

Academic Council Meeting MINUTES

Tuesday, June 16, 2026

5:00 – 6:30 PM

In-person ~ SCFL- 3-160



Time	Agenda Item	Action	Owner
A.	Welcome and Treaty Acknowledgment		
5:00	Attendees: Leadership: Courtney McElrea, Debbie Little, Jackie Nelson, Jelena Bajic, Karen Cook-Newbury, Melissa Rothwell, Megan Hall, Morgan Gauthier Faculty: Bonnie Holtby, Erin Turnell, Diane Hutchinson, Ortensia Norton Students: Alex Sherman, Dan Monge, Deogyne Ngesa, Hebah Abukhadra Guests: Jeannette LaBrie, Harman Grewal, Lisa Heisler, Lisa Selvey, Sara Gnida, Stephanie Husby Regrets: Anne Bello, Arlene Eaton-Erickson, Anjana Jagatheesh, Irine Rijo, Janelle Morrison, Jeff Ryan, Khadijat Idowu, Loni Robertosn, Melanie Mattila, Nancy Thornton, Neetu Shah, Rowena Quedado, Taylor Scanlon Chair: Bev Suntjens Scribe: Safa Harb Meeting started at 5:00 PM.		
B.	AGENDA ITEMS		
5:02	1. Approval of Agenda – June 16, 2026 MOTION: That Academic Council approves the presented June 16, 2026 agenda. Moved by Jelena Bajic. Seconded by Ortensia Norton. All in favour. Motion Passed.	Approval	Bev Suntjens (Chair)
5:05	2. Approval of the Minutes – May 12, 2026 MOTION: That Academic Council approves the May 12, 2026 meeting minutes as presented. Moved by Hebah Abukhadra. Seconded by Bonnie Holtby. All in favour. Motion Passed.	Approval	Bev Suntjens (Chair)
5:07	Update: Bev Suntjens welcomed Jeannette LaBrie who will be chairing Academic Council meeting starting on July 07, 2026. Jeannette introduced herself and thanked Bev for her outstanding work with the Academic Council and the students.	Information	Bev Suntjens (Chair)

	Due to time constraints, there is a slight switch in agenda items. Stephaine Husby will present her item at 5:24 and Sara Gnida will present her item at 5:16.		
5:08	Health Care Aide (HCA) Website Hours Changes - Lisa Selvey, Associate Dean from the School of Applied Health Sciences, proposed an update to the Health Care Aid program's website and PeopleSoft course hours to align with government licensing requirements. - What is changing? - Reducing Health 1031 lab hours from 6 to 5, Health 1034 theory hours from 30 to 29, and Health 1034 lab hours from 48 to 46, to match the actual hours delivered and licensing requirements. - There has been extensive consultation over three years with students, preceptors, advisory committees, internal departments, Bow Valley College, Andrea Outram, Covenant Health, and Laura White, ensuring the changes reflect feedback from all relevant stakeholders and address workforce relevance. Ensure consistent learning experiences across courses. Questions: - How will students get notified about those changes? Students have already been receiving communication about the correct hours. - Are the hours changing or just the reporting of the hours in PeopleSoft? The hours on the website are changing as they were not aligned with the actual hours that were being delivered and were not matching the licensing requirements with the government. MOTION: That Academic Council approves the Health Care Aide (HCA) website hours changes as presented. Moved by Dan Monge. Seconded by Debbie Little. All in favour. Motion Passed.	Approval	Lisa Selvey
5:16	English Language Proficiency (ELP) Requirement Change - Sarah Gnida, Learning and Development Lead, proposed a requirement change for English Language Proficiency. - What is changing? - The minimum required score in EAL intensive courses to change from 80% to 75% for admission to academic programs, aligning with internal progression standards and sector practices All academic programs and faculties were consulted and agreed that 75% is an appropriate standard for admission. - Why the change? - The current 80% minimum score for EAL intensive courses is higher than the 75% progression standard used internally and at other post-secondary institutions, where 70% or less is common. The change aims to ensure consistency and reflect competency rather than excellence.	Approval	Sara Gnida

	Questions: - When is ESL intensive used to have a pass rate of 81%? As of fall 2025. The change was approved to a 75% in ESL intensives. - Once the student gets to an academic level, is there a way that we do that they're able to be at the same level with other students in the academic program? The EAL intensive courses are aligned with the Canadian Language Benchmarks (CLB), ensuring that a 75% score meets the required language proficiency for program entry. - What kind of support is available for the student who's struggling in their program at NorQuest? Available support for students who may struggle after admission, including tutorial support in the Learning Center, ongoing instructor training on supporting language learners and in-classroom support from instructors. MOTION: That Academic Council approves the proposed English Language Proficiency requirement change for Fall 2027 as presented. Moved by Hebah Abukhadra. Seconded by Bonnie Holtby. All in favour. Motion Passed.		
5:24	Digital Information Careers (DGIC) Course Grading Change (1 course) - Stephanie Husby, Program Chair of Technology, proposed correcting the grading scheme of the DGIC practicum course to pass/fail and remove erroneously created future courses from the system. - The DGIC practicum course was incorrectly set up with a D-scale grade and should be pass/fail, consistent with other work-integrated learning courses. - The initial proposal for the DGIC program included future courses that were mistakenly created in the system; these will be removed as part of the cleanup. Questions: - Is there any gradual learning within the course; such as a seminar or Work-Integrated Learning component to it, like a theory component to it? There are 200-hours of work placement. MOTION: That Academic Council approves the course updates for Digital Information Careers – FDABI Certificate retroactively for Winter 2026 and ongoing as presented. Moved by Deogyne Ngesa. Seconded by Jelena Bajic. Motion Passed	Approval	Stephanie Husby

5.38	Academic Calendar 2027 - 2028 • Harman Gerwal, Team Lead for Student Records, and Debbie Littele, Director, Enrolment Operations and Registrar, presented updates and requested feedback on the academic schedule for 2026-2028. • This included instructional days, breaks, tuition deadlines, and new processes for student attendance and grade submission. • <u>Academic Schedule 2027-2028 – Key Highlights:</u> • Term Dates ○ Summer 2027: July 5 – August 20, 2027 ○ Fall 2027: August 30 – December 17, 2027 ○ Winter 2028: January 10 – April 26, 2028 ○ Spring (short): May 8 – June 30, 2028 ○ Spring/Summer (long): May 8 – August 25, 2028 ○ Summer 2028: July 4 – August 25, 2028 ○ Dates used for scheduling, withdrawals, academic penalties, and institutional planning • Payment Update ○ Payment due date is defined as on or before the first day of term ○ Clarification added to distinguish between tuition due date and late fee deadlines ○ Wording updated to emphasize late fees apply to outstanding balances • FTR (Faculty/Attendance Reporting) Changes ○ Reporting begins in August ○ Attendance reporting due at 5% point of term ○ Increased student outreach prior to term start to confirm attendance ○ Efforts to fill seats through waitlists and late adds before add/drop deadlines • Key Academic Dates ○ Application to Graduate: April 1, 2026 – February 28, 2027 ○ Open House: October 23, 2027 (tentative) ○ Academic Learning Day: November 24, 2027 ○ Culture Day: TBD (January–April 2028) ○ Convocation: Late May to early June (based on venue availability) • Break Periods: • December Break ○ Faculty: December 22 – January 5 ○ AUPE: December 24 – January 3 ○ Based on collective agreements; subject to updates • Interim Breaks ○ Fall Break: November 8–12 (plus additional day on December 22) ○ Winter Break: February 22–25 (plus additional day on December 22) • Instructional Days ○ Summer 2027: 34 days	Feedback	Harman Grewal & Debbie Little
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	○ Fall 2027: 75 days ○ Winter 2028: 74 days ○ Spring (short): 38 days ○ Spring/Summer (long): 76 days ○ Summer 2028: 38 days Questions: • Faculty gets 10 days off. Is the 24th of December counted in that or not? Yes, it is counted. • Why do we start or why is our school year start on July 1st, instead of starting in September? This is due to the fiscal year change. July is offered in terms of whether it's policy; which makes it difficult for any sort of changes to be enacted on; however, continuous work on this is being done. • For Faculty, December 22nd, 2027, that fifth day that faculty gets off, it's designated as the 22nd. If faculty are already getting it off, should they be getting off the 21st? Those dates come from HR, this question will be taken back to HR. • If faculty break starts on the 22nd of December, they will have two working days, and if that quarter date is designated as the 21st, there's only one business day. Winter semester start date is extended to start on January 10th, which gives faculty extra days. • If that is the case, instructors will have to go on the break and then come back for marking after the break, Can the designated date change to be January 6th? Registrar's Office is not involved in the faculty agreement and those dates come from HR. The question will go back to HR for clarification. • Approving grades in the new term will have impact on students' withdrawals. Has there been discussion about that? This impacts the students in their ability to obtain grants, bursaries, and any awards. In addition to the psychological concern between students who wouldn't want to wait for their grades to be released in the new term. This concern will also be taken back to HR to have it discussed. • Why tuition is required to be paid at NorQuest on the first day of the term? The college is looking into tuition deadlines this year. There is a challenge when students don't pay their fees, they end up holding the seat; therefore, taking the space from students on the wait list. • Is it possible to move the floater day (December 22nd) to January 6th? This will be taken back to HR to discuss.		
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	Is the Academic Learning Day for Fall 2026 cancelled? No, it is not cancelled. This motion is deferred to the next Academic Council meeting as concerns and questions will be clarified with Human Resources. MOTION: That Academic Council approves the call for a “Summer Subcommittee” as presented. Moved by Morgan Gauthier. Seconded by Ortensia Norton. Motion Passed		
5:49	New Community Standards Policy Lisa Heisler, Manager of the Student Resolution and Integrity Office, presented the ongoing review of the community standards policy and student complaints procedure, and sought feedback on proposed changes to language, process, and roles in investigations and decision-making. The review aims to move from punitive, judicial language to an education-based, accessible, and procedurally fair framework, with consistent timelines and integrated changes across related policies. Consultations have included advisory groups, student groups, Dean's Council, and upcoming meetings with instructional staff and People, Culture, and Equity. Implementation is targeted for September, with communication and training planned for instructors. Participants emphasized the need for clear communication, advance notice, and practical examples for instructors and students, as well as templates and support materials to facilitate the transition. Lisa solicited input on whether investigations and decisions should remain within program areas or be separated, with options including involvement of the Student Resolution and Integrity Office, external investigators, or trained panels. Best practice is to separate investigation from decision-making, but approaches vary. Concerns: Participants raised concerns about potential bias when program areas handle both investigation and decision-making and suggested involving students or external parties to enhance fairness and comfort for complainants.	Discussion	Lisa Heisler

6:09	Update: • Summer Sub-Committee The Chair reminded the group of upcoming summer subcommittee meetings, led by Jeannette LaBrie, and confirmed the leadership, faculty, and student representatives for July 7th and August 26th. The meetings to take place online. Calendar invitations have been sent. Meeting packages will be shared closer to the dates. • April 07, 2026 Meeting Minutes Academic Council meeting minutes approval for April 07, 2026 have been collected through e-votes with 16 members voting for approval. Therefore, motion passed.	Information	Bev Suntjens
6:17	Meeting Adjourns Moved by Erin Turnell. Meeting ended at 6:18 PM.		