

Academic Council Meeting MINUTES

Tuesday, November 18, 2025



5:00 – 6:30 PM

MS Teams

Time	Agenda Item	Action	Owner
A. Welcome and Treaty Acknowledgment			
5:00	<p>Attendees:</p> <p>Leadership: Norma Schnieder, Bev Suntjens, Meagan LaRiviere, Debbie Little, Cindy Boucher, Neetu Shah, Ben Antifaiff, Ayshea Thornton, Paula Valente, Loni Robertson</p> <p>Faculty: Melanie Mattila, Bonnie Holtby, Karen Cook-Newbury, Erin Turnell, Rowena Quedado, Janelle Morrison, Taylor Scanlon, Ortensia Norton, Anne Bello, Jeff Ryan</p> <p>Students: Hebah Abukhadra, Khadijat Idowu, Irine Rijo, Anjana Jagatheesh, Anish Ranabhat, Arnold Lapay, Trinity Amable, Gursimran Kaur</p> <p>Guests: Peggy Gilchrist & Nicole Kean</p> <p>Regrets: Nancy Thornton, Arlene Eaton-Erickson, Ryan McKale, Morgan Gauthier, Sukhmanpreet Kaur, Sehajveer Singh</p> <p>Scribe: Safa Harb</p> <p>Meeting started at 5:02 PM.</p>		
A.	AGENDA ITEMS		
5:02	<p>1. Approval of Agenda – Nov. 18, 2025</p> <p>MOTION: That Academic Council approve the presented Nov. 18, 2025 Agenda.</p> <p>Moved by Gursimran Kaur. Seconded by Cindy Boucher.</p> <p>All in favour. Motion Passed.</p>	Approval	Bev Suntjens (Chair)
5:05	<p>2. Approval of the Minutes – Oct. 14, 2025</p> <p>MOTION: That Academic Council approved Oct. 14, 2025 minutes.</p> <p>Moved by Bonnie Holtby. Seconded by Hebah Abukhadra</p> <p>All in favour. Motion Passed.</p>	Approval	Bev Suntjens (Chair)

<p>5:07</p>	<p>Update: The Executive team has approved the Academic Council Terms of Reference on November 12, 2025. (Attached below) Academic Council will no longer be approving Tuition & Fees. There has been a change in process. Even though AC does not approve Tuition & Fees (this is a function of the Board, at the recommendation of Executive) we have asked the Tuition & Fees Committee to bring this topic for information to the Council so the Council can provide feedback and receive this important information.</p>	<p>Information</p>	<p>Bev Suntjens</p>
<p>APPROVAL ITEMS</p>			
<p>5:08</p>	<p>Academic Awards Suite Launch (Open for Nominations)</p>	<p>Information</p>	<p>Loni Roberston & Peggy Gilchrist</p>
<p>5:18</p>	<p>Proposed Program Changes for the Therapeutic Recreation Diploma</p>	<p>Approval</p>	<p>Erin Turnell & Nicole Kean</p>

<p>5:05</p>	<p>3. Academic Awards Suite Launch (Open for Nominations)</p> <ul style="list-style-type: none"> • Nominations are now open and may be submitted by learners, any NorQuest employee, or by self-nomination via this nomination form. • Closing Dates: <ul style="list-style-type: none"> ○ Dec 1 – Jaye Fredrickson Teaching Excellence Award ○ Jan 26 – Other teaching awards • Eligibility: <ul style="list-style-type: none"> ○ Nominations can be submitted by learners, NorQuest employees, or self-nomination ○ Submission: Online form (details shared via staff message and student email) • Recognition Event: May 2026 • Awards: <ul style="list-style-type: none"> ○ Winners: Pin & certificate ○ Runners-up: Certificate ○ Jaye Fredrickson winner: Plaque & certificate • Award Categories: <ul style="list-style-type: none"> ○ Excellence in Academic Innovation ○ Excellence in Academic Leadership & Mentorship ○ Excellence in Service and Community Engagement ○ Advancing Equity, Diversity, Inclusion & Anti-Racism ○ Excellence in Learner Engagement for Instructors ○ Excellence in Learner Engagement for Learning Support Educator ○ Rising Star (Faculty with 3 months–2 years experience showing significant impact) ○ Jaye Fredrickson Teaching Excellence Award (Honors legacy of former VP Academic; celebrates outstanding facilitation, student advocacy, and innovation) • For any question, contact via email: teachingawards@norquest.ca <p>Questions:</p> <ul style="list-style-type: none"> • How to include direct student voice better capture the students’ feedback about their instructors? <p>Instructors to reach out to their students and provide informations about the awards to gather their feedback.</p>	<p>Discussion</p>	<p>Loni Robertson & Peggy Gilchrist</p>
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<p>5:18</p>	<p>4. Proposed Program Changes for the Therapeutic Recreation Diploma</p> <p>Program Changes for Fall 2027 – Therapeutic Recreation Diploma (TRD)</p> <ul style="list-style-type: none"> • <i>Level 1 Changes</i> <ul style="list-style-type: none"> ○ ASCL 1000 (Assisting Clients): <ul style="list-style-type: none"> ▪ Theory hours reduced from 30 → 15 ▪ Lab hours increased from 15 → 30 ▪ Credit allocation remains 3 credits ▪ Effective 2027/2028 academic year ○ ITA Graduates Pathway: <ul style="list-style-type: none"> ▪ Graduates of NorQuest’s ITA program can enter directly into Year 2 of TRD ▪ Must complete INST 1376 from Year 1 ▪ Effective 2027/2028 academic year • <i>Level 2 Changes</i> <ul style="list-style-type: none"> ○ Credit reallocation for TRDC 1010 & TRDC 1020: <ul style="list-style-type: none"> ▪ Currently: TRDC 1010 = 4 credits, TRDC 1020 = 2 credits ▪ Proposed: Both courses = 3 credits each ▪ No change to overall program credit load ▪ Effective 2027/2028 academic year • <i>Level 3 Change: Program Load</i> <ul style="list-style-type: none"> ○ Remove one 3-credit elective in Term 4 ○ Total program credits reduced from 76 → 73 ○ Lightens Year 2 load for students ○ Effective 2027/2028 academic year <p>Reasons for Changes</p> <ul style="list-style-type: none"> • Better balance between theory and lab hours • Increased time for clinical skill practice • Reduce heavy Term 4 load (highest repeat rate) • Promote academic success and focus on relevant content <p>Impact</p> <ul style="list-style-type: none"> • TRD Program: All changes apply • ITA Program: Level 1 and 2 changes apply <p>Consultations & Feedback</p> <ul style="list-style-type: none"> • Positive feedback on removing elective requirement • No impact on current laddering pathways • Adequate lead time for partner updates before Fall 2027 <p>Questions:</p> <ul style="list-style-type: none"> • How do employers of our graduates feel about reducing theory and increasing the practice component? Erin explained that this came from Program Advisory Committee members and practicum professionals who emphasized on the need of practice and hands on skills. • What are the benefits from those changes? 	<p>Approval</p>	<p>Erin Turnell & Nicole Kean</p>
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	<p>The changes do not affect the workload. In fact, the changes allow more time for students to practice their skills. The changes do not affect part-time students.</p> <ul style="list-style-type: none"> • What are the cost changes to learners, if any? And how much? There is a credit load reduction as one elective is removed. No information at the cost difference. No cost change for TRDC 1010 and TRDC 1020 fees. <p>MOTION: that Academic Council approves proposed program changes to the Therapeutic Recreation Diploma. Moved by: Janelle Morrison. Seconded by: Melanie Mattila All in favour. Motion Passed</p>		
<p>5:38</p>	<p>Meeting Adjourns Moved by Ben Antifaiff. Meeting ended at 5.38 PM.</p>		

Approved Academic Council Terms of References to follow.

Academic Council

Terms of Reference

Updated as of September 2025

I. Academic Council Mandate

A robust method of collaborative leadership and participatory decision-making. Academic Council brings together students, faculty and administrators to exchange information and viewpoints on academic affairs. Academic Council fosters a mutually beneficial relationship between members of the NorQuest College community working together to achieve common goals by sharing responsibility, authority, and accountability for achieving results (Bandali, 2011).

The *Alberta Post-Secondary Learning Act* (PSLA), s 46 (1) states: "for each comprehensive community college and polytechnic institution there is to be an academic council." Authority to establish these terms of reference is derived from the Post-Secondary Learning Act (PSLA) and the NorQuest College Board of Governor's Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation. NorQuest College's Academic Council operates in an open and transparent manner, which assures compliance with the PSLA and meets the Campus Alberta Quality Council recommendation for staff participation in academic decision-making (Council, 2011, p. 41).

II. Membership

Academic Council's membership composition complies with the *Alberta Post-Secondary Learning Act*, ss 46 (1,2). Membership includes up to thirty members:

- The President/CEO or designate shall act as Chair unless the decision is made to delegate the Chair role, at which point a Chairperson shall be elected from the membership.
- Not more than four Senior Officials appointed by the President/CEO or designate.
- Not more than ten (and in no case less than 1/3 of the total number of members of Academic Council) Faculty Association Members elected by the Faculty Association.
- Not more than ten Students, elected by the Students' Association.
- Not more than five additional members, appointed by the President/CEO or designate.

III. The Duties and Powers of Academic Council

Duties

Academic Council reviews documents, listens to presentations, and engages in productive discussion on academic matters with members of the College community (e.g. committees, departments, divisions, faculty, students, administrators, and alumni). Academic Council respects the role and authority of other decision-making individuals and bodies at NorQuest College.

Council takes appropriate action within the scope of its authority, appropriate action typically includes:

1. Proposing amendments, corrections, or additions
2. Providing input around areas of concern or challenge
3. Making recommendations
4. Approving proposed major changes to current credit programs of study or courses
5. Submitting reports

Powers

Academic Council holds the power to issue approvals to major changes to current credit programs of study or courses, make recommendations, and submit reports to NorQuest College's President/CEO.

Recommendations

Academic Council makes recommendations and/or submits reports to the President/CEO, on the following:

1. Academic policy and planning, including:

- a. Proposed credit programs of study to be offered by the College
- b. Suspension or cancellation of a credit program
- c. The Academic Plan
- d. Policy pertaining to students
- e. Policy related to the evaluation and continuous improvement of credit instructional delivery, courses and programs
- f. Standards and policy pertaining to academic awards

2. Professional policy:

- a. Matters of professional interest to faculty
- b. Policy pertaining to faculty

3. Any matter that the President/CEO refers to Academic Council

4. Any other matter the Council considers advisable within the scope of its authority

Approval

Academic Council approves proposed **major changes** to current credit programs of study or courses and submits reports to the President/CEO and the Office of the Registrar. Credit program and course changes must align with the College's Strategic Plan, the College's Program Plan, and may be subject to requirements set by Government of Alberta.

Major (Credit) Course Change/Addition:

1. Adding or deleting course(s) within a program
2. Change in the instructional hours required for a course
3. Change in the credit weight of a course
4. Course content change (objectives or learning outcomes) greater than 20% (note: substantive changes to course learning outcomes may require the creation of a new course)

Major (Credit) Program Change:

1. Program name change
2. Change in program admission requirements
3. Change in program graduation (credential) requirements
4. Change in program progression requirements
5. Brokered-out programs (NorQuest programs brokered to other institutions)

Governance

The President/CEO has designated authority for Academic Council to the Vice President Academic subject to Board Policy 5. Recommendations, approvals, and/or reports from Academic Council must be submitted in writing to the Vice President Academic and through them to the President/CEO and the Board as appropriate.

Recommendations, approvals, and/or reports must be submitted in writing to the chair for consideration at its next meeting.

Normally, items coming to Academic Council for recommendations do so as the final step before going on to their (final) approving body.

IV. The Roles and Responsibilities of Academic Council Members

Academic Council members play a meaningful role in the governance of NorQuest College. The Council consults with the College community, as appropriate, before making recommendations or approvals and members understand that it is their obligation to make decisions based on the best interests of the College.

In carrying out its duties, Academic Council is committed to:

Transparency and Timeliness

Academic Council ensures that information about its operations is readily accessible to the College community via College web site(s).

Fairness and Confidentiality

During in camera sessions, Council members have the opportunity to raise matters of proper concern to the College community without fear of disadvantage and in the knowledge that confidentiality will be appropriately respected.

V. NorQuest College: Purpose & Values

Academic Council is further guided by NorQuest College's purpose and values.

Purpose

At NorQuest, we transform lives. And when we do that, we transform communities, we transform the world, we transform the future. We create a true global community - a place of belonging - right here at NorQuest. The question we ask in everything we do is "How will this change lives for the better?"

We are on a quest.

We are difference makers.

We are NorQuesters.

Values (Qs)

- Find Ways Forward
- Be Dependable
- We > They
- Work at Play & Play at Work
- Be Compassionate
- Lead From Where You Are
- Start Small & Think Big
- Have Honest Conversations
- Be Boldly Curious & Intentionally Courageous

VI. Academic Council: Anti-Racism Statement

Academic Council is a community of leaders and learners from across the college. As a collective, we are committed to creating a space that supports

antiracism actions, and promotes equity, diversity and inclusion in our college programs. We have the responsibility to ensure that we approach decisions with a decolonized lens and focus on removing barriers to our systems and programs, and ensuring a greater access to education for learners. When we unite our voices and pair them with actions, we can end oppression and racism. We achieve this through a united partnership, and with compassion, honesty, courage and humility.

VII. Procedural Matters

A. Absentees and Alternates

1. Council members will advise the Chair of an expected absence in advance of the meeting
2. If a Council member is absent for three consecutive meetings without informing the Chair or Secretary, that position shall be considered vacant
3. Council members may arrange for an alternate, from the association they represent, to attend Council meetings when they are unable to do so. Alternates are to be selected in advance for an entire academic year and carry the authority, including voting, of the regular academic council member. Council members will advise the Chair of their alternate on or before the first of November.

B. Voting

1. Academic Council meetings will be conducted with Robert's Rules of Order used as a guideline
2. Only those members present may vote
3. Quorum is 50% of membership including one from each of the following constituencies: student, faculty, and appointed
4. Motions require a mover and a seconder, both of whom are voting members of the Council
5. Motions are carried by a majority vote
6. Voting is a show of hands or online equivalent, to be determined by the Chair or designate and announced to the meeting, if necessary, unless a secret ballot is requested. Each member will vote once on each motion. Members have the right to abstain from voting. Abstentions will not be

noted in the minutes unless a member request that their abstention be noted

7. A secret ballot is requested by moving a motion. Secret ballots will be conducted at meetings using materials, technology, or a combination of materials and technology, again, determined and announced by the Chair or designate, that ensure each member is able to vote once and that each vote is anonymous

C. Elections

1. In accordance with section 46(1) of the *Post-Secondary Learning Act* and NorQuest Board of Governors Policy No. 5, the Chair of Academic Council shall either be the President/CEO, their designate, or elected from the membership of Academic Council
2. The term of Chairperson shall be for two years. The Chairperson shall hold their position for no more than two consecutive terms (four consecutive years). Council shall fill Chair vacancies, as required
3. When more than one nomination is made and accepted, the election of officer shall be by secret ballot and shall be presided over by the Chairperson of the previous year's Council or by the President/CEO or their designate
4. If, for any reason, an election cannot be held as prescribed, the officer of the previous year remain in office until an election is held

D. Meetings and Scheduling

1. Written notice of meetings, including an agenda, will be sent to council members seven days in advance
2. Proposed agenda items will be submitted in writing to the Chair at least fourteen days prior to the regular Council meeting
3. Meetings of Academic Council are open to the public
4. Meetings can take place in person, online only, or as a hybrid between in person and online at the discretion of the Chair
5. As part of normal meeting procedure, Academic Council will use *in camera* sessions to discuss confidential matters. *In camera* minutes will be kept as separate records from public minutes. Subjects identified for in camera discussion are compliant with the *Freedom of Information and Protection of Privacy Regulation*, s 18(1):

- a. the security of the property of the local public body,
- b. personal information of an individual, including an employee of a public body,
- c. a proposed or pending acquisition or disposition of property by or for a public body,
- d. labour relations or employee negotiations,
- e. a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the local public body, or
- f. the consideration of a request for access for information under the Act if the governing body or committee of the governing body is itself designated as the head of the local public body for the purposes of the Act

In camera sessions may be used in the regular course of business or may be called on an impromptu basis should confidential items need to be discussed solely among Council members. Academic members are responsible to keep these matters confidential.

6. September through June, meetings will be held on a monthly basis with a total of ten meetings per academic year. At a minimum, Council will meet six times per academic year
7. At the discretion of the Chair, extraordinary meetings may be called as needed
8. Draft minutes will be made available via email to members within 5 business days of the meeting date upon review by the Chair
9. Approval of minutes will normally occur at the next scheduled meeting
10. Approved minutes will be made available at the NorQuest College's Academic Council webpage

E. Term Appointments

1. The term of office for faculty and student members of Council is two years or as determined by the President/CEO or designate
2. The President/CEO or designate determines the term of office for appointed members of Council
3. The President/CEO decides questions arising over Council membership or the election of Council members and that decision is final

F. Vacancies

1. Should a vacancy of a faculty or student member occur before the expiry of a term of office, the appropriate associate may appoint or elect a member to hold office for the remainder of the term
2. The President/CEO or designate shall determine whether or not to appoint a new member to an appointed member vacancy

VIII. Subcommittees of Academic Council

Academic Council may create both ad-hoc and standing committees to assist with the business of Council. Ad-hoc committees will be assigned a specific mandate and timelines, ceasing to exist once the mandate is discharged. Committees will observe such procedures as Council may determine.

A. Summer Subcommittee

On May 20, 2014, the following was approved -

That:

- A "Summer Subcommittee" consisting of a minimum of 2 faculty members, 2 students and 1 of the leadership group (Vice-President, Registrar) be created to continue work over the summer period (between the last regularly scheduled meeting in June and the first regularly scheduled meeting in September).
- The Academic Council delegate to the "Summer Subcommittee" the same authority as identified in the Terms of Reference
- All members be invited to attend the meetings
- An evaluation of effectiveness of the process and an update of all actions taken be provided to the Academic Council in the Fall

IX. Approval

Signature _____ Date _____

Carolyn Campbell, President & CEO
NorQuest College

Works Cited

Alberta's FOIP Regulation. (n.d.). Retrieved January 4, 2023, from Service Alberta: https://kings-printer.alberta.ca/1266.cfm?page=2008_186.cfm&leg_type=Regs&lsbncln=9780779831647

Bandali, K., Niblett, B., & Timothy Pok Chi Yeung, P.G. (2011). Beyond Curriculum: embedding interprofessional collaboration into academic culture. *Journal of Interprofessional Care*, 25, 75-76.

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