

# ACADEMIC COUNCIL



Thursday, 10 December 2020

4:00 – 6:00 p.m.

ZOOM

	DISCUSSION ITEM	STATUS	
1.	Call to Order	Chair	
2.	Agenda	For Approval – Chair	Attachment
3.	Minutes of 12 November 2020	For Approval (Motion)	Attachment
4.	Academic Policy N/A	N/A	
5.	<b>Committee Reports</b> 5.1 Co-Curricular Committee 5.2 Convocation Committee 5.3 Curriculum Committee 5.3.1 Curriculum Committee Minutes of 21 October 2020 5.3.2 Curriculum Committee Minutes of 18 November 2020 5.4 Distance Education Committee 5.5 Program Review Committee 5.6 Research Planning Committee 5.7 Student Awards Committee 5.8 Fast Track Committee	For Approval (Motion)	Attachments
6.	<b>Motion to Amend October 8, 2020 motion approving the Sub-committees of Academic Council</b>	For Approval (Motion)	Attachment
7.	Open Discussion		
8.	Adjournment		

**NEXT MEETING – January 14, 2021**



**ACADEMIC COUNCIL MEETING MINUTES**  
**12 November 2020**

**Members:**

Council Chair: Julia Dutove  
Council Vice-Chair: Emma Doris

President: Robert Murray | **Notice of Absence**  
Vice-President Academics and Research: John Rigby  
Deans: Vanessa Sheane | **Notice of Absence**  
 Charles Sanderson | **Notice of Absence**  
 Aman Litt

Academic Staff Association: Julia Dutove  
 Lesley Brazier  
 Jeremy Parker | **Notice of Absence**  
 Breianne Renyk  
 Craig Smith  
 Misha Albert  
 Kieren Bailey  
 Deena Honan  
 Myles Mintzler | **Notice of Absence**

Alternates Peter Sellers *for Jeremy Parker*  
 Tamara Van Tassell *for Myles Mintzler*  
 Riley Buker  
 Mandy Pollock  
 Shawn Morton

Students' Association: Emma Doris | **Notice of Absence**  
 Devansh Kapor  
 Brooklyn Broaders  
 John Tiede

Employees' Association: Lana Bennett  
 Chad Boone

Alternate Lisa Hollis

Alberta Union of Provincial Employees: Stacey Basnett | **Notice of Absence**  
 Lynette Tye

Community Members: Nick Radujko

Sandra Impey

**|Notice of Absence**

Guests:

Brian Redmond

*for Charles Sanderson*

DRAFT

**4091 CALL TO ORDER**

The Chair called the ZOOM Academic Council meeting to order at 4:00 p.m.

**4092 AGENDA**

The agenda was approved by consensus as presented.

**4093 MINUTES OF 8 OCTOBER 2020**

The minutes of 8 October 2020 were approved by consensus as presented.

**4094 ACADEMIC SCHEDULE**

**MOVED** by; Emma Doris and **SECONDED** by; Kieren Bailey that, Academic Council approve the 2021-2022 Academic Schedule as presented.

**CARRIED**

**4095 PROGRAM DATES**

**MOVED** by; Emma Doris and **SECONDED** by; Kieren Bailey that, Academic Council approve the 2021-2022 Program/Important Dates as presented.

**CARRIED**

**4096 ADJOURNMENT**

The meeting was adjourned at 4:12 P.M.

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Julia Dutove, Chair

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Laryssa Haycock, Records

**4091 CALL TO ORDER .....3165**  
**4092 Agenda.....3165**  
**4093 MINUTES OF 8 OCTOBER 2020 .....3165**  
**4094 ACADEMIC SCHEDULE.....3165**  
**4095 PROGRAM DATES.....3165**  
**4096 ADJOURNMENT .....3165**

DRAFT

**CURRICULUM COMMITTEE MEETING****Item 5.3.1**

Date: October 21, 2020  
Time: 4 – 5:30pm  
Location(s): Zoom  
Chair: Aman Litt  
RECORDS: Shawwna Boyd

**INVITEES: (\* Notice of Absence)**

Robert Murray	President and CEO, Ex Officio*
John Rigby	VP Academic and Research
Brian Redmond	Dean, School of Arts, Science and Upgrading
Vanessa Sheane	Interim Dean, School of Health, Wellness and Career Studies
Charles Sanderson	Interim Dean, School of Trades, Agriculture and Environment
Megan Slifka	Registrar
Jennifer Robertson	Associate Registrar, Advising & Articulation
Luc Boyer	Manager, Institutional Research and Planning
Emma Doris	1 Representative from Students' Association
Devansh Kapoor	1 Representative from Students' Association
TBD	1 Representative from Students' Association
TBD	1 Representative from Students' Association
Tina Strasbourg	1 Representative from Arts & Education
Nicoletta Harabor	1 Representative from Academic Upgrading
Abby Head	1 Representative from Department of Business and Office Administration
Valerie Ostara	1 Representative from Department of Human Services
Julia Dutove	1 Representative from Department of Physical Education and Kinesiology
Louise Rawluk	1 Representative from Department of Nursing
Dallas Sawtell	1 Representative from Department of Science
Robert Howey	1 Representative from Fine Arts
Dave Hiebert	1 Representative from Automotive, Motorcycle and Powersport Department
Clint Peterson	1 Representative from Heavy Equipment Department
Clint Derocher	1 Representative from Electrical, Industrial Mechanical & Parts
Karlee Worobetz	1 Representative from Animal Health Sciences
Brent Boutilier	1 Representative from Construction, Fabrication and Operations Department

Department	Course/Item	Approval Requested:
1.0	Agenda	Approve
2.0	Terms of Reference	Discuss / approve changes
<b>Health, Wellness and Career Studies</b>		
3.0	PEAK	
3.1	PE2940	Modify course hour distribution
4.0	Nursing Education	
4.1	Bachelor of Science In Nursing – Collaborative Degree	Modify admission requirements
4.2	Bachelor of Science in Nursing – Collaborative Degree	Modify calendar description (yr 3 pg 157)
4.3	NS3070 Acute Care Nursing Theory I	Delete course
4.4	NS3080 Acute Care Nursing Practice I	Delete course
4.5	NS3090 Mental Health Nursing Theory	Delete course
4.6	NS3100 Mental Health Nursing Practice	Delete course
5.0	Human Services	
5.1	Early Learning and Child Care	Modify admission requirements
5.2	CD1045 Practicum I	Modify course description
5.3	TA2100 Exceptionalities in School Age Children	Modify course hours / weeks
6.0	Business and Office Administration	
6.1	OA1155 Access and PowerPoint Expert	Modify course description
6.2	Business Administration Diploma	Modify program requirements
6.3	Business Administration Diploma – Accounting Major	Modify program requirements
6.4	Business Administration Diploma – Financial Services Major	Modify program requirements
6.5	Business Administration Diploma – Management Major	Modify program requirements
6.6	Business Administration Diploma – Marketing Major	Modify program requirements
6.7	AC3510 Intermediate Accounting I	Delete course
6.8	MK3960 Introduction to Marketing	Modify course prerequisites
6.9	MK4060 Consumer Behaviour	Delete course
7.0	Adjournment	

**IMPORTANT DATES TO CONSIDER:**

**Next Curriculum Committee Meeting:** November 18, 2020

**Deadline for Agenda Items:** November 4, 2020

**Deadline for Agenda Items for 2021-2022 Academic Calendar:** December 2, 2020

**Program Changes** (load changes; name changes and reactivations) - March 1st (4 months before July 1st effective date)

**New Certificates and Diplomas** - January 1st (6 months before July 1st effective date)

**Program Suspensions and Terminations - March 1st (4 months before July 1st effective date)**

**New Degree Programs or Specializations - January 1st (18 months before effective date)**



**REPORTS TO:** Academic Council

- COMPOSITION:**
- President, Ex Officio
  - Vice-President Academics and Research
  - Deans
  - **Registrar**
  - ~~Associate Registrar, Records~~
  - Associate Registrar, Admissions **Advising and Articulation**
  - **Manager**, Institutional Research and Planning ~~Officer~~
  - ~~Advising Coordinator~~
  - **Librarian**
  - One member from each academic department, chosen by the department, for a two-year term
  - ~~Two~~ **Three** students, appointed by the Students' Association, for a one-year term.
  - ~~One student will be appointed from TAE program to participate in TAE meetings.~~
  - ~~One student will be appointed from School of Health-Wellness and Career Studies or Arts, Education and Upgrading Department to participate in corresponding meeting.~~

**CHAIRPERSON:** Director, Student Experience

**MEMBERSHIP NOMINATED BY:** Departments, Students' Association

**MEMBERSHIP APPROVED BY:** Academic Council

**COMMITTEE CLASSIFICATION:** Standing Committee of Academic Council

**TERMS OF REFERENCE APPROVED BY:** Academic Council

**REVIEW:** Terms of Reference for this committee will be reviewed every five years or as needed.

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## TERMS OF REFERENCE

~~Meetings for the School of Trades, Agriculture and Environment will be scheduled separately.~~

### Responsibilities:

1. To review all new programs and to evaluate their suitability with respect to the

mission, mandate, goals, values, and planning statements of the College.

2. Receive, review and make recommendations on proposals from departments regarding changes in new and existing credit courses, curricula, and programs involving:
  - a) course/program titles,
  - b) course hours,
  - c) course content (*i.e. Learner Outcomes, Course Objectives, Transferability, grading, etc*)
  - d) credit allowances,
  - e) advanced placement/credit,
  - f) additions or deletions of courses and/or duplication of courses,
  - g) prerequisites and co-requisites, and
  - h) admission requirements.

**2.1 Complete course outlines MUST be submitted for all course changes.**

3. Assess the implications of course or program changes for other courses and programs i.e. prerequisites, co-requisites and for transferability to other institutions.
4. Receive, review and make recommendations for approval on the fully articulated curriculum/course materials for newly approved programs.
5. Develop and maintain a form or format and procedure for the submission of department items to the Curriculum Committee.
6. To report recommendations to Academic Council for approval.

*Reviewed and Approved by Academic Council: December 7, 2006*

*Updated by Curriculum Committee: May 2007*

*Reviewed and Approved by Academic Council: February 14, 2008*

*Reviewed and Approved by Academic Council: February 11, 2010*

*Reviewed and Approved by Academic Council: October 14, 2010*

*Reviewed and Approved by Academic Council: November 18, 2010*

*Updated by Curriculum Committee: October 9, 2012*

*Reviewed and Approved by Academic Council: October 10, 2013*

*Updated by Curriculum Committee: November 16, 2016*

*Reviewed and Approved by Academic Council: December 8, 2016*

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 3.1	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number/Code:	<b>PE2940</b>			
Course Name/Title:				
Program(s) course associated with:				
Course Description:				
# of Credits:				
Total Course Hours:				
Total Weeks of Course:				
Hours Distribution (i.e. 3-0-3):	Lecture 1	Seminar 2	Lab 0	Lecture 0 Seminar 0 Lab 3
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:				
Co-Requisites:				
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	July 1, 2020		Click here to enter a date.	
Justification	this change reflects the changes made at U of Alberta to KIN294			
Date motion to make this change was passed at Department Meeting: Email Meeting March 30, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>IF YES:</b>	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based? U of A		
	3) Specify the course you are requesting from <b>each</b> receiving institution: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     U of A    KIN294                      U of L                      MacEwan University                      Mount Royal University                      Other                 </div> <div style="width: 45%; text-align: right;">                     U of C                      Athabasca                 </div> </div>			

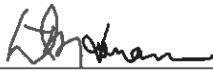
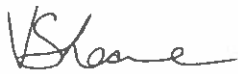
## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:                      the changes reflect those made at the University of Alberta		
Chairperson Signature:		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature: <i>Not required</i>	
Director, Information Technology (if required)	Director Comments:	
	Director Signature: <i>Not required</i>	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature:	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		

This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).

AGENDA ITEM <b>4.1</b>	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Bachelor of Science in Nursing			
Program Name				
Total # of Program Credits				
Total # of Program Hours				
Total Weeks of Program				
Calendar Program Page Information (attach word document for "Current" and "Proposed" if text is more than 200 words)	Students must have the following items completed and submitted by August 1, after being admitted to the program.  Police Information Check with Vulnerable Sector Clearance Immunization – some immunizations including Hepatitis B, may need to be initiated prior to the first day of the program. Standard First Aid. CPR-HCP WHMIS		Students must have the following items completed and submitted by August 1, after being admitted to the program.  Police Information Check with Vulnerable Sector Clearance Immunization – some immunizations including Hepatitis B, may need to be initiated prior to the first day of the program. Standard First Aid. CPR-BLS	
Current Calendar Program Page Number (s)	Page 159		Not Applicable.	
Effective Date (mm-dd-yy)	Not Applicable.		July 1, 2020	
Justification	WHMIS is no longer required. CPR-HCP is now CPR-BLS from Heart and Stroke			
Date motion to make this change was passed at Department Meeting: June 2, 2020				
Transfer	Is this program being considered for block transfer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	IF YES:	1) Which institutions are being considered for block transfer (list all)?		

# Application for Academic Program Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	No
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: 		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Program Changes

This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).

AGENDA ITEM 4.2	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Nursing Education and Health Studies			
Program Name	Bachelor of Science In Nursing			
Total # of Program Credits				
Total # of Program Hours				
Total Weeks of Program				
Calendar Program Page Information (attach word document for "Current" and "Proposed" if text is more than 200 words)	<p>Nursing Degree Completion 2018 Admission Third Year (30 Credits) NS3070 (6) NS3080 (6) NS3090 (6) NS3100 (6) Option (6)</p> <p><i>** The University of Alberta requires a minimum grade of C- for transfer credit of electives.</i></p> <p>Fourth Year The following are University of Alberta courses for which students apply to and register with the University of Alberta as per the University of Alberta calendar:</p> <p>NURS407 (6) NURS408 (6) NURS409 (3) NURS494 (3) NURS495 (9)</p>		<p>Nursing Degree Completion 2018 Admission Fourth Year The following are University of Alberta courses for which students apply to and register with the University of Alberta as per the University of Alberta calendar:</p> <p>NURS407 (6) NURS408 (6) NURS409 (3) NURS494 (3) NURS495 (9)</p>	
Current Calendar Program Page Number (s)	157			
Effective Date (mm-dd-yy)				
Justification	Year 3 of the BScN curriculum is changing to the new curriculum as per page 156 of the College calendar.			



# Application for Academic Program Changes

Date motion to make this change was passed at Department Meeting: September 28, 2020		
Transfer	Is this program being considered for block transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	IF YES: 1) Which institutions are being considered for block transfer (list all)?	
Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources? <span style="float: right;">No</span>	
	2) Do these changes impact current hardware/software resources? <span style="float: right;">No</span>	
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)? <span style="float: right;">Yes</span>	
	4) Does this change affect graduation requirements for students in the specified program? <span style="float: right;">No</span>	
	5) Are there existing transfer agreements that may be affected? <span style="float: right;">No</span>	
	6) Will information in the AET Program Registry System be affected by this change? <span style="float: right;">No</span>	
Chairperson Comments:		
Chairperson Signature: <i>Anderson</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>Blane</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/>	Add to Curriculum Agenda	
<input type="checkbox"/>	Editorial. Add to Curriculum Agenda for Information only.	



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.3	CURRENT	Only fill in current information in those boxes where changes are proposed			PROPOSED	ALL boxes must be filled in (use n/a when no information applies)		
Course Number/Code:	NS3070							
Course Name/Title:	Acute Care Nursing Theory I							
Program(s) course associated with:	BScN Program							
Course Description:	The primary focus is the theoretical foundation for the client centered care of adults and older adults and their families experiencing variations in health (acute and chronic illnesses). Comprehensive assessment and best practice interventions are addressed within the context of a primary health care framework and a nursing model.			Delete in its entirety				
# of Credits:	6							
Total Course Hours:	126							
Total Weeks of Course:	7							
Hours Distribution (i.e. 3-0-3):	Lecture 4	Seminar 8	Lab 6	Lecture	Seminar	Lab		
Other Hours (i.e. clinical hours):	Type	Hours		Type	Hours			
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail				
Pre-Requisites:	NS2015, NS2025, and NS2150							
Co-Requisites:								
Work Experience	Hours			Hours				
	Paid			Paid				
	Unpaid			Unpaid				
Effective Date (mm-dd-yy)								
Justification	The curriculum has changed. This course is no longer part of the new curriculum.							
Date motion to make this change was passed at Department Meeting: September 28, 2020								
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No							
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)						
		2) On which institution and/or course is this course based?						
	3) Specify the course you are requesting from <u>each</u> receiving institution:							
	U of A			U of C				
	U of L			Athabasca				
	MacEwan University							

# Application for Academic Course Changes

Please ensure the following questions are answered prior to submission to Dean for signature:

1) Do these changes impact current Library resources?	No
2) Do these changes impact current hardware/software resources?	No
<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
3) Does this conform to necessary standards (Provincial, collaborative etc)?	Yes
4) Does this change affect graduation requirements for students in the specified program?	No
5) Are there existing transfer agreements that may be affected?	No
6) Will information in the AET Program Registry System be affected by this change?	No

Department Chairperson (Required)

Chairperson Comments:

Chairperson Signature: *Arnesman*

Chairperson Comments:

Chair, Library (if required)

Chairperson Signature: *At*

Director Comments

Director, Information Technology (if required)

Director Signature:

Dean (Required)

Dean Comments:

*Signature indicates sufficient information for item to be considered by Curriculum Committee*

Dean Signature: *Blaine*

**For Office Use Only (determination to be made by Student Services)**

Add to Curriculum Agenda

Editorial. Add to Curriculum Agenda for Information only.



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.4	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number Code:	NS3080			
Course Name/Title:	Acute Care Nursing Practice I			
Program(s) course associated with:	BScN Program			
Course Description:	The primary focus is the application of theory in the client-centered care of hospitalized adults and older adults and their families experiencing variations in health (acute and chronic illnesses). Practice occurs primarily in primary, secondary and tertiary acute care settings.		Delete in its entirety	
# of Credits:	6			
Total Course Hours:	224			
Total Weeks of Course:	7			
Hours Distribution (i.e. 3-0-3):	Lecture 0	Seminar 0	Lab 32	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:	NS2015 NS2025 and NS2150			
Co-Requisites:				
Work Experience	Hours		Hours	
	Paid		Paid	
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)				
Justification	The curriculum has changed. This course is no longer part of the new curriculum.			
Date motion to make this change was passed at Department Meeting: September 28, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		
	3) Specify the course you are requesting from <u>each</u> receiving institution:			
	U of A		U of C	
	U of L		Athabasca	
	MacEwan University			
	Mount Royal University			

# Application for Academic Course Changes

Please ensure the following questions are answered prior to submission to Dean for signature:

- |   |    |
|---|----|
| 1) Do these changes impact current Library resources?           | No |
| 2) Do these changes impact current hardware/software resources? | No |

If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director Information Technology.

Department  
Chairperson  
(Required)

- |   |     |
|---|-----|
| 3) Does this conform to necessary standards (Provincial, collaborative, etc)?             | Yes |
| 4) Does this change affect graduation requirements for students in the specified program? | No  |
| 5) Are there existing transfer agreements that may be affected?                           | No  |
| 6) Will information in the AET Program Registry System be affected by this change?        | No  |

Chairperson Comments:

Chairperson Signature: *L. Morrison*

Chair, Library  
(if required)

Chairperson Comments:

Chairperson Signature:

Director,  
Information  
Technology  
(if required)

Director Comments:

Dean  
(Required)

Director Signature:

Dean Comments:

*Signature indicates  
sufficient information  
for item to be  
considered by  
Curriculum Committee*

Dean Signature: *V. Stone*

**For Office Use Only (determination to be made by Student Services)**

Add to Curriculum Agenda  
Editorial. Add to Curriculum Agenda for Information only.



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.5	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number Code:	NS3090			
Course Name/Title:	Mental Health Nursing Theory			
Program(s) course associated with:	BScN Program			
Course Description:	Focus is on theory related to the promotion of mental health and the nursing care of people with acute and chronic alterations in mental health.		Delete in its entirety	
# of Credits:	6			
Total Course Hours:	84			
Total Weeks of Course:	7			
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 6	Lab 3	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading Type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass Fail	
Pre-Requisites:	NS2015, NS2025 and NS2150			
Co-Requisites:				
Work Experience	Hours		Hours	
	Paid		Paid	
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)			1	
Justification	The curriculum has changed. This course is no longer part of the new curriculum.			
Date motion to make this change was passed at Department Meeting: September 28, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES: 1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)			
	2) On which institution and/or course is this course based?			
	3) Specify the course you are requesting from <u>each</u> receiving institution: U of A U of C U of L Athabasca MacEwan University Mount Royal University Other			

# Application for Academic Course Changes

Please ensure the following questions are answered prior to submission to Dean for signature:

1) Do these changes impact current Library resources?	No
2) Do these changes impact current hardware/software resources?	No
<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
4) Does this change affect graduation requirements for students in the specified program?	No
5) Are there existing transfer agreements that may be affected?	No
6) Will information in the AET Program Registry System be affected by this change?	No

Department Chairperson (Required)

Chairperson Comments:

Chairperson Signature: *Amisonan*

Chair, Library (if required)

Chairperson Comments:

Chairperson Signature:

Director, Information Technology (if required)  
Dean (Required)

Director Comments:

Director Signature:

Dean Comments:

Dean Signature: *Blane*

*Signature indicates sufficient information for item to be considered by Curriculum Committee*

**For Office Use Only** (determination to be made by Student Services)

- Add to Curriculum Agenda
- Editorial. Add to Curriculum Agenda for Information only.



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.6	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number/Code:	NS3100			
Course Name/Title:	Mental Health Nursing Practice			
Program(s) course associated with:	BScN Program			
Course Description:	Students will have the opportunity to apply concepts of mental health nursing to the care of individuals experiencing acute and chronic alterations in mental health in hospital or community settings.		Delete in its entirety	
# of Credits:	6			
Total Course Hours:	189			
Total Weeks of Course:	7			
Hours Distribution (i.e. 3-0-3):	Lecture 0	Seminar 3	Lab 24	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:	NS2015 NS2025 and NS2150			
Co-Requisites:				
Work Experience	Hours		Hours	
	Paid		Paid	
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)				
Justification	The curriculum has changed. This course is no longer part of the new curriculum.			
Date motion to make this change was passed at Department Meeting: September 28, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES: 1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)			
	2) On which institution and/or course is this course based?			
	3) Specify the course you are requesting from <u>each</u> receiving institution. U of A U of C U of L Athabasca MacEwan University Mount Royal University Other			



# Application for Academic Course Changes

Please ensure the following questions are answered prior to submission to Dean for signature:

1) Do these changes impact current Library resources?	No
2) Do these changes impact current hardware/software resources?	No
<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
4) Does this change affect graduation requirements for students in the specified program?	No
5) Are there existing transfer agreements that may be affected?	No
6) Will information in the AET Program Registry System be affected by this change?	No

**Department Chairperson (Required)**

Chairperson Comments:

Chairperson Signature: *[Handwritten Signature]*

Chairperson Comments:

**Chair, Library (if required)**

Chairperson Signature:

**Director, Information Technology (if required)**

Director Comments:

Director Signature:

**Dean (Required)**

Dean Comments:

*Signature indicates sufficient information for item to be considered by Curriculum Committee*

Dean Signature: *[Handwritten Signature]*



**For Office Use Only** determination to be made by Student Services

- Add to Curriculum Aenda
- Editorial. Add to Curriculum Aenda for Information only.

**This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).**

AGENDA ITEM <i>5.1</i>	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Human Services			
Program Name	Early Learning and Child Care		Early Learning and Child Care	
Total # of Program Credits				
Total # of Program Hours				
Total Weeks of Program				
Calendar Program Page Information (attach word document for "Current" and "Proposed" if text is more than 200 words)	Admission Requirements Students who are admitted to the program will receive information on recommended immunizations with their admission package. For student safety, it is recommended that immunizations are up to date. All students, with the exception of on line students, are required to submit a police information check, including a vulnerable sector clearance, on the first day of classes. Failure to do so will result in withdrawal from the practicum courses in the program.		Admission Requirements Students who are admitted to the program will receive information on recommended immunizations with their admission package. For student safety, it is recommended that immunizations are up to date. All students, with the exception of on line students, are required to submit a police information check, including a vulnerable sector clearance, by August 15 after being admitted to the program. Failure to do so will result in withdrawal from the practicum courses in the program.	
Current Calendar Program Page Number (s)	76		Not Applicable.	
Effective Date (mm-dd-yy)	Not Applicable.		July 1, 2020	
Justification	It is very difficult to collect Police Information Checks from students and it may delay them going to their practicum. Having a deadline to submit them will ensure that all students meet the requirement.			
Date motion to make this change was passed at Department Meeting: April 15, 2020				
Transfer	Is this program being considered for block transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES:	1) Which institutions are being considered for block transfer (list all)?		

## Application for Academic Program Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: 		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.2	CURRENT	Only fill in current information in those boxes where changes are proposed		PROPOSED	ALL boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	CD1045			CD1045		
Course Name/Title:	Practicum I			Practicum I		
Program(s) course associated with:						
Course Description:	Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs. Students who choose to complete a workplace practicum in an infant toddler program must complete CD2070 Infant and Toddler Care as a prerequisite. Students who choose to complete a workplace practicum in a school age care program must complete CD2120 School Age Care and Development as a prerequisite.			Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs.		
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date			January 1, 2021		
Justification	The notes are not applicable to this practicum.					
Date motion to make this change was passed at Department Meeting: September 23, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				




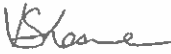
## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature:		
Chair, Library (if required)	Chairperson Comments:	
Chairperson Signature: 		
Director, Information Technology (if required)	Director Comments:	
Director Signature:		
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
Dean Signature: 		
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



## Application for Academic Changes

AGENDA ITEM 5.3	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)		
Course Number	TA2100		TA2100			
Course Name			Exceptionalities in School Age Children			
Program(s) course associated with			Educational Assistant			
# of Credits	3		3			
Total Course Hours	45 (8 weeks)		45 (15 weeks)			
	Lecture 5.5	Seminar 0	Lab 0	Lecture 3	Seminar 0	Lab 0
Calendar Description						
Grading type	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			
Pre-Requisites						
Co-Requisites						
Work Experience	Hours		Hours			
	Paid	Choose an item.	Paid	Choose an item.		
	Unpaid		Unpaid			
Effective Date (mm-dd-yy)	Click here to enter a date.		August 27, 2020			
Justification			The hours are incorrect for this course as it should be listed as 15 weeks, 3 hours per week.			
Date motion to make this change was passed at Department Meeting: September 23, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
		3) Specify the course you are requesting from <b>each</b> receiving institution: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     U of A U of L MacEwan University Mount Royal University Other                 </div> <div style="width: 45%;">                     U of C Athabasca                 </div> </div>				

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
	Chairperson Comments:	
	Chairperson Signature:	
Chair, Library (if required)	Chairperson Comments:	
	 Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



## Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM <i>6.1</i>	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number/Code:	OA1155		OA1155	
Course Name/Title:			Access and PowerPoint Expert	
Program(s) course associated with:			Office Administration Certificate Programs	
Course Description:	This course covers expert level concepts and techniques of Microsoft Access and PowerPoint through lectures, demonstrations, and hands on practical applications. Students will master the software concepts required to gain the Microsoft Office Certification - Access and PowerPoint. Students will also become familiar with OneNote.		This course covers expert level concepts and techniques of PowerPoint and Outlook through lectures, demonstrations, and hands on practical applications. Students will master the software concepts required to gain the Microsoft Office Certification in PowerPoint and in Outlook. This course will also provide training in remote working technologies such as Zoom, Microsoft Teams, SharePoint, OneDrive and Adobe Acrobat.	
# of Credits:			3	
Total Course Hours:			67.5	
Total Weeks of Course:			15	
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture 3 Seminar 0 Lab 1.5
Other Hours (i.e. clinical hours):	Type	Hours		Type Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:	OA1145			
Co-Requisites:	OA1145			
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	Click here to enter a date.		August 17, 2020	
Justification	To ensure OA Certificate program aligns with current trends in the workplace. The OA Advisory Board indicated that organizations are moving away from using Access Databases. The committee also stressed the importance of students understanding the advanced functions of Outlook which they felt was currently lacking in the OA certificate. In addition, the Advisory Committee indicated that more organizations are utilizing remote technology even pre-pandemic which needs to be introduced to the students in the OA certificate.			
Date motion to make this change was passed at Department Meeting: October 7, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		



## Application for Academic Course Changes

	<p>3) Specify the course you are requesting from <b>each</b> receiving institution:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">U of A</td> <td style="width: 50%;">U of C</td> </tr> <tr> <td>U of L</td> <td>Athabasca</td> </tr> <tr> <td>MacEwan University</td> <td></td> </tr> <tr> <td>Mount Royal University</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </table>	U of A	U of C	U of L	Athabasca	MacEwan University		Mount Royal University		Other	
U of A	U of C										
U of L	Athabasca										
MacEwan University											
Mount Royal University											
Other											
Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>										
	1) Do these changes impact current Library resources?	No									
	2) Do these changes impact current hardware/software resources?	No									
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>										
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes									
	4) Does this change affect graduation requirements for students in the specified program?	No									
	5) Are there existing transfer agreements that may be affected?	No									
	6) Will information in the AET Program Registry System be affected by this change?	No									
Chairperson Comments: <b>Carly McLeod</b>											
Chairperson Signature:											
Chair, Library (if required)	Chairperson Comments:										
	Chairperson Signature:										
Director, Information Technology (if required)	Director Comments:										
	Director Signature:										
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:  <b>no comment</b>										
	Dean Signature:										
<b>For Office Use Only (determination to be made by Student Services)</b>											
<input type="checkbox"/> Add to Curriculum Agenda											
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.											

# Application for Academic Program Changes

This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).


AGENDA ITEM <i>6.2</i>	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Business and Office Administration			
Program Name	Business Administration Diploma		Business Administration Diploma	
Total # of Program Credits			60 credits	
Total # of Program Hours			n/a	
Total Weeks of Program			60 weeks	
Calendar Program Page Information (attach word document for "Current" and "Proposed" if text is more than 200 words)	<p><i>Second year (30 credits)</i></p> <ul style="list-style-type: none"> <li>• BA2540 Introduction to Business macroeconomics (3)</li> <li>• Nine Approved Business Administration Courses</li> </ul>		<p><i>Second year (30 credits)</i></p> <ul style="list-style-type: none"> <li>• BA2540 Introduction to Business macroeconomics (3)</li> <li>• Nine Approved Business Administration Electives (Up to two Approved Non-Business Elective Courses)</li> </ul>	
Current Calendar Program Page Number (s)	Pg. 63		Pg. 63	
Effective Date (mm-dd-yy)	Not Applicable.		August 18, 2020	
Justification	Need General BA diploma to be consistent with other BA diplomas that allow up to 2 non-business electives.			
Date motion to make this change was passed at Department Meeting: August 18, 2020				
Transfer	Is this program being considered for block transfer? Yes No			
	IF YES:	1) Which institutions are being considered for block transfer (list all)?		

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	Yes
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: Changes graduation requirements by allowing students to take 2 non-business electives (aligns with other BA Diplomas)		
Chairperson Signature: 		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:  <div style="text-align: center; font-size: 1.2em; font-weight: bold;">no comments</div>	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
Add to Curriculum Agenda		
Editorial. Add to Curriculum Agenda for Information only.		

# Application for Academic Program Changes

This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).

AGENDA ITEM <b>6.3</b>	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Business and Office Administration			
Program Name			Business Administration Diploma – Accounting Major	
Total # of Program Credits			60	
Total # of Program Hours			n/a	
Total Weeks of Program			60	
Calendar Program Page Information (attach word document for “Current” and “Proposed” if text is more than 200 words)	<p>Program Curriculum</p> <p>First year (30 credits)</p> <ul style="list-style-type: none"> <li>• As per Business Administration Certificate curriculum</li> </ul> <p>Second year (30 credits)</p> <ul style="list-style-type: none"> <li>• BA2030 Finance I (3) or *FN3700 Introduction to Corporate Financial Management (3)</li> <li>• BA2110 Intermediate Accounting I (3)</li> <li>• BA2120 Intermediate Accounting II (3)</li> <li>• BA2130 Cost Accounting I (3)</li> <li>• BA2140 Cost Accounting II (3)</li> <li>• BA2500 Computer Applications for Accounting (3)</li> <li>• BA2540 Introduction to Business Macroeconomics (3)</li> </ul> <p>Three Approved Options (9)</p> <p>Recommended Options:</p> <ul style="list-style-type: none"> <li>• AC4600 Auditing (3)</li> <li>• BA2060 Statistics for Business (3) **</li> <li>• BA2160 Taxation (3)</li> <li>• BA2230 Finance II (3)</li> <li>• BA2620 Accounting Information Systems (3)</li> <li>• LR3010 Legal Relations (3)**</li> </ul> <p>*Note: Students registered in FN3700 are not to take BA2030 or BA2230 and must have completed BA1110, BA1120 and BA2060 prior to registering to FN3700.</p> <p>**Note: Students interested in taking the SAIT collaborative BBA Degree in Accounting should choose LR3010, BA2060,</p>		<p>Program Curriculum</p> <p>First year (30 credits)</p> <ul style="list-style-type: none"> <li>• As per Business Administration Certificate curriculum</li> </ul> <p>Second year (30 credits)</p> <ul style="list-style-type: none"> <li>• BA2030 Finance I (3) or *FN3700 Introduction to Corporate Financial Management (3)</li> <li>• BA2110 Intermediate Accounting I (3)</li> <li>• BA2120 Intermediate Accounting II (3)</li> <li>• BA2130 Cost Accounting I (3)</li> <li>• BA2140 Cost Accounting II (3)</li> <li>• BA2500 Computer Applications for Accounting (3)</li> <li>• BA2540 Introduction to Business Macroeconomics (3)</li> </ul> <p>Three Approved Options (9)</p> <p>Recommended Options:</p> <ul style="list-style-type: none"> <li>• BA2060 Statistics for Business (3) **</li> <li>• BA2160 Taxation (3)</li> <li>• BA2230 Finance II (3)</li> <li>• BA2620 Accounting Information Systems (3)</li> <li>• LR3010 Legal Relations (3)**</li> </ul> <p>*Note: Students registered in FN3700 are not to take BA2030 or BA2230 and must have completed BA1110, BA1120 and BA2060 prior to registering to FN3700.</p> <p>**Note: Students interested in taking the SAIT collaborative BBA Degree in Accounting should choose LR3010, BA2060, and BA2620 for their option courses. Students pursuing this degree must also choose FN3700. Students are</p>	

	<p>and BA2620 for their option courses. Students pursuing this degree must also choose FN3700. Students are encouraged to consult with an advisor within the Business Department</p>	<p>encouraged to consult with an advisor within the Business Department</p>
Current Calendar Program Page Number (s)	64	Not Applicable.
Effective Date (mm-dd-yy)	Not Applicable.	August 16, 2021
Justification	<p>Remove AC4600 as a recommended option – this course has not been available to BA diploma students for the past 6 years. In the past student took AC4600 as a part of the AU/GPRC degree program. GPRC/SAIT students take a SAIT version of this course in their third year and diploma students do not need auditing because to perform auditing tasks students would need to continue onto a Accounting Degree and CPA program.</p>	
<p>Date motion to make this change was passed at Department Meeting: October 7, 2020</p>		
Transfer	<p>Is this program being considered for block transfer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
	<p><b>IF YES:</b></p>	<p>1) Which institutions are being considered for block transfer (list all)? U of L, AU</p>
Department Chairperson (Required)	<p><b>Please ensure the following questions are answered prior to submission to Dean for signature:</b></p>	
	<p>1) Do these changes impact current Library resources?</p>	<p>No</p>
	<p>2) Do these changes impact current hardware/software resources?</p>	<p>No</p>
	<p><b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b></p>	
	<p>3) Does this conform to necessary standards (Provincial, collaborative, etc)?</p>	<p>Yes</p>
	<p>4) Does this change affect graduation requirements for students in the specified program?</p>	<p>No</p>
	<p>5) Are there existing transfer agreements that may be affected?</p>	<p>No</p>
	<p>6) Will information in the AET Program Registry System be affected by this change?</p>	<p>No</p>
	<p>Chairperson Comments: <b>Carly McLeod</b></p>	
<p>Chairperson Signature: </p>		

Chair, Library (if required)	Chairperson Comments:
	Chairperson Signature:
Director, Information Technology (if required)	Director Comments:
	Director Signature:
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments: <p style="text-align: center;">no comment</p>
	Dean Signature: 
<b>For Office Use Only (determination to be made by Student Services)</b>	
<input type="checkbox"/>	Add to Curriculum Agenda
<input type="checkbox"/>	Editorial. Add to Curriculum Agenda for Information only.

## Application for Academic Program Changes

This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).

AGENDA ITEM <b>6.4</b>	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Business and Office Administration			
Program Name			Business Administration Diploma – Financial Service Major	
Total # of Program Credits			60	
Total # of Program Hours			n/a	
Total Weeks of Program			60	
Calendar Program Page Information (attach word document for “Current” and “Proposed” if text is more than 200 words)	<p>Program Curriculum</p> <p>First year (30 credits)</p> <p>As per Business Administration Certificate curriculum</p> <p>Second year (30 Credits)</p> <ul style="list-style-type: none"> <li>• BA2030 Finance I (3)</li> <li>• BA2040 Investment Fundamentals (3)</li> <li>• BA2070 Personal Selling (3)</li> <li>• BA2540 Introduction to Business Macroeconomics (3)</li> <li>• BA2700 Fundamentals of Personal Finance (3)</li> <li>• BA2730 Personal Investing (3)</li> <li>• BA2740 Insurance and Retirement (3)</li> </ul> <p>Three Approved Options* (9)</p> <p>Recommended Options</p> <ul style="list-style-type: none"> <li>• BA2230 Finance II (3)</li> <li>• BA2310 Foundations of Real Estate Appraisal (3)</li> </ul> <p>*Two of the following marketing courses are recommended</p> <ul style="list-style-type: none"> <li>• BA2080 Retailing (3)</li> <li>• BA2010 Advertising and Sales Promotion (3)</li> <li>• BA2550 Computer Applications for Marketing (3)</li> </ul>	<p>Program Curriculum</p> <p>First year (30 credits)</p> <ul style="list-style-type: none"> <li>• As per Business Administration Certificate curriculum</li> </ul> <p>Financial Service Second year (30 credits)</p> <p>Required Courses:</p> <ul style="list-style-type: none"> <li>• BA2030 - Finance I (3)</li> <li>• BA2040 - Investment Fundamentals (3)</li> <li>• BA2070 - Personal Selling (3)</li> <li>• BA2540 - Introduction to Business Macroeconomics (3)</li> <li>• BA2700 - Fundamentals of Personal Finance (3)</li> <li>• BA2730 - Personal Investing (3)</li> <li>• BA2740 - Insurance and Retirement (3)</li> </ul> <p>Three Approved Options* (9)</p> <p>Recommended Options</p> <ul style="list-style-type: none"> <li>• BA2230 - Finance II (3)</li> <li>• BA2310 - Foundations of Real Estate Appraisal (3)</li> <li>• BA2060 – Statistics for Business (3)</li> <li>• BA2160 – Taxation (3)</li> <li>• BA2550 - Computer Applications for Marketing (3)</li> <li>• LR3010 - Legal Relations (3)</li> <li>• BA2240 – Human Resource Management (3)</li> </ul>		
Current Calendar Program Page Number (s)	64		Not Applicable.	
Effective Date	Not Applicable.		August 16, 2021	




<b>(mm-dd-yy)</b>		
<b>Justification</b>	Changed recommended options to reflect industry requirements ensuring a mix of marketing, accounting, management, and financial services course options for students.	
Date motion to make this change was passed at Department Meeting: October 7, 2020		
<b>Transfer</b>	Is this program being considered for block transfer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>IF YES:</b>	1) Which institutions are being considered for block transfer (list all)?  U of L, AU
<b>Department Chairperson (Required)</b>	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
	Chairperson Comments: Carly McLeod	
	Chairperson Signature:	
<b>Chair, Library (if required)</b>	Chairperson Comments:	
	Chairperson Signature:	
<b>Director, Information Technology (if required)</b>	Director Comments:	
	Director Signature:	
<b>Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i></b>	Dean Comments:  <b>no comment</b>	
	Dean Signature:	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		

# Application for Academic Program Changes

This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).

AGENDA ITEM <b>6.5</b>	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Business and Office Administration			
Program Name			Business Administration Diploma – Management Diploma	
Total # of Program Credits			60	
Total # of Program Hours			n/a	
Total Weeks of Program			60	
Calendar Program Page Information (attach word document for “Current” and “Proposed” if text is more than 200 words)	<p>Program Curriculum</p> <p>First year (30 credits)</p> <ul style="list-style-type: none"> <li>• As per Business Administration Certificate curriculum</li> </ul> <p>Second year (30 credits)</p> <ul style="list-style-type: none"> <li>• BA2000 Contemporary issues in Business (3)</li> <li>• BA2030 Finance I (3)</li> <li>• BA2090 Marketing Project Management (3)</li> <li>• BA2240 Human Resource Management (3)</li> <li>• BA2540 Introduction to Business Macroeconomics (3)</li> <li>• LR3010 Legal Relations (3)</li> <li>• MG2000 Introduction to Management (3)</li> </ul> <p>Three Approved Options (9)</p> <p>Recommended Options:</p> <ul style="list-style-type: none"> <li>• BA2010 Advertising and Sales Promotion (3)</li> <li>• BA2060 Statistics for Business (3)</li> <li>• BA2070 Personal Selling (3)</li> <li>• BA2160 Taxation (3)</li> <li>• BA2190 Consumer Behaviour (3)</li> <li>• BA2270 Business Ethics (3)</li> <li>• BA2550 Computer Applications for Marketing (3)</li> <li>• BA2700 Introduction to Personal Finance (3)</li> <li>• BA2730 Personal Investing (3)</li> <li>• BA2740 Insurance and Retirement (3)</li> <li>• BA2910 Small Business Entrepreneurship (3)</li> </ul>		<p>Program Curriculum</p> <p>First year (30 credits)</p> <ul style="list-style-type: none"> <li>• As per Business Administration Certificate curriculum</li> </ul> <p>Second year (30 credits)</p> <ul style="list-style-type: none"> <li>• BA2030 Finance I (3)</li> <li>• BA2090 Marketing Project Management (3)</li> <li>• BA2240 Human Resource Management (3)</li> <li>• BA2540 Introduction to Business Macroeconomics (3)</li> <li>• LR3010 Legal Relations (3)</li> <li>• MG2000 Introduction to Management (3)</li> <li>• BA2910 Small Business Entrepreneurship (3)</li> </ul> <p>Three Approved Options (9)</p> <p>Recommended Options:</p> <ul style="list-style-type: none"> <li>• BA2000 Contemporary issues in Business (3)</li> <li>• BA2010 Advertising and Sales Promotion (3)</li> <li>• BA2060 Statistics for Business (3)</li> <li>• BA2070 Personal Selling (3)</li> <li>• BA2160 Taxation (3)</li> <li>• BA2190 Consumer Behaviour (3)</li> <li>• BA2270 Business Ethics (3)</li> <li>• BA2550 Computer Applications for Marketing (3)</li> <li>• BA2700 Introduction to Personal Finance (3)</li> <li>• BA2730 Personal Investing (3)</li> <li>• BA2740 Insurance and Retirement (3)</li> </ul>	

	<p><i>*Note: Students interested in the SAIT collaborative BBA Degree in Management must complete <u>BA2060</u>. The remaining two Business Options may be chosen from <u>BA2010</u>, <u>BA2070</u>, <u>BA2190</u>, <u>BA2310</u>, <u>BA2550</u>, <u>BA2700</u>, <u>BA2730</u>, or <u>BA2740</u>.</i></p>	<p><i>*Note: Students interested in the SAIT collaborative BBA Degree in Management must complete <u>BA2060</u>. The remaining two Business Options may be chosen from BA2000, BA2010, BA2070, BA270, BA2550, BA2700, BA2730, or BA2740.</i></p>
Current Calendar Program Page Number (s)	65	Not Applicable.
Effective Date (mm-dd-yy)	Not Applicable.	August 16, 2021
Justification	Switch BA2000 to BA2910 as a required course in the Management Diploma due to growing trend for students to understand elements of a Business Plan. (BA2910 is accepted as a senior level management elective in the SAIT/GPRC BBAM program)	
Date motion to make this change was passed at Department Meeting: October 7, 2020		
Transfer	Is this program being considered for block transfer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	IF YES:	1) Which institutions are being considered for block transfer (list all)?  U of L, AU
Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
	Chairperson Comments: Carly McLeod	
Chairperson Signature: 		
Chair, Library (if required)	Chairperson Comments:	

	Chairperson Signature:
Director, Information Technology (if required)	Director Comments:
	Director Signature:
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments: <b>no comments</b>
	Dean Signature: 
<b>For Office Use Only (determination to be made by Student Services)</b>	
<input type="checkbox"/>	Add to Curriculum Agenda
<input type="checkbox"/>	Editorial. Add to Curriculum Agenda for Information only.

## Application for Academic Program Changes

This form is to be used to request changes to the Program (i.e. Program Curriculum, Admission Requirements, Graduation Requirements, Progression Criteria, etc.).

AGENDA ITEM <b>6.6</b>	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Department	Business and Office Administration			
Program Name			Business Administration Diploma – Marketing Major	
Total # of Program Credits			60	
Total # of Program Hours			n/a	
Total Weeks of Program			60	
Calendar Program Page Information (attach word document for “Current” and “Proposed” if text is more than 200 words)		<p>Program Curriculum</p> <p>First year (30 credits)</p> <ul style="list-style-type: none"> <li>• As per Business Administration Certificate curriculum</li> </ul> <p>Second year (30 credits)</p> <ul style="list-style-type: none"> <li>• BA2000 Contemporary Issues in Business (3)</li> <li>• BA2090 Marketing Project Management (3)</li> <li>• BA2540 Introduction to Business Macroeconomics (3)</li> </ul> <p>Four Marketing Requirements (12) chosen from:</p> <ul style="list-style-type: none"> <li>• BA2010 Advertising and Sales Promotion (3)</li> <li>• BA2070 Personal Selling (3)</li> <li>• BA2080 Retailing and Merchandising (3)</li> <li>• BA2100 Not-for-Profit Marketing and Public Relations (3)</li> <li>• BA2190 Consumer Behavior (3)</li> <li>• BA2200 Marketing Research (3)</li> <li>• BA2550 Computer Applications for Marketing (3)</li> <li>• BA2910 Small Business Entrepreneurship (3)</li> </ul> <p>Three Approved Options* (9)</p> <p>*Recommended Options</p> <ul style="list-style-type: none"> <li>• BA2060 Statistics for Business (3)</li> <li>• LR3010 Legal Relations (3)</li> </ul>		<p>Program Curriculum</p> <p>First year (30 credits)</p> <ul style="list-style-type: none"> <li>• As per Business Administration Certificate curriculum</li> </ul> <p>Second year (30 credits)</p> <ul style="list-style-type: none"> <li>• BA2000 Contemporary Issues in Business (3)</li> <li>• BA2090 Marketing Project Management (3)</li> <li>• BA2540 Introduction to Business Macroeconomics (3)</li> <li>• BA2010 Advertising and Sales Promotion (3)</li> <li>• BA2070 Personal Selling (3)</li> <li>• BA2200 Marketing Research (3)</li> <li>• BA2550 Computer Applications for Marketing (3)</li> </ul> <p>Three Approved Options* (9)</p> <p>*Recommended Options</p> <ul style="list-style-type: none"> <li>• BA2060 Statistics for Business (3)</li> <li>• LR3010 Legal Relations (3)</li> <li>• BA2190 Consumer Behavior (3)</li> <li>• BA2910 Small Business Entrepreneurship (3)</li> <li>• MG2000 – Introduction to Management</li> <li>• BA2240 – Human Resource Management</li> </ul>
Current Calendar Program Page Number (s)	66		Not Applicable	
Effective Date	Not Applicable.		August 16, 2021	

(mm-dd-yy)		
Justification	<p>The marketing area is rapidly changing, and we need to keep our program contemporary. Courses in the four Marketing options had redundancies in their course material. Also, marketing was the only diploma in the business administration program with 10 discipline focused courses. As the Accounting and Management degrees with SAIT grow the business department wanted to provide additional options for students by streamlining the Marketing Diploma.</p>	
Date motion to make this change was passed at Department Meeting: October 7, 2020		
Transfer	Is this program being considered for block transfer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>IF YES:</b>	1) Which institutions are being considered for block transfer (list all)?  U of L, AU
Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
	Chairperson Comments: Carly McLeod	
Chairperson Signature:		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:  <b>no comments</b>	
	Dean Signature:	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.7	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	AC3510		Delete Course			
Course Name/Title:	Intermediate Accounting I					
Program(s) course associated with:						
Course Description:						
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021		July 1, 2021			
Justification	Course has not run since 2001. Content is no longer current. Recommend course be deleted.					
Date motion to make this change was passed at Department Meeting: October 7, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: <b>Carly McLeod</b>		
Chairperson Signature: 		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments: <b>no comment</b>	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		




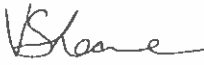


# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.8	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	MK3960			MK3960		
Course Name/Title:	Introduction to Marketing			Introduction to Marketing		
Program(s) course associated with:	University Transfer			University Transfer		
Course Description:				This course explores all aspects of marketing, with a particular emphasis on the consumer, the "people" component of the definition.		
# of Credits:				3		
Total Course Hours:				45		
Total Weeks of Course:				15		
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture 3	Seminar 0	Lab 0
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	MA1130, EC1010, and EC1020 or consent of instructor			EC1010		
Co-Requisites:						
Work Experience	Hours			Hours	n/a	
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid	n/a	
Effective Date (mm-dd-yy)	Click here to enter a date.			Click here to enter a date.		
Justification	Changing pre-requisites to align with recent changes made to U of A equivalent course – MARK301.					
Date motion to make this change was passed at Department Meeting: October 7, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based? University of Alberta				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: Carly McLeod		
Chairperson Signature: 		
Chair, Library (if required)	Chairperson Comments:	
Chairperson Signature:		
Director, Information Technology (if required)	Director Comments:	
Director Signature:		
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments: <div style="text-align: center; font-size: 1.2em; font-weight: bold; margin-top: 10px;">no comments</div>	
Dean Signature: 		
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		


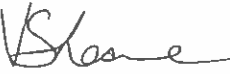


# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6-9	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	MK4060		Delete Course			
Course Name/Title:	Consumer Behavior					
Program(s) course associated with:						
Course Description:						
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type	Hours		Type	Hours	
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021		July 1, 2021			
Justification	Course has never been offered or zero enrolments. Content is no longer current. Recommend course be deleted.					
Date motion to make this change was passed at Department Meeting: October 7, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A	U of C				
	U of L	Athabasca				
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: <b>Carly McLeod</b>		
Chairperson Signature: 		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments: <b>no comments</b>	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		

## CURRICULUM COMMITTEE MEETING

*Date:* October 21, 2020  
*Time:* 4:00 – 5:30PM  
*Location(s):* Zoom  
**CHAIR:** Aman Litt Director, Student Experience  
**RECORDS:** Shawwna Boyd

**ATTENDEES:**

**\* Notice of Absence**

Don Gnatiuk	President and CEO, Ex Officio*
John Rigby	Vice-President Academic and Research*
Brian Redmond	Dean, School of Arts, Science and Upgrading
Vanessa Sheane	Interim Dean, School of Health, Wellness and Career Studies
Charles Sanderson	Interim Dean, School of Trades, Agriculture and Environment*
Megan Slifka	Registrar
Jennifer Robertson	Associate Registrar, Advising and Articulation
Luc Boyer	Manager, Institutional Planning and Research
Emma Doris	President, Students' Association
	1 Representative from the Students Association
	1 Representative from Students Association
Tina Strasbourg	1 Representative from Arts & Education
Tanya Keller	1 Representative from Academic Upgrading
Carolyn Vasileiou	1 Representative from Department of Business and Office Administration
Valerie Ostara	1 Representative from Department of Human Services
Julia Dutove	1 Representative from Department of Physical Education and Kinesiology
Louise Rawluk	1 Representative from Department of Nursing
Dallas Sawtell	1 Representative from Department of Science*
Robert Howey	1 Representative from Fine Arts
Dave Hiebert	1 Representative from Motorcycle & Recreational Powersports Department*
Clint Peterson	1 Representative from Heavy Equipment Department*
Clint Derocher	1 Representative from Electrical, Industrial Mechanical & Parts
Karlee Worobetz	1 Representative from Animal Health Sciences*
Miles Mintzler / Brent Boutilier	1 Representative from Construction & Fabrication Department

1. **Agenda approved by consensus** with the addition of Winter 2021 Course Outlines (7.0)

2. **Terms of Reference**

**Motion:** Recommend that Academic Council approve changes to the Terms of Reference composition as presented.

**Moved:** V. Sheane

**Second:** M. Slifka

**Discussion:** Discussion around wording for the actual Terms of Reference. Discussion was tabled and the Terms of Reference will be brought back to the next meeting for review.

### 3. PEAK

#### 3.1 PE2940 3(1-2-0) UT 45 Hours 15 Weeks A conceptual Approach to Physical Activity

**Motion:** Recommend that Academic Council approve a change to the hour distribution for PE2940 from (1-2-0) to (0-0-3).

**Moved:** J. Dutove **Second:** V. Sheane

**Discussion:** This reflects the changes made at the U of A to KIN294.

**CARRIED**

### 4. Nursing Education and Health Studies

#### 4.1. Bachelor of Science in Nursing

**Motion:** Recommend that Academic Council approve a change to the calendar description for the Bachelor of Science in Nursing program removing WHMIS as a requirement and replacing CPR-HCP with CPR-BLS on page 154 of the current academic calendar.

**Moved:** L. Rawluk **Second:** V. Sheane

**CARRIED**

#### 4.2 Bachelor of Science in Nursing

**Motion:** Recommend that Academic Council approve a change to calendar description for the Bachelor of Science in Nursing program, removing "Third Year (30 credits)" on page 157 of the current academic calendar.

**Moved:** L. Rawluk **Second:** V. Sheane

**Discussion:** this reflects changes to the program. Only "Fourth Year" is still to change and should remain in this section.

**CARRIED**

#### 4.3 NS3070 Acute Care Nursing Theory NS3080 Acute Care Nursing Practice I NS3090 Mental Health Nursing Theory NS3100 Mental Health Nursing Practice

**Motion:** Recommend that Academic Council approve the deletion of NS3070, NS3080, NS3090, and NS3100 from course offerings effective July 1, 2021.

**Moved:** L. Rawluk **Second:** V. Sheane

**Discussion:** This reflects the changes made at the U of A.

**CARRIED****5. Human Services****5.1. Early Learning and Child Care**

**Motion:** Recommend that Academic Council approve a change to the admission requirements for the Early Learning and Child Care program.

**Moved:** V. Ostara

**Second:** V. Sheane

**Discussion:** The intent of this change is to ensure that ELCC students have their Police Information Check in before August 15<sup>th</sup>, but the wording was causing some confusion, so this item is being taken back to the department for wordsmithing.

**TABLED****5.2 CD1045 3 (0-2-28) 126 Hours 15 Weeks Seminar, 12 Weeks Practicum Practicum I**

**Motion:** Recommend that Academic Council approve a change to the course description for CD1045 to “Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs”.

**Moved:** V. Ostara

**Second:** V. Sheane

**Discussion:** This change removed prerequisites of CD2070 and CD2120 and will be effective July 1, 2021 but the department will work with Student Services to ensure students registered in CD1045 in Winter 2021 can waive the prerequisites as well.

**CARRIED****5.3 TA2100 3 (5.5-0-0) 45 Hours 8 Weeks Exceptionalities in School Age Children**

**Motion:** Recommend that Academic Council approve a change to the number of hour distribution and weeks for TA2100 from (5.5-0-0) 8 Weeks to (3-0-0) 15 Weeks.

**Moved:** V. Ostara

**Second:** V. Sheane

**Discussion:** This change better reflects current practice.

**CARRIED****6. Business and Office Administration****6.1. OA1155 3(3-0-1.5) 67.5 Hours 15 Weeks Access and PowerPoint Expert**

**Motion:** Recommend that Academic Council approve a change to the course description for OA1155 to “This course covers expert level concepts and techniques of PowerPoint and Outlook through lectures, demonstrations, and hands on practical applications. Students will master the software concepts required to gain the Microsoft Office Certification in PowerPoint and Outlook.

This course will also provide training in remote working technologies such as Zoom, Microsoft Teams, SharePoint, OneDrive, and Adobe Acrobat”.

**Moved:** C. Vasileiou

**Second:** V. Sheane

**CARRIED**

## **6.2 Business Administration Diploma**

**Motion:** Recommend that Academic Council approve a change to the Business Administration Diploma 2<sup>nd</sup> year courses to “BA2540 Introduction to Business Macroeconomics (3) and Nine Approved Business Administration Electives (Up to two can be approved non-business elective courses)”.

**Moved:** C. Vasileiou

**Second:** V. Sheane

**CARRIED**

## **6.3 Business Administration Diploma – Accounting Major**

**Motion:** Recommend that Academic Council approve a change to the Business Administration Diploma – Accounting Major removing AC4600 as a recommended option.

**Moved:** C. Vasileiou

**Second:** V. Sheane

**Discussion:** This course has not been offered for the past 6 years and is no longer required in this diploma program.

**CARRIED**

## **6.4 Business Administration Diploma – Financial Service Major**

**Motion:** Recommend that Academic Council approve a change to the Business Administration Diploma – Financial Service Major changing the recommended options as presented.

**Moved:** C. Vasileiou

**Second:** V. Sheane

**Discussion:** These changes ensure a mix of marketing, accounting, management, and financial services course options for students.

**CARRIED**

## **6.5 Business Administration Diploma – Management Major**

**Motion:** Recommend that Academic Council approve a change to the Business Administration diploma - Management Major removing BA2000 and adding BA2610 as a required course.

**Moved:** C. Vasileiou

**Second:** V. Sheane



**Discussion:** this change allows for students to have an understanding of the elements of a business plan.

**CARRIED**

## **6.6 Business Administration Diploma – Marketing Major**

**Motion:** Recommend that Academic Council approve a change to the Business Administration Diploma – Marketing Major changing the required courses and recommended options as presented.

**Moved:** C. Vasileiou

**Second:** V. Sheane

**CARRIED**

## **6.7 AC3510 Intermediate Accounting I**

**Motion:** Recommend that Academic Council approve the deletion of AC3510 from course offerings.

**Moved:** C. Vasileiou

**Second:** V. Sheane

**Discussion:** This course has not run since 2001.

**CARRIED**

## **6.8 MK3960 Introduction to Marketing**

**Motion:** Recommend that Academic Council approve a change to the prerequisites for MK3960 from “MA1130, EC1010, and EC1020 or consent of the instructor” to “EC1010”.

**Moved:** C. Vasileiou

**Second:** V. Sheane

**Discussion:** This reflects the changes made at the U of A to MARK301.

**CARRIED**

## **6.9 MK4060 Consumer Behaviour**

**Motion:** Recommend that Academic Council approve the deletion of MK4060 from course offerings.

**Moved:** C. Vasileiou

**Second:** V. Sheane

**Discussion:** This course has never been offered.

**CARRIED**

## **7. Addition to the agenda – Winter 2021 Course Outlines**

**V. Sheane** requested Committee approval to bring course outlines for Winter 2021 to Curriculum Committee's November meeting. The deadline to receive these from the departments will be November 4<sup>th</sup>.

**CARRIED**

**8. Adjournment by consensus**

Next meeting: **November 17, 2020**

Deadline for agenda items: **November 4, 2020**

**CURRICULUM COMMITTEE MEETING****Item 5.3.2**

Date: November 18, 2020

Time: 4 – 5:30pm

Location(s): Zoom

Chair: Aman Litt

RECORDS: Shawna Boyd

INVITEES: (\* Notice of Absence)

Robert Murray	President and CEO, Ex Officio*
John Rigby	VP Academic and Research
Brian Redmond	Dean, School of Arts, Science and Upgrading
Vanessa Sheane	Interim Dean, School of Health, Wellness and Career Studies
Charles Sanderson	Interim Dean, School of Trades, Agriculture and Environment
Megan Slifka	Registrar
Jennifer Robertson	Associate Registrar, Advising & Articulation
Luc Boyer	Manager, Institutional Research and Planning
Emma Doris	1 Representative from Students' Association
Devansh Kapoor	1 Representative from Students' Association
TBD	1 Representative from Students' Association
Tina Strasbourg	1 Representative from Arts & Education
Nicoletta Harabor	1 Representative from Academic Upgrading
Abby Head	1 Representative from Department of Business and Office Administration
Valerie Ostara	1 Representative from Department of Human Services
Julia Dutove	1 Representative from Department of Physical Education and Kinesiology
Louise Rawluk	1 Representative from Department of Nursing
Les Rawluk	1 Representative from Department of Science
Robert Howey	1 Representative from Fine Arts
Dave Hiebert	1 Representative from Automotive, Motorcycle and Powersport Department
Clint Peterson	1 Representative from Heavy Equipment Department
Clint Derocher	1 Representative from Electrical, Industrial Mechanical & Parts
Karlee Worobetz	1 Representative from Animal Health Sciences
Brent Boutillier	1 Representative from Construction, Fabrication and Operations Department

Department	Course/Item	Approval Requested:
1.0	Agenda	Approve
2.0	Terms of Reference	Discussion and approval
3.0	Course Outline Template – Winter 2021	Review and approval
<b>Arts, Science and Upgrading</b>		
4.0	Academic Upgrading	
4.1	AD0102 Workplace Essential Skills	Updated course outline
4.2	CP0105 Computer Applications I	Updated course outline
4.3	EN0132 English 30-2 Grade 12 Equivalent	Updated course outline
4.4	SC0130 Science Grade 12 Equivalent	Updated course outline
4.5	SL0090 Social Studies Grade 9 Equivalent	Updated course outline
4.6	SL0120 Social Studies Grade 11 Equivalent	Updated course outline
4.7	SL0130 Social Studies Grade 12 Equivalent	Updated course outline
5.0	Fine Arts	
5.1	DD1160 Digital Imagery 3D I	Delete course
5.2	DD1170 Digital Imagery 3D II	Delete course
5.3	DD1211 Applied Music I	Modify course code
5.4	DD1211 Applied Music I	Delete course
5.5	DD1350 Introduction to Photography	Delete course
5.6	DD1421 Electroacoustic Ensemble I	Modify course code
5.7	DD1421 Electroacoustic Ensemble I	Delete course
5.8	DD2211 Applied Music II	Modify course code
5.9	DD2211 Applied Music II	Delete course
5.10	DD2270 Interactive Media I	Delete course
5.11	DD2280 Static Media Bitmap	Delete course
5.12	DD2421 Electroacoustic Ensemble II	Modify course code
5.13	DD2421 Electroacoustic Ensemble II	Delete course
5.14	DR1910 Introduction to Stagecraft	Delete course
5.15	DR1920 Topics in Stagecraft: Lighting and Sound	Delete course
5.16	DR1930 Topics in Stagecraft: Set Construction	Delete course
5.17	DR2201 Production II	Delete course
5.18	ID1250 Topics in Interdisciplinary Studies	Delete course
5.19	ID3261 Contemporary Culture Now I	Delete course
5.20	ID3262 Contemporary Culture Now II	Delete course
6.0	Science	
6.1	CH1640 Organic Chemistry I	Delete course
6.2	ES1050 The Dynamic Earth Through Time	Delete course
6.3	CH2750 Physical Chemistry	Delete course

6.4	MA2280 Introduction to Ring Theory	Delete course
6.5	PALE401 Paleontology Lab Techniques	Delete course
6.6	MA2410 Geometry	Delete course
6.7	PALE400 Paleontology Field School	Delete course
6.8	MA2220 Introduction to Discrete Mathematics	Delete course
6.9	ES2070 Mass Extinction and Dinosaurs	Delete course
6.10	PC2300 Electricity and Magnetism	Delete course
6.11	CS1000 Computer Programming for Engineers	Delete course
7.0	Adjournment	

**IMPORTANT DATES TO CONSIDER:**

**Next Curriculum Committee Meeting:** December 16, 2020

**Deadline for Agenda Items:** December 2, 2020

**Deadline for Agenda Items for 2021-2022 Academic Calendar:** December 2, 2020

**Program Changes** (load changes; name changes and reactivations) - March 1st (4 months before July 1st effective date)

**New Certificates and Diplomas** - January 1st (6 months before July 1st effective date)

**Program Suspensions and Terminations** - March 1st (4 months before July 1st effective date)

**New Degree Programs or Specializations** - January 1st (18 months before effective date)

**REPORTS TO:** Academic Council

**COMPOSITION:**

- President, Ex Officio
- Vice-President Academics and Research
- Deans
- Director, Research and Innovation
- Registrar
- Associate Registrar, Advising and Articulation
- Manager, Institutional Planning and Research
- Librarian
- One member from each academic department, chosen by the department, for a two-year term
- Three students, appointed by the Students' Association, for a one-year term.

**CHAIRPERSON:** Director, Student Experience

**MEMBERSHIP NOMINATED BY:** Departments, Students' Association

**MEMBERSHIP APPROVED BY:** Academic Council

**COMMITTEE CLASSIFICATION:** Standing Committee of Academic Council

**TERMS OF REFERENCE APPROVED BY:** Academic Council

**REVIEW:** Terms of Reference for this committee will be reviewed every five years or as needed.

## TERMS OF REFERENCE

### Responsibilities:

1. To review all new programs and to evaluate their suitability with respect to the mission, mandate, goals, values, and planning statements of the College.
2. Receive, review and make recommendations on proposals from departments regarding changes in new and existing credit courses, curricula, and programs involving:
  - a) course/program titles,
  - b) course hours,
  - c) **course description (as displayed in the Academic Calendar) ~~course content (i.e. Learner Outcomes, Course Objectives, Transferability, grading, etc)~~**
  - d) credit allowances,

- e) advanced placement/credit,
- f) additions or deletions of courses and/or duplication of courses,
- g) prerequisites and co-requisites, and
- h) admission requirements.

**2.1 Complete course outlines MUST be submitted for all course changes requiring review by Curriculum Committee.**

3. Assess the implications of course or program changes for other courses and programs i.e. prerequisites, co-requisites and for transferability to other institutions.
4. Receive, review and make recommendations for approval on the fully articulated curriculum/course materials for newly approved programs.
5. Develop and maintain a form or format and procedure for the submission of department items to the Curriculum Committee.
6. To report recommendations to Academic Council for approval.

*Reviewed and Approved by Academic Council: December 7, 2006*

*Updated by Curriculum Committee: May 2007*

*Reviewed and Approved by Academic Council: February 14, 2008*

*Reviewed and Approved by Academic Council: February 11, 2010*

*Reviewed and Approved by Academic Council: October 14, 2010*

*Reviewed and Approved by Academic Council: November 18, 2010*

*Updated by Curriculum Committee: October 9, 2012*

*Reviewed and Approved by Academic Council: October 10, 2013*

*Updated by Curriculum Committee: November 16, 2016*

*Reviewed and Approved by Academic Council: December 8, 2016*



**DEPARTMENT Name**

**COURSE OUTLINE –WINTER 2021**

**TTxxxx (xx): Name of the course – x (x-x-x) xx Hours for xx Weeks**

**INSTRUCTOR:**  
**OFFICE:**  
**OFFICE HOURS:**

**PHONE:**  
**E-MAIL:**

**WINTER 2021 DELIVERY:**

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca)

Note: GPRC reserves the right to change the course delivery.

OR

Mixed Delivery – Remote and Onsite. This course is delivered remotely with some face-to-face/onsite components at the GPRC [*Grande Prairie/Fairview*] campus.

- For the remote delivery components: students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).
- For the onsite components: students must supply their own mask [and/or face shield] and follow [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

OR

Mixed Delivery – Remote and Offsite. This course is delivered remotely with some face-to-face/offsite components in the [clinical/practicum/work experience] setting.

- For the remote delivery components: students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).
- For the offsite components: Students must follow the offsite agencies COVID-19 Guidelines and Protocols as well as the [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

OR

Mixed Delivery – Onsite and Offsite. This course is delivered with some face-to-face/onsite components at the GPRC [*Grande Prairie/Fairview*] campus with some face-to-face/offsite components in the [clinical/practicum/work experience] setting.

- For the onsite components: students must supply their own mask [and/or face shield] and follow [GPRC Campus Access Guidelines and Expectations](#).
- For the offsite components: Students must follow the offsite agencies COVID-19 Guidelines and Protocols as well as the [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

OR

Onsite Delivery. This course is delivered onsite at the GPRC [*Grande Prairie/Fairview*] campus. Students must supply their own mask [and/or face shield] and follow [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

OR

Offsite Delivery. This course is delivered offsite in the [clinical/practicum/work experience] setting with some face-to-face components. Students must follow the offsite agencies COVID-19 Guidelines and Protocols as well as the [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.



**CALENDAR DESCRIPTION:**

**PREREQUISITE(S)/COREQUISITE:**

**REQUIRED TEXT/RESOURCE MATERIALS:**

**DELIVERY MODE(S):**

**COURSE OBJECTIVES:**

**LEARNING OUTCOMES:**

**TRANSFERABILITY:**

**A list of institutions to which this course transfers (For example: UA, UC, UL, AU, GMU, CU, CUC, KUC. Please note that this is a sample and it must be replaced by your specific course transfer)**

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

**GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

Please note that most universities will not accept your course for transfer credit **IF** your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54

B-	2.7	70-72		F	0.0	00-49
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**COURSE SCHEDULE/TENTATIVE TIMELINE:**

**STUDENT RESPONSIBILITIES:**

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

**\*\*Note:** all Academic and Administrative policies are available on the same page.

**Additional Information (Optional):**

Instructors may add whatever they want here.





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.1	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	AD0102					
Course Name/Title:						
Program(s) course associated with:						
Course Description:						
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	<input type="checkbox"/>		Paid	<input type="checkbox"/>	
	Unpaid	<input type="checkbox"/>		Unpaid	<input type="checkbox"/>	
Effective Date (mm-dd-yy)				7/1/20		Click here to enter a date.
Justification	Updated course outline					
Date motion to make this change was passed at Department Meeting:				11/4/20		Click here to enter a date.
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	2) Do these changes impact current hardware/software resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	4) Does this change affect graduation requirements for students in the specified program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	5) Are there existing transfer agreements that may be affected?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	6) Will information in the AET Program Registry System be affected by this change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Chairperson Comments: <small>To align with the SGPRC initiative and emphasis on the importance of foundational learning, the AUD proposes that this course and its course outline be updated</small>		
Chairperson Signature: <u></u> <small>Reddy Ganta (Nov 4, 2020 14:13 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u></u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



**DEPARTMENT OF ACADEMIC UPGRADING  
COURSE OUTLINE COURSE OUTLINE – Semester / Year**

**AD 0102 - WORKPLACE ESSENTIAL SKILLS 5 (0-0-5) 75 hours**

**INSTRUCTOR:  
OFFICE:**

**PHONE:  
E-MAIL:**

**OFFICE HOURS:**

**CALENDAR DESCRIPTION:**

In this workshop-style course, learners will examine the rights and responsibilities of the worker as well as the employer in relation to current legislation (including Workers' Compensation, Employment Standards Code and Regulations). One focus will be to gain the attitudes, knowledge and skills related to workplace health and safety. Upon successful completion of agency exams, students will receive certificates from the Job Safety Skills Society. In addition, students will develop a resume specifically geared to obtaining part-time work while they are continuing their education.

**PREREQUISITE(S)/CO-REQUISITE:**

Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take AD0102.

**REQUIRED TEXT/RESOURCE MATERIALS:**

This course uses materials prepared by the Job Safety Skills Society (JSSS) (Also known as: SafeGen(Other), JobSafe(Other))

**DELIVERY MODE(S):**

While AD0102 is delivered in module style, students meet during specified class times to work towards completing the program. There is both instructor and technical support available as students complete both parts of the course in a workshop-style setting.

**COURSE OBJECTIVES:**

Job Safe Program - Safety Training  
 Provided by: Job Safety Skills Society  
 Provides information about workplace health and safety.

**LEARNING OUTCOMES:** Service offers:

- a program designed to educate youth about workplace health and safety issues  
Works to:
- promote the development of a positive attitude towards safety
- give youth a solid foundation for future workplace training

**TRANSFERABILITY:**

Grade of D or D+ may not be acceptable for transfer to other programs or post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability. This course is not listed in the Alberta Transfer Guide transfer guide. <http://www.transferalberta.ca>

**EVALUATIONS:** Course final grade will be based on the following components.

Assignments:	40%
Exams Midterm	25%
Final	35%

**GRADING CRITERIA:** Final Grades will be assigned on the Letter Grading System.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE: TBA**

**STUDENT RESPONSIBILITIES:**

Certain activities are disruptive and not conducive to an atmosphere of learning. In addition to the *Student Rights and Responsibilities* as set out in the College calendar, the following guidelines will maintain an effective learning environment for everyone. We ask the cooperation of all students in the following areas of classroom department.

1. **Attendance:** Regular attendance and class participation is expected of all students and is crucial to good performance in the course. Class interruption due to habitual late arrival or leaving early will not be permitted.
2. Check **D2L** as well as **GPRC email** on a regular basis.
3. **Once in class** – remain in class. Leaving to get a coffee is disruptive for others.
4. Assignments must be submitted on time.
5. Exams must be written on the days announced in class.
6. If an emergency prevents attendance on an exam day, students must contact the instructor before the end of the exam (as soon as possible) via phone or email, and may be asked to provide documentation to justify their absence.
7. No unspecified electronic devices will be permitted during exams.
8. Complete daily homework.
9. Behaviors that interfere with learning are not acceptable.
10. Take responsibility for your learning.
11. **Communicate all requests regarding appointments, etc via email.**

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

**\*\*Note:** all Academic and Administrative policies are available on the same page.





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.2	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	CP0105					
Course Name/Title:						
Program(s) course associated with:						
Course Description:						
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	<input type="checkbox"/>		Paid	<input type="checkbox"/>	
	Unpaid	<input type="checkbox"/>		Unpaid	<input type="checkbox"/>	
Effective Date (mm-dd-yy)				<a href="#">Click here to enter a date.</a> July 1, 2020		
Justification	Updated course outline					
Date motion to make this change was passed at Department Meeting:				<del>11/04/20</del> here to enter a date.		
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	2) Do these changes impact current hardware/software resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	4) Does this change affect graduation requirements for students in the specified program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	5) Are there existing transfer agreements that may be affected?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	6) Will information in the AET Program Registry System be affected by this change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Chairperson Comments: <small>To align with the SGPRC initiative and emphasis on the importance of foundational learning, the AUD proposes that this course and its course outline be updated.</small>		
Chairperson Signature:  <small>Reddy Ganta (Nov 4, 2020 14:27 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		





**DEPARTMENT OF ACADEMIC UPGRADING**

**COURSE OUTLINE – <<TERM>>**

CP 0105 (EC): Computer Applications I – 3 (0-0-3)  
45 Hours

<b>Instructor</b>	<<Instructor Name>>	<b>Phone</b>	<<Instructor Phone Contact>>
<b>Office</b>	<<Office>>	<b>Email</b>	<<Instructor email >>
<b>Office Hours</b>	<<Traditional and/or Virtual Office Hours>>	<b>Class</b>	<<Delivery Mode>>

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**CALENDAR DESCRIPTION:**

This course focuses on the core skills of Microsoft Office 365's most used computer applications: Word 2019 and Excel 2019. Hands on practical assignments will teach the Word 2019 skills necessary for production of business, personal and academic documents. Students will learn Word core level skills including: creating, printing and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; tables; special formatting features; inserting headers, footers, and references; and merge. Hands on practical assignments will also teach students the key features and functionalities of Excel 2019 to create spreadsheets for all purposes. Students will learn Excel core level skills including inserting formulas in a worksheet, formatting a worksheet, enhancing a worksheet, enhancing the display of workbooks, moving data within and between workbooks, creating charts, inserting formulas and adding visual interest to workbooks.

**PREREQUISITE(S)/CO REQUISITE(S):**

OA1231 Skill Building I

**Required Text/Resource Materials:**

Rutkowski, Roggenkamp, Rutkowski Pak 1: Cirrus for Benchmark Word/Excel 365 .  
2019 Levels 1- 2 with Plan IT ISBN: 978-0-76385-199-6

Note: Print package options also available upon request

**DELIVERY MODE:** This course is delivered using the MyClass learning management system and Cirrus online learning system.

**Grading Criteria:**

<b>ASSIGNMENT</b>	<b>WEIGHTING</b>
Word 2019 Assignments (4 Units)	20%
Word Unit Tests (2)	40%
Excel 2019 Assignments (2 Units)	20%
Excel Unit Tests (1)	20%
	100%

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>		<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**Learning Outcomes:**

Upon completion of the Microsoft Word 2019 Level 1 Unit 1 students will be able to edit and format documents including:

- Prepare a Word Document
- Format Characters and Paragraphs
- Customize Paragraphs
- Format Pages and Documents

Upon completion of Microsoft Word Level 1 Unit 2 students will be able to enhance and customize documents including:

- Insert and Format Objects
- Manage Documents
- Create Tables
- Apply and Customize Formatting

Upon completion of the Microsoft Word 2019 Level 2 Unit 1 students will be able to format and customize documents including:

- Applying Advanced Formatting
- Proofing Documents
- Inserting Headers, Footers, and References
- Creating Specialized Tables and Navigating in a Document

Upon completion of the Microsoft Word 2019 Level 2 Unit 2 students will be able to edit and format documents including:

- Customizing Objects and Creating Charts
- Merging Documents

Upon completion of Microsoft Excel 2019 Level 1 Unit 1 students will be able to prepare and format worksheets including:

- Preparing an Excel Workbook
- Inserting Formulas in a Worksheet
- Formatting a Worksheet
- Enhancing a Worksheet

Upon completion of Microsoft Excel Unit 2 students will be able to enhancing the display of workbooks including:

- Moving Data within and between Workbooks
- Maintaining Workbooks
- Creating Charts and Inserting Formulas
- Adding Visual Interest to Workbooks

## Course Schedule/Tentative Timeline

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>
1	Course Outline/Computer Basics/ Start Word/ Word Level 1 Unit 1: <ul style="list-style-type: none"> <li>• Chapter 1 Prepare a Word Documents</li> <li>• Chapter 2 Format Characters and Paragraphs</li> </ul>	MyClass Word Level 1 Unit 1 Chapter 1 Chapter 2
2	Word Level 1 Unit 1: <ul style="list-style-type: none"> <li>• Customize Paragraphs</li> <li>• Format Pages and Documents</li> </ul>	Chapter 3 Chapter 4
3	Word Level 1 Unit 2: <ul style="list-style-type: none"> <li>• Customize Paragraphs</li> <li>• Format Pages and Documents</li> </ul>	Chapter 5 Chapter 6
4	Word Level 1 Unit 1: <ul style="list-style-type: none"> <li>• Customize Paragraphs</li> <li>• Format Pages and Documents</li> </ul>	Chapter 7 Chapter 8
5	Word Level One Unit 1 and Unit 2 Test	Word Level 1 Test
6	Word Level 2 Unit 1: <ul style="list-style-type: none"> <li>• Applying Advanced Formatting</li> <li>• Proofing Documents</li> </ul>	Chapter 1 Chapter 2
7	Word Level 2 Unit 1: <ul style="list-style-type: none"> <li>• Inserting Headers, Footers, and References</li> <li>• Creating Specialized Tables and Navigating in a Document</li> </ul>	Chapter 3 Chapter 4
8	Word Level 2 Unit 1: <ul style="list-style-type: none"> <li>• Inserting Headers, Footers, and References</li> <li>• Creating Specialized Tables and Navigating in a Document</li> </ul>	Chapter 3 Chapter 4
9 10	Word Level 2 Unit 2: <ul style="list-style-type: none"> <li>• Customizing Objects and Creating Charts</li> <li>• Merging Documents</li> </ul>	Chapter 5 Chapter 6
11	Word Level Two Unit 1 and Unit 2 Test	Word Level 2 Test

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>
12	Excel Level 1 Unit 1: <ul style="list-style-type: none"> <li>• Preparing an Excel Workbook</li> </ul> Inserting Formulas in a Worksheet	Chapter 1 Chapter 2
13	Excel Level 1 Unit 1 <ul style="list-style-type: none"> <li>• Formatting a Worksheet</li> <li>• Enhancing a Worksheet</li> </ul>	Chapter 3 Chapter 4
14	Excel Level 1 Unit 2 <ul style="list-style-type: none"> <li>• Moving Data within and between Workbooks</li> <li>• Maintaining Workbooks</li> </ul>	Chapter 5 Chapter 6
15	Word Level One Unit 1 and Unit 2 Test	Word Level 1 Test

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar> or the College Policy on Student Misconduct:

Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies>

**\*\*Note:** all Academic and Administrative policies are available on the same page.





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4-3	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	EN0132					
Course Name/Title:						
Program(s) course associated with:						
Course Description:						
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	<input type="checkbox"/>	<input type="checkbox"/>	Paid	<input type="checkbox"/>	<input type="checkbox"/>
	Unpaid	<input type="checkbox"/>	<input type="checkbox"/>	Unpaid	<input type="checkbox"/>	<input type="checkbox"/>
Effective Date (mm-dd-yy)				Click here to enter a date. July 1, 2020		
Justification	Updated course outline					
Date motion to make this change was passed at Department Meeting:				11/04/20 here to enter a date.		
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	2) Do these changes impact current hardware/software resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	4) Does this change affect graduation requirements for students in the specified program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	5) Are there existing transfer agreements that may be affected?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	6) Will information in the AET Program Registry System be affected by this change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Chairperson Comments: <small>To align with the SGPRC initiative and emphasis on the importance of foundational learning, the AUD proposes that this course and its course outline be updated.</small>		
Chairperson Signature:  <small>Reddy Ganta (1/6/2020 14:27 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Grande Prairie Regional College

## Department of Academic Upgrading

Course Outline FALL 2021

EN 0130-2

**INSTRUCTOR:** TBA **TELEPHONE:** TBA

**OFFICE:** TBA **E-MAIL:** TBA

**OFFICE HOURS:** As posted on My-Class.  
Please email in advance  
to set an appointment in  
the office.

### **CALENDAR DESCRIPTION:**

This course is designed for students who need a senior high school general diploma in English. This course is an alternative to EN 0130 for those students who do not require an advanced high school diploma. The emphasis is on the practical use of English.

### **PREREQUISITES:**

Students are eligible for placement in EN0130-2 after successfully completing EN 0120 or if their placement and career goals indicate this course would be suitable.

### **REQUIRED TEXTS/RESOURCE MATERIALS:**

-Kolin, Philip. Successful Writing at Work. Concise Edition. Houghton Mifflin Company:New York. 2006.

-Ruvinsky, Maxine. Practical Grammar: A Canadian Writer's Resource. Oxford University Press: Canada. 2009.

-Binder

-Loose Leaf

-Highlighter

-Pens/pencils

-Access to a computer and stable internet connection.

### **Delivery Mode(s)**

Face-to-Face instruction OR Remote Delivery (depending on GPRC's COVID-19 protocol). If this course is delivered remotely, there are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support



is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca)

## **Course Objectives:**

### **Module One: COMMUNICATION SKILLS 3 weeks**

Effective communication skills - Chpt 1, 2, 10  
Listening & speaking skills,  
Building your vocabulary - business and technical terms  
Reading Comprehension - SQ3R  
English Skills  
    Sentence & paragraph  
    Grammar & Mechanics  
    Punctuation, Capitalization  
Oral presentation  
Project

### **Module Two: BUSINESS COMMUNICATIONS 4 weeks**

Writer attitude, tone  
Business Writing Skills letters, reports, proposals - Chpt 3, 4  
Planning, Organizing and Writing with purpose  
Pre-writing strategies, organizing and development, revision,  
Effective Sentence Construction and paragraph development  
Format & design  
Types of business communications  
    Letters  
Reports  
    Proposals  
    Memo  
    Email  
Portfolio Project

### **Module Three: MEETINGS & PROMOTION 4 weeks**

Business Promotional skills - Chpt 5, 6, 7  
resume, interviews, job search,  
web design, business cards, power point  
Meetings  
Roberts Rules of order, meeting conduct & recording

### **Module Four: RESEARCH SKILLS 3 weeks**

Report Writing - Chpt 8, 9  
Report based on research : outlining, quoting, citing  
Business Plan  
Internet Search Skills - data bases, internet,  
learning commons.

**Learning Outcomes:**

- Form Tentative Understandings, Interpretations and Positions
- Experiment with Language, Image and Structure
- Consider New Perspectives
- Express Preferences and Expand Interests
- Use Reference Strategies and Reference Technologies
- Appreciate Diversity of Expression, Opinion and Perspective

**TRANSFERABILITY: NA**

<b>EVALUATION:</b>	Module One	15%
	Module Two	15%
	Module Three	20%
	Module Four	20%
	Final	30%

**Grades will be assigned on the following Letter Grading System**

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Moodle will be utilized to inform students of upcoming assignment due dates and quiz dates.

DESCRIPTION	Quiz/Tests
Computer Lab Bb Intro Project Text Chpt 1, 2, 10 Chapter summary 1, 2, 10 Unit questions	Quiz 1 Test Mod 1 In Class [1]
Communication Portfolio Text Chpt 3, 4 Chapter summary 3, 4 Unit questions	Quiz 2 Test Mod 2 In Class [1]
Resume Oral Presentation Text Chpt 5, 6, 7 Chapter summary 5, 6, 7 Unit questions	Quiz 3 In Class [1] Test Mod 3
Research Paper Business Plan/proposal Text Chpt 8, 9 Chapter summary 8,9 Unit questions	Quiz 4 In Class [1] Test Mod 4
	FINAL

## STUDENT RESPONSIBILITIES:

1. **Good attendance** is a requirement of this course and of academic success generally. As a student, it is your responsibility to find out what you missed in class from MyClass, your instructor and/or classmates. If you have an excusable absence from class, please email me the reason(s) for your absence.
2. **Good attendance means more than simply being present physically during remote class time.** It means coming to class prepared, having read the assigned material(s) for the day, and showing respect to all the other members of the class by being attentive
3. **Students must check their GPRC email and MyClass regularly.** This is essential to keep up with the course readings, assignments and tests. I also encourage students to add their GPRC email and MyClass to their personal phone/device.
4. **Students must actively communicate with their instructor.** If you have questions or concerns throughout the course, please send me an email or call me on the office phone number. If you need further assistance with assignments, please do not hesitate to book a virtual office appointment and take advantage of one-on-one instruction and support.

5. **Students should attend all Zoom lectures.** If students cannot attend a Zoom lecture, then they must notify the instructor in advance with the reason for their absence. Generally, on Zoom, I encourage students to turn their cameras on and engage in class discussion as they would in a normal classroom. If there are background distractions and noise in the students' learning space, I encourage them to find an optimal space for learning and to mute their microphones on Zoom to not distract and disturb others during the lecture.
6. **Submit all formal assignments via email to instructor unless otherwise specified.** Assignments should be sent as Microsoft Word Documents or Power Points rather than as PDFs. If you choose to use Google Docs or Google Slides-when sharing, please make sure that your document allows me the ability to edit/comment on the document directly.
7. **All assignments are to be submitted by the assigned date.** Late assignments will be penalized 10% per day, with weekends counting as one day. After three days, I will no longer accept the assignment for marking. I will grant extensions for assignments in extenuating circumstances only. Last-minute requests for extensions will not be granted unless medical/or other professional documentation can be provided. Please note that I will not accept any outstanding assignments after I have handed back marked assignments to the class. (Turnaround time for marked assignments is usually about one week).
8. **Students should avoid making travel plans for the 15 week duration of this course.** All tests (this includes quizzes, unit tests and the final exam) **MUST** be written at the scheduled times unless **PRIOR** arrangements have been made with the instructor. A missed test (exam) will result in a score of ZERO on that test (exam). Only in very specific cases may student be given an opportunity to make up a missed exam (student may be presented with a different version of the exam). Doctor, lawyer or police documentation may be required

#### **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**\*\*Note:** all Academic and Administrative policies are available on the same page.





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.A.	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	SC0130					
Course Name/Title:						
Program(s) course associated with:						
Course Description:						
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type	Hours		Type	Hours	
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	<input type="checkbox"/>	<input type="checkbox"/>	Paid	<input type="checkbox"/>	<input type="checkbox"/>
	Unpaid	<input type="checkbox"/>	<input type="checkbox"/>	Unpaid	<input type="checkbox"/>	<input type="checkbox"/>
Effective Date (mm-dd-yy)			<a href="#">Click here to enter a date.</a> July 1, 2020			
Justification	Updated course outline					
Date motion to make this change was passed at Department Meeting:			<del>11/04/20</del> here to enter a date.			
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	2) Do these changes impact current hardware/software resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	4) Does this change affect graduation requirements for students in the specified program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	5) Are there existing transfer agreements that may be affected?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	6) Will information in the AET Program Registry System be affected by this change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Chairperson Comments: <small>To align with the SGPRC initiative and emphasis on the importance of foundational learning, the AUD proposes that this course and its course outline be updated.</small>		
Chairperson Signature:  <small>Reddy Ganta (11/27/2020 14:28 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



**DEPARTMENT OF ACADEMIC UPGRADING**  
**COURSE OUTLINE COURSE OUTLINE – Semester / Year**  
**SC0130 – Science Grade 12 Equivalent 5 (5-0-1.5) HS**

**INSTRUCTOR:**  
**OFFICE:**

**PHONE:**  
**E-MAIL:**

**OFFICE HOURS:**

**CALENDAR DESCRIPTION:**

This course studies the interaction of humans and their environment with an emphasis on evaluating and maintaining both personal and environmental health. The four units of study include: Maintaining Health, Chemistry and the Environment, Electromagnetic Energy, Energy and the Environment

**PREREQUISITE(S)/CO-REQUISITE:**

BI0120 (Biology 20 or Science 20), CH0120 (Chemistry 20 or Science 20), EN0120 (English 20-1 or 20-2) or EN0130 placement, and MA0110 (Math 10C) or MA0123 (Math 20-3) or MA0120 placement.

**REQUIRED TEXT/RESOURCE MATERIALS:**

1. Science 30 Project Team. 2007. Science 30. Alberta Education, Edmonton, Alberta. (ISBN 978-0-7741-2891-9).
2. Government of Alberta, Science Data Booklet, Updated 2009

Other supplies you will need include a binder, lined paper, unlined white paper, computer paper, pencil, calculator, stapler, and lab coat (optional). Please be aware of the new Student Printing Policy at <http://www.gprc.ab.ca/pdf/policies/admin/StudentPrintingPolicy.pdf>

**DELIVERY MODE(S):**

SC0130 is lecture-based mostly according to the textbook above, supplemented by a weekly hands-on lab. Other supplementary learning materials are also included in D2L online

**COURSE OBJECTIVES:**

- To develop a clear understanding of scientific concepts, knowledge and technologies in maintaining personal health, as specifically related to circulation system and genetics, and environmental health, as particularly related to energy and its relevance to chemistry and physics.
- To continue to build on positive attitudes, interests and inquiring skills in science-related questions and issues; and confidently seek, assess and apply evidence when evaluating alternative approaches.
- To cultivate mutual respect, collaboration and responsible stewardship in pursuing a balance between the needs of humans and a sustainable environment through the development of science and technology.

**LEARNING OUTCOMES** See Alberta Science 30 curriculum:

<https://education.alberta.ca/science-10-12/programs-of-study/everyone/programs-of-study/>

**TRANSFERABILITY:**

Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability. This course is listed in the Alberta Transfer Guide as equivalent to Math 30-1. \*\*Although 50% (D) is considered a pass for this course, it is strongly recommend that you achieve a mark of 65% (C) to be successful at the next level.

**EVALUATIONS:** Course final grade will be based on the following components.

Four Unit Tests	.....	40%			
Lab and Assignments	.....	10%			
Midterm Exam	.....	20%			
Final Exam	.....	30%	Total	.....	100%

**Total 100% GRADING CRITERIA:** Final Grades will be assigned on the Letter Grading System.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE: TBA****STUDENT RESPONSIBILITIES:**

Certain activities are disruptive and not conducive to an atmosphere of learning. In addition to the *Student Rights and Responsibilities* as set out in the College calendar, the following guidelines will maintain an effective learning environment for everyone. We ask the cooperation of all students in the following areas of classroom deportment.

- Attendance:** Regular attendance and class participation is expected of all students and is crucial to good performance in the course. Class interruption due to habitual late arrival or leaving early will not be permitted.
- Check **D2L** as well as **GPRC email** on a regular basis.
- Once in class** – remain in class. Leaving to get a coffee is disruptive for others.
- Assignments must be submitted on time.
- Exams must be written on the days announced in class.
- If an emergency prevents attendance on an exam day, students must contact the instructor before the end of the exam (as soon as possible) via phone or email, and may be asked to provide documentation to justify their absence.
- No unspecified electronic devices will be permitted during exams.
- Complete daily homework.
- Behaviors that interfere with learning are not acceptable.
- Take responsibility for your learning.
- Communicate all requests regarding appointments, etc via email.**

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

\*\*Note: all Academic and Administrative policies are available on the same page.







# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.5	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	SL0090					
Course Name/Title:						
Program(s) course associated with:						
Course Description:						
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	<input type="checkbox"/>		Paid	<input type="checkbox"/>	
	Unpaid	<input type="checkbox"/>		Unpaid	<input type="checkbox"/>	
Effective Date (mm-dd-yy)				Click here to enter a date. July 1, 2020		
Justification	Updated course outline					
Date motion to make this change was passed at Department Meeting:				11/4/20 here to enter a date.		
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	2) Do these changes impact current hardware/software resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	4) Does this change affect graduation requirements for students in the specified program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	5) Are there existing transfer agreements that may be affected?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	6) Will information in the AET Program Registry System be affected by this change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Chairperson Comments: <small>To align with the SGPRC initiative and emphasis on the importance of foundational learning, the AUD proposes that this course and its course outline be updated.</small>		
Chairperson Signature:  <small>Reddy Ganta (Nov 4 2020 14:28 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



**DEPARTMENT OF ACADEMIC UPGRADING**

**COURSE OUTLINE – FALL 2021**

**SL0090 (A2) Social Studies Grade 9 Equivalent 5 (7.5-0-0) HS 112.5**

**Hours for 15 Weeks**

**INSTRUCTOR:** TBA **PHONE:** TBA  
**OFFICE:** TBA **E-MAIL:** TBA  
**OFFICE HOURS:** As posted on MyClass. Please email in advance to set an appointment in the office.

**CALENDAR DESCRIPTION:**

**PREREQUISITE(S)/COREQUISITE:**

Grade 8 Social Studies, SL0080, or consent of instructor.

**REQUIRED TEXT/RESOURCE MATERIALS:**

- *Issues for Canadians*, Nelson Education textbook
- Binder
- Loose Leaf
- Stable Computer & Internet Connection

**DELIVERY MODE(S):**

Face-to-Face instruction or Remote Delivery. If this course is delivered remotely, there are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).

**COURSE OBJECTIVES:**

Students will be able to effectively answer the following questions:

- CHAPTER 1: How effectively does Canada's federal political system govern Canada for all Canadians? • What is the structure of Canada's federal political system? • How do laws become laws? • How do the media connect Canadians to their government? • What do lobbyists do?
- CHAPTER 2: To what extent is the justice system fair and equitable for youth? • How do Canada's justice system and the Youth Criminal Justice Act attempt to treat young offenders fairly and equitably? • What role do Canadian citizens and organizations play in the fairness and equity of Canada's justice system for youth?
- CHAPTER 3: How effectively does Canada's Charter of Rights and Freedoms protect your individual rights? • How does the Charter protect individual rights and freedoms? • How does the Charter affect law making in Canada? • How does the Charter affect the workplace?
- CHAPTER 4: To what extent has Canada affirmed collective rights? • What laws recognize the collective rights of First Nations peoples? • What collective rights do official language groups have under the Charter? • What laws recognize the collective rights of the Métis?
- CHAPTER 5: How well do Canada's immigration laws and policies respond to immigration issues? • What

criteria does Canada use when accepting immigrants and refugees? • How do the individual and collective rights of Canadians influence immigration laws and policies? • How do provinces influence immigration laws and policies? Issues for Canadians IV

- CHAPTER 6: To what extent do different economic systems affect quality of life? • What values shape the mixed and market economies of Canada and the United States? • How do economic decisions about scarcity, supply and demand, and competition affect individuals and groups?
- CHAPTER 7: What role should consumerism play in our economy? • How does consumer behaviour affect quality of life for individuals and groups in Canada? • What affects the impact of consumerism on the economies of Canada and the U.S.?
- CHAPTER 8: To what extent should Canadians support social programs and taxation? • How do decisions about social programs and taxation in Canada and the U.S. attempt to meet the needs of citizens? • What values shape the economic policies of political parties on social programs and taxation?
- CHAPTER 9: How should governments in Canada respond to political and economic issues? • How do environmental issues involve political and economic decision making? • What political and economic decisions should Canadians make to respond to climate change? • What political and economic decisions should Canadians make to protect biodiversity.

#### **LEARNING OUTCOMES:**

- **VALUES AND ATTITUDES** Social studies provides learning opportunities for students to:
  - value the diversity, respect the dignity and support the equality of all human beings • demonstrate social compassion, fairness and justice • appreciate and respect how multiple perspectives, including Aboriginal and Francophone, shape Canada's political, socioeconomic, linguistic and cultural realities • honour and value the traditions, concepts and symbols that are the expression of Canadian identity • thrive in their evolving identity with a legitimate sense of belonging to their communities, Canada and the world • demonstrate a global consciousness with respect to humanity and world issues • demonstrate a consciousness for the limits of the natural environment, stewardship for the land and an understanding of the principles of sustainability • value lifelong learning and opportunities for careers in the areas of social studies and the social sciences.
- **KNOWLEDGE AND UNDERSTANDING** Social studies provides learning opportunities for students to:
  - understand their rights and responsibilities in order to make informed decisions and participate fully in society • understand the unique nature of Canada and its land, history, complexities and current issues • understand how knowledge of the history of Alberta, of Canada and of the world, contributes to a better comprehension of contemporary realities • understand historic and contemporary issues, including controversial issues, from multiple perspectives • understand the diversity of Aboriginal traditions, values and attitudes • understand contemporary challenges and contributions of Aboriginal peoples in urban, rural, cultural and linguistic settings • understand the historical and contemporary realities of Francophones in Canada • understand the multiethnic and intercultural makeup of Francophones in Canada • understand the challenges and opportunities that immigration presents to newcomers and to Canada • understand how social cohesion can be achieved in a pluralistic society • understand how political and economic distribution of power affects individuals, communities and nations • understand the role of social, political, economic and legal institutions as they relate to individual and collective well-being and a sustainable society • understand how opportunities and responsibilities change in an increasingly interdependent world • understand that humans exist in a dynamic relationship with the natural environment.
- **SKILLS AND PROCESSES** Social studies provides learning opportunities for students to:
  - engage in active inquiry and critical and creative thinking • engage in problem solving and conflict resolution with an awareness of the ethical consequences of decision making • apply historical and geographic skills to bring meaning to issues and events • use and manage information and communication technologies critically • conduct research ethically using varied methods and sources; organize, interpret and present their findings; and defend their opinions • apply skills of

metacognition, reflecting upon what they have learned and what they need to learn • recognize and responsibly address injustices as they occur in their schools, communities, Canada and the world • communicate ideas and information in an informed, organized and persuasive manner.

**TRANSFERABILITY:**

N/A

**EVALUATIONS:**

Participation	5%
Assignments	15%
Quizzes/Unit Tests	20%
Source Interpretations/Essays	30%
Final Exam	30%
<hr/>	
Course Total	100%

**CRITERIA:**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

- Week 1- Introduction to course and Chapter 1
- Week 2- Chapter 2
- Weeks 3- Chapter 4
- Week 5- Chapters 5
- Week 6- Chapters 6
- Week 7- Chapters 7
- Week 8- Chapter 8
- Week 9- Chapter 9
- Week 10-13 Source Interpretations, Essays and Student Presentations
- Weeks 14-15 Final Review

## STUDENT RESPONSIBILITIES:

1. **Good attendance** is a requirement of this course and of academic success generally. As a student, it is your responsibility to find out what you missed in class from MyClass, your instructor and/or classmates. If you have an excusable absence from class, please email me the reason(s) for your absence.
2. **Good attendance means more than simply being present physically during remote class time.** It means coming to class prepared, having read the assigned material(s) for the day, and showing respect to all the other members of the class by being attentive.
3. **Students must check their GPRC email and MyClass regularly.** This is essential to keep up with the course readings, assignments and tests. I also encourage students to add their GPRC email and MyClass to their personal phone/device.
4. **Students must actively communicate with their instructor.** If you have questions or concerns throughout the course, please send me an email or call me on the office phone number. If you need further assistance with assignments, please do not hesitate to book a virtual office appointment and take advantage of one-on-one instruction and support.
5. **Students should attend all Zoom lectures.** If students cannot attend a Zoom lecture, then they must notify the instructor in advance with the reason for their absence. Generally, on Zoom, I encourage students to turn their cameras on and engage in class discussion as they would in a normal classroom. If there are background distractions and noise in the students' learning space, I encourage them to find an optimal space for learning and to mute their microphones on Zoom to not distract and disturb others during the lecture.
6. **Submit all formal assignments via email to the instructor unless otherwise specified.** Assignments should be sent as Microsoft Word Documents or Power Points rather than as PDFs. If you choose to use Google Docs or Google Slides- when sharing, please make sure that your document allows me the ability to edit/comment on the document directly.
7. **All assignments are to be submitted by the assigned date.** Late assignments will be penalized 10% per day, with weekends counting as one day. After three days, I will no longer accept the assignment for marking. I will grant extensions for assignments in extenuating circumstances only. Last-minute requests for extensions will not be granted unless medical/or other professional documentation can be provided. Please note that I will not accept any outstanding assignments after I have handed back marked assignments to the class. (Turnaround time for marked assignments is usually about one week).
8. **Students should avoid making travel plans for the 15 week duration of this course.** All tests (this includes quizzes, unit tests and the final exam) **MUST** be written at the scheduled times unless **PRIOR** arrangements have been made with the instructor. Most tests will take place on Fridays. A missed test (exam) will result in a score of ZERO on that test (exam). Only in very specific cases may student be given an opportunity to make up a missed exam (student may be presented with a different version of the exam). Doctor, lawyer or police documentation may be required. Do not book vacation in this time.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**\*\*Note:** all Academic and Administrative policies are available on the same page.





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.6	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	SL0120					
Course Name/Title:						
Program(s) course associated with:						
Course Description:						
# of Credits:						
Total Course Hours:						
Total Weeks of Course:						
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail				Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	<input type="checkbox"/>		Paid	<input type="checkbox"/>	
	Unpaid	<input type="checkbox"/>		Unpaid	<input type="checkbox"/>	
Effective Date (mm-dd-yy)			Click here to enter a date. July 1, 2020			
Justification	Updated course outline					
Date motion to make this change was passed at Department Meeting:			11/04/20		Click here to enter a date.	
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution: <div style="display: flex; justify-content: space-between;"> <span>U of A</span> <span>U of C</span> </div> <div style="display: flex; justify-content: space-between;"> <span>U of L</span> <span>Athabasca</span> </div> MacEwan University Mount Royal University Other					



## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	2) Do these changes impact current hardware/software resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	4) Does this change affect graduation requirements for students in the specified program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	5) Are there existing transfer agreements that may be affected?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	6) Will information in the AET Program Registry System be affected by this change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Chairperson Comments: <small>To align with the SGPRC initiative and emphasis on the importance of foundational learning, the AUD proposes that this course and its course outline be updated.</small>		
Chairperson Signature:  <small>Reddy Ganta (Nov 4, 2020 14:23 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: 	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



DEPARTMENT OF ACADEMIC UPGRADING  
COURSE OUTLINE – FALL 2021  
SL 0120 Social Studies 5(5-0-0)  
Social Studies 20 Equivalent

<b>Instructor:</b>	TBA	<b>Phone:</b>	TBA
<b>Office:</b>	TBA	<b>E-mail:</b>	TBA
<b>Office Hours:</b>	TBA		

**CALENDAR DESCRIPTION**

This course explores the complexities of nationalism in Canadian and international contexts and includes study of the origins of nationalism and the influence of nationalism on regional, international and global relations

**PREREQUISITE(S)/COREQUISITE:**

EN0110 or EN0120 placement test score; Social Studies 10

**REQUIRED TEXT/RESOURCE MATERIAL**

Pens, pencil, note paper, binder, (2"+), and computer with stable internet connection.

**DELIVERY MODE(S):**

Face-to-Face instruction or Remote Delivery. If this course is delivered remotely, there are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).

This course will include a combination of lecture, discussion, oral presentation, and group work. Visual elements will include videos, MyClass, and Internet.

**COURSE OBJECTIVES:**

Students will be able to:

- Identify the major characteristics of four political and economic systems and ideologies
- Develop a thesis and support it in a well written essay

- Present logical and clear information orally and visually to the class
- Place some significant events and ideas within the context ideologies
- Identify significant situations and how they led to confrontations, conflicts or cooperation between nation states or within countries.
- Plan and perform complex searches, using more than one source
- Select information from appropriate sources, including primary and secondary sources.
- Assess the authority, reliability and validity of electronically accessed information.
- Demonstrate discriminatory selection of electronically accessed information that is relevant to a particular topic.
- Use appropriate presentation software to demonstrate personal understandings.
- Use current, reliable information sources from around the world.
- Support communication with appropriate images, sounds and music.
- Select and use the appropriate technologies to communicate effectively with a targeted audience.

**TRANSFERABILITY**

NA

**EVALUATIONS:**

Each unit will have the following evaluations:

Assignments/Class Work	10%
Unit Test	20%
Media Files/presentations	20%

FINAL EXAM 30%

**CRITERIA:**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54

## COURSE SCHEDULE/TENTATIVE TIMELINE:

MyClass will be utilized to inform students of upcoming assignment due dates and test dates.

Intro/orientation	review course outline MyClass orientation computer lab	2 days
Nationalism Unit 1	Assign 1, 2, 3 Media File Test Unit 1 video / lecture review	3 weeks
World War 1 Unit 2	Assignment 1, 2, 3 Media File Test Unit 2 video / lecture review	3 weeks
International Organizations Unit 3	Assignment 1, 2, 3 Media File Test Unit 3 video / lecture review	3 weeks
Minorities Unit 4	Assignment 1, 2, 3 Media File Test Unit 4 video / lecture review	3 weeks
Oral presentations	student presentations	1 week
Final Exam		3 hours date TBA

## STUDENT RESPONSIBILITIES:

1. **Good attendance** is a requirement of this course and of academic success generally. As a student, it is your responsibility to find out what you missed in class from MyClass, your instructor and/or classmates. If you have an excusable absence from class, please email me the reason(s) for your absence.
2. **Good attendance means more than simply being present physically during remote class time.** It means coming to class prepared, having read the assigned material(s) for the day, and showing respect to all the other members of the class by being attentive.

3. **Students must check their GPRC email and MyClass regularly.** This is essential to keep up with the course readings, assignments and tests. I also encourage students to add their GPRC email and MyClass to their personal phone/device.
4. **Students must actively communicate with their instructor.** If you have questions or concerns throughout the course, please send me an email or call me on the office phone number. If you need further assistance with assignments, please do not hesitate to book a virtual office appointment and take advantage of one-on-one instruction and support.
5. **Students should attend all Zoom lectures.** If students cannot attend a Zoom lecture, then they must notify the instructor in advance with the reason for their absence. Generally, on Zoom, I encourage students to turn their cameras on and engage in class discussion as they would in a normal classroom. If there are background distractions and noise in the students' learning space, I encourage them to find an optimal space for learning and to mute their microphones on Zoom to not distract and disturb others during the lecture.
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7. **All assignments are to be submitted by the assigned date.** Late assignments will be penalized 10% per day, with weekends counting as one day. After three days, I will no longer accept the assignment for marking. I will grant extensions for assignments in extenuating circumstances only. Last-minute requests for extensions will not be granted unless medical/or other professional documentation can be provided. Please note that I will not accept any outstanding assignments after I have handed back marked assignments to the class. (Turnaround time for marked assignments is usually about one week).
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**\*\*Note:** all Academic and Administrative policies are available on the same page.



## Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 4.7	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number/Code:	SL0130			
Course Name/Title:				
Program(s) course associated with:				
Course Description:				
# of Credits:				
Total Course Hours:				
Total Weeks of Course:				
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:				
Co-Requisites:				
Work Experience	Hours		Hours	
	Paid		Paid	
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)			<a href="#">Click here to enter a date.</a> July 1, 2020	
Justification	Updated course outline			
Date motion to make this change was passed at Department Meeting:			<del>11/04/20</del> <a href="#">Click here to enter a date.</a>	
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>IF YES:</b>	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		
		3) Specify the course you are requesting from <b>each</b> receiving institution:  <div style="display: flex; justify-content: space-between;"> <span>U of A</span> <span>U of C</span> </div> <div style="display: flex; justify-content: space-between;"> <span>U of L</span> <span>Athabasca</span> </div> MacEwan University Mount Royal University Other		

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	2) Do these changes impact current hardware/software resources?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	4) Does this change affect graduation requirements for students in the specified program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	5) Are there existing transfer agreements that may be affected?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	6) Will information in the AET Program Registry System be affected by this change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Chairperson Comments: <small>To align with the SGPRC initiative and emphasis on the importance of foundational learning, the AUD proposes that this course and its course outline be updated.</small>		
Chairperson Signature: <u>Reddy Ganta</u> <small>Reddy Ganta (Nov 4, 2020 14:29 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>K. Reddy</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		





DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – Fall 2021

SL 0130 5(5-0-0)

Social Studies 30 Equivalent

<b>Instructor:</b>	TBA	<b>Phone:</b>	TBA
<b>Office:</b>	TBA	<b>E-mail:</b>	TBA
<b>Office Hours:</b>	As posted on My-Class. Email to set an appointment with the instructor.		

**CALENDAR DESCRIPTION**

This course investigates the major episodes of twentieth century history from World War I to the present, and identifies the major focus and ideas which arose from these events, including key political and economic ideologies.

**PREREQUISITE(S)/COREQUISITE:**

SL 0120 or consent of instructor

**REQUIRED TEXT/RESOURCE MATERIAL**

Pens, pencil, note paper, binder, (2"+), access to computer and stable internet connection.

**DELIVERY MODES:**

Face-to-Face instruction or Remote Delivery. If this course is delivered remotely, there are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca). This course will include a combination of lecture, discussion, oral presentation, and group work. Visual elements will include videos, MyClass, and Internet

## **COURSE OBJECTIVES:**

Students will be able to:

- Identify the major characteristics of four political and economic systems and ideologies
- Develop a thesis and support it in a well written essay
- Present logical and clear information orally and visually to the class
- Place some significant events and ideas within the context ideologies
- Identify significant situations and how they led to confrontations, conflicts or cooperation between nation states or within countries.
- Plan and perform complex searches, using more than one source
- Select information from appropriate sources, including primary and secondary sources.
- Assess the authority, reliability and validity of electronically accessed information.
- Demonstrate discriminatory selection of electronically accessed information that is relevant to a particular topic.
- Use appropriate presentation software to demonstrate personal understandings.
- Use current, reliable information sources from around the world.
- Support communication with appropriate images, sounds and music.
- Select and use the appropriate technologies to communicate effectively with a targeted audience.

## **TRANSFERABILITY**

NA

## **EVALUATION**

Unit 1	10%
Unit 2	10%
Unit 3	10%
Unit 4	10%
Oral Presentation	10%
Research Paper	20%
Final Exam	30%

**CRITERIA:**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Ideology/Democracy	definition, political spectrum, individualist and interventionist perspective, democracy theory, Canadian & American political systems, role of political parties
Dictatorship techniques	political theory, rise of fascism in Italy and Germany, control
Private Enterprise	capitalism theory, evolution of capitalism, 1930 Depression, Keynesianism and the New Deal, supply-side economics, role of government
Public Enterprise	socialism theory, rise of communist and socialist leaders, revolution, Democratic socialism
Events 1919-1945	Causes & course of WW2, Treaty of Versailles, League of Nations, appeasement, holocaust,
1945 - 1963	Cold War, Yalta Conferences, spheres of influence, Iron Curtain, containment, Korean War, Cuban Missile Crisis
1945 - present	decolonization, internationalism, globalization, United Nations, arms control

Intro/orientation	review course outline My-Class orientation computer lab	3 days
Ideology/Democracy Unit 1	Ideology Assign 1 Democracy Assign 1, 2, 3 Test Unit 1 video lecture review	4 weeks
Dictatorship Unit 2	Assignment 1, 2, 3 Test Unit 2 video lecture review	2 weeks
Private Enterprise Unit 3	Assignment 1, 2, 3 Test Unit 3 video lecture review	2 weeks
Public Enterprise unit 4	Assignment 1, 2, 3 Test Unit 4 video lecture review	2 weeks
Oral presentations	student presentations	1 week
Final Essay	MLA, resources, outline format, essay format	2 days

## STUDENT RESPONSIBILITIES:

1. **Good attendance** is a requirement of this course and of academic success generally. As a student, it is your responsibility to find out what you missed in class from MyClass, your instructor and/or classmates. If you have an excusable absence from class, please email me the reason(s) for your absence.
2. **Good attendance means more than simply being present physically during remote class time.** It means coming to class prepared, having read the assigned material(s) for the day, and showing respect to all the other members of the class by being attentive.
3. **Students must check their GPRC email and MyClass regularly.** This is essential to keep up with the course readings, assignments and tests. I also encourage students to add their GPRC email and MyClass to their personal phone/device.
4. **Students must actively communicate with their instructor.** If you have questions or concerns throughout the course, please send me an email or call me on the office phone number. If you need further assistance with assignments, please do not hesitate to book a

- virtual office appointment and take advantage of one-on-one instruction and support.
5. **Students should attend all Zoom lectures.** If students cannot attend a Zoom lecture, then they must notify the instructor in advance with the reason for their absence. Generally, on Zoom, I encourage students to turn their cameras on and engage in class discussion as they would in a normal classroom. If there are background distractions and noise in the students' learning space, I encourage them to find an optimal space for learning and to mute their microphones on Zoom to not distract and disturb others during the lecture.
  6. **Submit all formal assignments via email to the instructor unless otherwise specified.** Assignments should be sent as Microsoft Word Documents or Power Points rather than as PDFs. If you choose to use Google Docs or Google Slides- when sharing, please make sure that your document allows me the ability to edit/comment on the document directly.
  7. **All assignments are to be submitted by the assigned date.** Late assignments will be penalized 10% per day, with weekends counting as one day. After three days, I will no longer accept the assignment for marking. I will grant extensions for assignments in extenuating circumstances only. Last-minute requests for extensions will not be granted unless medical/or other professional documentation can be provided. Please note that I will not accept any outstanding assignments after I have handed back marked assignments to the class. (Turnaround time for marked assignments is usually about one week).
  8. **Students should avoid making travel plans for the 15 week duration of this course.** All tests (this includes quizzes, unit tests and the final exam) **MUST** be written at the scheduled times unless PRIOR arrangements have been made with the instructor. Most tests will take place on Fridays. A missed test (exam) will result in a score of ZERO on that test (exam). Only in very specific cases may student be given an opportunity to make up a missed exam (student may be presented with a different version of the exam). Doctor, lawyer or police documentation may be required. Do not book vacation in this time.

#### **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**\*\*Note:** all Academic and Administrative policies are available on the same page.



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.1	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DD1160			Delete course		
Course Name/Title:	Digital Imagery 3D I					
Program(s) course associated with:	Interactive Digital Design					
Course Description:	This course and its sequel DD1170 are designed to give students an introduction to the theory and practice of three dimensional computer generated images (CGI). Students will learn to use existing tools for creating three dimensional images, developing personal expertise with those tools, and understanding the resulting aesthetic.					
# of Credits:	3					
Total Course Hours:	45					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 1	Seminar 0	Lab 2	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	None					
Co-Requisites:	None					
Work Experience	Hours			Hours		
	Paid		Choose an item.	Paid		Choose an item.
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021			Click here to enter a date.		
Justification	This course has not been offered since 2009.					
Date motion to make this change was passed at Department Meeting: October 30, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     U of A U of L MacEwan University                 </div> <div style="width: 45%;">                     U of C Athabasca                 </div> </div>					

## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>K. Kell</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.2	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number/Code:	DD1170		Delete course	
Course Name/Title:	Digital Imagery 3D II			
Program(s) course associated with:	Interactive Digital Design			
Course Description:	This course is a studio art course in which students will develop expertise in the creation and animation of three dimensional computer generated images (CGI). This course is project based and a continuation of DD1160. Students will continue to use existing tools for creating three dimensional images, developing personal expertise with those tools, and understanding the resulting aesthetic.			
# of Credits:	3			
Total Course Hours:	45			
Total Weeks of Course:	15			
Hours Distribution (i.e. 3-0-3):	Lecture 1	Seminar 0	Lab 2	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:	DD1160			
Co-Requisites:	None			
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	July 1, 2021		Click here to enter a date.	
Justification	This course has not been offered since 2010.			
Date motion to make this change was passed at Department Meeting: October 30, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		



**Application for Academic Course Changes**

		<p>3) Specify the course you are requesting from <b>each</b> receiving institution:</p> <table><tr><td>U of A</td><td>U of C</td></tr><tr><td>U of L</td><td>Athabasca</td></tr><tr><td>MacEwan University</td><td></td></tr><tr><td>Mount Royal University</td><td></td></tr><tr><td>Other</td><td></td></tr></table>	U of A	U of C	U of L	Athabasca	MacEwan University		Mount Royal University		Other	
U of A	U of C											
U of L	Athabasca											
MacEwan University												
Mount Royal University												
Other												

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>R. Redel</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5-3	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number/Code:	DD1211		MU1211	
Course Name/Title:			Applied Music I	
Program(s) course associated with:			Music and Technology Diploma	
Course Description:	This course provides private study in a principal instrument or voice. A brief performance for the faculty of the department is required at the end of each semester. This course is restricted to students in the <del>Interactive Digital Design</del> program. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.		This course provides private study in a principal instrument or voice. A brief performance for the faculty of the department is required at the end of each semester. This course is restricted to students in the Music and Technology program. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.	
# of Credits:			3	
Total Course Hours:			15	
Total Weeks of Course:			30	
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture 0.5 Seminar 0 Lab 0
Other Hours (i.e. clinical hours):	Type	Hours		Type Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:			None	
Co-Requisites:			None	
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	Click here to enter a date.		July 1, 2020	
Justification	Prefix change to better align with other music courses. The program listed in the course description was changed years ago to Music and Technology program.			
Date motion to make this change was passed at Department Meeting: January 9, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		



## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>R. K. L.</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.4	CURRENT	Only fill in current information in those boxes where changes are proposed		PROPOSED	ALL boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DD1211					
Course Name/Title:	Applied Music I					
Program(s) course associated with:						
Course Description:	This course provides private study in a principal instrument or voice. A brief performance for the faculty of the department is required at the end of each semester. This course is restricted to students in the Interactive Digital Design program. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.					
# of Credits:	3					
Total Course Hours:	15					
Total Weeks of Course:	30					
Hours Distribution (i.e. 3-0-3):	Lecture 0.5	Seminar 0	Lab 0	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:				None		
Co-Requisites:				None		
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2020			July 1, 2020		
Justification	Delete Course – prefix change to MU1211 submitted. This course must be removed from calendar.					
Date motion to make this change was passed at Department Meeting: January 9, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				

# Application for Academic Course Changes

		3) Specify the course you are requesting from <b>each</b> receiving institution: U of A U of L MacEwan University Mount Royal University Other U of C Athabasca
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## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
	Chairperson Comments:	
	Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 9, 2020 14:24 MST)</small>	
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>K. Redel</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.5	CURRENT	Only fill in current information in those boxes where changes are proposed		PROPOSED	ALL boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DD1350			Delete course		
Course Name/Title:	Introduction to Photography					
Program(s) course associated with:	Interactive Digital Design					
Course Description:	Students will learn to use a single lens reflex (SLR) camera. The course will explore the capture, editing and printing of photographs and the creative application of photography as a fine arts medium. Familiarity with Mac computers is an asset.					
# of Credits:	3					
Total Course Hours:	45					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 1	Seminar 0	Lab 2	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	None					
Co-Requisites:	None					
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021			Click here to enter a date.		
Justification	This course has not been offered since 2012.					
Date motion to make this change was passed at Department Meeting: October 30, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
		3) Specify the course you are requesting from <b>each</b> receiving institution: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     U of A U of L MacEwan University Mount Royal University                 </div> <div style="width: 45%;">                     U of C Athabasca                 </div> </div>				

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u><i>Carmen Gorgichuk</i></u> <small>Carmen Gorgichuk (Nov 3, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>R. Redd</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.6	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DD1421			MU1421		
Course Name/Title:				Electroacoustic Ensemble I		
Program(s) course associated with:				Music Diploma: Music and Technology		
Course Description:				This ensemble is an opportunity for students to work on performance skills and to showcase their electroacoustic and multimedia works. Small ensemble work will help students develop creative compositional and improvisational skills. Students experience the process of developing and executing a large scale multimedia performance, scheduled for the second semester, and possibly a CD that represents the students' work. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.		
# of Credits:				3		
Total Course Hours:				90		
Total Weeks of Course:				30		
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture 0	Seminar 0	Lab 3
Other Hours (i.e. clinical hours):	Type	Hours		Type	Hours	
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:				None		
Co-Requisites:				None		
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date.			July 1, 2020		
Justification	Prefix change to better align with other music courses.					
Date motion to make this change was passed at Department Meeting: January 9, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				

## Application for Academic Course Changes

		2) On which institution and/or course is this course based?
		3) Specify the course you are requesting from <b>each</b> receiving institution: U of A U of L MacEwan University Mount Royal University Other U of C Athabasca

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 9, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>R. Redel</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.7	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DD1421					
Course Name/Title:	Electroacoustic Ensemble I					
Program(s) course associated with:	Music Diploma: Music and Technology					
Course Description:	<p>This ensemble is an opportunity for students to work on performance skills and to showcase their electroacoustic and multimedia works. Small ensemble work will help students develop creative compositional and improvisational skills. Students experience the process of developing and executing a large scale multimedia performance, scheduled for the second semester, and possibly a CD that represents the students' work. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.</p>					
# of Credits:	3					
Total Course Hours:	90					
Total Weeks of Course:	30					
Hours Distribution (i.e. 3-0-3):	Lecture 0	Seminar 0	Lab 3	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:				None		
Co-Requisites:				None		
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2020			July 1, 2020		
Justification	Delete Course – prefix change to MU1421 submitted. This course must be removed from calendar.					
Date motion to make this change was passed at Department Meeting: January 9, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					



## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>R. Redd</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.8	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed	PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)
Course Number/Code:	DD2211		MU2211	
Course Name/Title:			Applied Music II	
Program(s) course associated with:			Music Diploma: Music and Technology	
Course Description:			This course provides private study in a principal instrument or voice. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.	
# of Credits:			3	
Total Course Hours:			15	
Total Weeks of Course:			30	
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture 0.5 Seminar 0 Lab 0
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:	DD1211		MU1211	
Co-Requisites:			None	
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	Click here to enter a date.		July 1, 2020	
Justification	Prefix change to align better with other music courses.			
Date motion to make this change was passed at Department Meeting: January 9, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		
		3) Specify the course you are requesting from <u>each</u> receiving institution: U of A U of C U of L Athabasca MacEwan University		

# Application for Academic Course Changes

		Mount Royal University Other
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## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by <b>Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u><i>Carmen Gorgichuk</i></u> <small>Carmen Gorgichuk (Nov 3, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u><i>R. Redd</i></u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.9	CURRENT	Only fill in current information in those boxes where changes are proposed		PROPOSED	ALL boxes must be filled in (use n/a when no information applies)		
Course Number/Code:	DD2211			DELETE			
Course Name/Title:	Applied Music II						
Program(s) course associated with:	Music and Technology Diploma						
Course Description:	This course provides private study in a principal instrument or voice. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.						
# of Credits:	3						
Total Course Hours:	15						
Total Weeks of Course:	30						
Hours Distribution (i.e. 3-0-3):	Lecture 0.5	Seminar 0	Lab 0	Lecture	Seminar	Lab	
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours	
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			
Pre-Requisites:	DD1211			MU1211			
Co-Requisites:				None			
Work Experience	Hours			Hours			
	Paid	Choose an item.		Paid	Choose an item.		
	Unpaid			Unpaid			
Effective Date (mm-dd-yy)	July 1, 2020			July 1, 2020			
Justification	Delete Course – prefix change to MU22111 submitted. This course must be removed from calendar.						
Date motion to make this change was passed at Department Meeting: January 9, 2020							
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)					
		2) On which institution and/or course is this course based?					
		3) Specify the course you are requesting from <b>each</b> receiving institution: U of A <span style="margin-left: 150px;">U of C</span> U of L <span style="margin-left: 150px;">Athabasca</span>					

## Application for Academic Course Changes

		MacEwan University Mount Royal University Other
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## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>H. Rehl</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.10	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DD2270			Delete course		
Course Name/Title:	Interactive Media I					
Program(s) course associated with:	Interactive Digital Design					
Course Description:	Application of two-dimensional design principles, practices and aesthetics to creating for the World Wide Web, within the limitations set by bandwidth and browsers.					
# of Credits:	3					
Total Course Hours:	90					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 2	Seminar 0	Lab 4	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type	Hours		Type	Hours	
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	DD1380, AR1370, and AR2430					
Co-Requisites:	None					
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021			Click here to enter a date.		
Justification	This course has not been offered since 2011.					
Date motion to make this change was passed at Department Meeting: October 30, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					
	Other					

## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>K. Redd</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		





## Application for Academic Course Changes

		Other
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## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>R. K. L.</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.12	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DD2421			MU2421		
Course Name/Title:				Electroacoustic Ensemble II		
Program(s) course associated with:				Music Diploma: Music and Technology		
Course Description:				<p>This ensemble is an opportunity for students to work on performance skills and to showcase their electroacoustic and multimedia works. Small ensemble work will help students develop creative compositional and improvisational skills. Students experience the process of developing and executing a large scale multimedia performance, scheduled for the second semester, and possibly a CD that represents the students' work. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.</p>		
# of Credits:				3		
Total Course Hours:				90		
Total Weeks of Course:				30		
Hours Distribution (i.e. 3-0-3):	Lecture	Seminar	Lab	Lecture 0	Seminar 0	Lab 3
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	DD1421			MU1421		
Co-Requisites:				None		
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date.			July 1, 2020		
Justification	Prefix change to better align with other music courses.					
Date motion to make this change was passed at Department Meeting: January 9, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				

## Application for Academic Course Changes

	2) On which institution and/or course is this course based?
	3) Specify the course you are requesting from <b><u>each</u></b> receiving institution: U of A U of L MacEwan University Mount Royal University Other U of C Athabasca

## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>R. Redel</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.B	CURRENT	Only fill in current information in those boxes where changes are proposed		PROPOSED	ALL boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DD2421			DELETE		
Course Name/Title:	Electroacoustic Ensemble II					
Program(s) course associated with:	Music Diploma: Music and Technology					
Course Description:	This ensemble is an opportunity for students to work on performance skills and to showcase their electroacoustic and multimedia works. Small ensemble work will help students develop creative compositional and improvisational skills. Students experience the process of developing and executing a large scale multimedia performance, scheduled for the second semester, and possibly a CD that represents the students' work. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.					
# of Credits:	3					
Total Course Hours:	90					
Total Weeks of Course:	30					
Hours Distribution (i.e. 3-0-3):	Lecture 0	Seminar 0	Lab 3	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	DD1421			MU1421		
Co-Requisites:	None					
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2020			July 1, 2020		
Justification	Delete Course – prefix change to MU2421 submitted. This course must be removed from calendar.					
Date motion to make this change was passed at Department Meeting: January 9, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					

## Application for Academic Course Changes

	<b>IF YES:</b>	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)
		2) On which institution and/or course is this course based?
		3) Specify the course you are requesting from <b>each</b> receiving institution: U of A U of L MacEwan University Mount Royal University Other U of C Athabasca



## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
	Chairperson Comments:	
	Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>	
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>K. Kell</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM S.14	CURRENT	Only fill in current information in those boxes where changes are proposed		PROPOSED	ALL boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DR1910			Delete course		
Course Name/Title:	Introduction to Stagecraft					
Program(s) course associated with:						
Course Description:	This is an applied technical theatre course that introduces topics related to stage production. Students are introduced to the basic concepts and practices of technical theatre. Topics may include: stage management, lighting, sound, costume, props, stage carpentry and set construction, as well as theatre management structures and operations. Components of this course may be offered as special workshops outside of class time dependent on instructor availability.					
# of Credits:	3					
Total Course Hours:	90					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 0	Lab 3	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	None					
Co-Requisites:	None					
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021			Click here to enter a date.		
Justification	This course has not been offered since 2011.					
Date motion to make this change was passed at Department Meeting: October 30, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				



## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>R. Redel</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



## Application for Academic Course Changes

		MacEwan University Mount Royal University Other
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## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u><i>Carmen Gorgichuk</i></u> <small>Carmen Gorgichuk (Nov 3, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>R. Redel</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.16	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DR1930			Delete course		
Course Name/Title:	Topics in Stagecraft: Set Construction					
Program(s) course associated with:						
Course Description:	Topics in Stagecraft are applied technical theatre courses that focus in depth on topics related to stage production. This course covers a variety of subjects dealing primarily with the practical set construction including: building flats, practical doors and windows, and other production dependent pieces. Components of this course may be offered as special workshops outside of class time dependent on instructor availability.					
# of Credits:	3					
Total Course Hours:	45					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 1	Seminar 0	Lab 2	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	DR1910 or consent of instructor					
Co-Requisites:	None					
Work Experience	Hours			Hours		
	Paid		Choose an item.	Paid		Choose an item.
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021			Click here to enter a date.		
Justification	This course was never offered.					
Date motion to make this change was passed at Department Meeting: October 30, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				





## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by <b>Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u><i>Carmen Gorgichuk</i></u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>K. Kell</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM <i>S17</i>	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	DR2201			Delete course		
Course Name/Title:	Production II					
Program(s) course associated with:						
Course Description:	This is a practical production-dependent stage technician course tied to DR2200. Students enrolled in this course apply previous knowledge in an actual theatre setting supporting a major production. Students will be in the theatre (or other venues) providing technical support, which may include: lighting, sound, props, set and scenery, costume handling, etc. Students in this course may be eligible for scholarship/honorarium.					
# of Credits:	3					
Total Course Hours:	90					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 0	Seminar 0	Lab 6	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	DR1020, DR1201, DR1910, DR1920					
Co-Requisites:	None					
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021			Click here to enter a date.		
Justification	This course was never offered.					
Date motion to make this change was passed at Department Meeting: October 30, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				

## Application for Academic Course Changes

Department Chairperson (Required)	Please ensure the following questions are answered prior to submission to Dean for signature:	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u><i>Carmen Gorgichuk</i></u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>H. Redel</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.18	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)
Course Number/Code:	ID1250		Delete course	
Course Name/Title:	Topics in Interdisciplinary Studies			
Program(s) course associated with:	Interactive Digital Design Diploma			
Course Description:	This course uses the study of aspects of cultural, historical and linguistic differences to create awareness of the impact of cultural and historical context on national representation and identity. Content changes each year but topics will typically include aspects of history, art, architecture, music, or additional topics. Notes: This course may be offered as a travel study course. In that case, students can expect additional expenses for travel and accommodation. May be repeated for credit when content varies.			
# of Credits:	3			
Total Course Hours:	45			
Total Weeks of Course:	15			
Hours Distribution (i.e. 3-0-3):	Lecture 0	Seminar 3	Lab 0	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:	None			
Co-Requisites:	None			
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	July 1, 2021		Click here to enter a date.	
Justification	This course has not been offered since 2010.			
Date motion to make this change was passed at Department Meeting: October 30, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		



## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u>Carmen Gorgichuk</u> <small>Carmen Gorgichuk (Nov 5, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u>R. R. L.</u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		





## Application for Academic Course Changes

		MacEwan University Mount Royal University Other
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## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature:		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature:	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 5.20	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	ID3262			Delete course		
Course Name/Title:	Contemporary Culture Now II					
Program(s) course associated with:						
Course Description:	Continuation of Contemporary Culture Now I, this course will introduce current issues related to the worlds of art, design, drama, music and popular culture. Activities will include presentations from visiting speakers; attendance at gallery visits and performances; group discussions, critical writing and analysis of time-based media.					
# of Credits:	3					
Total Course Hours:	45					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 0	Lab 0	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	None					
Co-Requisites:	None					
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	July 1, 2021			Click here to enter a date.		
Justification	This course has never been offered.					
Date motion to make this change was passed at Department Meeting: October 30, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
		3) Specify the course you are requesting from <b>each</b> receiving institution: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     U of A U of L MacEwan University                 </div> <div style="width: 45%;">                     U of C Athabasca                 </div> </div>				

# Application for Academic Course Changes

		Mount Royal University Other
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## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments:		
Chairperson Signature: <u><i>Carmen Gorgichuk</i></u> <small>Carmen Gorgichuk (Nov 3, 2020 14:24 MST)</small>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <u><i>R. Kell</i></u>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6-1	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	CH1640			DELETE		
Course Name/Title:	Organic Chemistry I					
Program(s) course associated with:						
Course Description:	The study of basic molecular structure and reactivity of organic compounds based on their functional groups. Introduction to nomenclature. three dimensional structure, physical properties, and reactivity of compounds of carbon. Functional groups covered will emphasize alkanes, alkenes, alkynes, alkyl halides, alcohols, and some aromatics. Examples will include hydrocarbons (petroleum products), halogenated organic compounds (e.g. pesticides), and polymers of industrial importance which may be found in everyday life.					
# of Credits:	3					
Total Course Hours:	90					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 0	Lab 3	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	Restricted to students with 90 percent or higher in Chemistry 30.					
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date.			Click here to enter a date.		
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.					
Date motion to make this change was passed at Department Meeting: November 4, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				

# Application for Academic Course Changes

	2) On which institution and/or course is this course based?
	3) Specify the course you are requesting from <b>each</b> receiving institution: U of A U of L MacEwan University Mount Royal University Other U of C Athabasca

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has never been offered and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Clavin</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>R. K. L.</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		





# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.2	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed	PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)
Course Number/Code:	ES1050		DELETE	
Course Name/Title:	The Dynamic Earth Through Time			
Program(s) course associated with:				
Course Description:	The plate tectonic framework of a dynamic Earth as it relates to the origin of major groups of minerals and rocks. Earthquakes, structural geology and the origin of mountain belts. Suffice processes and their sedimentary products. History of life and extinctions.			
# of Credits:	3			
Total Course Hours:	90			
Total Weeks of Course:	15			
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 0	Lab 3	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:	ES1000 or ES1020			
Co-Requisites:				
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	Click here to enter a date.		Click here to enter a date.	
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.			
Date motion to make this change was passed at Department Meeting: November 4, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		
	3) Specify the course you are requesting from <b>each</b> receiving institution:			
	U of A		U of C	
	U of L		Athabasca	
	MacEwan University			

# Application for Academic Course Changes

		Mount Royal University Other
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## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has not been offered since 2011 and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Cluven</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>K. Redel</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.3	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	CH2750			DELETE		
Course Name/Title:	Physical Chemistry					
Program(s) course associated with:						
Course Description:	Chemical potential and theory of chemical equilibrium; theory of real gases and other non-ideal systems; activity and standard states. Electrochemical cells and chemical potential. Kinetic theory of gases, Maxwell-Boltzmann distribution, transport properties. Thermodynamics of surfaces including colloids; adsorption, surface tension. Simple theories of chemical kinetics and reaction mechanisms; catalysis.					
# of Credits:	3.8					
Total Course Hours:	82.5					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 1	Lab 1.5	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	CH2710					
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date.			Click here to enter a date.		
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.					
Date motion to make this change was passed at Department Meeting: November 4, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				

## Application for Academic Course Changes

		<p>3) Specify the course you are requesting from <b><u>each</u></b> receiving institution:</p> <p>U of A U of L MacEwan University Mount Royal University Other</p> <p>U of C Athabasca</p>
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## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has never been offered and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Clavin</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>R. Redd</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.4	CURRENT	Only fill in current information in those boxes where changes are proposed		PROPOSED	ALL boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	MA2280			DELETE		
Course Name/Title:	Introduction to Ring Theory					
Program(s) course associated with:						
Course Description:	Integers. Mathematical induction. Equivalence relations. Commutative rings, including the integers mod n, complex numbers and polynomials. The Chinese remainder theorem. Fields and integral domains. Euclidean domains, principal ideal domains and unique factorization. Quotient rings and homomorphisms. Construction of finite fields. Applications such as public domain, encryption, Latin squares and designs, polynomial error detecting codes, and/or addition and multiplication of large integers.					
# of Credits:	3					
Total Course Hours:	45					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 0	Lab 0	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	MA1020 or MA1200					
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date.			Click here to enter a date.		
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.					
Date motion to make this change was passed at Department Meeting: November 4, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				





## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has never been offered and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Clavin</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>K. R. L.</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.5	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed			PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)		
Course Number/Code:	PALE401			DELETE				
Course Name/Title:	Paleontology Lab Techniques							
Program(s) course associated with:								
Course Description:	Students will learn the basic laboratory techniques involved in the preparation, restoration, curation and casting of fossils found in northwest Alberta, including, but not limited to those from the Pipestone Creek Pachyrhinosaurus Bonebed site (near Grande Prairie, Alberta, Canada). The course will take place during the summer at Grande Prairie campus. Each student will complete assignments in the laboratory and will prepare a written report based on data acquired and methods learned during the laboratory component.							
# of Credits:	3							
Total Course Hours:	90							
Total Weeks of Course:	15							
Hours Distribution (i.e. 3-0-3):	Lecture 0	Seminar 0	Lab 6	Lecture	Seminar	Lab		
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours		
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail				
Pre-Requisites:	This course is designed for senior level undergraduate students or graduate paleontology and requires consent of department.							
Co-Requisites:								
Work Experience	Hours				Hours			
	Paid	Choose an item.			Paid	Choose an item.		
	Unpaid				Unpaid			
Effective Date (mm-dd-yy)	Click here to enter a date.			Click here to enter a date.				
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.							
Date motion to make this change was passed at Department Meeting: November 4, 2020								
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No							
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)						

## Application for Academic Course Changes

		2) On which institution and/or course is this course based?
		3) Specify the course you are requesting from <b><u>each</u></b> receiving institution: U of A U of L MacEwan University Mount Royal University Other U of C Athabasca

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has never been offered and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Churn</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>R. K. L.</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.6	CURRENT	Only fill in current information in those boxes where changes are proposed	PROPOSED	ALL boxes must be filled in (use n/a when no information applies)		
Course Number/Code:	MA2410		DELETE			
Course Name/Title:	Geometry					
Program(s) course associated with:						
Course Description:	This course will cover Euclidean geometry, congruence, parallelism, area, and similarity. Also, axiomatic development, problem solving, construction and loci, inequalities, maxima and minima, circles, isometrics and more.					
# of Credits:	3					
Total Course Hours:	60					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 1	Lab 0	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours		
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			
Pre-Requisites:	Any 1000-level Mathematics course.					
Co-Requisites:						
Work Experience	Hours		Hours			
	Paid	Choose an item.	Paid	Choose an item.		
	Unpaid		Unpaid			
Effective Date (mm-dd-yy)	Click here to enter a date.		Click here to enter a date.			
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.					
Date motion to make this change was passed at Department Meeting: November 4, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
	3) Specify the course you are requesting from <b>each</b> receiving institution:					
	U of A		U of C			
	U of L		Athabasca			
	MacEwan University					
	Mount Royal University					

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has never been offered and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Churn</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>K. Redel</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.7	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	PALE400			DELETE		
Course Name/Title:	Paleontology Field School					
Program(s) course associated with:						
Course Description:	Students will learn the techniques of collection, curation, and analysis of fossils at the Pipestone Creek Pachyrhinosaurus Bonebed site, located near Grande Prairie in Northwestern Alberta, Canada. The field component of the course will take place during the summer, off campus, at the field location. Each student will complete assignments in the field and will prepare a written report based upon data acquired and methods learned during the field component.					
# of Credits:	3					
Total Course Hours:	90					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 0	Seminar 0	Lab 6	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	This course is designed for senior level undergraduate students or graduate paleontology and requires consent of department.					
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date.			Click here to enter a date.		
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.					
Date motion to make this change was passed at Department Meeting: November 4, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				





## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has never been offered and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Clavin</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>R. Rebel</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.8	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed	PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)
Course Number/Code:	MA2220		DELETE	
Course Name/Title:	Introduction to Discrete Mathematics			
Program(s) course associated with:				
Course Description:	A problem-solving approach to discrete mathematics, covering secret codes, public-key codes, error-correcting codes, enumeration, recurrence relations, induction, graph theory, graph algorithms and parallel algorithms.			
# of Credits:	3			
Total Course Hours:	60			
Total Weeks of Course:	15			
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 1	Lab 0	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:	Any 1000-level Mathematics course (MA1200 recommended).			
Co-Requisites:				
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	Click here to enter a date.		Click here to enter a date.	
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.			
Date motion to make this change was passed at Department Meeting: November 4, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		
	3) Specify the course you are requesting from <u>each</u> receiving institution: <div style="display: flex; justify-content: space-between;"> <span>U of A</span> <span>U of C</span> </div> <div style="display: flex; justify-content: space-between;"> <span>U of L</span> <span>Athabasca</span> </div> <div style="display: flex; justify-content: space-between;"> <span>MacEwan University</span> <span></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Mount Royal University</span> <span></span> </div>			

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has never been offered and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Dean Churn</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>K. Redd</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.9	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed		PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	ES2070			DELETE		
Course Name/Title:	Mass Extinctions and Dinosaurs					
Program(s) course associated with:						
Course Description:	A discussion and description of the progression of life through time, with emphasis on important radiations and mass extinctions of life, and theories on why they occur. Evolution, radiation, morphology and life habits of dinosaurs are considered in detail. The evidence for asteroid impacts in the geological record, their frequency and effect on the history of organisms through time. Origin and evolution of humans, and their impact on the biosphere.					
# of Credits:	3					
Total Course Hours:	45					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 0	Lab 0	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:	Any 1000 level Science course.					
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date.			Click here to enter a date.		
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.					
Date motion to make this change was passed at Department Meeting: November 4, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				



## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has not been offered since 2011 and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Clavin</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>R. Kell</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM <i>6.10</i>	CURRENT	<u>Only</u> fill in current information in those boxes where changes are proposed	PROPOSED	<u>ALL</u> boxes must be filled in (use n/a when no information applies)
Course Number/Code:	PC 2300		DELETE	
Course Name/Title:	Electricity and Magnetism			
Program(s) course associated with:				
Course Description:	This course covers electrostatics, electric fields, Gauss' Law, electric potential, capacitance, Ohm's Law, DC circuits, Kirchhoff's Laws, magnetic fields, Ampere's Law, electromagnetic induction, Faraday's Law, electric generators, magnetism, Maxwell's Equations and em waves.			
# of Credits:	3			
Total Course Hours:	67.5			
Total Weeks of Course:	15			
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 0	Lab 1.5	Lecture Seminar Lab
Other Hours (i.e. clinical hours):	Type	Hours	Type	Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail	
Pre-Requisites:				
Co-Requisites:				
Work Experience	Hours		Hours	
	Paid	Choose an item.	Paid	Choose an item.
	Unpaid		Unpaid	
Effective Date (mm-dd-yy)	Click here to enter a date.		Click here to enter a date.	
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.			
Date motion to make this change was passed at Department Meeting: November 4, 2020				
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No			
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)		
		2) On which institution and/or course is this course based?		
		3) Specify the course you are requesting from <b>each</b> receiving institution: U of A U of C U of L Athabasca MacEwan University		

# Application for Academic Course Changes

		Mount Royal University Other
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## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This course has not been offered since 2013 and the Department has no plans to offer it in the future.		
Chairperson Signature: <i>Sean Brown</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>K. Redel</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		



# Application for Academic Course Changes

This form is to be used to request changes to course information (i.e. course hours, description, number, pre-requisites, etc.).

AGENDA ITEM 6.11	CURRENT	Only fill in current information in those boxes where changes are proposed		PROPOSED	ALL boxes must be filled in (use n/a when no information applies)	
Course Number/Code:	CS1000			DELETE		
Course Name/Title:	Computer Programming for Engineers					
Program(s) course associated with:						
Course Description:	This is computer programming for solving engineering problems. Structured programming in MATLAB is included.					
# of Credits:	3.8					
Total Course Hours:	75					
Total Weeks of Course:	15					
Hours Distribution (i.e. 3-0-3):	Lecture 3	Seminar 0	Lab 2	Lecture	Seminar	Lab
Other Hours (i.e. clinical hours):	Type		Hours	Type		Hours
Grading type:	Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail			Check one: <input type="checkbox"/> Letter <input type="checkbox"/> Pass/Fail		
Pre-Requisites:						
Co-Requisites:						
Work Experience	Hours			Hours		
	Paid	Choose an item.		Paid	Choose an item.	
	Unpaid			Unpaid		
Effective Date (mm-dd-yy)	Click here to enter a date.			Click here to enter a date.		
Justification	In the annual review of courses, this course was flagged as an inactive course. We do not intend to offer this course for the foreseeable future and are therefore recommending it is deleted.					
Date motion to make this change was passed at Department Meeting: November 4, 2020						
Transfer	This course is being submitted for transfer consideration <input type="checkbox"/> Yes <input type="checkbox"/> No					
	IF YES:	1) Minimum Instructor Qualifications: Select Degree Discipline (Please Specify)				
		2) On which institution and/or course is this course based?				
		3) Specify the course you are requesting from <b>each</b> receiving institution: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     U of A U of L MacEwan University Mount Royal University Other                 </div> <div style="width: 45%;">                     U of C Athabasca                 </div> </div>				

## Application for Academic Course Changes

Department Chairperson (Required)	<b>Please ensure the following questions are answered prior to submission to Dean for signature:</b>	
	1) Do these changes impact current Library resources?	No
	2) Do these changes impact current hardware/software resources?	No
	<b>If you answered yes to either of the questions above, please ensure this form is signed by Library Chairperson and/or Director, Information Technology.</b>	
	3) Does this conform to necessary standards (Provincial, collaborative, etc)?	Yes
	4) Does this change affect graduation requirements for students in the specified program?	No
	5) Are there existing transfer agreements that may be affected?	No
	6) Will information in the AET Program Registry System be affected by this change?	No
Chairperson Comments: This program is no longer offered at the college.		
Chairperson Signature: <i>Dean Churn</i>		
Chair, Library (if required)	Chairperson Comments:	
	Chairperson Signature:	
Director, Information Technology (if required)	Director Comments:	
	Director Signature:	
Dean (Required) <i>Signature indicates sufficient information for item to be considered by Curriculum Committee</i>	Dean Comments:	
	Dean Signature: <i>K. Rebel</i>	
<b>For Office Use Only (determination to be made by Student Services)</b>		
<input type="checkbox"/> Add to Curriculum Agenda		
<input type="checkbox"/> Editorial. Add to Curriculum Agenda for Information only.		

## CURRICULUM COMMITTEE MEETING

*Date:* November 18, 2020  
*Time:* 4:00 – 5:30PM  
*Location(s):* Zoom  
**CHAIR:** Aman Litt Director, Student Experience  
**RECORDS:** Shawwna Boyd

**ATTENDEES:**

**\* Notice of Absence**

Don Gnatiuk	President and CEO, Ex Officio*
John Rigby	Vice-President Academic and Research*
Brian Redmond	Dean, School of Arts, Science and Upgrading
Vanessa Sheane	Interim Dean, School of Health, Wellness and Career Studies
Charles Sanderson	Interim Dean, School of Trades, Agriculture and Environment*
Megan Slifka	Registrar
Jennifer Robertson	Associate Registrar, Advising and Articulation
Luc Boyer	Manager, Institutional Planning and Research
Emma Doris	President, Students' Association
TBD	1 Representative from the Students Association
TBD	1 Representative from Students Association
Tina Strasbourg	1 Representative from Arts & Education
Tanya Keller	1 Representative from Academic Upgrading
Carolyn Vasileiou	1 Representative from Department of Business and Office Administration
Tanya Ray	1 Representative from Department of Human Services
Julia Dutove	1 Representative from Department of Physical Education and Kinesiology
Louise Rawluk	1 Representative from Department of Nursing
Les Rawluk	1 Representative from Department of Science
Robert Howey	1 Representative from Fine Arts
Dave Hiebert	1 Representative from Motorcycle & Recreational Powersports Department*
Clint Peterson	1 Representative from Heavy Equipment Department
Clint Derocher	1 Representative from Electrical, Industrial Mechanical & Parts
Karlee Worobetz	1 Representative from Animal Health Sciences*
Brent Boutilier	1 Representative from Construction & Fabrication Department

1. **Agenda approved by consensus.**

2. **Terms of Reference**

**Motion:** Recommend that Academic Council approve changes to the Terms of Reference as presented.

**Moved:** V. Sheane

**Second:** M. Slifka

**CARRIED**

3. **Course Outline Template – Winter 2021**

**Motion:** Recommend that Academic Council approve the Winter 2021 Course Outline Template as presented with the removal of specific transfer information and the addition of “Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability” to the template.

**Moved:** V. Sheane

**Second:** J. Dutove

**Discussion:** The new course outline template will be available on the GPRC Assistant once it is approved at Academic Council.

**CARRIED**

#### 4. Academic Upgrading

**4.1 to 4.7 AD0102 Workplace Essential Skills  
CP0105 Computer Applications I  
EN0132 English 30-2 Grade 12 Equivalent  
SC0130 Science Grade 12 Equivalent  
SL0090 Social Studies Grade 9 Equivalent  
SL0120 Social Studies Grade 11 Equivalent  
SL0130 Social Studies Grade 12 Equivalent**

**Motion:** Recommend that Academic Council approve the updated course outlines for these courses.

**Moved:** T. Keller

**Second:** V. Sheane

**CARRIED**

#### 5. Fine Arts

**5.1 and 5.2 DD1160 Digital Imagery 3D I / DD1170 Digital Imagery 3D II**

**Motion:** Recommend that Academic Council approve the deletion of DD1160 and DD170 from course offerings effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**CARRIED**

**5.3 DD1211 Applied Music I**

**Motion:** Recommend that Academic Council approve a change to the course number for DD1211 to MU1211 and a change to the course description to “This course provides private study in a principal instrument or voice. A brief performance for the faculty of the department is required at the end of each semester. This course is restricted to students in the Music

Technology program. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course” effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**CARRIED**

## 5.4 DD1211 Applied Music I

**Motion:** Recommend that Academic Council delete DD1211 Applied Music I from course offerings effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**Discussion:** This course is being deleted as the course code changed in item 5.3. This motion keeps Student Services records clean.

**CARRIED**

## 5.5 DD1350 Introduction to Photography

**Motion:** Recommend that Academic Council approve the deletion of DD1350 from course offerings effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**CARRIED**

## 5.6 DD1421 Electroacoustic Ensemble I

**Motion:** Recommend that Academic Council approve a change to the course code for DD1421 to MU1421 effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**CARRIED**

## 5.7 DD1421 Electroacoustic Ensemble I

**Motion:** Recommend that Academic Council approve the deletion of DD1421 from course offerings effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**Discussion:** This course is being deleted as the course code changed in item 5.6. This motion keeps Student Services records clean.

**CARRIED**

## 5.8 DD2211 Applied Music II

**Motion:** Recommend that Academic Council approve a change to the course code for DD2211 to MU2211 effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**CARRIED**

## 5.9 DD2211 Applied Music II

**Motion:** Recommend that Academic Council approve the deletion of DD2211 from course offerings effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**Discussion:** This course is being deleted as the course code changed in item 5.8. This motion keeps Student Services records clean.

**CARRIED**

## 5.10 and 5.11 DD2270 Interactive Digital Media I DD2280 Static Media Bitmap

**Motion:** Recommend that Academic Council approve the deletion of DD2270 and DD2280 from course offerings effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**CARRIED**

## 5.12 DD2421 Electroacoustic Ensemble II

**Motion:** Recommend that Academic Council approve a change to the course code for DD2421 to MU2421 effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**CARRIED**

## 5.13 DD2421 Electroacoustic Ensemble II

**Motion:** Recommend that Academic Council approve the deletion of DD2211 from course offerings effective July 1, 2021.

**Moved:** R. Howey

**Second:** B. Redmond

**Discussion:** This course is being deleted as the course code changed in item 5.12. This motion keeps Student Services records clean.





**REPORTS TO:** Academic Council

**COMPOSITION:**

- President, Ex Officio
- Vice-President Academics and Research
- Deans
- Director, Research and Innovation
- Registrar
- Associate Registrar, Advising and Articulation
- Manager, Institutional Planning and Research
- Librarian
- One member from each academic department, chosen by the department, for a two-year term
- Three students, appointed by the Students' Association, for a one-year term.

**CHAIRPERSON:** Director, Student Experience

**MEMBERSHIP NOMINATED BY:** Departments, Students' Association

**MEMBERSHIP APPROVED BY:** Academic Council

**COMMITTEE CLASSIFICATION:** Standing Committee of Academic Council

**TERMS OF REFERENCE APPROVED BY:** Academic Council

**REVIEW:** Terms of Reference for this committee will be reviewed every five years or as needed.

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## **TERMS OF REFERENCE**

### **Responsibilities:**

1. To review all new programs and to evaluate their suitability with respect to the mission, mandate, goals, values, and planning statements of the College.
2. Receive, review and make recommendations on proposals from departments regarding changes in new and existing credit courses, curricula, and programs involving:
  - a) course/program titles,
  - b) course hours,
  - c) **course description (as displayed in the Academic Calendar)**
  - d) credit allowances,
  - e) advanced placement/credit,

- f) additions or deletions of courses and/or duplication of courses,
- g) prerequisites and co-requisites, and
- h) admission requirements.

**2.1 Complete course outlines MUST be submitted for all course changes requiring review by Curriculum Committee.**

- 3. Assess the implications of course or program changes for other courses and programs i.e. prerequisites, co-requisites and for transferability to other institutions.
- 4. Receive, review and make recommendations for approval on the fully articulated curriculum/course materials for newly approved programs.
- 5. Develop and maintain a form or format and procedure for the submission of department items to the Curriculum Committee.
- 6. To report recommendations to Academic Council for approval.

*Reviewed and Approved by Academic Council: December 7, 2006*

*Updated by Curriculum Committee: May 2007*

*Reviewed and Approved by Academic Council: February 14, 2008*

*Reviewed and Approved by Academic Council: February 11, 2010*

*Reviewed and Approved by Academic Council: October 14, 2010*

*Reviewed and Approved by Academic Council: November 18, 2010*

*Updated by Curriculum Committee: October 9, 2012*

*Reviewed and Approved by Academic Council: October 10, 2013*

*Updated by Curriculum Committee: November 16, 2016*

*Reviewed and Approved by Academic Council: December 8, 2016*



**DEPARTMENT Name**

**COURSE OUTLINE –WINTER 2021**

**TTxxxx (xx): Name of the course – x (x-x-x) xx Hours for xx Weeks**

**INSTRUCTOR:**  
**OFFICE:**  
**OFFICE HOURS:**

**PHONE:**  
**E-MAIL:**

**WINTER 2021 DELIVERY:**

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca)

Note: GPRC reserves the right to change the course delivery.

**OR**

Mixed Delivery – Remote and Onsite. This course is delivered remotely with some face-to-face/onsite components at the GPRC [Grande Prairie/Fairview] campus.

- For the remote delivery components: students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).
- For the onsite components: students must supply their own mask [and/or face shield] and follow [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

**OR**

Mixed Delivery – Remote and Offsite. This course is delivered remotely with some face-to-face/offsite components in the [clinical/practicum/work experience] setting.

- For the remote delivery components: students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).
- For the offsite components: Students must follow the offsite agencies COVID-19 Guidelines and Protocols as well as the [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

**OR**

Mixed Delivery – Onsite and Offsite. This course is delivered with some face-to-face/onsite components at the GPRC [Grande Prairie/Fairview] campus with some face-to-face/offsite components in the [clinical/practicum/work experience] setting.

- For the onsite components: students must supply their own mask [and/or face shield] and follow [GPRC Campus Access Guidelines and Expectations](#).
- For the offsite components: Students must follow the offsite agencies COVID-19 Guidelines and Protocols as well as the [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

**OR**

Onsite Delivery. This course is delivered onsite at the GPRC [Grande Prairie/Fairview] campus. Students must supply their own mask [and/or face shield] and follow [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

**OR**

Offsite Delivery. This course is delivered offsite in the [clinical/practicum/work experience] setting with some face-to-face components. Students must follow the offsite agencies COVID-19 Guidelines and Protocols as well as the [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

**CALENDAR DESCRIPTION:**

**PREREQUISITE(S)/COREQUISITE:**

**REQUIRED TEXT/RESOURCE MATERIALS:**

**DELIVERY MODE(S):**

**COURSE OBJECTIVES:**

**LEARNING OUTCOMES:**

**TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

**GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>		<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

**STUDENT RESPONSIBILITIES:**

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

\*\*Note: all Academic and Administrative policies are available on the same page.

## **Additional Information (Optional):**

Instructors may add whatever they want here.

## Item 6.0

<b>PROGRAM REVIEW COMMITTEE 2020-2021</b>		
<b>Nominees</b>		<b>Representation Required</b>
John Rigby		Vice-President Academics and Research (Chair)
Brian Redmond		1 Academic Dean representative
Aman Litt		Director, Student Experience or designate
Luc Boyer		Manager, Institutional Planning and Research (non-voting)
Brooklyn Broaders	(1 of 1)	1 Student appointed by the Students' Association
Doris Hoveland	(1 of 2)	1 representative from the School of Health, Wellness and Career Studies
Les Rawluk	(2 of 2)	1 representative from the School of Arts, Science and Upgrading
Clint Peterson	(2 of 2)	1 representative from the School of Trades, Agriculture and Environment
Lana Bennett	(1 of 2)	1 representative from Employees' Association but <b><i>not from Student Services where possible</i></b>
Stacey Basnett	(2 of 2)	1 member from the Alberta Union of Provincial Employees but <b><i>not from Student Services where possible</i></b>
Charlene Eckstrom	(2 of 2)	1 community member
Lindsey McNeil		Manager, Communications and Marketing

### **SUGGESTED MOTION:**

Whereas the action of Academic Council on October 8, 2020 to approve the Academic Council Sub-Committee members approved three academic deans to serve on the Program Review Committee rather than only one dean as required by the committee's terms of reference, it is moved that the motion to make this approval be amended to read:

Moved by; Julia Dutove and Seconded by: Deena Honan Honan that, Academic Council approve the recommended Academic Council Sub-Committee members for approval as presented, ***excepting that Dr. Brian Redmond be approved as the Academic Dean representative on the Program Review Committee.*** Any Sub-Committee membership vacancies shall be filled by the approval of the Vice-President, Academic and Research.