

Meeting Minutes
Policy and Programs Committee Teleconference
March 12, 2010

In Attendance: **Lani Cooke, Chair, Finance Committee, Board of Governors**
 Sydney O’Sullivan, South Slave Representative

Sarah Wright Cardinal, President, Aurora College
 Margaret Imrie, Vice President, Academic
 Heather Meacock, Executive Assistant

Not Present: **John McKee, Chairperson, Board of Governors**

1.0 Welcome

Ms. O’Sullivan was asked to be the Acting Chairperson of the Policy and Programs Committee in Mr. McKee’s absence.

The Committee was called to order by Ms. Sydney O’Sullivan at 9:30am on March 12, 2010.

As quorum was not met for this meeting, all recommendations will be presented to the Board of Governors at the March 2010 Board meeting for approval.

2.0 Approval of Agenda

The agenda is recommended for approval as presented.

3.0 Policy

Ms. Imrie reviewed the briefing notes presented for section #3.0 and provided additional information on the requests for approval.

- a) **Reorganization of the Policy and Procedures Manual**
 - i) **Policy A.01 Purpose and Structure of Policy and Procedures Manual**
(Table of Contents attached for information purposes)

Policy A.01 is recommended for approval as presented.

- b) **Policy revisions related to Bylaws**
 - i) **A.02 Code of Ethics**
 - ii) **B.16 Documents of Recognition**
 - iii) **C.13 Course Extensions**
 - iv) **C.15 Academic Dishonesty**
 - v) **C.23 Assignment of Credit to Programs and Courses**
 - vi) **C.27 Supplemental Examinations and Assignments**
 - vii) **E.02 Alcohol and Illegal Drugs**
 - viii) **Definitions (as attached)**

A more detailed discussion was held with regards to the Code of Ethics presented.

At this time all the above noted policy revisions are recommended for approval as presented.

- c) **Policy revisions**
 - i) **C.02 Course and Program Attendance**
 - ii) **C.05 Program Dismissal**
 - iii) **C.14 Course Dismissal**
 - iv) **C.17 Convocation**
 - v) **C.24 Course Grade Determination**
 - vi) **C.25 Grading of Courses**
 - vii) **C.28 Student Academic Evaluation – Course and/or Program**
 - viii) **C.34 Completion Ceremonies**
 - ix) **D.01 Student Appeals**
 - x) **D.17 Student Conduct – Student Rights and Responsibilities**
 - xi) **J.02 Fees**
 - xii) **Definitions (as attached)**

All policy revisions presented are recommended for approval, including the following changes:

- C.02 – Add a line to indicate in educational pursuits, not just in the workplace,
- C.15 – Parallel construction changes.

4.0 Program Outlines – Approvals

Ms. Imrie reviewed the briefing note and provided additional information on the program outlines presented.

- a) **Environment and Natural Resources Technology Program (ENRTP)
(120 NEW)**
- b) **Practical Nurse Program (132 NEW)**

The program outlines presented for ENRTP and the Practical Nurse Program are recommended for approval as presented.

5.0 Awards

Ms. Imrie reviewed the briefing note and provided additional information on the award nominations as presented.

- a) **Board of Governors' Student Leadership Award (Policy B.22)**
- b) **Staff Awards (Policy B.21)**
 - i) **Service Quality**
 - ii) **Instructional Excellence**
 - iii) **Innovation and College Improvement**
- c) **Honorary Certificates/Diplomas (Policy B.08)**

All award nominations are recommended for approval, including the following change:

- Emily and Archie Smith will receive an Honourary Diploma in Education, not Bachelor of Education.

6.0 Other Business

There was no further business at this time.

7.0 Adjournment

The teleconference was adjourned at 10:45am on March 12, 2010