

Academic Council Meeting MINUTES

Tuesday, December 10, 2024

5:00 – 6:30 p.m.

CELT 8-204



Time	Agenda Item	Action	Owner
A. Welcome and Treaty Acknowledgment			
5:05	<p>Attendees: Norma Schneider, Bev Suntjens, Sheena Sereda, Loni Robertson, Krystal Mae, Sanampreet Kaur, Erin Turnell, Janelle Morrison, Ama Dogbefou, Debbie Little, Souravdeep, Hebah Abukhadra, Jaison Singh Narang, Harmanpreet Kaur, Heidi Schlack, Melanie Mattila, Ryan McKale, Jadine Sherman, Wendy Ilott, Marlene Phillips.</p> <p>Guests: Brad Arkison, Ayshea Thornton.</p> <p>Regrets: Mayme Wong, Tanya Friesen, Nancy Thorton, Macy Basco, Michelle Rentura, Macy Basco, Greg Eklics, Rebecca Bock-Freeman, Rowena Quedado, Taranjot Kaur, Arlene Eaton-Erickson, Angel Eustaquio</p> <p>Scribe: Nikita Kataria Meeting started at 5:00 PM.</p>		
A.	AGENDA ITEMS		
5:10	<p>1. Approval of Agenda – December 10, 2024</p> <p>MOTION: That Academic Council approve the presented December 10, 2024 Agenda.</p> <p>Moved by [Hebah Abukhadra]. Seconded by [Souravdeep].</p> <p>All in favour. Motion Passed.</p>	Approval	Bev Suntjens
5:12	<p>2. Approval of the Minutes – November 19, 2024</p> <p>MOTION: That Academic Council approve the November 19, 2024, minutes as presented.</p> <p>Moved by [Hebah Abukhadra]. Seconded by [Souravdeep].</p> <p>All in favour. Motion Passed.</p>	Approval	Bev Suntjens

3. Arts & Sciences Diploma Program Changes

The proposal was presented to revise the English Language Arts (ELA) entry requirements for Fall 2025 implementation:

Current Requirements	Proposed Changes
65% in ELA 30-1	60% in ELA 30-1
75% in ELA 30-2	70% in ELA 30-2

Rationale for the Changes:

- Aligns with entry requirements for other diploma programs at NorQuest College.
- Maintains pre-requisite standards for ENGL 2550, a mandatory course for the Arts & Sciences Diploma (A&SD).
- Broadens the pool of potential applicants to the A&SD program.
- Aligning the English academic requirements with other programs will enhance NorQuest as an adaptive and inclusive organization.

Consultation:

- Domestic & International student recruitment-
- Chair & Faculty (specifically ENGL) FOAS (Faculty of Arts & Sciences).
- Associate Registrar Admissions & Pathways
- Cross-Faculty Education
- A&S Program Advisory Council, Dean's Council
- Program & Curriculum Subcommittee.

Questions:

- Hebah Abukhadra inquired about ensuring the program maintains its high quality if the entry requirements are adjusted. Ayshea Thornton confirmed that the program standards will remain unchanged. Additional resources, such as tutorial services, will be made available to support learners who may face challenges with English courses.

Next Steps:

- Decision on the proposal to revise the admission requirements for the Arts & Sciences program.

MOTION- that Academic Council approves the Arts & Sciences Program Changes as presented.

Moved by [Jadine Sherman]. Seconded by [Hebah Abukhadra].

All in favour. **Motion Passed.**

5:15

Approval

Ayshea
Thornton
& Justine
Light

5:45	<p>4. Justice Diploma Program Changes</p> <p>The proposal was presented to implement changes to the Justice Diploma program for Fall 2025 implementation. The program is a two-year, four-term structure, offering students the opportunity to complete both mandatory and elective courses. The following changes were requested:</p> <p>Proposed Changes:</p>		Approval	Ayshea Thornton & Justine Light
	COMM 1001: Intro to Communication	Remove the mandatory course from Term 2 and replace it with Indigenous Studies I (INST 1000).		
	JUST 2206 (Correctional Law) JUST 2207 (Correctional Methods- Electives)	Merge both the courses and it will be called <i>JUST 2206: Correctional Methods & Law</i> . This change removes the duplicate content and combines everything into a single, clear course.		
	JUST 2101 (Canadian Criminal procedure) JUST 2208 (Criminal Evidence- Electives)	Combine both courses to become one new course. The new course will be called – JUST 2101.		
	JUST 2300 (Honors Internship)	Name Change – The course name will be updated to remove the “Honours” requirement, allowing all students to enroll and complete it. Prerequisite Change – Interview with the Program Chair required.		
	Trauma-Informed Justice Centre	Add new 3 credit elective.		
	Special Topics in Justice	Add new 3 credit elective.		
	Program Credit Load Changes	Total program credits – Reduced from 63 to 60. Term 2 adjustment – Reduced from six courses (including two electives) to five courses (including one elective).		
<p>Consultation</p> <ul style="list-style-type: none"> • Pathways and Admissions approved the changes on October 22, 2024. • Justice faculty members approved the changes following consultation with the Program Chair. • On November 5, the Justice Program Advisory Committee met with students and external representatives from Edmonton Police Services, RCMP, and the City of Edmonton. • The changes were approved by the Program & Curriculum Subcommittee on November 20, 2024. 				

- The changes were approved by the Deans' Council on November 21, 2024.

Questions:

1. A question was raised about the Program Chair interviews and the number of applicants going under the interview process associated with the workload on the Program Chair. Ayshea Thornton highlighted that this intake includes 80 students, with 23 students starting their internships in September. A suggestion was made to add a Program Chair or designate to the process to ensure there is continuity in this process and adequate workload on the Program Chair.
2. Hebah Abukhadra enquired how new students starting in 2026 will adjust to the program changes. Ayshea Thornton clarified that ongoing students in the second term would not be affected by the changes. Students from 2025 can still take elective courses in 2026.
3. Loni Robertson added that these changes will not take effect until 2026, ensuring the program does not change midway through for current students.
4. Hebah Abukhadra inquired about the risks associated with combining the two courses. Ayshea Thornton assured that there would be no loss, as both courses are similar in content and depth.

Suggestions for Prerequisite Changes:

- Debbie Little suggested broadening the language for the prerequisite interview with the Program Chair to reflect possible different methods for this process to take place (e.g., Forms):

MOTION - that Academic Council approve the Justice Diploma Program Changes as presented.

Moved by [Debbie Little]. Seconded by [Hebah Abukhadra].

All in favour. **Motion Passed.**

<p>6:00</p>	<p>1. Digital Design Brokering Program Tuition & Fees</p> <p>NorQuest is brokering the two-year Digital Design Diploma Program from Bow Valley College, with the first intake planned for Fall 2025. Currently, Bow Valley College is the only post-secondary institution in Alberta offering this program.</p> <p>The program is designed to connect learners with industry partners and provide curriculum and experiences in high demand within the growing technology and digital design sectors. The program’s CIP code meets the Post-Graduation Work Permit (PGWP) requirements.</p> <p>Projected Enrollment for Fall 2025:</p> <ul style="list-style-type: none"> • 12 Domestic Students • 58 International Students • Total Enrollment: 70 students <p>Consultation:</p> <ul style="list-style-type: none"> • Approved for brokerage through Advanced Education. • Budget presented at Dean's Council on December 5, 2024. • Consultations held with international and domestic recruitment teams on SEM numbers and international recruitment. <p>Admission Requirements: This requirement can be met through one of the following options or an equivalent course:</p> <ul style="list-style-type: none"> • 60% in English 30-1 or 65% in English 30-2. • Successful completion of the General Education Development test (GED) with a standard score of 520 in Language Arts: Reading and Writing. <p>English Language Proficiency (ELP) Requirements: Applicants must meet one of the following test score requirements:</p> <ul style="list-style-type: none"> • IELTS Academic: Overall score of 6.0, with no section below 6.0. • TOEFL iBT: Overall score of 83, with no section below 21. • Cambridge English Language Assessment: Overall score of 180, with no section below 165. • CAEL: Overall score of 70, with no section below 70. • PTE Academic: Overall score of 59-64, with no section below 56. • Duolingo: Overall score of 110. <p>Alternative ELP Options:</p> <ul style="list-style-type: none"> • Successful completion of an Alberta Education English Language Arts course consistent with the specified academic admission requirements. • Transcripts showing the successful completion of three (3) years of full-time secondary education at a school where English was the language of instruction. • Transcripts showing the successful completion of one (1) year of full-time post-secondary education at a school where English was the language of instruction. 	<p>Approval</p>	<p>Ayshea Thornton & Justine Light</p>
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Components of Brokerage:

- NorQuest College will deliver the program using curriculum and assessments created by Bow Valley College.
- NorQuest is responsible for recruiting students, making staffing decisions, and managing the budget.
- Admission and graduation requirements are set by Bow Valley College.
- Students will receive a joint certificate from both NorQuest College and Bow Valley College.

Architecture of the Program:

Term 1		Lec	Cr	Pass
Course Code	Official Course Title			
DESN 1101	Fundamental Principles of Digital Design	45	3	C
DESN 1102	Typography	45	3	C
DESN 1401	Introduction to the Digital Design Profession	45	3	C
DESN 2301	User Experience Design	45	3	C
MKTG 2301	Digital Marketing Communications	45	3	C
		225	15	

Term 2		Lec	Cr	Pass
Course Code	Official Course Title			
DESN 1301	Interaction Design for Mobile Experience	45	3	C
DESN 1302	Digital Design Studio	45	3	C
DESN 2302	Immediate Digital Design Tools	45	3	C
MKTN 1301	Branding & Marketing	45	3	C
SODV 1203	Interaction Design for Web Applications	45	3	C
		225	15	

Term 3		Lec	Cr	Pass
Course Code	Official Course Title			
DESN 2205	Motion Graphics	45	3	C
DESN 2303	Layout Design Tools	45	3	C
DESN 2304	Video & Audio Production	45	3	C
DESN 2305	Digital Design Studio: Problem Solvig	45	3	C
DESN 2998	Digital Design Capstone Research & Planning	45	3	C
		225	15	

Term 4		Lec	Cr	Pass
Course Code	Official Course Title			
DESN 2206	Advanced Motion Graphics	45	3	C
DESN 2306	Interaction Design for Social Experiences	45	3	C
DESN 2401	Digital Design Professional Practice	45	3	C
DESN 2999	Digital Design Capstone Project	45	3	C
DESN 3208	Advances User Experience Design	45	3	C
		225	15	

WIL & Transferability

- Students will have opportunities to connect with Community Service-Learning partners throughout the program.

	<ul style="list-style-type: none"> • Students will build a professional portfolio and present their work in a design showcase as part of their final Capstone project. • Specific courses may be eligible for transfer to various post-secondary institutions (PSIs) in Alberta. The full program is transferable to NAIT's Bachelor of Technology, as detailed on the Alberta Council on Admission and Transfer page. <p>Questions:</p> <ol style="list-style-type: none"> 1. Ama Dogbefou raised concerns about the lack of part-time options, as the program is currently offered only as full-time. Ayshea Thornton justified that introducing a part-time option could delay the program for students but noted it is something that could be considered in the future. 2. It was questioned if GED, which is not recognized in Canada, has been replaced by CAEC. Ayshea Thornton clarified that Bow Valley College (BVC) currently accepts GED in its system. Debbie Little highlighted that most admission offices rely on historical data, which is why GED is still included. 3. A question was raised regarding the possibility of course-to-course transferability. Ayshea Thornton stated that this could be a possibility in the future. 4. Bev Suntjens highlighted that brokering programs allows the college to access new programming opportunities. However, some aspects are designed by other institutions and need to be accommodated. 5. Debbie Little mentioned that all policies and procedures for this program will follow NorQuest College (NQ) standards. While Bow Valley College provides the curriculum, NorQuest will host the program and deliver student support services. 6. A Question was raised about the possibility of NorQuest offering the program independently in the future instead of through a brokering arrangement. Loni Robertson highlighted that brokering enables the college to explore new programming options more cost-effectively. <p>MOTION - that Academic Council approves the proposed Digital Design Program, and its related Tuition & Fees as presented.</p> <p>Moved by [Ama Dogbefou]. Seconded by [Melanie Mattila].</p> <p>All in favour. Motion Passed.</p>		
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<p>6:20</p>	<p>6. 2025-26 Tuition & Fees Consultation</p> <p>Brad Arkison shared a presentation outlining the process and next steps for the program consultation.</p> <p>This is the first of two planned meetings. The December meeting focuses on gathering feedback, while the February meeting will aim for final approval.</p> <p>The Tuition and Related Fees policy ensures that tuition and fees are developed or revised in an open and transparent way, complying with the Alberta Post-Secondary Learning Act and Tuition and Fees Regulations. It also includes appropriate consultation with students.</p> <p>Tuition and fees are reviewed annually, with planning now underway for the 2025-26 academic year.</p> <p>Consultations: Key consultations include engagement with SANQC, with further discussions planned before the February meeting. The team will return in February following the SANQC consultation seeking recommendation for approval.</p> <p>Approval of Plan by Board of Governors (March 2024):</p> <ul style="list-style-type: none"> • 2% average cap for domestic tuition increases, with up to 10% allowed for specific programs. • Four programs received approval for increases above 2%: • Administrative Professional: 5.2% • Pharmacy Technician, Therapeutic Recreation, and Practical Nurse: 2.8% • International tuition saw an average increase of 6%, with program-specific increases ranging from 3% to 7%. • Foundational Learning program tuition and fees remain unchanged for 2024-25. • No new Mandatory Non-Instructional Fees were approved. • The proposed Recreation and Leisure Fee was paused to gauge student interest through a satisfaction survey. <p>2025-26 Approach:</p> <ul style="list-style-type: none"> • Domestic tuition increases will be capped at 2%. • International tuition increases are aligned with market assessments. • No changes were made to Mandatory Non-Instructional Fees (MNIFs). <p>Proposal 1 - 5% domestic tuition increase is proposed for the Social Work Program, amounting to \$350 per year.</p> <p>Background - The program faces higher delivery costs due to ACSW accreditation requirements, including practicums, field placements, and instructor qualifications, and the increase addresses a two-year operating deficit to ensure sustainability.</p> <p>Decision -The Tuition & Fees Oversight Committee (T&FOC) has approved proposal 1 to proceed to the consultation stage.</p>	<p>Information</p>	<p>Brad Arkison</p>
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Proposal 2.A - Suppress tuition for Indigenous learners in Academic Upgrading for the 2025/26 cycle. If suppression is not possible, consider creating a bursary to:

- Support all Indigenous learners, or
- Prioritize those in prerequisite courses for post-secondary programs.

Proposal 2.B: Hold 2025/26 domestic tuition for foundational programs (ESL, APR, DHP, TEP, and AU) at 2024/25 levels.

Background- Need for increased financial support to address the historical underrepresentation of Indigenous learners in post-secondary education.

Decision for proposal 2.A - The Tuition and Fees Oversight Committee (T&FOC) has not approved the proposal to proceed to the consultation stage but will explore bursary options.

Decision for proposal 2.B The Tuition and Fees Oversight Committee (T&FOC) has approved the proposal to proceed to the consultation stage.

Proposal Summary:

Domestic	International	Mandatory Non-Instructional Fees (MNIFs)
\$259/year average increase.	\$2,139/year	-
2% tuition increase	5% tuition increase	-

Key Initiatives (Investment):

- Develop new academic facilities and student spaces.
- Expand support for international students, including housing, settlement, transition, and immigration services.
- Create opportunities for global experiences and skill-building through mobility initiatives and the internationalization fund.
- Introduce new supports for international travel, including a procedure and registration portal for the College community.
- Enhance technology to improve application, enrolment processes, and student services.
- Plan significant investments in new facilities.

Questions:

1. Ama Dogbefou raised concerns about limited access to physical textbooks and a 5% tuition increase, highlighting the burden on students and limited program seats. Brad Arkison explained that high costs and regulatory requirements make increasing seats or student numbers unfeasible for the next two cycles, leaving a tuition increase as the only viable option to sustain the program.
2. A question was raised about why students would choose NorQuest over other PSIs, like NAIT, which offer more

	<p>services. Concerns were noted about the impact of increased tuition fees. Brad Arkison responded that NorQuest analyzes and aligns with other PSIs and asked which services are most valued. The student pointed out gaps in non-instructional services at NorQuest compared to other Edmonton PSIs.</p> <p>3. Souravdeep inquired whether the new campus spaces (planned expansion) would include a recreational center. Brad confirmed that plans are being made to include a student fitness center, additional lounging areas, and open spaces to enhance the campus experience.</p> <p>4. Sheena Sereda inquired about the investments being made and requested information on the associated costs to justify the tuition increase.</p> <p>This item is returning to Academic Council in February 2025.</p>		
6:38	<p>Meeting Adjourns Moved by Souravdeep. Meeting ended at 6:15 PM.</p>		