



ACADEMIC COUNCIL

Thursday, 8 April 2021

4:00 – 6:00 pm.

ZOOM

	DISCUSSION ITEM	STATUS	
1.	Call to Order	Chair	
2.	Agenda	For Approval – Chair	Attachment
3	Minutes of 11 March 2021	For Approval – Chair	Attachment
4.	New Business		
5.	Committee Reports 5.1 Co-Curricular Committee 5.2 Convocation Committee 5.3 Curriculum Committee 5.4 Distance Education Committee 5.4.1 Distance Education Committee Minutes 19 March 2021 5.5 Program Review Committee 5.6 Research Planning Committee 5.6.1 Research Planning Committee Minutes 15 March 2021 5.7 Student Awards Committee 5.8 Fast Track Committee 5.8.1 Fast Track Committee Minutes 29 March 2021 5.9 Alumni Committee	For Approval (Motion) Dr. Andrew Dunlop Dr. Andrew Dunlop Ms. Aman Litt	Attachments
7.	Open Discussion		
8.	Adjournment	For Approval - Chair	

NEXT MEETING – Thursday, May 13, 2021



ACADEMIC COUNCIL MEETING MINUTES
11 March 2021

Members:

Council Chair: Dr. Julia Dutove
Council Vice-Chair: Ms. Emma Doris

President: Dr. Robert Murray |Notice of Absence

Vice-President Academics and Research: Ms. Vanessa Sheane

Deans: Mr. Mark Heartt |Notice of Absence

Dr. Brian Redmond

Dr. Carly McLeod

Director:

Ms. Aman Litt

Academic Staff Association:

Dr. Julia Dutove

Ms. Lesley Brazier

Mr. Jeremy Parker |Notice of Absence

Mr. Breianne Renyk |Notice of Absence

Mr. Craig Smith |Notice of Absence

Mr. Misha Albert |Notice of Absence

Dr. Kieren Bailey

Ms. Deena Honan

Mr. Myles Mintzler

Ms. Elena Voskovskaia

Alternates

Mr. Peter Sellers

Ms. Tamara Van Tassell

Mr. Riley Buker

Ms. Mandy Pollock

Mr. Shawn Morton

Students' Association:

Ms. Emma Doris

Mr. Devansh Kapoor |Notice of Absence

Ms. Brooklyn Broaders

Mr. John Tiede

Ms. Hailey Hayter

Mr. Jasmeet Minhas |Notice of Absence

Ms. Danielle Laurin |Notice of Absence

Ms. Julie Siemens

Employees' Association:

Ms. Lana Bennett

Mr. Chad Boone |Notice of Absence

Alternate

Ms. Lisa Hollis

Alberta Union of Provincial Employees: Ms. Stacey Basnett |**Notice of Absence**
Ms. Lynette Tye

Community Members: Mr. Nick Radujko
Ms. Sasha Dorscheid

Guest: Ms. Tanya Lopez

4119 CALL TO ORDER

The Chair called the ZOOM Academic Council meeting to order at 4:00 pm.

4120 AGENDA

MOVED by Dr. Kieren Bailey, **SECONDED** by Ms. Deena Honan that the agenda be approved as presented with addition of changes to Important Dates to be added during Open Discussion.

CARRIED

4121 MINUTES OF 11 FEBRUARY 2021

MOVED by Mr. John Tiede, **SECONDED** by Dr. Kieren Bailey that the Minutes of 11 February 2021 be approved as presented.

CARRIED

4122 NEW BUSINESS

No New Business was brought forward.

4123 COMMITTEE REPORTS

CONVOCATION COMMITTEE

Academic Council received the 15 January 2021 Convocation Committee minutes as information.

MOVED by Ms. Aman Litt, **SECONDED** by Ms. Emma Doris that, Academic Council approve the information contained within the 15 January 2021 Convocation Committee Minutes.

CARRIED

CONVOCATION COMMITTEE

Academic Council received the 5 February 2021 Convocation Committee minutes as information.

MOVED by Ms. Aman Litt, **SECONDED** by Ms. Emma Doris that, Academic Council approve the information contained within the 5 February 2021 Convocation Committee Minutes.

CARRIED

CURRICULUM COMMITTEE

Academic Council received the 23 February 2021 Curriculum Committee minutes as information.

MOVED by Ms. Aman Litt, **SECONDED** by Mr. Myles Mintzler that, Academic Council approve the recommendations contained within the 23 February 2021 Curriculum Committee Minutes.

CARRIED

In approving the 23 February 2021 recommendations of the Curriculum Committee, the following recommendations were approved:

Harley-Davidson®

HD260 Harley-Davidson® Shop

Approve a change to the course description for HD260 Harley-Davidson® Shop to “HD260 provides students current, hands-on technical training. This course consists of three 4-week modules which cover the following areas: Module 1 – Chassis; Module 2 – Electrical; Module 3 - Powertrain. Week 1 is general information, basic measurement, safety, tools, etc.”, effective July 1, 2021.

HD290 Classic Harley-Davidson® Powertrain Theory 1(4-0-0) 16 Hours 4 Weeks

Approve the addition of HD290 Classic Harley-Davidson® Powertrain Theory 1(4-0-0) 16 Hours 4 Weeks to course offerings effective July 1, 2021.

HD295 Classic Harley-Davidson® Powertrain 2(0-0-26) 104 Hours 4 Weeks

Approve the addition of HD295 Classic Harley-Davidson® Powertrain 2(0-0-26) 104 Hours 4 Weeks course effective July 1, 2021.

Classic Harley-Davidson® Powertrain Certificate of Achievement

Approve the addition of the Classic Harley-Davidson® Powertrain Certificate of Achievement effective July 1, 2021.

Animal Health Sciences

AH481 Field Trip 1(0-0-30) 30 Hours 1 Week

Approve a change to the course description for AH481 Field Trip to “The field trip may include attendance at an animal care related conference and/or tour of veterinary clinics and related facilities. Students will be required to cover field trip personal expenses such as meals.” effective July 1, 2021.

Arts and Education**EN2510 King James Bible as Literature 3(3-0-0) UT 45 Hours 15 Weeks**

Approve a change to the course description to “This course asserts the claim of the King James Bible to a supreme position in English literature in two ways: by regarding the KJB as encyclopaedic book of various genres, and by considering it as the single most important source of myth and symbols for English authors. The influence of writers ranging from Shakespeare to T.S. Eliot will be uncovered”, effective July 1, 2021.

EN3990 Science Fiction and Fantasy 3(3-0-0) UT 45 Hours 15 Weeks

Approve a change to the course description to “This course explores the genres of science fiction and fantasy in literature, with some reference to works in translation. The two genres will be examined as intersecting literary modes, with particular attention given to their potential for transformative creation”, effective July 1, 2021.

PROGRAM REVIEW COMMITTEE

Academic Council received the 1 March 2021 Program Review Committee minutes as information.

MOVED by Ms. Vanessa Sheane, **SECONDED** by Ms. Kieren Bailey that, Academic Council approve the recommendations contained within the 1 March 2021 Program Review Committee Minutes.

CARRIED

In approving the 1 March 2021 recommendations of the Program Review Committee, the following recommendations were approved:

ANIMAL HEALTH

Approve the Animal Health Program Review as presented.

HARLEY DAVIDSON

Approve the Harley Davidson Program Review as presented.

MOTORCYCLE

Approve the Motorcycle Program Review as presented. Committee recommends looking into expanding program to include outdoor power sports machinery.

PRE-EMPLOYMENT GENERAL MECHANICS

Terminate the Pre-Employment General Mechanics Program.

CO-OPERATIVE TRADES ORIENTATION

Suspend the Co-Operative Trades Orientation Program until June 30, 2022.

PRE-EMPLOYMENT WELDING

Approve the *Pre-Employment Welding* Program Review as presented. Committee recommended a review of the programs demand and viability similar to the other pre-employment programs.

POWER ENGINEERING – 3rd CLASS POWER ENGINEERING

Approve the *Power Engineering – 3rd Class Power Engineering* Program would remain active. Committee recommends that the Dean and Department determine offerings based on demand and assist students that require the program to find it at another institution if not offered at GPRC due to low enrolment.

POWER ENGINEERING – 4th CLASS POWER ENGINEERING

Approve the *Power Engineering – 4th Class Power Engineering* Program Review as presented.

POWER ENGINEERING – 5th CLASS POWER ENGINEERING

Suspend the *Power Engineering – 5th Class Power Engineering* Program for one more year to June 30, 2022. Committee recommends exploring viability of the program.

THINK BIG

Approve the *Think BIG* Program Review as presented.

PARTS AND MATERIAL TECHNICIAN

Approve the *Parts and Materials Technician* Program Review as presented. Committee supports the program be moved to Grande Prairie and online or mixed delivery be explored.

PRE-EMPLOYMENT ELECTRICIAN

Suspend the *Pre-Employment Electrician* Program for one more year to June 30, 2022. Committee recommends analyzing labor market, student demand, and program viability.

BUSINESS ADMINISTRATION, COMMERCE, AUT

Terminate the *Business Administration* diploma specialty for accounting and investment management.

Approve the *Business Administration, Commerce, AUT* Program Review as presented.

OFFICE ADMINISTRATION CERTIFICATE

Approve the *Office Administration Certificate* Program Review as presented. Committee recommends supporting micro credential development and implementation.

EARLY LEARNING AND CHILD CARE

Approve the *Early Learning and Child Care* Program Review as presented with recognition of the success of the program.

EDUCATIONAL ASSISTANT

Approve the Educational Assistant Program Review as presented. Committee recommends supporting online delivery of the program.

PEAK UT

Approve the PEAK UT Program Review as presented.

PERSONAL TRAINER DIPLOMA

Approve the Personal Trainer Diploma Program Review as presented.

B.SC. IN NURSING

Approve the B.Sc. In Nursing Program Review as presented.

UNIT CLERK

Suspend the Unit Clerk Program for two years until June 30, 2023.

ACADEMIC UPGRADING

Approve the Academic Upgrading Program Review as presented. Committee recommends exploring different ways to deliver program.

ARTS AND EDUCATION UT

Approve the Arts and Education UT Program Review as presented. Committee recommends supporting work-integrated learning.

ABORIGINAL ADMINISTRATION

Suspend the Aboriginal Administration Program for two years until June 30, 2023. Committee recommends collaboration with the Business Department throughout the program revision and implementation process.

TRANSITIONAL VOCATIONAL

Program was not reviewed as program is currently suspended until June 30, 2022. Program will be reviewed next year.

DRAMA

Program was not reviewed as the program is currently suspended until June 30, 2022. Program will be reviewed next year.

MUSIC Performance

Approve the Music Performance Program Review as presented. Committee recommends and encourages dedicated recruitment strategy for enrolment.

MUSIC Technology

Suspend the Music Technology Program for two years until June 30, 2023.

VISUAL ARTS AND DESIGN

Approve the Visual Arts and Design Program Review as presented. Committee recommends that program focuses on completion percentages of students and develop strategies for retention and student completion.

VISUAL ARTS AND DESIGN – INTERACTIVE DIGITAL DESIGN

Suspend the Visual Arts and Design – Interactive Digital Design Program for two years until June 30, 2023.

VISUAL ARTS AND DESIGN – STUDIO PRACTICE

Terminate the Visual Arts and Design – Studio Practice Program.

SCIENCE UT

Approve the Science UT Program Review as presented.

COMPUTING SCIENCE

Approve the Computing Science Program Review as presented.

ENGINEERING

Suspend the Engineering Program for three years until June 30, 2024. Recommend this program is referred to as Engineering within GPRC.

4124 OPEN DISCUSSION

Ms. Tanya Lopez brought forward proposed changes to important dates for the 2021-22 academic year registration. Discussion followed about communication to students regarding the change in registration dates from April 1 to May 3, registration will now be on a weekday instead of weekend, online site has capacity to handle applications, and schedules will be posted as soon as possible.

MOVED by Ms. Tanya Lopez, **SECONDED** by Ms. Deena Honan to remove from Important Dates the April 1 entry for early registration for 2021-22 begins for continuing students and move the May 1, 2021 entry registration for 2021 begins for full and part time new and returning students to May 3, 2021.

CARRIED

4125 ADJOURNMENT

Meeting adjourned by consensus at 4:21 pm.

Dr. Julia Dutove, Chair

Ms. Terri Kettner, Records

4119	CALL TO ORDER	3196
4120	Agenda.....	3196
4121	minutes of 11 FEBRUARY 2021	3196
4122	NEW BUSINESS	3196
4123	committee reports	3196
4124	Open discussion	3201
4125	Adjournment	3201

Minutes



Distance Education Committee

DATE	March 19, 2021	TIME	3:00 pm- 4:30 pm ZOOM
CHAIR	Ms. Vanessa Sheane	NOTE TAKER	Ms. Terri Kettner
ATTENDEES	Mr. Mark Heartt, Dr. Brian Redmond, Dr. Carly McLeod, Ms. Jennifer Robertson, Mr. Ben Driedger, Ms. Tanya Ray, Ms. Deena Honan, Dr. Sean Irwin*, Mr. Geoff Whittall*, Mr. Keston Luke*, Mr. Devansh Kapoor*		
	*Notice of Absence		

Key Points Discussed

	Topic	Highlights
1.	Meeting Called to Order	Meeting called to order 3:01 pm.
2.	Welcome and Introductions	Everyone was introduced.
3.	Approval of Agenda	Agenda was approved by consensus.
4.	Review of Terms of Reference	Terms of Reference was presented.
5.	Recommendations to Academic Council	<p>Discussion regarding the role of Distance Education Committee and whether committee should be continued or dissolved. Last meetings were held in 2014. Attendees felt that Deans', Chairs', Departments, Curriculum Committee and Program Review Committee could continue to assess and present courses and programs to Academic Council and that this committee could be dissolved.</p> <p>MOVED by Dr. Brian Redmond and SECONDED by Ms. Deena Honan that Academic Council approve the recommendation to dissolve the Distance Education Committee.</p>
6.	Next Meeting - TBD	Next meeting will be determined if required after Minutes are reviewed by Academic Council.
7.	Adjournment	Meeting adjourned by consensus at 3:22 pm.

Research Planning Committee Meeting Highlights

DATE	Monday, March 15, 2021	TIME	1:02 p.m. – 1:15 p.m.
CHAIR	MS. Vanessa Sheane, VP Academics & Research	NOTE TAKER	Carolyn Burton
ATTENDEES	<p>Vice-President Academics and Research, Chair: Ms. Vanessa Sheane Dean, School of Arts, Science and Upgrading: Dr. Brian Redmond Dean, School of Health, Wellness and Career Studies: Dr. Carly McLeod Dean, Trades, Agriculture and Environment: Mr. Mark Heartt Director, Research & Innovation: Dr. Andrew Dunlop ASA Delegate: Mr. Shawn Morton Chair, Research Ethics Board: Dr. Julia Dutove Chair, Animal Care Committee: Mr. Nathaniel Smith Representative, School of Trades, Agriculture and Env't: Dr. Chris Mizzi Full-time Employee Actively Engaged in Research: Ms. Bonny Townsend Waggle Editor: Dr. Anna Lapointe Employee Association Representative: Ms. Charlene McIntyre Alberta Union of Provincial Employee Member: Ms. Stacey Basnett</p> <p>Absent: Representative, Health, Wellness and Career Studies: Mr. James Phillips Representative, Arts, Education and Upgrading: Dr. Ubaid Abbasi</p>		

Key Points Discussed

No.	Topic	Highlights
1.	Meeting Called to Order	The meeting was called to order at 1:02 PM
2.	Approval of Agenda	The agenda was approved by consensus.
3.	Terms of Reference	<p>Ms. Vanessa Sheane explained that because it has been a while since this committee has met the plan for today is to review the terms of reference and then put them forward to Academic Council, to show that this is still a needed and supported committee by all members and then that way Academic Council is not waiting for us to meet. Terms of reference were attached to the agenda for review, open to the floor for any comments or questions.</p> <p>Dr. Andrew Dunlop made a suggestion that the Manager Scholarship Innovation and Research position be changed to a Research Facilitator to effectively replace that position.</p> <p>Action Item: Recommendation to Academic Council to remove the position of Manager, Scholarship Innovation and Research and add the position of Research Facilitator.</p> <p>Approved by consensus.</p> <p>Dr. Anna LaPointe indicated that Waggle is no longer in operation and requested that she be removed as a committee member.</p> <p>Action item: Recommendation to Academic Council to remove the position of Waggle Editor.</p> <p>Approved by consensus.</p> <p>Dr. Julia Dutove asked what tangible things does this committee do? Dr. Andrew Dunlop explained that this committee used to be used as a research directors update which is not the intent of the</p>

Research Planning Committee Meeting Highlights

		<p>committee. It should be used to drive research agendas, priorities, strategies, and also research policies. Also be actively involved in policy formulation. This has been used by the research office as an approving body in recent years. Would be nice to work towards becoming a more engaged committee. Ms. Vanessa Sheane added that the committee is definitely involved in policy as related to research. The Research Ethics Board will often give an update on the number and type of studies. The Animal care committee will also give an update. It is also a dedicated or intentional communications strategy on ways for people to get involved in research.</p> <p>Mr. Shawn Morton asked if this committee essentially collects and funnels information to Academic Council? Ms. Vanessa Sheane clarified that this committee does report to Academic Council, if we want to funnel to the broader college community as a whole we can do that as well.</p> <p>Dr. Andrew Dunlop added that there are some interesting regulatory requirements that come with research administration that is helpful to have a committee of council be part of, like a current policy that is being worked on, it is an administrative policy but it has to pass through academic council to be approved, this committee can be involved in the writing and creation of the policy and in engaging other faculty and members of council to understanding why we are doing it that way.</p> <p>Ms. Vanessa Sheane clarified the changes to be made to the Terms of Reference:</p> <p>Action items: The Manager Scholarship Innovation and Research is now the Research Facilitator ex officio.</p> <p>The Waggle Editor is removed.</p> <p>Committee recommends that Academic Council approve as amended.</p> <p>Approved by consensus.</p>
4.	<p>Information item: Responsible Conduct of Research Policy.</p>	<p>Dr. Andrew Dunlop explained that this policy was drafted by the research office and will be brought to the Research Planning Committee for review. Any members can send any questions or comments via email prior to the next meeting. The draft that was attached to this meeting is the most recent one.</p>
5.	<p>Adjournment</p>	<p>The minutes from today with the terms of reference will go to Academic Council in April for approval.</p> <p>Action item: After approval from Academic council Carolyn and Vanessa will work together to call another meeting.</p> <p>Andrew will bring back the Responsible Conduct of Research Policy at the next meeting for feedback and review.</p> <p>Adjourned by consensus.</p>

REPORTS TO: Academic Council

COMPOSITION:

- Vice-President Academics and Research, Chair
- Academic Deans
- Director R&I
- Research Facilitator
- Chairperson Representative(s)
- ASA President (or delegate)
- Chair of the Ethics Review Board
- One Faculty Member plus alternate from each School for a two year term
- One full-time GPRC employee actively engaged in research (for a two year term)
- One Employee Association Member for a two year term
- One Alberta Union of Provincial Employee Member for a two year term
- One Student Representative for a one year term
- Chair of the Animal Care Committee for a 2 year term
- One Communications Representative for a 2 year term

MEMBERSHIP NOMINATED BY: Vice-President Academics and Research

MEMBERSHIP APPROVED BY: Academic Council

COMMITTEE CLASSIFICATION: Standing Committee of Academic Council

TERMS OF REFERENCE APPROVED BY: Academic Council

REVIEW: Terms of Reference will be reviewed every two years.

CONTEXT/PREAMBLE

Grande Prairie Regional College (GPRC), as a comprehensive community institution, has a mandate that includes applied research. To fulfill our mandate, develop institutional capacity and support a culture of inquiry, applied research at GPRC is guided by the Research Planning Committee.

GPRC is dedicated to excellence and ethical conduct in all aspects of applied research. GPRC adheres to Tri-Council policy and guidelines (TCPS2).

TERMS OF REFERENCE

Responsibilities:

1. Establish, review and maintain Institutional Research Policy and procedures. This may include:
 - a. Defining terms relevant to applied research
 - b. Developing, reviewing and updating policy
 - c. Developing a process to determine which College applied research initiatives to advance and promote to Tri-Council
 - d. Making recommendations related to infrastructure for applied research
2. Ensure Research Planning Committee renewal while balancing consistent representation from defined stakeholder groups.
3. Create a positive environment within the Committee and the College to ensure ongoing dialogue about applied research. This dialogue includes discussion on topics such as:
 - a. What is (applied) research?
 - b. What are the purposes and priorities of applied research at GPRC?
 - c. What is the role of the College, departments and other constituents or stakeholders in supporting research and researchers?
 - d. How might research and research activities be integrated into student experiences and student learning at GPRC?
 - e. How do we balance and integrate research and instruction?
4. Facilitate communication and information sharing regarding ongoing and emerging applied research projects so as to stimulate interest, promote a positive culture for applied research, and create synergies where opportunities emerge.
5. When requested, review the (draft) annual update to the Institutional Research Plan as brought forward by the Director RI and provide comments and recommendations for consideration as the Director RI prepares the Institutional Research Goals for inclusion within GPRC's Comprehensive Institutional Plan.
6. Provide support and advocacy for applied research.
7. Ensure relevant training is available to GPRC faculty and staff. This may include:
 - a. Relevant GPRC research policies, guidelines and processes
 - b. Managing applied research (from idea, through funding, implementation and publication of findings)
 - c. Responsible conduct of research

Approved by the Research Planning Committee: April 27, 2010

Reviewed and Updated by the Research Planning Committee: January 16, 2012

Approved by Academic Council: February 9, 2012

Reviewed and Updated by the Research Planning Committee: September 3, 2013

Approved by Academic Council: September 12, 2013

Reviewed and Updated by the Research Planning Committee: August 31, 2016

Approved by Academic Council: September 8, 2016



agenda

FAST TRACK COMMITTEE MEETING

Date Monday, March 29, 2021

Time 2:00PM – 2:30PM

Location(s) Zoom <https://gprc.zoom.us/j/92327443419>

COMMITTEE MEMBERS:

Aman Litt	Director, Student Experience
Vanessa Sheane	Interim Vice-President Academic and Research
Julia Dutove	Academic Council Chair
Brian Redmond	Dean, Arts, Science and Upgrading
Kieran Bailey	Chair, Library
Reddy Ganta	Chair, Academic Upgrading
Emma Doris	President, Students Association

RECORDS: Shawwna Boyd

Department	Course/Item	Approval Requested:
1.0	Approval of Agenda	
2.0	Fast Track Process for Credit Programs and Courses	For Information
Arts, Science and Upgrading		
3.0	Academic Upgrading	
4.0	Certificate of Achievement in Foundational Learning	Add new program

FAST TRACK PROCESS FOR CREDIT PROGRAMS AND COURSES**EFFECTIVE DATE** April 11, 1995**RESPONSIBILITY FOR IMPLEMENTATION** Director, Student Experience

POLICY STATEMENT

To offer an alternative, expeditious process for approving new credit programs or courses when stringent timelines exist, the normal process through Curriculum Committee and Academic Council will be replaced with "Fast Track" process.

PROCEDURES/RULES STATEMENT

The program/course requiring approval will be submitted to the Director, Student Experience. The Director, Student Experience will circulate the request to the Fast Track Committee and call a meeting within three days (maximum) to decide if the proposal is appropriate to "Fast Track", discuss the details and render a decision on the proposal.

The Fast Track Committee will be:

- Vice President Academic,
- Academic Council Chair,
- Chair/Director of the Department offering the program, or his/her designee,
- Library Chair,
- Director, Student Experience,
- Students' Association Designate,
- Dean of the Division offering the program, or his/her designee.



Following the decision of the Committee, the program/course information and the decision rendered by the Fast Track Committee will be forwarded through the Curriculum Committee to the Academic Council for information only.

SUMMARY

The "Fast Track" process will be used only in times of stringent timelines when the traditional committee approvals can not be attained and any resultant delay could jeopardize the funding or viability of the program. The guidelines for defining credit will be used when making the decision concerning the new program.

This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).

AGENDA ITEM	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Academic Upgrading			
Program Name			Certificate of Achievement in Foundational Learning	
Total # of Program Credits			36-46	
Total # of Program Hours			46-61	
Total Weeks of Program			30 weeks	
Calendar Program Page Information (attach word document for "Current" and "Proposed" if text is more than 200 words)			Please see attached Microsoft Word document.	
Current Calendar Program Page Number (s)			Not Applicable.	
Effective Date (mm-dd-yy)	Not Applicable.		July 1, 2021	
Justification	In late 2020, GPRC applied to Alberta Advanced Education's Integrated Foundational Pathways Program and was approved to offer a Certificate in Foundational Learning. The Certificate of Achievement in Foundational Learning program is part of a comprehensive education and training strategy that is designed to enhance the learner's skills and academic credentials as a means to increase pathways to further their education.			
Date motion to make this change was passed at Department Meeting: March 15, 2021				
Transfer	Is this program being considered for block transfer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	IF YES:	1) Which institutions are being considered for block transfer (list all)?		

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature:  <small>Reddy Ganta (Mar 16, 2021 10:23 MDT)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments: This program will offer academic upgrading students another pathway to post-secondary education and/or employment with extensive training in essential, academic, and applied skills.	
	Dean Signature: 	
For Office Use Only (determination to be made by Student Services)		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		

GPRC Foundational Learning Program

The Certificate of Achievement in Foundational Learning program is part of a comprehensive education and training strategy that is designed to enhance the learner's skills and academic credentials as a means to increase pathways to further their education. It is intended for students who may have experienced barriers impeding their learning, and who wish to further their education in a supportive learning environment. Upon completion of the Foundational program, learners have the opportunity to enrol in any number of career-oriented certificates or diplomas offered at GPRC or elsewhere in Alberta, and will receive a Certificate of Achievement in Foundational Learning from Grande Prairie Regional College.

Pre-requisites for entry into the proposed program:

An individual must be 18 years of age or older at the start of the program. Individuals must have two or more of the following characteristics:

- A limited range of academic competencies and/or related credentials
- A variety of barriers that have previously affected their schooling, learning opportunities, attachment to the labour market, and vocational skill development
- Insufficient English language skills to pursue training or employment in their field of training, or
- Requirement of essential skill training

English and Mathematics placement assessments will be conducted as part of the application process. English placement ranges from Grade 8 level to Grade 12 level. Math placement ranges from Grade 6 level to Grade 12 level. This includes the dash 1, 2, and 3 (-1, -2, -3) levels for high school math.

Learner Selection Process:

Applicants will be selected in the order that they are received. Students will provide their Alberta Education Transcript, or equivalent. Students will complete the English and Mathematics placement assessments through the GPRC Testing Centre.

The Alberta Education Transcript, or equivalent, will support the pre-requisite for a limited range of academic competencies. The Placement assessments will support the pre-requisite for insufficient English language skills as well as a limited range of academic competencies.

Program Structure:

The program comprises three key components:

1. **Essential Skills:** Includes five (5) hours of instruction per week in each term. The essential skills component includes two courses as outlined in the table below. The first term course prepares the students with study skills, time management and prioritization, and supervised tutorial assistance for their education. The second term course prepares the students with skills for the workplace including workplace health and safety, resume building, information about various agency exams, and interview techniques.
2. **Academic:** Includes 15-22.5 hours of instruction per week in each term. The academic component includes literacy and numeracy skills which align with the Alberta Education curriculum grade level equivalency. Students complete an English and Math Placement Assessment prior to admission into the program. Students are placed in English and Math level courses on the individualized assessments.
3. **Applied Skills:** Includes three (3) hours of instruction per week in each term. The focus of the applied skills is on building the student's experience with computers and computer software for pathways to education. Two courses, one per term, make up the Applied Skill Development

component. In the first term, students will take a Skill Building course that focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills. In the second term, students will take a computer applications course where students will practice with Microsoft Word and Microsoft Excel including document preparation, formatting, revision, and storage.

Term 1: 15 weeks

Course	Course Description	Program Component	Hours/Week
OA1231 – Skill Building I	This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.	Applied Skills	3
AD0101 – Study Skills Tutorial	This is an individualized program of study skills, planned and supervised study time and tutorial assistance. Components of the course include developing study skills needed for success in college courses, managing and prioritizing study time and working on assignments and projects with supervised tutorial assistance for select courses.	Essential Skills	5
English Course	Courses range from Grade 8 level to Grade 12 level.	Academic	7.5
Math Course	Courses range from Grade 6 level to Grade 12 level.	Academic	7.5-15

Term 2: 15 weeks

Course	Course Description	Program Component	Hours/Week
CP0105 – Computer Application I	This overview course introduces principles and practices common in Microsoft Word and Microsoft Excel. Practical projects include document preparation, formatting, revision and storage.	Applied Skills	3
AD0102 – Workplace Essential Skills	In this workshop-style course, learners will examine the rights and responsibilities of the worker as well as the employer in relation to current legislation. One focus will be to gain attitudes, knowledge and skills related to workplace health and safety. Upon successful completion of agency exams, students will receive certificates from the Job Safety Skills Society. In addition, students will develop a resume.	Essential Skills	5
English Course	Courses range from Grade 8 level to Grade 12 level. Students progress from previous term.	Academic	7.5
Math Course	Courses range from Grade 6 level to Grade 12 level. Students progress from previous term.	Academic	7.5-15

FAST TRACK MEETING

Date: March 29, 2021

Location(s) Via Zoom

CHAIR:

Aman Litt Director, Student Experience

RECORDS:

Shawwna Boyd

MEMBERS:

Vanessa Sheane	Interim Vice-President Academic and Research
Julia Dutove	Academic Council Chair
Brian Redmond	Dean, Arts, Science and Upgrading
Kieran Bailey	Chair, Library
Reddy Ganta	Chair, Academic Upgrading
Emma Doris	President, Students Association

1. Approval of agenda by consensus changing item 4.0 to 3.1.

2. Academic Upgrading

Motion: Recommend that the Fast Track Committee approve the addition of a Certificate of Achievement in Foundational Learning to program offerings in Academic Upgrading as presented.

Moved: R. Ganta

Seconded: K. Bailey

Discussion: Calendar description provided may be revised without changing intent.

CARRIED

14. Meeting adjourned.