

Members:

Council Chair: Council
Vice-Chair:

Marcia Aldred
Shawn Morton

President:

Vanessa Sheane

Provost and Vice-President Academic:

Terry Kowalchuk

Deans:

Jodi Peebles
Megan Stone

Registrar:

Megan Slifka

Academic Staff Association:

Beatrice Amar | Notice of Absence
Teresa Evans | Notice of Absence
Jacob Fehr
Sheryl Heikel
Chuntai Jin | Notice of Absence
Doris LaChance
Shawn Morton | Notice of Absence
Clint Peterson
Tanya Ray
Lorelle Warr

Alternates:

Lesley Brazier
Raoudha Kallel
Peter Sellers
Luke Umble

Students' Association:

Satish Babu | Absent
Brennan Cincurak
Hala Ezzeddine
Reeghan Funk
Nathan Giesbrecht
Willow Grewal
Grace Larson
Melanie Pack
Jake Rakestraw
Omna Singh | Absent

Employees' Association:

Marcia Aldred
Robin Smith-Wilson

Alternate:

Ms. Desiree Mearon

Alberta Union of Provincial
Employees:

Allison Clarke

Alternate:

Alana Kazmer
Jori Grimm

Community Members:

Nancy Gorgichuk
Penny Rose

Non-Voting Guests:

Bobbi Craig-Sparkes
Wendy Knox
Eva O'Handley

4270 LAND ACKNOWLEDGMENT

Before beginning the meeting, the Chair provided the following land acknowledgment:

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Métis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land. We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

4271 CALL TO ORDER/MEMBERS' RESPONSIBILITIES/MEETING RULES

The Chair called the In-Person and Zoom Academic Council meeting to order at 4:03 pm.

Dr. Terry Kowalchuk, Provost and Vice-President Academic provided an overview of the mandate and function of Academic Council outlining members' responsibilities and highlighting meeting rules.

4272 AGENDA

MOVED by H. Ezzeddine; **SECONDED** by J. Rakestraw that the agenda be approved as presented with the following edit:

In the member list, change the Council Vice-Chair to Shawn Morton from Hala Ezzeddine.

CARRIED

4273 MINUTES OF SEPTEMBER 26, 2024

MOVED by L. Warr; **SECONDED** D. LaChance that the Minutes of September 26, 2024 be approved as presented.

CARRIED

4274 RECOMMENDATIONS TO THE BOARD OF GOVERNORS

Academic Policies

Related to Programs

M. Slifka presented the revised Academic Schedule Policy for approval. She noted that the most significant change to this policy was in 6.3 which states the number of instructional days in an academic term.

MOVED by M. Slifka; **SECONDED** by L. Warr that the Academic Schedule Policy be approved with the following revisions:

- Revise Item 6.3 to read as follows: The minimum number of instructional days in the Fall, Winter, and Spring Semesters will be 64 days.

CARRIED

Related to Courses

M. Slifka presented the revised Course Management Policy for approval.

Editorial changes: Remove 6.5 and fix the approval date at the end of the policy.

MOVED by M. Slifka; **SECONDED** by D. LaChance that the Course Management Policy be approved with the following revisions:

- Revise “Roles and Responsibilities” table (Item 7), adding the following to the Curriculum Committee Stakeholder’s responsibilities:
 - Approving retired courses

CARRIED

Board-approved Credentials (from Curriculum Committee)

New Programs

Graphic Design

MOVED by M. Stone; **SECONDED** by H. Ezzeddine to recommend to the Board of Governors the approval of the proposed Graphic Design program, effective Fall 2025, pending Advanced Education approval.

CARRIED

Health Information and Office Management

MOVED by M. Stone; **SECONDED** by R. Smith-Wilson to recommend to the Board of Governors the approval of the proposed Health Information and Office Management program, effective Fall 2025, pending Advanced Education approval.

CARRIED

Information Technology Specialist

MOVED by M. Stone; **SECONDED** by J. Rakestraw to recommend to the Board of Governors the approval of the proposed Information Technology Specialist program, effective Fall 2025, pending Advanced Education approval.

CARRIED

Program Changes

Agriculture Operations

MOVED by M. Stone; **SECONDED** by L. Warr to recommend to the Board of Governors the approval of the change to the Admission Requirements, adding Science 24 as an option, effective Fall 2025, pending Advanced Education approval.

CARRIED

Early Learning and Childcare Certificate

MOVED by M. Stone; **SECONDED** by H. Ezzeddine to recommend to the Board of Governors the approval of the proposed program changes for the Early Learning and Child Care Certificate program, effective Fall 2025, pending Advanced Education approval.

CARRIED

Early Learning and Childcare Diploma

MOVED by M. Stone; **SECONDED** by J. Rakestraw to recommend to the Board of Governors the approval of the proposed program changes for the Early Learning and Child Care Diploma program, effective Fall 2025, pending Advanced Education approval.

CARRIED

Program Review Committee

Academic Council received the Program Review Committee Minutes from the December 11, 2024 meeting.

MOVED by T. Kowalchuk; **SECONDED** by M. Pack that Academic Council recommend to the Board of Governors the approval of the recommendations from the December 11, 2024 Program Review Committee meeting as presented.

CARRIED

2025-2026 Academic Schedule

M. Slifka presented the draft 2025-2026 Academic Schedule for review and recommendation to the Board of Governors. The schedule was created in consultation with the Deans, Chairs and Students' Association.

Megan reviewed the three options.

M. Pack noted that feedback will be sought from students in the Students' Council end of semester survey regarding the timing of the fall break. For future consideration, V. Sheane also asked if students could be asked if they would prefer ending the fall semester earlier and not having a fall break.

MOVED by M. Slifka; **SECONDED** by J. Rakestraw that Academic Council recommend to the Board of Governors the approval of the 2025-2026 Academic Schedule as presented in Option 3 (65 instructional days/semester).

CARRIED

4275 ACADEMIC COUNCIL APPROVED ITEMS

Course Changes

MOVED by M. Stone **SECONDED** by L. Warr that Academic Council approve the course changes to the following courses as recommended by the Curriculum Committee on October 10, November 14, and December 5, 2024:

- BA1380 Organizational Behaviour
- BA2000 Contemporary Issues in Business
- BA2040 Investment Fundamentals
- BA2200 Marketing Research
- BA2240 Human Resources Management
- BA2500 Computer Applications for Accounting
- BA2700 Fundamentals of Personal Finance
- BA2730 Personal Investing
- BA2910 Small Business Entrepreneurship
- HR4000 Compensation and Total Rewards
- AG1000 Agricultural Equipment I
- CD1100 Child Development II
- CD1350 Supporting Children's Play
- NP2100 Practical Nursing Practice I
- NP2400 Practical Nursing Preceptorship
- AG1200 Agricultural Equipment II
- AG1500 Farm Operations I
- AG1920 Work Placement I

- AG2200 Introduction to Advances in Livestock Farming
- AG2920 Work Placement II
- BA2060 Statistics for Business
- BA2920 Co-op I - Introduction to Cooperative Work Experience
- OA1030 Business Communications I
- OA1040 Business Communications II
- OA1215 Office Procedures
- OA2020 Professional Communications
- OA2511 Medical Terminology I
- CS3220 Introduction to Artificial Intelligence
- CS3610 Software Engineering
- CS4040 Theory of Computation
- CS4320 Data Science

CARRIED

New Courses

MOVED by M. Stone, **SECONDED** by L. Warr that Academic Council approve the following new courses as recommended by the Curriculum Committee on October 10, November 14, and December 5, 2024:

- HI2800 The History of Lands and Galaxies Far, Far Away
- SO2400 Sociology of Education
- NP2330 Practical Nursing Practice II
- HM2030 Diversity, Equity, and Inclusion in Health Care
- HM2035 Legal Concepts in Health Care
- HM2040 Professionalism in Health Care
- HM2050 Health Care Management and Technology
- HM2060 Health Care Systems
- HM2240 Health Information Management Practicum
- BA3920 Co-op II - Intermediate Cooperative Work Experience
- BA4920 Co-op III - Advanced Cooperative Work Experience
- OA2640 Office Practicum
- MA2010 Differential Equations

CARRIED

Program Changes

MOVED by M. Stone; **SECONDED** by N. Giesbrecht that Academic Council approve the program changes to the following programs as recommended by the Curriculum Committee on October 10, November 14, and December 5, 2024:

- Bachelor of Education - Elementary
- Bachelor of Business Administration
- Office Professional
- Office Management
- Bachelor of Computing Science
- Practical Nurse
- Health Care Aide
- Nursing Degree Completion

CARRIED

Academic Policies

Final Examination Policy

The Final Examination Policy was tabled to the February 27, 2025 meeting.

Concern, Assessment, Response and Engagement (CARE) Policy

M. Slifka presented the new CARE Policy for approval. She highlighted that this is a new initiative at NWP, developed collaboratively to support students of concern. The policy establishes a formal mechanism for students, staff and faculty to report concerns about students who may be struggling. Additionally, it aims to enhance supports and provide greater oversight for those facing various challenges.

It was recommended to seek feedback from the Students' Association on how they can be engaged and kept informed about the CARE team's activities and processes.

MOVED by M. Slifka **SECONDED** by H. Ezzeddine that the CARE Policy be approved as presented with the following policies being added to the "Related Policies" section:

- Campus Security Policy
- Violence Prevention Policy
- Sexual Violence Policy
- Violence Prevention Procedure
- Fit to Work/Fit to Learn

CARRIED

Instructor Emeritus

Academic Council received a recommendation to approve the following retired NWP faculty members to receive Instructor Emeritus status.

MOVED by M. Aldred; **SECONDED** by M. Stone that Academic Council approve Dr. Deena Honan to receive Instructor Emeritus.

CARRIED

MOVED by M. Aldred; **SECONDED** by T. Kowalchuk that Academic Council approve Dr. John Sloan to receive Instructor Emeritus.

CARRIED

4276 TRENDING EDUCATION TOPIC

Ms. Megan Slifka delivered a presentation on Strategic Enrolment Management (SEM), providing an overview of its purpose and significance at NWP, along with an update on its current status.

Topic for Next Meeting

The topic for the next meeting with focus on be “Points in the Student Journey”. Dr. Kowalchuk will collaborate with Wendy Knox and Grace Larson to prepare the presentation.

4277 OPEN DISCUSSION

Nothing to report.

4278 NEXT MEETING

The next meeting is scheduled for Thursday, February 27, 2025.

4279 ADJOURNMENT

MOVED by H. Ezzeddine; **SECONDED** by L. Warr to adjourn the meeting at 5:37 pm.

CARRIED

Marcia Aldred

Ms. Marcia Aldred, Chair

Wanda Moen

Ms. Wanda Moen, Records






2024-12-12 Academic Council Minutes

Final Audit Report

2025-03-05

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