NORTHWESTERN POLYTECHNIC

ACADEMIC COUNCIL AGENDA

Thursday, December 1, 2022
4:00 – 4:30 pm
ZOOM

	DISCUSSION ITEM	STATUS	RESPONSIBLE
1.	**Call to Order**		Chair
2.	**Agenda**	For Approval	Chair
3	**Minutes of November 4, 2022 - Attached**	For Approval	Chair
4.	**Committee Reports** **4.1 Curriculum Committee** **4.1.1 Curriculum Committee Minutes of November 15, 2022 – Attached**	For Recommendation to Send to BOG(Motion)	Dr. Vanessa Sheane
7.	**Open Discussion**	Discussion	Chair/All
8.	**Next Meeting – Feb. 9, 2023**		Chair
9.	**Adjournment**	For Approval (Motion)	Chair

NORTHWESTERN POLYTECHNIC

ACADEMIC COUNCIL MEETING MINUTES
Nov. 3, 2022

Members:

Council Chair:	Dr. Julia Dutove	
Council Vice-Chair:	Ms. Brooklyn Broaders	
President:	Mr. Justin Kohlman	|Notice of Absence
Provost and Vice-President Academic:	Dr. Vanessa Sheane	
Deans:	Dr. Andrew Dunlop	
	Dr. Carly McLeod	
	Ms. Caitlin Hartigan	

Alternates:

Dean, Student Services:	TBD	
Academic Staff Association:	Dr. Julia Dutove	
	Ms. Lesley Brazier	|Notice of Absence
	Ms. Teresa Evans	|Notice of Absence
	Mr. Misha Albert	
	Ms. Carolyn Vasileiou	
	Dr. Deena Honan	
	Ms. Theresa Suderman	
	Dr. Shawn Morton	
	Dr. Elena Voskovskaia	
	Dr. Shawn DeGreeve	

Alternates:	Ms. Darlene Horseman
	Ms. Abigail Head
Students' Association:	Ms. Brooklyn Broaders
	Mr. Josh Winland
	Ms. Melanie Pack
	Ms. Dessy Downey
	Ms. Wendy Anthony
	Ms. Faith Evans
Alternates:	TBD
Employees' Association:	Ms. Tanya Kinderwater
	Ms. Lisa Hollis

Alternate: Ms. Desiree Mearon

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: Ms. Megan Slifka
                                        Ms. Kim Richardson
                                        Ms. Ashtyn Carter
                                        Ms. Mikayla Smith

4189   CALL TO ORDER

The In-Person & ZOOM Academic Council meeting was called to order at 4:01 pm.

4190   AGENDA

The agenda was APPROVED as presented by consensus.

CARRIED

4191   MINUTES OF SEPTEMBER 15, 2022
The Minutes of September 15, 2022 were APPROVED as presented by consensus.

CARRIED

4192   COMMITTEE REPORTS

Curriculum Committee

Academic Council received The Curriculum Committee Minutes for October. 13, 2022.
MOTIONED by Dr. Carly McLeod; SECONDED by Dr. Vanessa Sheane to recommend to the Board
of Governors to APPROVE the Curriculum changes from the October 13, 2022 Curriculum
Committee meeting as presented.

CARRIED

Nominating Committee
Nominations from ASA and SA elections to be approved at today's meeting under New Business.

4193 NEW BUSINESS

NOMINATIONS & VOTING

MOTIONED by Dr. Deena Honan and **SECONDED** by Mr. Misha Albert that Academic
Council approve membership for new ASA members: Dr. Shawn DeGreeve and Dr. Shawn
Morton as one year term members; new ASA Alternate members: Ms. Doris LaChance
and Ms. Darlene Horseman; New SA Council members: Dezzy Downy, Faith Evans, Wendy
Anthony; new Curriculum Committee members from ASA nominations: Dr. Deena
Honan, Dr. Shawn DeGreeve, Mr. Miroslaw Bator, Dr. Tina Strasbourg. SA President
Brooklyn Broaders will email remainder Student Council names.

CARRIED

ENROLLMENT UPDATE

Dr. Vanessa Sheane shared a point in time comparison from Oct. 8, 2021- Oct. 7, 2022. International student numbers were not ready for this meeting but data being prepared for next meeting.

4194 POLICY & RECOMMENDATIONS

CREDENTIALS POLICY FOR REVISED DEGREES

MOTIONED by Dr. Vanessa Sheane, **SECONDED** by Dr. Deena Honan that Academic council recommend to Board of Governors to **APPROVE** the revised Credentials Policy for Revised Degrees.

CARRIED

GRADUATION POLICY

MOTIONED by Dr. Vanessa Sheane, **SECONDED** by Mr. Misha Albert that Academic council recommend to Board of Governors to **APPROVE** the revised Graduation Policy.

MOTION was **AMENDED** to include update to new title for the Provost and Vice President Academics in Responsibilities Table and update Page numbers.

CARRIED

INSTRUCTOR EMERITUS POLICY

MOTIONED by Dr. Vanessa Sheane, **SECONDED** by Ms. Brooklyn Broaders that Academic council recommend to Board of Governors to **APPROVE** the revised Instructor Emeritus Policy.

CARRIED

STUDENT HEALTH AND DENTAL INSURANCE COVERAGE POLICY

MOTIONED by Dr. Vanessa Sheane, **SECONDED** by Ms. Brooklyn Broaders that Academic council recommend to Board of Governors to **APPROVE** the revised Student Health and Dental Insurance Coverage Policy.

CARRIED

4195 2023-2024 ACADEMIC SCHEDULE

>   **MOTIONED** by Ms. Megan Slifka, **SECONDED** by Ms. Melanie Pack that Academic Council recommend to the Board of Governors to **APPROVE** the 2023-2024 Academic Schedule.

>   **MOTION** was **AMMENDED** to update 2023-2024 ACADEMIC SCHEDULE to have all programs on both campuses begin on January 8, 2024.

>   **CARRIED**

2022-2023 ACADEMIC COUNCIL MEETING DATES

November 3, 2022
December 1, 2022 (Only if required)
February 9, 2023
May 11, 2023

Dates are for information only.

4196   TRENDS IN HIGHER EDUCATION DISCUSSION

>   Different Delivery Modes

TOPIC FOR NEXT MEETING:

>   No Discussion Topic for next meeting was discussed.

4197   OPEN DISCUSSION

>   Vanessa shared update on the Provost and Deans visit to Red Deer Polytechnic and Lethbridge College.

4198   ADJOURNMENT
Meeting adjourned by consensus at 5:30 pm.

_____   _____
   Dr. Julia Dutove, Chair   Ms. Teresa Bell, Records

NORTHWESTERN POLYTECHNIC

AGENDA

CURRICULUM COMMITTEE

Tuesday, 15 November 2022

3:00 – 6:00pm

Location: E211 & Zoom

Attendees:

Chair	Dr. Carly McLeod
Records	Ms. Marcia Aldred

Dr. Vanessa Sheane	Ms. Megan Slifka*
Dr. Harrison Applin	Mr. Miroslaw Bator*
Dr. Andrew Dunlop	Mr. Shawn DeGreeve
Ms. Caitlin Hartigan	Dr. Deena Honan
Ms. Brooklyn Broaders	Dr. Tina Strasbourg
Mr. Joshua Winland	Dr. Daryl White

Dept Chairs/Representative

Ms. Esther Hoflick	Dr. Sean Irwin
Ms. Chelsea Antonio	Dr. Daryl White
Ms. Cara Leaf	

*Notice of absence

1. Call Meeting to Order at 3:02
   Approval of agenda by consensus.

School of Applied Science and Technology

2.   Fine Arts

2.1 AR2350 Photography I

Motion: Recommend that Academic Council approve the proposed changes including: changing the Prerequisite from "DD1380 and one of AR1370 or AR2430" to "DD1380" and updating the Course Description effective July 1, 2023.

Moved: Ms. Esther Hoflick   **Second:** Dr. Deena Honan

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

NORTHWESTERN POLYTECHNIC

AGENDA

CURRICULUM COMMITTEE

3.	**Humanities and Social Sciences**

3.1 PY4740 Psychophysiological Recordings

Motion: Recommend that Academic Council approve the proposed Prerequisite change from "PY3755 or permission of the instructor" to "PY3752 or permission of the instructor" effective July 1, 2023.

Moved: Dr. Daryl White   **Second:** Dr. Tina Strasbourg

Discussion: PY3752 is offered more consistently than PY3755.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.	**Science**

4.1 CH1030 Introductory University Chemistry I

Motion: Recommend that Academic Council approve the proposed Course Description change effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Ms. Caitlin Hartigan

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.2 CH1050 Introductory University Chemistry II

Motion: Recommend that Academic Council approve the proposed Course Description change effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Mr. Shawn DeGreeve

Discussion: Engineering courses are being updated to align with U of A updates.

CURRICULUM COMMITTEE

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.3 EG1000 Success in Engineering

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from "Orientation to the Engineering Profession I" to "Success in Engineering", updating the Course Description, changing the Total Course Hours from "15" to "22.5", changing the Hours Distribution from "1-0-0" to "0.75-0.75-0" and removing the Prerequisite "English 30-1 or equivalent" effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Mr. Shawn DeGreeve

Discussion:

U of A has reduced their hours in certain subjects, NWP has opted not to for student success.

Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.4 EG1050 Computer Programming for Engineers

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from "Engineering Design" to "Computer Programming for Engineers" and updating the Course Description effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Dr. Harrison Applin

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.5 EG1300 Engineering Mechanics

CURRICULUM COMMITTEE

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from "Engineering Mechanics I" to "Engineering Mechanics" and updating the Course Description effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Ms. Caitlin Hartigan

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.6 EG1600 Introduction to Engineering Design, Communication, and Profession

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from "Introduction to Engineering Profession, Design, and Communication" to "Introduction to Engineering Design, Communication, and Profession", updating the Course Description, removing the Prerequisite "EN1990 or consent of the instructor" and adding the Corequisite "EN1990" effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Dr. Vanessa Sheane

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.7 EN1990 English for Engineering Students

Motion: Recommend that Academic Council approve the proposed Course Description change effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Dr. Deena Honan

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

CURRICULUM COMMITTEE

Approved by Academic Council: **Approved by Board of Governors:**

4.8 MA1000 Calculus I

Motion: Recommend that Academic Council approve the proposed Course Description change effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Dr. Harrison Applin

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.9 MA1010 Calculus II

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description and changing the Prerequisite from "MA1000 or equivalent" to "MA1000" effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Ms. Caitlin Hartigan

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.10 MA1020 Applied Linear Algebra

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description, changing the Prerequisite from "MA1000 or equivalent" to "MA1000 (or as a corequisite)" effective July 1, 2023

Moved: Dr. Sean Irwin   **Second:** Dr. Deena Honan

Discussion: Engineering courses are being updated to align with U of A updates.

CURRICULUM COMMITTEE

Discussion: Prerequisite and Corequisite will be "MA1000".

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.11 PC1300 Wave Motion, Optics, and Sound

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description, changing the Prerequisite from "Mathematics 30-1 or equivalent, Mathematics 31 and Physics 30" to "Mathematics 30-1, Mathematics 31, Physics 30" and changing the Corequisite from "MA1000" to "MA1000 or equivalent" effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Dr. Vanessa Sheane

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

4.12 PC1310 Mechanics

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description and changing the Corequisite from "MA1010, PC1300" to "MA1010" effective July 1, 2023.

Moved: Dr. Sean Irwin   **Second:** Dr. Deena Honan

Discussion: Engineering courses are being updated to align with U of A updates.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

School of Business

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5. **Business and Office Administration**

5.1 OA1030 Business Communications I

CURRICULUM COMMITTEE

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description, changing the Total Course Hours from "67.5" to "75" and changing the Hours Distribution from "4.5-0-0" to "3-0-2" effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Ms. Caitlin Hartigan

Discussion: Revamping program based on feedback from advisory board and students. Adding a lab that will incorporate the OA1231 Skill Building content. OA1231 will no longer be offered.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.2 OA1040 Business Communications II

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description, changing the Hours Distribution from "4.5-0-0" to "3-0-2" and changing the Prerequisite from "OA1030 or consent of instructor" to "OA1030" effective July 1, 2023 with the following amendment:

1. Remove the note "Credit will be granted for one of OA1040 or OA2040".

Moved: Ms. Cara Leaf   **Second:** Dr. Deena Honan

Discussion: Adding a lab that will incorporate the OA1232 Skill Building II content. OA1232 will no longer be offered.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.3 OA1085 Office Finance

Motion: Recommend that Academic Council approve the addition of OA1085 Office Finance 3 (3-0-1) 60 hours 15 weeks to course offerings effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Dr. Deena Honan

Discussion: Learning Outcomes – very detailed, this is NWP's contract to the students. Recommending the department review and consider narrowing down the learning outcomes to not be as specific.

CURRICULUM COMMITTEE

This course will help students to meet prerequisite requirements for business math.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.4 OA1090 Emerging Office Technologies

Motion: Recommend that Academic Council approve the addition of OA1090 Emerging Office Technologies 3 (3-0-1.5) 67.5 hours 15 weeks to course offerings effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Dr. Tina Strasbourg

Discussion: Aligns with entrepreneurial education, students connecting with industry.
Tina is very supportive and believes this is very important for students.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.5 OA1215 Office Procedures

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from "Canadian Office Procedures" to "Office Procedures" and updating the Course Description effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Ms. Caitlin Hartigan

Discussion: Removing specifics from the Course Description to allow the opportunity to update content when industry recommends it.
Course outline is missing learning outcomes, will add.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

CURRICULUM COMMITTEE

5.6 OA1365 Software Applications I

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from "Introduction to Software Applications" to "Software Applications I", updating the Course Description and changing the Hours Distribution from "0-0-4.5" to "3-0-1.5" effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Dr. Harrison Applin

Discussion: Removing specifics from the Course Description to allow the opportunity to update content when industry recommends it.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.7 OA1375 Software Applications II

Motion: Recommend that Academic Council approve the addition of OA1375 Software Applications II 3 (3-0-1.5) 67.5 hours 15 weeks to course offerings effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Dr. Tina Strasbourg

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.8 OA2000 Office Simulations

Motion: Recommend that Academic Council approve the addition of OA2000 Office Simulations 3 (3-1-0) 60 hours 15 weeks to course offerings effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Mr. Shawn DeGreeve

Discussion: In this course students will help with administrative work at college events. Hands on, experiential learning, and networking opportunities. Students will work with other programs, learn to delegate tasks.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

CURRICULUM COMMITTEE

5.9 Office Administration

Motion: Recommend Academic Council approve the proposed program changes for the Office Administration Certificate effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Ms. Caitlin Hartigan

Discussion: Admission requirements – no longer require a high school diploma, only the specific courses.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.10 Office Administration

Motion: Recommend Academic Council approve the proposed Program Name change from "Office Administration Certificate" to "Office Professional Certificate" **pending Ministry approval**, effective July 1, 2023.

Moved: Ms. Cara Leaf   **Second:** Dr. Vanessa Sheane

Discussion:

Students and advisory board are supportive of the change. Students could change their parchment if they graduated within the last five years.

Second Motion: The Curriculum Committee recommends to academic council to approve the Office Professional Certificate as a new program if the Ministry requires approval.

Moved: Dr. Vanessa Sheane   **Second:** Ms. Caitlin Hartigan

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

Ministry Approval:

5.11 EC3410 Money and Banking

CURRICULUM COMMITTEE

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description and changing the Prerequisite from "EC1020" to "EC1020 or BA2540" effective July 1, 2023.

Moved: Ms. Chelsea Antonio   **Second:** Dr. Harrison Applin

Discussion: EC3410 will be a senior level option for the BBA program. Both Prerequisites are Macroeconomics courses and cover similar content.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.12 FN3700 Corporate Finance

Motion: Recommend that Academic Council approve the proposed Course Title change from "Introduction to Corporate Financial Management" to "Corporate Finance" effective July 1, 2023.

Moved: Ms. Chelsea Antonio   **Second:** Mr. Shawn DeGreeve

Discussion: Removing "Introduction" from the title to align with other institutions.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.13 MK3050 Brand and Marketing Strategy

Motion: Recommend that Academic Council approve the addition of MK3050 Brand and Marketing Strategy 3 (3-0-0) 45 hours 15 weeks to course offerings effective September 1, 2023.

Moved: Ms. Chelsea Antonio   **Second:** Dr. Deena Honan

Discussion: BBA program course.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.14 Business Administration Diploma

Motion: Recommend Academic Council approve the proposed program changes for the Business Administration Diploma effective July 1, 2023.

Moved: Ms. Chelsea Antonio   **Second:** Dr. Harrison Applin

Discussion: Moving from Majors to Emphases, this will align with the majors from the BBA.

Students' parchment will not have the emphasis, but the transcript will.

Majors will be suspended through Program Review.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

5.15 Business Administration Post-Diploma Certificate

Edits:

Admission Requirements: Admission to the Business Administration Post-Diploma Certificate program requires successful ~~competition~~ <mark>completion</mark> of a two-year diploma program based on the following criteria:

- complete a minimum of 60 credits earning a Diploma with a minimum 1.7 cumulative GPA (60% or C-)

Graduation Requirements: To receive a ~~Bachelor of Business Administration~~ <mark>Business Administration Post-Diploma Certificate</mark>, students must successfully complete all requirements of a specific BA Post-Diploma Certificate curriculum.

Curriculum: Update Course Titles that have recently been updated.

5.16 Bachelor of Business Administration

Edits:

Curriculum: Update Course Titles that have recently been updated. Removed BA2030 from the Accounting Emphasis as it is included in the required program courses.

6.0   Course Outlines

Discussion:

The Committee agrees to include outlines with all new course proposals and proposed course changes.

CAQC will like that the curriculum process is consistent and that we always have updated/proposed outlines.

Having updated outlines will help with transfer/ACAT.

CURRICULUM COMMITTEE

7.0   Adjournment by consensus at 4:04.

      Motion: Dr. Deena Honan   **Second:** Mr. Shawn DeGreeve

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IMPORTANT DATES AND DEADLINES

2022/2023 Meetings:

    September 6, 2022

    October 13, 2022

    November 15, 2022

    January 19, 2023

    April 25, 2023

Admission Requirement changes for 2023/2024 – July 27, 2022

New certificate and diploma proposals for 2023/2024 – November 15, 2022 (6 months before effective date)

New degree programs or specializations for 2024/2025 – November 15. 2022 (18 months before effective date)

Program changes for 2023/2024 – January 19, 2023 (4 months before effective date)

Admission Requirement changes for 2024/2025 – April 25, 2023