilier and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Plumber Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **CARPENTER JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Mr. Brent Boutilier and **SECONDED** by Ms. Deena Honan that the Program Review Committee recommend to Academic Council that Carpenter Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **PARTS AND MATERIAL TECHNICIAN CERTIFICATE** Program was reviewed.

MOVED by Dr. Julia Dutove and **SECONDED** by Mr. Brent Boutilier that the Program Review Committee recommend to Academic Council that Parts and Material Technician Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **PRE-EMPLOYMENT ELECTRICIAN** Program was reviewed.

MOVED by Mr. Brent Boutilier and **SECONDED** by Dr. Julia Dutove that the Program Review Committee recommend to Academic Council that Pre-Employment Electrician program continue to be **SUSPENDED** for another three years until June 30, 2025. At the end of the three-year suspension Curriculum Committee will not suspend again, will make decision to either re-activate or terminate.

CARRIED

The **PARTS TECHNICIAN-JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that Parts Technician-Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **MILLWRIGHT JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Mr. Brent Boutilier and **SECONDED** by Ms. Megan Slifka that the Program Review Committee recommend to Academic Council that Millwright Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **ELECTRICIAN JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Lenora Roy and **SECONDED** by Ms. Lorelle Warr that the Program Review Committee recommend to Academic Council that Electrician Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

The **FIRST PERIOD INSTRUMENTATION & CONTROL TECHNICIAN-JOURNEYMAN CERTIFICATE** Program was reviewed.

MOVED by Ms. Lorelle Warr and **SECONDED** by Ms. Lesley Brazier that the Program Review Committee recommend to Academic Council that First Period Instrumentation & Control Technician-Journeyman Certificate program continue as **ACTIVE**.

Discussion: Action plan developed.

CARRIED

PROGRAMS CURRENTLY SUSPENDED UNTIL JUNE 30, 2023 - FOR INFORMATION ONLY:

VISUAL ARTS AND DESIGN – INTERACTIVE DIGITAL DESIGN

MUSIC DIPLOMA – MUSIC TECHNOLOGY

UNIT CLERK

ABORIGINAL ADMINISTRATION

6. CLOSING COMMENTS

Further feedback or comments can be submitted for action plans to Dr. Vanessa Sheane or her assistant Ms. Terri Trask. All action plan notes will be sent to departments in March.

7. ADJOURNMENT

The meeting was adjourned by consensus.



ACADEMIC SCHEDULE POLICY

ACADEMIC SCHEDULE POLICY			
Effective Date	July 1, 2019	Policy Type	Academic
Responsibility	Registrar	Cross-Reference	Academic Council Authority and Bylaws Course Outline Policy Examination Policy Tuition and Fees Policy Grading Policy Students Rights and Responsibilities
Approver	Academic Council	Appendices	Academic Schedule Procedure
Review Schedule	Every 5 years.		

1. **Policy Statement**

1.1. The Academic Schedule provides the framework for the academic year. To this end, Grande Prairie Regional College (“GPRC” or the “College”) will prepare and publish details, and govern its academic activities in accordance with the published schedule.

2. **Background**

2.1. The Academic Schedule will list significant dates in the Academic Year as they apply to all College campuses and Learning Centers and as they refer to a majority of courses/programs at a particular campus.

3. **Policy Objective**

3.1. This policy is intended to provide a clear and consistent framework for establishing, revising, and publishing GPRC’s Academic Schedule.

4. **Scope**

4.1. This policy applies to GPRC students, staff, and faculty.

5. **Definitions**

5.1. **“Academic Schedule”** is a schedule of events and deadlines important to students and prospective students, covering the period of the College’s Academic Year.

5.2. **“Academic Year”** includes the Fall, Winter, and Spring Semesters, beginning on July 1 and ending on June 30.

5.3. **“Audit” (AU)** is the marking used on a transcript to show that a Credit Course was taken on a not-for-credit basis. A student may receive instructor permission to register in a course on a not-for-credit basis. It is expected that the student will attend classes regularly but may not be expected to participate in assignments or examinations.

5.4. **“Business Days”** are days on which the College is open for service.

5.5. **“Continuing Student”** is a current student who is returning to the College after

ACADEMIC SCHEDULE POLICY

an absence of less than one Academic Year in the same program.

- 5.6. **“Credit Course”** is a course that carries credit toward a certificate, diploma, or program of study.
- 5.7. **“Fall Semester”** is the academic period between September and December, beginning in September.
- 5.8. **“Final Examinations”** are end-of-term testing scheduled during the examination period. When course requirements include examinations as defined, course outlines will inform students of this detail.
- 5.9. **“Instructional Days”** are days on which instruction occurs for most Credit Courses.
- 5.10. **“New Student”** is a student who is attending a program for the first time.
- 5.11. **“Registration”** is the process of selecting and enrolling in courses that are to be taken by a student in a term or session, usually in accordance with specific program curriculum.
- 5.12. **“Returning Student”** is a student who is returning to the college after an absence of a minimum of one Academic Year.
- 5.13. **“Spring Semester”** is the academic period between May and August beginning in May.
- 5.14. **“Winter Semester”** is the academic period between January and April, beginning in January.
- 5.15. **“Withdraw with Permission”** results in a final grade of “W”.

6. Guiding Principles

- 6.1. The Registrar will recommend the Academic Schedule for the Academic Year with consideration for the following:
 - 6.1.1. Application
 - 6.1.1.1. The Monday closest to October 1 in any given year will be the first day applications are open for the next Academic Year.
 - 6.1.1.2. Application deadlines specific to quota programs will be identified in the Academic Calendar.
 - 6.1.1.3. The deadline for acceptance of applications for Fall Semester will be July 30.
 - 6.1.1.4. The deadline for acceptance of applications for Winter Semester will be November 30.
 - 6.1.2. Registration
 - 6.1.2.1. Registration for New, Continuing, and Returning Students will begin on May 1.
 - 6.1.3. Confirmation of Attendance
 - 6.1.3.1. Students on Grande Prairie Campus will be expected to confirm their attendance through a student management system.
 - 6.1.4. Orientation
 - 6.1.4.1. There is at least a one-day orientation in the Fall Semester for credit

ACADEMIC SCHEDULE POLICY



students. This is offered on a Business Day.

- 6.1.4.2. There is a one-day orientation in the Winter Semester on the Business Day before classes begin.
- 6.1.4.3. Orientation for trades programs offered on Grande Prairie and Fairview Campus will be held on the first day of classes for those programs.

6.1.5. Add/Drop Registration Deadlines

- 6.1.5.1. The deadline to add/drop courses for the Fall and Winter Semesters will be the eighth (8th) Instructional Day.
- 6.1.5.2. The deadline to add/drop courses with start dates outside of the regular start dates for Fall and Winter Semesters will be the eighth (8th) Instructional Day.
- 6.1.5.3. The deadline to add/drop courses for Spring Semester will be the end of the second (2nd) Instructional Day.
- 6.1.5.4. The deadline to add Early Learning and Child Care distance courses will be ten (10) Business Days prior to the course start date.
 - 6.1.5.4.1. The deadline to drop Early Learning and Child Care distance courses will be the eighth (8th) Instructional Day.
- 6.1.5.5. The deadline to add/drop courses for apprenticeship programs will be five (5) business days prior to the first Instructional Day.
- 6.1.5.6. The deadline to add/drop clinical courses in the Nursing program will be at the beginning of the first Instructional Day.

6.1.6. Dates Affecting Final Grades (as per the Grading Policy)

- 6.1.6.1. Changing of Status
 - 6.1.6.1.1. Credit/Audit – the deadline to change Registration from Credit to Audit or Audit to Credit will coincide with the add/drop dates in each Semester.
 - 6.1.6.1.2. Withdrawn – the Withdraw with Permission deadline will be 85% of the total Semester or course instructional days. Specific dates are identified in the published Academic Schedule for an academic year.

6.1.7. Repeat Final Examination

- 6.1.7.1. The deadline for students to apply for repeat Final Examinations will be five (5) Business Days following the commencement of the next Semester.
 - 6.1.7.1.1. The deadline for students to complete repeat Final Examinations will be five (5) Instructional Days following the application deadline.
 - 6.1.7.1.2. The Repeat Final Examination grade will be submitted to the Registrar's Office within five (5) Instructional Days following the completion deadline.
- 6.1.7.2. Incomplete and Deferred Deadlines to Clear Grades

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6.1.7.2.1. As per the Grading Policy, the deadline to clear grades of incomplete (IN) is fifteen (15) Business Days following the commencement of the next Semester.

6.1.7.2.1.1. For courses with start dates outside of the regular starts dates for Fall, Winter, and Spring Semesters, the deadline to clear grades of incomplete (IN) is fifteen (15) Business Days from the last day of the Final Examination.

6.1.8. Dates Associated with Fees

6.1.8.1. Tuition and fees for most programs are due on the last day to add/drop courses. For Fall and Winter Semesters, this will be the eighth (8th) Instructional Day. For Spring Semester, this will be the second (2nd) Instructional Day.

6.1.8.2. Tuition and fees for Early Learning and Child Care distance courses are due at the time of registration.

6.1.8.3. The last day to drop courses with 100% refund of tuition and all associated fees will be the eighth (8th) Instructional Day for Fall and Winter Semesters and the second (2nd) Instructional Day for Spring Semester.

6.1.8.4. Students who have not paid fees in full by the last date to pay fees may have their Registrations cancelled.

6.1.8.5. Students who have had their Registrations cancelled, and wish to be reinstated, are required to complete the reinstatement process within ten (10) Instructional Days of the add/drop deadline.

6.1.9. Final Examinations

6.1.9.1. The Final Examination for Fall and Winter Semesters will be seven days in both December and April, and may include any Saturday that falls within those days.

6.1.9.2. One Business Day will be scheduled between the last day of classes and the first day of examinations.

6.1.9.3. If the last day of classes for the Semester falls on a Friday, the first day of the Examination Period will be Monday.

6.1.9.4. For classes offered through the School of Skilled Trades, examinations will be held on the last scheduled day of class.

6.1.9.5. For classes offered in Spring Semester, Final Examinations will be held on the last scheduled day of class.

6.1.10. Number of Instructional Days per Semester

6.1.10.1. The minimum number of instructional days in the Fall and Winter Semesters will be 65.

6.1.10.2. The number of Instructional Days will be consistent between Fall and Winter Semesters.

6.1.10.3. The number of instructional Days for skilled trades apprenticeship

ACADEMIC SCHEDULE POLICY



programs will be consistent with the number of instructional hours required.

6.1.11. Convocation

6.1.11.1. Grande Prairie Campus Convocation is scheduled in May.

6.1.11.2. Fairview Campus Convocation is scheduled for the second Saturday in March.

6.1.12. The College observes the General Holidays identified by the Government of Alberta (<https://www.alberta.ca/alberta-general-holidays.aspx>).

6.1.13. Wherein 6.1.10. has been accommodated within the Academic Schedule and there are days remaining:

6.1.13.1. A Fall Semester break will be scheduled in accordance with the learning activities at each campus to coincide with either Thanksgiving Day or Remembrance Day.

6.1.13.2. A Winter Semester break will be scheduled in accordance with the learning activities at each campus to coincide with Family Day.

6.1.14. Each year the Academic Schedule will be reviewed as outlined in Academic Schedule Procedure.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none">• Approve and support this policy.
Academic Council	<ul style="list-style-type: none">• Recommend and formally support this policy and the Academic Schedule.
Vice-President, Academic and Research	<ul style="list-style-type: none">• Review and formally support this policy.• Oversee the implementation of this policy.
Deans/Chairs	<ul style="list-style-type: none">• Review and provide feedback on the Academic Schedule.
Students' Association Executive Council	<ul style="list-style-type: none">• Review and provide feedback on the Academic Schedule.
Registrar's Office	<ul style="list-style-type: none">• Draft the Academic Schedule• Implement the approved Schedule

8. Exceptions to the Policy

8.1. Exceptions to this policy must be documented and formally approved by the Vice President Academics and Research.

ACADEMIC SCHEDULE POLICY

8.1.1. Exceptions to the dates, timelines, and quantities referenced in this policy must be approved by the Registrar prior to an exception being granted by the Vice President.

8.1.2. Evidence of the approval will be submitted to the Registrar for implementation and recording.

8.2. Policy exceptions must describe:

8.2.1. The nature of the exception being requested,

8.2.2. A reasonable explanation for why the policy exception is required,

8.2.3. Documented support from the Dean of Students and the Registrar, and

8.2.4. Any risks created by the policy exception.

9. Inquiries

9.1. All inquiries regarding this policy should be forwarded to the Registrar.

10. Amendments (Revision History)

Approved by Academic Council: March 8, 2001

Reviewed by Academic Council: December 13, 2001

Revised and Approved by Academic Council: October 12, 2006

Revised and Approved by Academic Council: November 8, 2007

Revised and Approved by Academic Council: February 14, 2008

Revised and Approved by Academic Council: September 11, 2008

Revised and Approved by Academic Council: December 18, 2008

Reviewed and Approved by Academic Council: November 18, 2010

Revised and Approved by Academic Council: October 11, 2012

Revised and Approved by Academic Council: November 13, 2014

Reviewed and Approved by Academic Council: December 10, 2015

Reviewed and Approved by Academic Council: December 12, 2019

Revised and Approved by Academic Council: DATE

Approved by Board of Governors: DATE

Appendix 1 – Academic Schedule Procedure

1. Procedure

- 1.1. The Registrar prepares a draft of the Academic Schedule for the next Academic Year by October 15.
- 1.2. Deans, Chairs, and the Students' Association Executive Council reviews a draft of the Academic Schedule by October 31 and provides feedback to the Registrar.
- 1.3. The Registrar reviews the feedback and makes any necessary revision to the Academic Schedule.
- 1.4. The Registrar prepares the Academic Schedule for presentation at the November Meeting of Academic Council. This includes the Program Dates documents which provides detailed information and dates at the Program and Campus level.
- 1.5. Academic Council reviews the Academic Schedule and, if in agreement, recommends the submission for approval by the Board of Governors.
- 1.6. The Board of Governors approves the academic schedule.
- 1.7. Once approved, the Registrar publishes the Academic Schedule on the College's website.
- 1.8. The Registrar fully implements the new Academic Schedule on July 1 of the next Academic Year.



TUITION AND FEES POLICY

TUITION AND FEES POLICY			
Effective Date	September 2009	Policy Type	Administrative
Responsibility	Registrar	Cross-Reference	Post-secondary Learning Act (Alberta) Post-secondary Learning Act, Tuition and Fees Regulation (Alberta) Academic Schedule Policy Tuition and Fees Procedure Tuition and Fees Refund Procedure Skilled Trades and Apprenticeship Education Act
Approver	Board of Governors	Appendices	Appendix 1: Student Consultation on Tuition and Fees Procedure Appendix 2: Tuition and Fees Refund Procedure
Review Schedule	3 years		

1. Policy Statement

- 1.1. The Tuition and Fees Policy ensures tuition and fees are established, revised, charged, and refunded at GPRC in a consistent manner and in compliance with any regulatory requirements.

2. Background

- 2.1. Tuition and fees for credit and apprenticeship programs must be established in compliance with the Post-Secondary Learning Act, the Tuition and Fees Regulation, and the Skilled Trades and Apprenticeship Education Act.
- 2.2. GPRC establishes the tuition rate for credit and apprenticeship programs.
- 2.3. Beginning in the 2023-24 academic year, the tuition cap will be based on annual changes to an inflationary measure (CPI) which will be determined using data provided by Statistics Canada. Institutions will be given a CPI figure, which is the maximum average tuition increase that can be applied across the institution, though individual programs can vary by more or less than that amount.
- 2.4. The Minister has the authority in legislation to freeze all regulated tuition.

3. Policy Objective

- 3.1. To ensure that tuition and fees for credit and apprenticeship students are established, revised, charged, and refunded in a fair, equitable, and consistent manner in compliance with all regulatory requirements.

4. Scope

- 4.1. This policy applies to all credit and apprenticeship courses and programs at GPRC.

- 4.2. This policy does not pertain to non-credit course offering, application fees, non-refundable deposits, and contract offerings of training.

5. Definitions

- 5.1. **“Annual Tuition and Fees Summary”** refers to the information package prepared for submission to the Board of Governors for review and approval. This submission includes the province’s tuition and fee regulations, the percentage and numeric increase to average tuition, projections for tuition and fee increases for the next four (4) years, high-level historical tuition trends, and a detailed summary of and rationale for proposed fee revisions or new fees. When a new Mandatory Non-Instructional Fee is being proposed, signoff from the Students’ Association must be included in the submission package.
- 5.2. **“Apprenticeship Tuition”** refers to fees which are paid by a student in respect of instruction in apprenticeship technical training.
- 5.3. **“Auxiliary Fees”** refers to fees applied to specific courses in which specialized equipment or materials are part of the learning environment. Auxiliary fees may vary from course to course and are not applied to all courses.
- 5.4. **“International Student Tuition”** refers to tuition fees charged to an international student. International student tuition is not regulated by the Tuition and Fees Regulation. However, this is included in the Annual Tuition and Fees Summary which is submitted the Board of Governors for review and approval.
- 5.5. **“Mandatory Non-Instructional Fees (MNIFs)”** refers to fees charged to students that support specific goods and services that enhance the student experience. MNIFs must be cost-recovery, cannot be comprehensive, and in the case of new MNIFs, must be approved by the Students’ Association.
- 5.6. **“Material and Service Fees”** refers to mandatory fees to be paid by a student to GPRC for materials and services that facilitate instruction in apprenticeship technical training. These fees do not include fees for equipment or materials that are retained or leased by the student.
- 5.7. **“Non-Regulated Fees”** refers to fees that are assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program but are considered required elements of a course or program. Examples include, but are not limited to, program application fees, costs for required field trips, and supply of specialized professional tools which the student retains. These fees are not regulated by the Tuition and Fees Regulation. However, they are included in the Annual Tuition and Fees Summary which is submitted the Board of Governors for review and approval.
- 5.8. **“Program Fees”** refers to fees which are paid by a student to GPRC in courses that are part of programs approved by the Minister under the Programs of Study Regulation (except exclusion). These fees include auxiliary fees.
- 5.9. **“Students’ Association Fees”** refers to fees levied on the membership of a student association for the maintenance of the association. These fees are set by the Students’ Association.
- 5.10. **“Third-Party MNIFs”** refers to MNIFs whose levels are entirely determined by a third party and whose revenues are entirely flowed through the institution to the third party.
- 5.11. **“Tuition”** refers to fees for credit course instruction as described by Alberta’s Tuition and Fees Regulation. Exemptions from the regulation include distance delivery tuition payable by out-of- province students; apprentice tuition; off-campus cost recovery program tuition; and mandatory fees for items that are retained or leased by the student.
- 5.12. **“Tuition and Fees Regulation”** refers to the regulation made under the Post-secondary Learning Act that governs the setting of tuition fees, apprenticeship instructional fees, apprenticeship material and service fees, and MNIFs at public post-secondary institutions (other than The Banff Centre), as well as institutional requirements for consulting with Students’ Associations.

TUITION AND FEES POLICY



5.13. **“User Fees”** refers to fees for goods, services, or activities that students may access on an as-needed basis. Students are not required to pay these fees in order to enroll in or complete their program of study. These fees are not regulated by the TFR. However, they are included in the Annual Tuition and Fees Summary which is submitted to the Board of Governors for review and approval.

6. Guiding Principles

- 6.1. Fees subject to this policy include tuition fees, program fees, MNIFs, non-regulated fees, and user fees for credit and apprenticeship students.
- 6.2. Fees set by the Students’ Association are not subject to this policy.
- 6.3. The Tuition and Fees Regulation governs the establishment and revision of tuition, program fees, and MNIFs.
- 6.4. The Tuition and Fees Regulation does not cover non-regulated fees or user fees. However, GPRC establishes and revises these fees using the same process as is used for fees covered under the Tuition and Fees Regulation.
- 6.5. GPRC has the authority to set tuition for international students without Ministry approval. The rates at which international student tuition increases is at the discretion of the Board of Governors. International students are charged the domestic student rate for program fees, MNIFs, user fees, and non-regulated fees (with the exception of the application fee).
- 6.6. GPRC develops and revises tuition and fees in an open and transparent manner that:
 - 6.6.1. Meets all requirements and guidelines of Advanced Education,
 - 6.6.2. Assures compliance with the Alberta Post-Secondary Learning Act and Tuition and Fees Regulation, and
 - 6.6.3. Ensures appropriate consultation and discussion with students.
- 6.7. All tuition fees are subject to approval of Grand Prairie Regional College Board of Governors as required under Section 61 of the Alberta Post-Secondary Learning Act.
- 6.8. The tuition and fee consultation process must support completion of the college budget within approved timelines.

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 procedures.
Registrar	<ul style="list-style-type: none">• Support and implement this policy and associated procedures.

8. Exceptions to the Policy

8.1. Exceptions to this policy must be approved by the Board of Governors.

9. Inquiries

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

10. Amendments (Revision History)

Revised and Recommended by Academic Council: DATE

Approved by Board of Governors: DATE

TUITION AND FEES CONSULTATION AND APPROVAL PROCEDURE

Appendix 1 – Tuition and Fees Consultation and Approval Procedure

1. Procedure

1.1. Tuition and Fees

- 1.1.1. The Registrar, in consultation with the senior leadership team, proposes tuition, program fees, MNIFs, non-regulated fees, and user fees for the next academic year. Auxiliary fees for individual courses are reviewed in consultation with deans, chairs, and faculty.
- 1.1.2. Appropriate fee increases for tuition, program fees, and MNIFs are determined using the annual calculated Consumer Price Index (CPI) and fee parameters provided by Advanced Education.
- 1.1.3. International student tuition is calculated using the approved international tuition differential. Proposed program fees, MNIFs, user fees, and non-regulated fees for international students are the same as for domestic students with the exception of the application fee.
- 1.1.4. If the proposed international student tuition exceeds the maximum allowable tuition for any continuing students with an active international tuition student guarantee, the tuition guarantees are to be used to set up individualized tuition rules for impacted students.
- 1.1.5. Proposed tuition, international tuition, program fees, MNIFs, non-regulated fees, and user fees serve as an input for the annual GPRC budget and for student consultation purposes prior to any final recommendation to the Board of Governors.
- 1.1.6. Tuition and fees for courses and programs not covered by the government's Tuition and Fees Regulation may be set by the Vice President Academic and Research in collaboration with the Registrar and relevant Dean.

1.2. Student Consultation

- 1.2.1. In accordance with the Tuition and Fees Regulation, GPRC consults the Grande Prairie Regional College Students' Association, on behalf of students, through a Fee Consultation Committee which meets at least twice annually to gain feedback or recommend fee changes.
- 1.2.2. Membership for the Fee Consultation Committee includes the Vice President Academic and Research, the Registrar, Students' Association Executive Council, and the Students' Association Executive Director. Other representatives may be invited on an as-needed basis.
- 1.2.3. The Registrar convenes at least two (2) Fee Consultation Committee meetings during the fee planning process with a potential third meeting if any new or increased fees are being proposed. At least one meeting should be held in the Fall semester, normally before the end of November.
- 1.2.4. Fee Consultation Committee meetings provide an opportunity for informed discussion. The Registrar describes the nature of proposed tuition and fee changes and the rationale for the proposed changes, including an explanation of how resulting revenues will be used to maintain or enhance related student services.
- 1.2.5. For the first Fee Consultation Committee meeting, the Registrar prepares and sends members a detailed meeting package which includes:
 - the province's tuition fee regulations,
 - the allowable average increase for tuition for the following academic year,
 - the estimated dollar increase to average tuition,
 - projections for tuition fee increases for the next four (4) years,
 - any proposed MNIF increases or new MNIFs,
 - any proposed Program Fee increases or new Program Fees, and
 - any proposed Non-Regulated Fee increases or new Non-Regulated Fees, and

TUITION AND FEES CONSULTATION AND APPROVAL PROCEDURE

- any proposed User Fee increases or new User Fees.
- 1.2.6. The Registrar chairs the first Fee Consultation Committee meeting and, at its conclusion, requests additional feedback regarding fee increases or new fees by a mutually agreed upon deadline.
- 1.2.7. After receiving feedback from Fee Consultation Committee members and, where possible, incorporating this information into revised tuition and fee documents, the Registrar schedules a second Fee Consultation Committee meeting.
- 1.2.8. For the second Fee Consultation Committee meeting, the Registrar prepares and send members a detailed meeting package which includes any revisions made to documents presented at the first meeting as well as any new information deemed relevant.
- 1.2.9. The Registrar chairs the second Fee Consultation Committee meeting and, at its conclusion, requests additional feedback regarding fee increases or new fees by a mutually agreed upon deadline.
- 1.2.10. In the event a new program or new MNIF is introduced after the second Fee Consultation Committee meeting, the Registrar schedules a third meeting.
- 1.3. Executive Review and Board of Governor Approval
 - 1.3.1. The Registrar presents the finalized annual tuition and fee package to GPRC Executive for approval.
 - 1.3.2. On the approval of Executive, the Registrar submits the annual tuition and fee package to the Board of Governors for final approval. This usually occurs at the January or February Board meeting.
 - 1.3.3. The Board of Governors makes the final decision on tuition, program fees, MNIFs non-regulated fees, and user fees.
- 1.4. Submission to the Ministry
 - 1.4.1. Once the Board of Governors approves the tuition and fees for the next academic year, the Registrar submits tuition, program fees, and international student guarantees to Advanced Education for review through the Tuition and Fees Reporting System (TAFRS).
 - 1.4.2. After the review process is complete, the TAFRS submission is returned to GPRC for sign off. The Vice President Finance and Administration reviews the final proposed tuition and fees for the next academic year and, if there are no required changes, signs off. The Registrar then uploads the sign off document.
 - 1.4.3. Once the Board of Governors approves the MNIFs for the next academic year, the Vice President Finance and Administration completes the Projected MNIF Expenses and Revenues report using any revised and new MNIFs. The Registrar uploads the completed Projected MNIF Expenses and Revenues report to the Campus Alberta Project Site (CAPS).
- 1.5. Communication to Students
 - 1.5.1. Approved tuition, program fees, MNIFs, non-regulated fees, and user fees for the next academic year is communicated to students through the official Tuition and Fees section of the GPRC website.
 - 1.5.2. Upon final approval from the Ministry, all current students are sent a tuition and fees memo that summarizes approved changes as well as the rationale for those changes.
 - 1.5.3. International student tuition guarantees are provided to new international students with their admission offer letters.

TUITION AND FEES PAYMENT AND REFUND PROCEDURE

Appendix 2 – Tuition and Fees Payment and Refund Procedure

1. Procedure

1.1. Payments

1.1.1. Applications

1.1.1.1. Applicants to GPRC are charged a non-refundable application when they apply to GPRC.

1.1.1.2. Applicants who apply directly to Academic Upgrading are not charged an application fee.

1.1.2. Tuition Deposit

1.1.2.1. Students are required to pay a non-refundable registration deposit at the time of registration for the academic year. This deposit is applied to their account for their first Semester fees. The registration deposit is non-refundable.

1.1.2.2. Students beginning their studies in the Winter Semester are required to submit a non-refundable registration deposit at the time of registration. This deposit is applied to their account for Winter Semester fees. The registration deposit is non-refundable.

1.1.3. International Student Tuition and Fees

1.1.3.1. International students who are studying at the College for the first time are required to have tuition and fees paid in full at the time of registration.

1.1.3.2. The Registrar is responsible for ensuring that international student tuition guarantees are adhered to during the assessment and payment of international tuition and fees.

1.1.4. Fee Payments

1.1.4.1. Tuition and fees are normally billed per term.

1.1.4.2. International students are assessed tuition fees normally equal to three and one-half times (350%) those assessed for domestic students.

1.1.4.3. Tuition and fees are due and payable by the deadline date published in GPRC's Academic Schedule.

1.1.4.4. Where tuition and/or fees are paid by a sponsoring agency or funding is received by the student through a federal, territorial, or provincial student loan program, approved arrangements must be made by the published deadline date.

1.1.5. Overdue Fees

1.1.5.1. After the published deadline to pay fees, students with outstanding debt of \$250.00 or less are placed on financial hold, reducing access to a range of services including, but not limited to, issuance of transcripts, issuance of student ID cards, issuance of parchments, and processing of new registrations.

1.1.5.2. After the published deadline to pay fees, students with outstanding debt greater than \$250 are withdrawn from their program and all courses if appropriate arrangements have not been confirmed with the Registrar's Office.

1.1.5.3. At least one business day prior to the published deadline to pay tuition and fees, the Registrar or delegate informs students that they will be placed on financial hold or withdrawn from GPRC if tuition and fees are not paid before the deadline.

1.1.5.4. The Registrar or delegate emails all students that have been placed on financial hold or withdrawn from GPRC within two (2) business days of the published deadline to pay tuition and fees. The email includes information on the total amount owing, how to pay tuition and fees, impact of continued non-payment, and the reinstatement process.

TUITION AND FEES PAYMENT AND REFUND PROCEDURE

- 1.1.5.5. Overdue accounts that remain unpaid may be sent to a collection agency at the end of the fiscal year. This is managed by the Financial Services department.
- 1.1.6. Reinstatement Fee
 - 1.1.6.1. A reinstatement fee is charged for reinstatement of registration for students who have had their registrations dropped due to overdue payment.
 - 1.1.6.2. The deadline for reinstatement into program and courses, if available, is no later than ten (10) business days from the fee payment deadline.
- 1.1.7. Students' Association Fees
 - 1.1.7.1. Students' Association membership fees and the SA Health and Dental fees are determined by the GPRC Students' Association. Student Associations have independent authority in the Post-secondary Learning Act (PSLA) to set these fees.
 - 1.1.7.2. Assessment and collection of the appropriate Students' Association fees is administered by the Registrar's Office, on behalf of the Students' Association. Revenue is transferred to the Students' Association as per an agreed upon schedule.
 - 1.1.7.3. Payment and refund schedules and conditions for Students' Association fees are administered in the same manner as other fees and are determined by the Academic Schedule.

1.2. Refunds

- 1.2.1. Tuition Deposit Refunds
 - 1.2.1.1. Tuition deposits are non-transferable and non-refundable.
- 1.2.2. Refund Eligibility
 - 1.2.2.1. Students must inform the Registrar's Office in writing of their intent to withdraw from a program or course.
 - 1.2.2.2. All refund requests require sufficient and appropriate supporting documentation, as determined by GPRC, for approval and audit purposes.
 - 1.2.2.3. Refund assessments are based on the date on which the student's written notice is received by the Registrar's Office and are prorated according to the refund schedule.
 - 1.2.2.4. Non-attendance does not constitute notice of withdrawal from a course or program. If a student leaves the college without notification of their intent to withdraw, the student is not eligible for a refund and is responsible for any outstanding fees.
 - 1.2.2.5. Students who have been suspended or expelled from GPRC for any reason are not eligible for refund of tuition and/or fee refunds.
- 1.2.3. Credit Refunds Schedule
 - 1.2.3.1. Tuition and fee refunds for credit students are made in accordance with the Academic Schedule Policy.
 - 1.2.3.2. If students cancel their credit registrations by the last day to drop courses as declared in the Academic Schedule, 100% of tuition, program fees, auxiliary fees, MNIFs, and Students' Association fees paid for the class are refundable. The tuition deposit is forfeited, if applicable.
 - 1.2.3.3. If students cancel their credit registrations after the last day to receive a partial refund, they are not eligible for a refund of tuition, program fees, auxiliary fees, MNIFs, or Students' Association fees.
- 1.2.4. Apprenticeship Refunds Schedule
 - 1.2.4.1. Tuition and fee refunds for apprenticeship students are made in accordance with the Academic Schedule Policy.
 - 1.2.4.2. If apprentices withdraw from training at least five (5) business days prior to the first day of classes, 100% of apprenticeship tuition, program fees, MNIFs, and

TUITION AND FEES PAYMENT AND REFUND PROCEDURE

Students' Association fees paid for the class are refundable. The tuition deposit is forfeited, if applicable.

- 1.2.4.3. If apprentices withdraw from training on or after the first day of training, they are not eligible for a refund of apprenticeship tuition, material and service fees, program fees, MNIFs, or Students' Association fees.
- 1.2.5. Refund Exceptions
 - 1.2.5.1. A tuition refund may be considered outside the normal timeframes in exceptional circumstances.
 - 1.2.5.2. Exceptional circumstances may include medical reasons, bereavement, or significant extenuating personal circumstances.
 - 1.2.5.3. Students who wish to request a refund exception due to exceptional circumstances must submit to the Registrar supporting documentation and/or other evidence as determined by GPRC.
 - 1.2.5.4. The Registrar (or designate) is the authority for the determination of special circumstances and decision making.
 - 1.2.5.5. If a refund is granted, it may be a prorated calculation that is based on the student's length of attendance.
- 1.2.6. Processing of Refunds
 - 1.2.6.1. Students who are entitled to a refund and are fully withdrawn from GPRC are reimbursed within eight (8) weeks of withdrawal. Refunds are issued to the same source from which the payment was received. All refunds are issued in Canadian dollars.
 - 1.2.6.2. For students who are entitled to a refund and are continuing their studies at GPRC, credit balances are applied automatically to their next term's fees. If a student is not registered in the next term, a refund is issued.
 - 1.2.6.3. For students who are sponsored by an agency, organization, or Indigenous band and students who have received government loan funding, refunds are sent directly to their funder.

Work Integrated Learning Summary

February 2022

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Work-Integrated Learning Summary Purpose

Grande Prairie Regional College (GPRC) has identified Work-integrated learning (WIL) as a priority. The Master Academic Plan Priorities highlight how we will strive for all graduating students to have the opportunity to complete at least one WIL experience. All new programs will incorporate at least one form of WIL into the curricula. We will leverage our program advisory committees and other advisory councils to engage industry stakeholders and our communities in the WIL network.

This document serves to provide an overview for what WIL means at GPRC as well as act as a resource document in planning, implementing, and evaluating WIL at GPRC.

Definitions of Work-integrated Learning

Co-operative Education and Work-Integrated Learning (CEWIL) Canada definition

Work-Integrated learning is a model and process of curricular experiential education which formally and intentionally integrates a student's academic studies within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization and a student. WIL can occur at the course or program level and includes the development of learning outcomes related to employability, personal agency and life-long learning (CEWIL, 2018).

Alberta Advanced Education definition

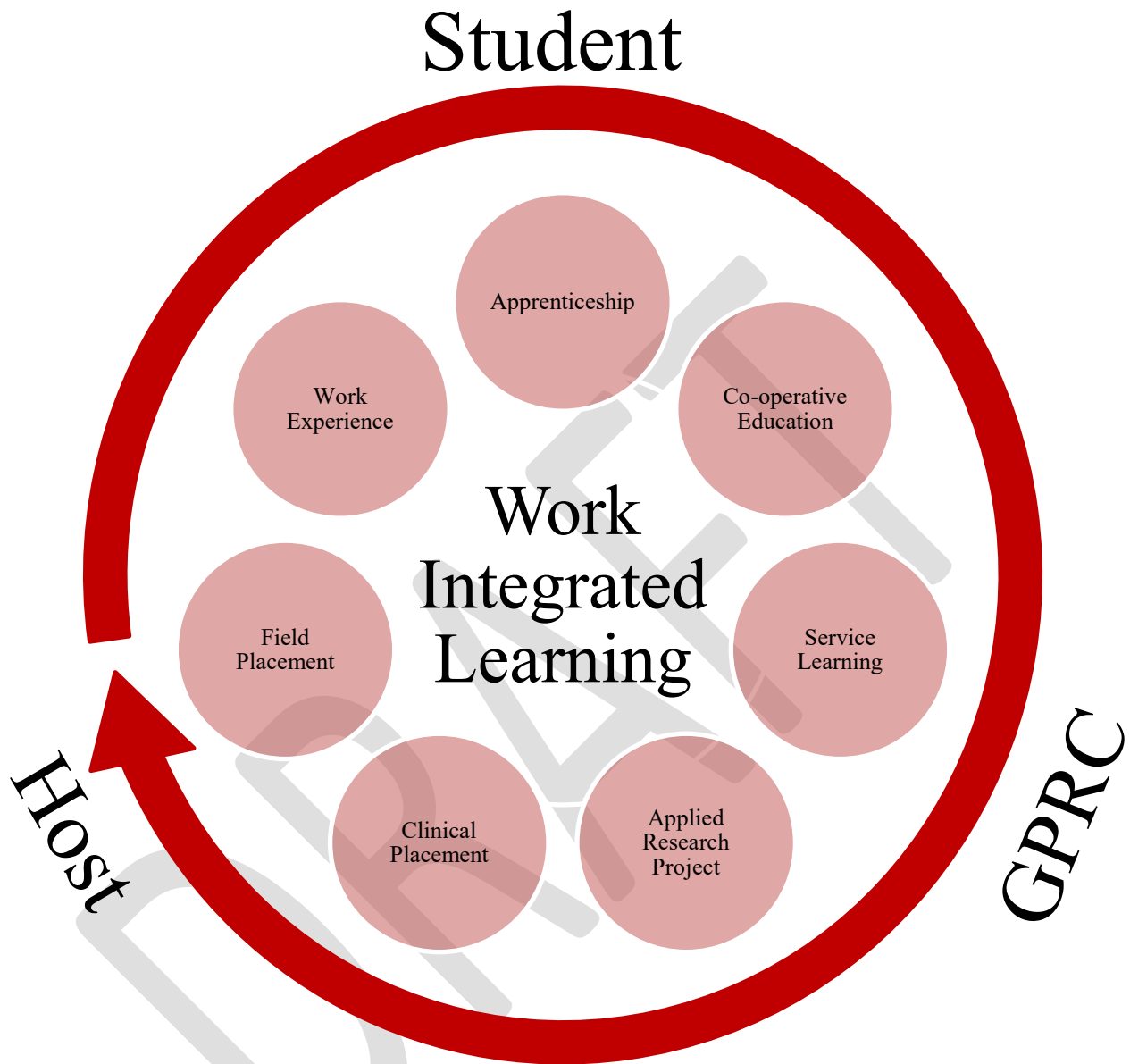
Work-Integrated learning means experiential learning in the workplace setting, including cooperative education, internship, service learning, field placement, mandatory clinical placement, or directed field study that satisfies all of the following criteria:

- is undertaken in partial fulfilment of the requirements of a program of study approved under the Programs of Study Regulation of the *Post-secondary Learning Act*;
- is supervised by a publicly funded post-secondary institution, or by an employer (in some cases the post-secondary institution may be the employer); and
- the institution, the employer and the student have a common understanding of the work, the learning outcomes, and the extent of supervision before WIL begins (PSP, 2020).

Grande Prairie Regional College definition

Work-Integrated learning (WIL) is experiential learning that either occurs in a workplace setting, integrates meaningful community service, or works to solve a problem/challenge identified by industry or the community. WIL components involve GPRC, the student, and a host organization. WIL experiences can vary as defined by CEWIL Canada's types (CEWIL, 2018) and can be at the course or program-level (see Figure 1). Program learning outcomes will include WIL concepts related to employability, personal agency and life-long learning.

Figure 1. Work-Integrated Learning at GPRC



Criteria

What makes an experience at GPRC WIL?

- undertaken for partial fulfilment of program requirements;
- for credit;
- part of the approved program curriculum with explicit course outcomes and assessment;
- inclusive of substantive involvement of a host organization;
- inclusive of feedback of learner performance;
- an authentic experience related to program of study;
- number of hours/weeks in a WIL experience vary depending on the type, the GPRC Credit Allocation Policy, and program requirements; and
- defined within one of the following types.

Types of WIL at GPRC

Apprenticeship: is an agreement between a student (an apprentice) who wants to learn a skill and an employer who is willing to sponsor the apprentice and provide paid related practical experience in a work environment. Criteria for an apprenticeship experience includes:

- Apprenticeship experiences require more than 50% of the learning experience to occur at-the-workplace with less than 50% classroom training at GPRC. Time is calculated in number of hours.
- The student receives remuneration from the employer during the practical at-the-workplace experience.
- The employer verifies number of hours completed for related practical experiences.
- GPRC informs the employer of academic experience completion and success of the student with a final percentage of achievement in the classroom training.
- Both the workplace and classroom training are essential components of an apprenticeship WIL experience.

Co-operative Education: is a program where students alternate academic terms with paid work terms. Paid work terms are in appropriate fields of business, industry, social services, and the professions in accordance with program learning outcomes. Criteria for a Co-operative Education experience includes:

- Each work term is developed in partnership with the employer, the student, and GPRC.
- The learner is engaged in productive work and receives remuneration.
- The co-op experience supports student learning goals, personal evaluation, and reflections.
- The student's performance in the workplace is supervised and evaluated by the employer.
- The student's progress during the work term is monitored by the program instructor.
- If the program of study is over 2-years in length, the time spent in work terms must be at least 30% of the time spent in academic study. If the program of study is 2-years or shorter in length, the time spent in work terms must be at least 25% of the time spent in academic study. Time is calculated in number of weeks.
- Students completing multiple work terms are normally exposed to the work environment during more than one term of the year.

Service Learning: is a course where students integrate meaningful community service with the classroom instruction and critical reflection. Students work in partnership with a community-based organization and their instructor to apply their disciplinary knowledge to a challenge identified by the organization. Criteria for a service learning experience includes:

- The Service Learning experience is part of a course within a program.
- Students normally work in small groups with the instructor facilitating the connection between the students and the organization.
- The organization provides an overview/scope of the challenge they have identified and deliverables they are seeking at the start of the service learning experience.
- The instructor monitors the students' progress.
- The students provide a presentation and other applicable deliverables to the organization upon completion of the experience.
- The organization provides feedback on the deliverables to the student(s) and instructor based on

the agreed upon scope of the project.

- The community service and time spent working through the identified challenge should comprise more than 60% of the total course hours. Time is calculated in the number of hours.

Applied Research Projects: is a course where students are engaged in applied research or capstone projects that occur primarily in workplaces and host organizations including GPRC. This can include consulting projects, design projects, and community-based research projects. Criteria for an applied research project includes:

- Students take on real-world projects with a host organization as a client.
- Students normally work in small groups.
- Students are providing a service to the host organization.
- and provides guidance and direction to the students for their learning.
- The organization provides an overview/scope of the project at the beginning of the course.
- Students provide regular progress updates to the organization and a final presentation or other applicable deliverables to the organization upon completion of the experience.
- The organization provides feedback on the deliverables to the student(s) and instructor based on the agreed upon scope of the project.
- The applied research project should comprise more than 80% of the total course hours. Time is calculated in the number of hours.

Clinical Placement/Professional Practicum: is a health or professional program requirement where the students are learning in the work-setting. Students are directly supervised by college faculty, organization staff, or a preceptor. Clinical placement/professional practicum learning outcomes and number of hours are directly related to professional regulatory or accreditation requirements that encompass the nature of activities, the risk and liabilities, and the level of the students. Clinicals/practicums are generally unpaid.

Field Placement: is a course component where students are engaged in short-term, intensive hands-on experience in a setting relevant to their subject of study. Criteria for a field placement experience includes:

- Field placements are generally toward the end of the course for students to apply classroom learning in a practical experience within the same course.
- The instructor monitors the students' progress.
- The host organization supervises the student and provides feedback to the student and the instructor.
- The student engages in critical reflection of their classroom and field placement learning.
- Field placement is less than 30% of the course time. Time is calculated in the number of weeks.
- Generally unpaid.

Work Experience: is a program component where students are learning in a work-setting for one full course. Criteria for a work experience includes:

- Work experiences are normally the last course of the program.
- The work experience setting is directly related to the program of study.
- Direct supervision is provided by the host organization.
- The instructor monitors the students' progress.

- The student engages in critical reflection on the work experience.
- Work experience is more than 90% of the course time. Time is calculated in number of hours.
- Work experience may be paid or unpaid.

Table 1. WIL Types Summary Chart

Type	Supervision	Assessment	Paid	Unpaid	Notes
Apprenticeship	✓ GPRC Faculty ✓ Host	✓ GPRC Faculty ✓ Host	✓		More than 50% of the learning experience to occur at-the-workplace (hours).
Co-op	✓ GPRC Faculty ✓ Host	✓ GPRC Faculty ✓ Host	✓		At least 30% of program length (weeks) if the program is over 2-years in length. At least 25% of program length (weeks) if the program is 2-years or less in length.
Service Learning	✓ GPRC Faculty	✓ GPRC Faculty ✓ Host		✓	More than 60% of course time (hours)
Applied Research Project	✓ GPRC Faculty	✓ GPRC Faculty ✓ Host		✓	More than 80% of course time (hours)
Clinical Placement/Professional Practicum	✓ GPRC Faculty ✓ Preceptor	✓ GPRC Faculty ✓ Preceptor		✓	Health- or professional- programs. Professional requirements
Field Placement	✓ Host	✓ GPRC Faculty ✓ Host		✓	Less than 30% of course time (weeks)
Work Experience	✓ Host	✓ GPRC Faculty ✓ Host	•	•	More than 90% of course time (hours)

Program Outcomes for WIL

Every program at GPRC that has a WIL experience shall have program learning outcomes related to competencies for employability, personal agency, and life-long learning. WIL courses will be mapped to the program learning outcomes. Skills related to WIL competencies of professionalism and citizenship,

professional judgement, communications and interactions, information literacy, and professional competence and work readiness are listed in Table 2.

Table 2. HEDCO (2016) WIL Competencies and Skills

WIL Competency	Skills associated
Professionalism and citizenship	accountability; trustworthiness; social inclusion; commitment to quality; global perspective of practice; financial responsibility; social and environmental sustainability; being a reflective practitioner and lifelong learner
Professional judgement	critical reflection; flexibility; adaptability; problem-solving; creativity; ethical decision making; lawful practice
Communication and interactions	professional communication; supportive communication; cultural competence; confidentiality; teamwork; collegiality; collaboration
Information literacy	accessing new information; judging information; synthesizing information from multiple sources; producing reports and multimedia presentations
Professional competence and work readiness	professional knowledge; professional skills; integration of theory and practice; knowledge of workplace/profession; competence in safe work practice; competence in professional knowledge and skills; initiative; independence

Resources to Prepare Students, Hosts, and Evaluate a WIL Experience

Preparing and Supporting Students

Before WIL experience:

- Preparatory learning (i.e. resumes, networking, effective engagement, communication, specific skills)
- Provide orientation to course and to host organization
- Provide student with host organization contact information as well as directions and expectations for contacting host
- Clearly outline the purpose of the experience and the responsibilities of the students, host, and instructor
- Prepare students for potential conflict in the workplace
- Address potential health and safety issues

During WIL experience:

- Ensure students work effectively with and are guided by appropriate hosts/mentors
- Encourage students to link hands-on learning to classroom learning
- Facilitate opportunities for feedback and reflection
- Facilitate problem solving
- Guide and support students through critical reflection

After WIL experience:

- Provide students the opportunity to share their learning with others

- Promote identification of connections between workplace and classroom learning
- Begin development of ongoing learning and continuing competence
- Provide opportunity for student to evaluate the experience to the learning outcomes

Preparing and Supporting Host Organizations

Before WIL Experience:

- Provide relevant information about course and college policies (i.e. course outline)
- Provide orientation to program/course and learning outcomes
- Prepare organization for students
- Identify the role of the host, student, and instructor
- Provide overview of skills and knowledge the students will bring to the experience
- Ensure contractual agreement
- Exchange contact information with host

During WIL Experience:

- Be available through regular and as needed contact with host
- Problem solve issues
- Support host in evaluating student throughout the WIL experience
- Facilitate learning activities

After WIL Experience:

- Debrief with host organization
- Make adjustments for future WIL experiences
- Prepare for next WIL experience
- Extend thank you note to the host organization from GPRC
- Provide opportunity for host organization to evaluate the WIL experience

Evaluating a WIL Experience

After each WIL experience the host, student, and instructor will be provided with an opportunity to evaluate the experience and the roles of the partners in meeting the learning outcomes. This information will be collected centrally and shared with the Dean and Chair for program quality assurance and future WIL experiences.

The following items will be evaluated for Service Learning and Applied Research Projects:

- The service learning or applied research project was structured with clear learning outcomes, authentic assessment, and meaningful activities.
- The service learning or applied research project was based on real-world problems identified by the host organization, was related to the program of study, and improved students' transition to the workplace.
- The service learning or applied research project included self-reflection and self-assessment.
- There was significant oversight and supervision where the instructor guided the students to project completion.

References

- Co-operative Education and Work-Integrated Learning Canada [CEWIL]. (2018). *WIL definitions*. <https://www.cewilcanada.ca/CEWIL/About%20Us/Work-Integrated-Learning/CEWIL/About-Us/Work-Integrated-Learning.aspx?hkey=ed772be2-00d0-46cd-a5b8-873000a18b41>
- Higher Education Quality Council of Ontario [HEQCO]. (2016). *A practical guide for work-integrated learning: effective practices to enhance the educational quality of structured work experiences offered through colleges and universities*. https://heqco.ca/wp-content/uploads/2020/03/HEQCO_WIL_Guide_ENG_ACC.pdf
- Post-secondary Programs (PSP) Branch. (2020). *Guidelines: work integrated learning*. Alberta Ministry of Advanced Education.

DRAFT

December 7, 2021

Academic Council
Grande Prairie Regional College
10726-106 Avenue
Grande Prairie, AB T8V 4C4

The Department of Academic Upgrading, in its meeting on October 13, 2021, nominated and approved Sukhvir Sandhu for the status of Instructor Emeritus. The Department made this recommendation in recognition of Sukhvir's service to the Department and the College. Sukhvir was a strong pillar of the Department of Academic Upgrading for many years and the role she played in the Math Lab was particularly notable.

As per the Instructor Emeritus Policy, attached to this letter are a copy of the approved Minutes from the Academic Upgrading Department meeting held on October 13, 2021 as well as the signed Instructor Emeritus Consent form.

Sincerely,


Reddy Ganta (Dec 7, 2021 10:49 MST)

Reddy Ganta, Chair
Department of Academic Upgrading



Brian Redmond, Dean
School of Arts, Science and Upgrading

I, Sukhvir Sandhu 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.

Sukhvir Sandhu
Signature

Oct. 14, 2021
Date



Academic Upgrading Department Meeting

October 13, 2021

CHAIR: Ganta, Reddy

RECORDS: King, Sharla

ATTENDEES: Brazier, Lesley
Harabor, Nicoletta
Heikel, Sheryl

Hiebert, John

Keller, Tanya

LaChance, Doris

Mabhegedhe, Munamoto

GUESTS: Redmond, Brian

	Item	Result
1.	Meeting Called to Order at 10:08 a.m.	
2.	APPROVAL OF AGENDA MOVED by T. Keller; SECONDED by L. Brazier that the Academic Upgrading department members accept the agenda as amended.	CARRIED
3.	APPROVAL OF MINUTES MOVED by L. Brazier; SECONDED by N. Harabor that the Academic Upgrading department members accept the minutes of September 22, 2021 as circulated.	CARRIED
4.	VPA AND DEAN COMMENTS B. Redmond continues to monitor attendance and COVID test reporting from students. The Academic Upgrading department has eight students showing non-compliant. B. Redmond reminded members to continue reporting attendance for in-person classes. Academic Upgrading was not included in online registration when the College transferred to the Power Campus system. The system is not able to analyze transcripts and transfer credit for high school courses. A project is underway to add upgrading pre-requisites to Power Campus in order to allow students to register online. B. Redmond announced enrolment is down. There is a demand for online upgrading courses. The development of Math and English online courses would greatly benefit the department. Members discussed online course development. B. Redmond is meeting with the Center for Newcomers along with members from Continuing Education.	
5.	ANNOUNCEMENTS AND INFORMATION R. Ganta will attend an upcoming PAUC meeting. The final exam schedule will be circulated shortly. Members are reminded to have book adoptions sent to the bookstore by November 5, 2021. Members discussed issues with the bookstore.	
6.	OLD BUSINESS 6.1 None	
7.	New Business 7.1 Professor Emeritus MOVED by L. Brazier; SECONDED by N. Harabor that the department recommends Professor Emeritus status for S. Sandhu.	CARRIED

	Item	Result
8	Committee Reports None	
9	NEXT MEETING: November TBD, 2021 at 11:30 a.m.	
10	ADJOURNMENT MOVED by D. LaChance; SECONDED by T. Keller to adjourn the meeting at 10:58 a.m.	CARRIED

January 27, 2022

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. Ron Thomson to be recognized as an Instructor Emeritus at Grande Prairie Regional College. Mr. Thomson served in the PEAK department from 1991-2016 as an instructor, coach, and administrator, and as the Director for the Centre for Sport, Fitness and Wellness from 2016 until his retirement in 2020.

Ron was a dedicated instructor in our department and worked hard to serve the entire college for the benefit of students throughout his time at GPRC. 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 black ink that reads "Denise Nowicki".

Denise Nowicki, Ph.D.
Interim Dean, School of Health and Education

I Ron Thomson ***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.
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9. Emeriti may request and receive a membership to the GPRC Fitness Centre.


Ron Thomson (Jan 13, 2022 19:38 MST)

Signature

Jan 13, 2022

Date

Department of Physical Education and Kinesiology Meeting

Wednesday, January 12, 2022

Minutes

In Attendance:

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

Guests: Denise Nowicki – Interim Dean, School of Health and Education

1. CALLED TO ORDER

The meeting was called to order at 11:35 am.

2. APPROVAL OF AGENDA

MOVED by consensus to approve agenda as presented.

CARRIED

3. APPROVAL OF MINUTES – December 10th, 2021

MOVED by consensus to approve the minutes as circulated.

CARRIED

4. CHAIR ANNOUNCEMENTS

Massage Therapy Diploma

-The Massage Therapy Diploma progress is going great. Miranda has been doing a ton of work on getting it ready.

-recently met with Accreditation, and we can begin working with them as early as March 1st.

-Once the program has been created and is ready to go, we can immediately apply to receive Canadian Accreditation.

Recruiting Event – February 23rd

-Zoom event/30-minute time slot

-Let Julia know if you have any ideas or would like to volunteer

5. INSTRUCTOR EMERITUS – RON THOMSON

The Department of Physical Education and Kinesiology has nominated Instructor Emeritus for Ron Thomson, who was previously a long-term faculty member.

MOTION:

MOVED by Laura Hancharuk; **SECONDED** by Lorelle Warr to approve Instructor Emeritus for Ron Thomson in recognition of his years of service to the PEAK program and GPRC.

6. ROUNDTABLE

-If a student is dissatisfied with their grade, they can review the Students Rights and Responsibility's Policy and follow the outlined procedures.

-Repeat Final Exam requests need to follow the Final Exam Policy, and the student needs to meet all outlined criteria.

-If a student is looking to have a reappraisal of their final exam, the student will need to reach out to the Registration Office, pay a fee, and then the department will choose an instructor to regrade.

-The department is looking to move all advising in-house by the spring. Gary is interested in providing students with counseling support and guidance if needed.

7. NEXT MEETING

The next meeting will be on February 2nd, 2022.

8. ADJOURNMENT

The Chair adjourned the meeting at 12:48 pm.