

Academic Council Meeting MINUTES

Tuesday, May 12, 2026

5:00 – 6:30 PM

MS Teams



A. WELCOME AND TREATY ACKNOWLEDGEMENT			
Attendees: Leadership: Arlene Eaton-Erickson, Courtney McElrea, Debbie Little, Jackie Nelson, Jelena Bajic, Melissa Rothwell, Megan Hall, Morgan Gauthier, Neetu Shah Faculty: Anne Bello, Bonnie Holtby, Diane Hutchinson, Jeff Ryan, Janelle Morrison, Karen Cook-Newbury, Mayme Wong, Melanie Mattila, Ortensia Norton, Taylor Scanlon Students: Dan Monge, Deogyne Ngesa, Hebah Abukhadra Guests: Angela Namocatcat, Lori Alexander, Mary Stewart Regrets: Alex Sherman, Anjana Jagateesh, Erin Turnell, Irine Rijo, Khadijat Idowu, Loni Robertson, Nancy Thornton, Rowena Quedado Chair: Bev Suntjens Scribe: Safa Harb Meeting started at 5:00PM.			
B. AGENDA ITEMS			
Time	Agenda Item	Action	Owner
5:02	1. Approval of Agenda – May 12, 2026 MOTION that Academic Council approves the presented May 12, 2026 agenda. Moved by Melanie Mattila. Seconded by Hebah Abukhadra. All in favour. Motion Passed.	Approval	Bev Suntjens (Chair)
5:05	2. Approval of Minutes – April 07, 2026 Due to appointing new student council members and the termination of appointment of existing student council members, the council was unable to collect sufficient number of votes to approve the April 07, 2026 minutes and move the motion. This is also due to new student members abstaining. However, an e-vote was sent to the members, including former student council members, to obtain the votes needed. As of June 2, 2026, the required number of e-votes were collected, therefore, motion now passed.	Approval	Bev Suntjens (Chair)
5:07	Update: Bev Suntjens welcomed three new student council members (Dan Monge, Deogyne Ngesa, and Alex Sherman) and thanked Anish Ranabhat, Arnold Lapay, Sukhmanpreet Kaur, Deniz Cakil, and Jissel Diaz for their time and contribution to this council.	Information	Bev Suntjens (Chair)
5:08	Medical Office Assistant Program Changes Lori Alexander, Program Chair, Health Administration & Technology Programs and Angela Namocatcat, Senior Academic Development Specialist proposed changes to	Approval	Angela Namocatcat & Lori Alexander

	the Medical Office Assistant Program to the Academic Council, including course replacements, pursuit of HICA accreditation, and alignment with workforce needs. • What is changing? ○ The Medical Office Assistant Program will undergo a Level 2 change for Fall 2027. ○ Two existing courses will be replaced with three new courses. ○ Updates will modernize the curriculum with a focus on: digitalization of health records, updated competencies aligned with current industry standards ○ The program will pursue Health Information Certified Associate (HICA) accreditation through CHIMA ○ This aims to enhance graduate employability, align with emerging job requirements (already seen in Saskatchewan and Ontario), and prepare for a potential future requirement in Alberta • 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: ○ Will the new courses increase student stress or workload? The program length and credits remain unchanged, with some content removed to balance additions. ○ Will there be any additional costs due to the change? No additional costs beyond standard tuition increases. MOTION that Academic Council approves the Medical Office Assistant Program changes as presented. Moved by Janelle Morrison. Seconded by Jelena Bajic. All in favour. Motion Passed.		
5:18	Disability Studies Program Changes • Mary Stewart, Program Chair, Disability Studies and Educational Assistant, Arlene Eaton-Erickson, Associate Dean, School of Arts & Applied Social Sciences, and Angela Namocatcat, Senior Academic Development Specialist, proposed changes to the Disability Studies Program. • What is changing? ○ Removal of 2 prerequisites: Disability 1004 and Disability 1002. ○ Elective changes include the replacement of the COSW1005 elective with an Indigenous Health and Wellness elective.	Approval	Angela Namocatcat, Mary Stewart & Arlene Eaton-Erickson

	- The changes were guided by feedback from community partners, subject matter experts, and people with lived experience, aiming to embed Indigenous perspectives, update course language, and ensure prerequisites are meaningful and support student progression. - Why the change? - Removing prerequisites will allow students to progress even if they fail a course, as the knowledge was not significantly scaffolded, and faculty provide guidance to students on elective choices based on their interests and career goals. - Questions: - Are there implications for student readiness and costs? The changes will not negatively impact student preparedness for advanced courses and will not result in additional costs, as courses are not being removed, only the prerequisite requirements. MOTION that Academic Council approves the Disability Studies Program changes as presented. Moved by Neetu Shah. Seconded by Deogyne Ngesa. All in favour. Motion Passed.		
5:28	Early Learning & Child Care Certificate/Diploma Program Requisite Changes - Arlene Eaton Erickson, Associate Dean, School of Arts & Applied Social Sciences, and Angela Namocatcat, Senior Academic Development Specialist, resented changes to the Early Learning and Child Care certificate and diploma programs introducing prerequisites to support student self-enrollment and ensure preparedness for practicum placements. - Prerequisites are being added to the Early Learning and Child Care program to support student self-enrollment, ensure proper course sequencing, and guarantee students are prepared for practicum placements with vulnerable populations. - There will be proactive advising measures, including group and individual sessions, orientation introductions, and classroom visits by academic advisors to support students in self-enrollment and course selection, with feedback loops established to monitor effectiveness - The changes will be implemented in the 2027-2028 academic year due to software limitations, allowing time for thoughtful preparation and communication with students and stakeholders. - Questions: - Are students supposed to take all co-requisites? Students are not required to take co-requisites simultaneously and can choose their course load,	Approval	Angela Namocatcat & Arlene Eaton-Erickson

	with prerequisites ensuring necessary knowledge is acquired before practicum. MOTION that Academic Council approves the Early Learning & Child Care Certificate/Diploma requisite as presented. Moved by Megan Hall. Seconded by Debbie Little. Motion Passed.		
5:38	Call for “Summer Subcommittee” • Bev discussed the need for a summer subcommittee to address program approvals and avoid delays, and explained the proposed structure and timeline. • The summer subcommittee will consist of two faculty members, two students, and one leadership member; convening in late June and again in July or August to handle time-sensitive program approvals during the summer break. • Questions: ○ When do the regular meetings end and resume? Last regular meeting is scheduled on June 16. Meetings usually resume in October. ○ Is the summer subcommittee group permanent? Participation is flexible and a poll will be sent out to determine availability for summer meetings. MOTION that Academic Council approves the call for a “Summer Subcommittee” as presented. Moved by Morgan Gauthier. Seconded by Ortensia Norton. Motion Passed.	Approval	Bev Suntjens (Chair)
5:56	Meeting Adjourns Moved by Jelena Bajic. Meeting ended at 5:57PM.		