

Academic Council Meeting

October 20, 2020
5:00 – 6:30 pm
Microsoft Teams

AGENDA

Time	Item	Action	Owner
5:00	WELCOME & Roundtable Introductions		
	AGENDA ITEMS		
5:30	1. Approval of the Agenda	Decision	Sandra Moore
5:33	2. Approval of the Minutes <ul style="list-style-type: none"> June 9, 2020 (attached) 	Decision	Sandra Moore
5:35	3. Academic Calendar (attached)	Decision	Lezlee Tuthill
5:50	4. Micro-Credentials at NQ – General Briefing	Information	Dawn Witherspoon
6:10	5. Update on McKinsey Review Alberta 2030: Skills for Jobs	Information	Norma Schneider
6:30 pm	ADJOURNMENT		
	2020-21 Meetings <ul style="list-style-type: none"> October 20, 2020 November 10, 2020 December 8, 2020 January 12, 2020 February 9, 2020 March 9, 2020 April 13, 2020 May 11, 2020 June 8, 2020 		

Academic Council Meeting

June 9, 2020
5:00 – 6:30 pm
Microsoft Teams

Minutes (for review)*

Time	Item	Action	Owner
5:00	<p>WELCOME Amarjeet Sandhu, Angela Wilm, Brooklin Schneider, Corey Mushynsky, Craig Weston, Dawn Witherspoon, Diane Van der Gucht, Fred Shultz, Heather Bannerman, Jamila Davis, Janill Burton, Jennifer Mah, Krista Perrault, Kzane Burdick, Leonce Rushubirwa, Mitch Fix, Norma Schneider, Ranford Plummer, Rasoul Aliakbari, Sarah Apedaile, Sandra Moore, Oshinique William, Wendy Chambers, Daniel Kazambu, Sukkhood Singh Deol, Vardaan Nagra</p>		
	AGENDA ITEMS		
5:02	<p>1. Approval of the Agenda</p> <p><i>Motion to approve of the agenda: Moved Craig Weston; Seconded Corey Mushynsky</i></p> <p style="text-align: right;">Motion Carried</p>	Decision	Mitch Fix
5:05	<p>2. Approval of the Minutes</p> <ul style="list-style-type: none"> May 12, 2020 <p><i>Motion to approve the minutes – May, 12, 2020: Moved Brooklin Schneider; Seconded Corey Mushynsky</i></p> <p style="text-align: right;">Motion Carried</p>	Decision	Mitch Fix
5:10	<p>3. Administrative Professional Diploma Course Change</p> <p><i>Motion to approve the changes to the structure of the Administrative Professional Program: Moved Rasoul Aliakbari; Seconded Wendy Chambers</i></p> <p style="text-align: right;">Motion Carried</p>	Decision	Judith Gallimore
5:30	<p>4. Business Administration Finance Specializations Program Changes</p>	Decision	Abdul Sulman

	<p><i>Motion to approve the changes to the Business Administration Finance Specializations, subject to the approval by the Office of the Registrar by June 30, 2020: Moved Rasoul Aliakbari; Seconded Craig Weston.</i></p> <p style="text-align: center;">Motion Carried</p> <p>(June 19, 2020 Approval from the Office of the Registrar is attached)</p>		
5:50	<p>5. Motion to delegate chair duties until December 2020</p> <p><i>Motion to delegation chair duties to Sandra Moore until December 2020: Moved Wendy Chambers; Seconded Fred Schultz</i></p> <p style="text-align: center;">Motion Carried</p>	Decision	Mitch Fix/Norma Schneider
6:00	<p>6. Summer Subcommittee Membership</p> <p>(Terms of Reference attached which outline the subcommittee requirements on p.7)</p> <p><i>Motion to approve the summer subcommittee membership of: Diane Van der Gucht, Rasoul Aliakbari, Dawn Witherspoon, Jamila Davis, Oshinique William with Sandra Moore as Chair: Moved Wendy Chambers; Seconded Corey Mushynsky</i></p> <p style="text-align: center;">Motion Carried</p>	Decision	Mitch Fix
6:10	<p>7. IMA and Budget Briefing</p> <p>Norma Schneider shared information on the College-wide budget approved by the Board of Governors. She also discussed the Investment Management Agreement, which is the newly proposed performance based funding mechanism from the Government of Alberta.</p>	Information	Norma Schneider
6:40 pm	<p>ADJOURNMENT</p> <p><i>Motion to adjourn: Moved Rasoul Aliakbari; Seconded Corey Mushynsky</i></p> <p style="text-align: right;">Motion Carried</p>		

** Minutes are for review and unofficial until approved by Academic Council when regular meetings commence in the Fall of 2020.*

From: [Fred Shultz](#)
To: [Mitch Fix](#); [Rebecca Bock Freeman](#); [Sandra Moore](#)
Cc: [Abdul Sulman](#); [Perri Skelton](#); [Lezlee Tuthill](#)
Subject: Academic Council Follow-Up, BA Finance Changes
Date: Friday, June 19, 2020 3:05:27 PM
Attachments: [image005.png](#)

Hello Mitch, Rebecca, and Sandra – I’m following up regarding an item from the June 9 Academic Council meeting that was approved with this wording:

Motion to approve the changes to the Business Administration Finance Specializations, subject to the approval by the Office of the Registrar by June 30, 2020.

The Office of the Registrar has worked with the program area to come up with a plan to:

- Continue offering courses in 2020-21 so that current BA Finance students who started the program prior to Fall 2020 can complete under the current architecture
- Update the architecture for this specialization effective for students who are entering the program in Fall 2020 or later.
- Communicate to students regarding the changes, with:
 - o Targeted communications to current Finance students that will provide them with the information they need about how to meet graduation requirements, and
 - o A general communication to all students in the BA program regarding changes to this specialization, which may inform their future choices of considering this specialization.

As such, we are ready to say that **the Office of the Registrar approves these changes**. If there is some other requirement to tie up the Academic Council loose ends on this, please let me know. Thank you,

Fred Shultz

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Proposed Academic Schedule 2021-2022

Term Dates 2021-2022	
Summer	July 5, 2021 - August 20, 2021
Fall	August 30, 2021- December 15, 2021
Winter	January 5, 2022 - April 22, 2022
Spring	May 2, 2022 - August 19, 2022

Instructional Days 21/22	
Fall 2021	74 instructional days
Winter 2022	74 instructional days
Spring 2022	75 instructional days

2021-2022 Holidays (College is closed)	
Canada Day	Thursday, July 1, 2021
In lieu of Canada Day	N/A
Heritage Day	Monday, August 2, 2021
Labour Day	Monday, September 6, 2021
Thanksgiving Day	Monday, October 11, 2021
Remembrance Day	Thursday, November 11, 2021
In lieu of Remembrance Day	N/A
Christmas Break	December 24, 2021 - January 3, 2022
New Year's Day	Saturday, January 1, 2022
In lieu of New Year's Day	Monday, January 3, 2022
Family Day	Monday, February 21, 2022
Good Friday	Friday, April 15, 2022
Easter Monday	Monday, April 18, 2022
Victoria Day	Monday, May 23, 2022
Canada Day	Friday, July 1, 2022
Heritage Day	Monday, August 1, 2022

Dec 24th to be Xmas Floater; 3 pd days will be 29,30 &31

HR needs to review for holidays and faculty agreement - **Completed Sept 11, 2020**
 FA needs to review for PeopleSoft generated dur dates - **Completed Sept 18, 2020**
 SALT review - **Completed the end of Sept - beginning of Oct, 2020**

Important College Events	
Open House	October 2021 TBD
Faculty Professional Development Day (No Classes)	Friday, November 26, 2021
Faculty Christmas Leave	December 21, 2021 - January 3, 2022
Fall Interim Break (Not all programs observe interim break)	Friday November 12, 2021
Winter Interim Break (Not all programs observe interim break)	Friday Feb 18 - Friday Feb 25, 2022
Convocation - College is open	TBD
College Wide Learning Day (No Classes)	TBD
Apply for Graduation Dates (internal dates?)	Tuesday June 1, 2021 - Sunday February 13, 2022

so it is the week of the stat but now begins Friday so 5 days plus stat for the break

Waiting to confirm with MP

OR Calendar Admin:
interim break
instructional days

convocation
faculty breaks
days between terms

Proposed Term Dates 2021-2022 (subject to change)	
Summer	July 5, 2021 - August 20, 2021
Fall	August 30, 2021- December 15, 2021
Winter	January 5, 2022 - April 22, 2022
Spring	May 2, 2022 - August 19, 2022

Important Academic Dates 2021 -2022	
Summer 2021 Term	Summer classes
Summer Term start	Monday, July 5, 2021
Last day to add classes	Friday, July 9, 2021
Drop deadline*	Friday, July 9, 2021

Last day for payment (late fee of \$100.00 charged on any outstanding balance after this date)	Friday, July 9, 2021
Last day for partial tuition refunds	Wednesday, July 14, 2021
Withdrawal deadline**	Wednesday, July 28, 2021
Term end	Friday, August 20, 2021

5 business days between terms

Fall 2021 Term	Full term classes
Fall Term start	Monday, August 30, 2021
Last day to add classes	Thursday, September 9, 2021
Drop deadline*	Thursday, September 9, 2021
Last day for payment (late fee of \$100.00 charged on any outstanding balance after this date)	Thursday, September 9, 2021
Last day for partial tuition refunds	Monday, September 20, 2021
Withdrawal deadline**	Saturday, October 23, 2021
Last Day of Fall Classes for LINC program	Friday, December 3, 2021
Fall Term ends	Wednesday, December 15, 2021
Christmas Break Begins	Friday, December 24, 2021

10 faculty days off: Dec 21 - Jan 3

Winter 2022 Term	Full term classes
Winter Term start	Wednesday, January 5, 2022
Last day to add classes	Saturday, January 15, 2022
Drop deadline*	Saturday, January 15, 2022
Last day for payment (late fee of \$100.00 charged on any outstanding balance after this date)	Saturday, January 15, 2022
Last day for partial tuition refunds	Wednesday, January 26, 2022
Withdrawal deadline**	Monday, February 28, 2022
Last Day of Winter Classes for LINC program	Friday, April 8, 2022
Winter Term ends	Friday, April 22, 2022

5 business days between terms

Spring /Summer 2022 Term	Full term classes
Spring Term start	Monday, May 2, 2022
Last day to add classes	Friday, May 13, 2022
Drop deadline*	Friday, May 13, 2022
Last day for payment (late fee of \$100.00 charged on any outstanding balance after this date)	Friday, May 13, 2022
Last day for partial tuition refunds	Tuesday, May 24, 2022
Withdrawal deadline**	Sunday, June 26, 2022
Last Day of Spring Classes for LINC program	Friday, August 5, 2022
Spring 16 week term and Summer Term ends	Friday, August 19, 2022

5 business days until next term
(August 30, 2022)

*Drop deadline: Students who withdraw from their program or course(s) by or before the drop deadline will have their course registration deleted from transcripts. For courses and programs that run outside of the dates indicated above, the drop period is 10% of the course or program length.
**Withdrawal deadline: The last day to officially withdraw from a 16-week course or program

Change to Registration	Deadline
Last day to add classes	10% of course or program length
Drop deadline	10% of course or program length
Last day for partial refund	20% of course or program length

See date Calculations Tab

Withdrawal deadline

50% of course or program length