

Academic Council Meeting MINUTES

Tuesday, January 14, 2025

5:00 – 6:30 PM

Online



Time	Agenda Item	Action	Owner
A. Welcome and Treaty Acknowledgment			
5:00	<p>Attendees: Norma Schneider, Bev Suntjens, Debbie Little, Emma Thomas, Bonnie Holtby, Melanie Mattila, Loni Robertson, Tracy Ross, Mayme Wong, Marlene Phillips, Sheena Sereda, Janelle Morrison, Wendy Ilott, Nancy Thorton, Ryan McKale, Greg Eklics, Paula Valente, Jadine Sherman, Tracy Topolnitsky, Angel Eustaquio, Hebah Abukhadra, Jaison Singh Narang, Ama Dogbefou, Michelle Rentura, Souravdeep, Rowena Quedado, Krystal Mae Cervania.</p> <p>Guests: Brad Arkison, Becky Kelley, Tracy Topolnitsky, Nicole Kean, Rachel Grannary.</p> <p>Regrets: Tanya Friesen, Erin Turnell, Harmanpreet Kaur Saini.</p> <p>Scribe: Nikita Kataria Meeting started at 5:05 PM.</p>		
A.	AGENDA ITEMS		
5:10	<p>1. Approval of Agenda – January 14, 2025</p> <p>MOTION: That Academic Council approve the presented January 14, 2025 Agenda.</p> <p>Moved by [Melanie Mattila]. Seconded by [Marlene Phillips].</p> <p>All in favour. Motion Passed.</p>	Approval	Bev Suntjens
5:12	<p>2. Approval of the Minutes – December 10, 2024</p> <p>MOTION: That Academic Council approve the December 10, 2024, minutes as presented.</p> <p>Moved by [Jadine Sherman]. Seconded by [Janelle Morrison].</p> <p>All in favour. Motion Passed.</p>	Approval	Bev Suntjens

5:15	<p>3. Advanced Education in Orthopedics for LPNs (ADVO) Program Changes.</p> <p>Becky Kelley and Nicole Kean presented on the program changes proposed for the ADVO Program. The program is designed to equip Licensed Practical Nurses (LPNs) with specialized knowledge and skills for careers in orthopedics.</p> <p>The program includes:</p> <ul style="list-style-type: none"> • Four theory courses • One lab course • Clinical practicum <p>Key topics covered:</p> <ul style="list-style-type: none"> • Orthopedic Anatomy and Physiology • Orthopedic Pathology • Nursing Interventions • Pediatric Orthopedics. <p>Learners will gain theoretical and practical expertise through online learning, in-person skills lab, and clinical practice. This program aligns with the Alberta Health Act, creating a pathway for LPNs to advanced specialization and contributing to a skilled healthcare workforce in Alberta.</p> <p>The program, set to launch in Fall 2026, is open to domestic learners only due to licensure requirements. While the recommended completion time is three semesters, learners can take up to five semesters for added flexibility.</p> <p>Internal Review (2019):</p> <ul style="list-style-type: none"> • A program review showed the need for curriculum updates. • Students found the 30-week/14-credit course on Orthopedic Pathology and Nursing Interventions too long and difficult, leading to many dropping out. • A need for a Pediatric Orthopedics course was identified by students and employers. <p>Accreditation Review (2023):</p> <ul style="list-style-type: none"> • The Education Standards Advisory Committee (ESAC) highlighted the program structure made it harder for students to succeed. <p>Feedback from Industry (May 2024):</p> <ul style="list-style-type: none"> • Industry stakeholders supported the program updates and highlighted important skills for orthopedic nurses, including adding a Pediatric Orthopedics course. <p>Updated Learning Outcomes (October 2024):</p> <ul style="list-style-type: none"> • Educational developers worked with the program team to update learning goals to match the new structure. <p>Meetings with Internal Teams:</p> <ul style="list-style-type: none"> • Finance (November 2024): Discussed program costs and tuition, awaiting approval. 	Approval	Becky Kelley & Nicole Kean
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	<ul style="list-style-type: none">• Registrar and Enrolment (November 2024): Reviewed plans for transitioning and closing the current program. <p>Approvals:</p> <ul style="list-style-type: none">• The updated program was approved by the Program and Curriculum Sub-committee on December 18, 2024.• It was also supported by the Deans' Council on January 9, 2025. <p>Career Potential- Graduates of the Advanced Education in Orthopedics for LPNs will have the advanced knowledge and skills to work in a variety of healthcare settings including:</p> <ul style="list-style-type: none">• Emergency departments• Outpatient cast clinics• Pediatric emergency and cast clinics• Specialized orthopedic units <p>MOTION: that Academic Council approve and recommend approval to the Executive Team the revised ADVO Post-Diploma Certificate as presented.</p> <p>Questions:</p> <ul style="list-style-type: none">• A question was raised around timelines and tracking students' completion for the program. Nicole Kean added that they have doubled the timeline for the learners who were not able to complete the course in a 1-year timeline. <p>Moved by [Marlene Phillips]. Seconded by [Ama Dogbefou].</p> <p>All in favour. Motion Passed.</p>		
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4. **Global Supply Chain Management Diploma (Keyano College) Brokering Agreement.**

Tracy Topolnitsky and Nicole Kean presented on the Global Supply Chain Management Diploma brokering agreement with Keyano College. The programs within FBET (Faculty of Business, Environment & Technology) are currently not eligible for the Post-Graduation Work Permit (PGWP). To address this, NorQuest College has initiated discussions with partner institutions to explore solutions and move forward.

Keyano College has not delivered the program yet, which has been approved for two years. This collaboration will support curriculum development and align the program with institutional goals.

Program Description- The program equips students with the skills and knowledge needed for roles in managing a company’s supply of raw materials, components, or finished products. It covers key aspects of the logistics chain, including supply management, shipping, transport coordination, and customs clearance.

Students will learn marketing, finance, accounting, customer service, demand forecasting, purchasing schedules, and applicable laws and treaties. Capstone courses, such as Work-Integrated Learning or a Professional Integration Project, ensure readiness for global supply chain operations and management.

5:45

Proposed Program Architecture–

Year 1 Semester 1	Credits	Hours
GSCM 100- Introduction to Supply Chain	3	45
GSCM 101- Contemporary Business Management	5	75
GSCM 102- Productivity Tools	3	45
GSCM 103- Effective Business Communication	3	45
Total	14	

Year 1 Semester 2	Credits	Hours
GSCM 104- Introduction to Accounting	3	45
GSCM 105- Introduction to Finance	3	45
GSCM 106- Customer Service	5	75
GSCM 107- Laws & Treaties	3	45
Total	14	

Year 2 Semester 1	Credits	Hours
GSCM 201- Fees & Customs	3	45
GSCM 202- Inventory Management of the Stock & Purchase	3	45
GSCM 203- Warehouse Management	3	45
GSCM 204- International Purchase	3	45
GSCM 205- Process & Operations Supply	3	45
Total	15	

Year 2 Semester 2	Credits	Hours
GSCM 206- Information Technology Applied to Supply	5	75
GSCM 207- Transport & Logistic Cost Analysis	3	45
GSCM 208- Forecast Demand & Purchase Schedule	4	45
Total	15	

Approval

Tracy Topolnitsky & Nicole Kean

Year 2 Semester 2	Credits	Hours
ONE ELECTIVE GSCM 210- Work Integrated Learning Or GSCM 211 – Professional Integration Project	4	210
Total	4	
Program Total	62	

Admission Requirement –

- A minimum of 55% in Math 30-1 or Math 30-2, or equivalent.
- A minimum of 60% in English 30-1 or 65% in English 30-2, or equivalent.

English Requirements–

- TOEFL: iBT with a minimum score of 79 with no score below 19
- IELTS with a minimum score of 6.0
- CAEL with a minimum score of 60
- MELAB with a minimum score of 80
- Duolingo with a minimum score of 95
- PTE (academic) with a minimum score of 50

NorQuest Graduation Requirements–

- The minimum passing grade for an individual course is 50% or D.
- A minimum GPA of 1.7 (C- or 60%) is required for students to remain in good academic standing and progress to the next

Work Integrated Learning (WIL)–

Learners will take one of two capstone courses: Work Integrated Learning (WIL) or Professional Integration Project.

- In the WIL course, learners will put the acquired knowledge and skills of global supply chain management into practice.
- In the Professional Integration Project, students will work on a practical research project related to the skills they have learned in global supply chain management.

Career Potential- Program graduates may pursue careers as:

- Supply Chain Analysts
- Inventory Managers
- Purchasing Agents
- Warehouse Operations Supervisors
- Distribution Centre Coordinators

Consultation- Consultation regarding SEM (Strategic Enrollment Management) numbers and international recruitment have been had with both international and domestic recruitment teams.

Questions-

- Nancy Thornton questioned whether offering a business course instead of swapping the courses would impact the learners' competencies and the graduates' outcomes. Tracy Topolnitsky

	<p>explained that within the field of Business, skills remain largely consistent across different areas.</p> <ul style="list-style-type: none"> • Nancy Thornton asked whether the students would be enrolled full-time. Tracy confirmed that the program will be full-time, with a proposed delivery model of 40% online and 60% in-person. • Nancy Thornton raised concerns about the tuition, noting it appears lower per credit compared to Keyano College. She suggested aligning tuition and fees to prevent future discrepancies. Tracy explained that due to time constraints, the tuition has been set based on the rates provided by Keyano College. • Debbie Little suggested the need for better alignment on tuition and fees and raised concerns about avoiding significant increases in the future. She recommended consulting stakeholders before finalizing tuition and fees. • Debbie Little raised a concern about the graduation requirements, suggesting that instead of listing NorQuest's graduation requirements, the program should specify Keyano College's graduation requirements. • Nancy Thornton asked whether the parchment would state NorQuest or Keyano. Loni Robertson clarified that it would say Keyano in partnership with NorQuest. <p>MOTION: that Academic Council approves the proposed Global Supply Chain Management Diploma program brokering agreement from Keyano College as presented.</p> <p>Moved by [Janelle Morrison]. Seconded by [Hebah Abukhadra].</p> <p>23 in Favour, 1 Abstained. Motion Passed.</p>		
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5. Digital Marketing Post-Diploma (Bow Valley College) Brokering Agreement

Tracy Topolnitsky and Nicole Kean presented on the Digital Marketing Post-Diploma brokering agreement with Bow Valley College. The Digital Marketing Post-Diploma Certificate program is being brokered from Bow Valley College and will begin in Fall 2025. The program will be delivered in a flexible format. The program will connect with industry and allow learners to engage in curriculum and experiences that are in high demand for the growing technology and digital marketing fields. The program also meets the PGWP requirements.

Program Description- Learners will understand principles of user experience design, analytics, search engine optimization, integrated media strategies, and web development techniques.

Program Delivery- This program is 30 credits, delivered over two terms (1 year full-time) in a blended delivery mode that includes:

- In person, Face-to-Face (At least, 60%)
- Some Online, Asynchronous (At most, 40%)

Program Architecture-

Semester 1	Credits	Hours
DATA 3301- Digital Marketing Analytics	3	45
DATA 2301- User Experience Design	3	45
DESN 3204- Web Design & Development for Digital Marketing	3	45
DESN 3206- Digital Media Production	3	45
MKTG 2301- Digital Marketing Communications	3	45
Total	15	

Semester 2	Credits	Hours
DATA 3302- Design Process Analytics	3	45
DESN 3205- Advanced Web Design & Development for Digital Marketing	3	45
DESN 3207- Advanced Digital Media Production	3	45
DESN 3208- Advanced User Experience Design	3	45
MKTG 3999- Digital Marketing Capstone Project	3	45
Total	15	
Program Total	30	

Admission Requirements- Completion of a diploma.

English Language Proficiency Requirements-

- Canadian Language Benchmarks: 8 in each strand (listening, speaking, reading, writing)
- IELTS Academic: 6.0; no section scores below 6.0
- TOEFL iBT: 83; no section scores below 21
- PTE Academic: 59-64; no section scores below 56
- Duolingo: 110

Or one of:

6:00

Approval

Tracy Topolnitsky & Nicole Kean

- Successful completion of an Alberta Education English Language Arts course that is consistent with the specified academic admission requirements for the Career Program.
- Transcripts demonstrating successful completion of three (3) years of full-time secondary education at a school where English was the language of instruction.
- Transcripts demonstrating successful completion of one (1) year of full-time postsecondary education at a school where English was the language of instruction.

Work Integrated Learning (WIL)- Learners will take part in a 3-credit digital marketing capstone project in their final semester.

Consultation- Consultation regarding SEM (Strategic Enrollment Management) numbers and international recruitment have been had with both international and domestic recruitment teams.

Questions-

- Nancy Thornton questioned if there is a 1-year program with PGWP approval that could be bundled for students. Tracy responded that currently, there is not a 1-year program available, but Project Management is in development and could align well. Currently, Digital Design is a good fit.
- Greg Eklics asked if the program is primarily intended to generate revenue from international students. Tracy Topolnitsky responded that while the program is indeed aimed at attracting international students, FBET's approach is to include both domestic and international students to ensure a balanced strategy.
- Nancy Thornton noted that if the program includes a mix of domestic and international students, it will be important to approach this thoughtfully. She suggested discussing class composition and how it can help mitigate potential risks.
- Nicole Kean added that the program is being brokered to assess the interest from both international and domestic learners. This approach will help gauge the program's popularity and allow for adjustments to enrollment targets in the future if needed.
- Debbie Little highlighted that most newcomers already have degrees, so offering both a diploma and higher-degree options could attract more learners. She added that this approach would also support advocacy for these learners.
- Greg Eklics inquired about the possibility of transferable credits for the program. Tracy responded that, at present, there are no transferable credits available. Loni Robertson added that the same transfer credits cannot be used more than once.

	<p>MOTION: that Academic Council approve the proposed Digital Marketing Post-Diploma program brokering agreement from Bow Valley College as presented.</p> <p>Moved by [Souravdeep]. Seconded by [Loni Robertson].</p> <p>20 in Favour, 1 Abstained. Motion Passed.</p>														
6:20	<p>6. 2025-26 Tuition & Fees</p> <p>Brad Arkison presented on the proposed 2025-26 Tuition & Fees.</p> <table border="1" data-bbox="203 514 1101 772"> <thead> <tr> <th>Domestic</th> <th>International</th> <th>MNIFs (Mandatory Non-Instructions Fess)</th> <th>Four-Year Outlook (Tuition Increase)</th> </tr> </thead> <tbody> <tr> <td>\$345/year avg. increase</td> <td>\$1,193/year or \$2,386/program</td> <td>N/A</td> <td>2% for Domestic</td> </tr> <tr> <td>Program Increase (0-6%)</td> <td>Avg. Increase 7%</td> <td>N/A</td> <td>5% for International</td> </tr> </tbody> </table> <p>Questions-</p> <ul style="list-style-type: none"> Ama Dogbefou expressed concern about the 7% increase in tuition fees for international students, stating that it is too high given the rising cost of living and immigration challenges. She requested a review of the increase. Brad Arkison acknowledged the significant impact of the increase and explained that the decision was made after extensive discussions. Norma Schneider added that offering letters for new students will include a detailed breakdown of how the tuition fee is calculated, ensuring that students have all the necessary information before accepting their offers. Ama Dogbefou asked whether NorQuest College's financial issues could be resolved by increasing tuition fees. Brad Arkison explained that the situation is multifaceted, and raising tuition fees is not the first option considered to address financial constraints. He emphasized that, given the scale of the challenges, the fee increase is part of a broader strategy to manage the institution's financial needs. <p>MOTION: that Academic Council recommends for approval to the Executive Team the draft Tuition & Fees for 2025-26 academic year as presented.</p> <p>Moved by [Rowena Quedado]. Seconded by [Greg Eklics].</p> <p>16 in Favour, 5 Against and 2 Abstained. Motion Passed.</p>	Domestic	International	MNIFs (Mandatory Non-Instructions Fess)	Four-Year Outlook (Tuition Increase)	\$345/year avg. increase	\$1,193/year or \$2,386/program	N/A	2% for Domestic	Program Increase (0-6%)	Avg. Increase 7%	N/A	5% for International	Approval	Brad Arkison
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6:38	<p>Meeting Adjourns</p> <p>Moved by Loni Robertson. Meeting ended at 6:30 PM.</p>														