### Open Agenda
April 23, 2019
5:00 – 8:00 pm
5-142 City Centre Campus

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>5:10</td>
<td>1.0 Call to Order</td>
<td>Decision</td>
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<tr>
<td>5:12</td>
<td>2.0 Declarations of Conflict</td>
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<tr>
<td>5:14</td>
<td>3.0 Approval of Agenda</td>
<td>Decision</td>
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<td>5:16</td>
<td>4.0 Approval of Consent Agenda</td>
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<td>4.1 Board of Governors’ Report</td>
<td>Information</td>
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<td>4.2 PSLA Update</td>
<td>Information</td>
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<td>5:18</td>
<td>5.0 Approval of Minutes</td>
<td>Decision</td>
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<td></td>
<td>5.1 Minutes from March 19, 2019 Open Session</td>
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<td>5:20</td>
<td>6.0 Presentations</td>
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<td></td>
<td>6.1 SAMU Vice President Academic Report (Jackie Kent)</td>
<td>Information</td>
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<td>5:30</td>
<td>7.0 President’s Report (Deborah Saucier)</td>
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<td>7.1 Approval of Standing Committees – Faculty/ School Councils</td>
<td>Decision</td>
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<td>7.2 Code of Conduct</td>
<td>Information</td>
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<td>6:10</td>
<td>8.0 Report of the Provost and Vice-President Academic</td>
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<td></td>
<td>(Craig Monk)</td>
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<td>6:30</td>
<td>9.0 Committee Reports</td>
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<td>9.1 Committee on Admissions and Transfer (Calin Anton)</td>
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<td>9.1.1 Admission Requirements – Bachelor of Physical Education – UT</td>
<td>Decision</td>
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<td>9.1.2 Admission Requirements – Correctional Services</td>
<td>Decision</td>
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<td>9.1.3 Admission Requirements – Paralegal</td>
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<td>9.1.4 Admission Requirements – Office Assistant</td>
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<td>9.1.5 Admission Requirements – Police &amp; Investigations</td>
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<td>9.1.6 Admission Requirements – Special Needs Assistant Program</td>
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<td>9.1.7 Admission Requirements – Bachelor of Communications Studies</td>
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<td>9.1.8 Admission Requirements – Theatre Production</td>
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<td>9.1.9 Admission Requirements – Bachelor of Science in Engineering Transfer</td>
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<td>7:10</td>
<td>10.0 Faculty/ School Councils</td>
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<td>10.1 Request to Grant Posthumous Degree (Melike Schalom)</td>
<td>Decision</td>
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<td>7:20</td>
<td>11.0 Policy</td>
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<td>11.1 Post Doctoral Scholars Policy (Fred McGinn)</td>
<td>Decision</td>
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<tr>
<td>7:30</td>
<td>12.0 Question Period</td>
<td>Information</td>
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<tr>
<td>7:40</td>
<td>13.0 Future Agenda Items/Next Meeting</td>
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<td></td>
<td>May 9, 2019</td>
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<tr>
<td>7:40</td>
<td>14.0 Adjournment</td>
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</tbody>
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Reference Items

1. Membership List
2. Attendance Record
3. Meeting Schedule 2018-2019

Please advise in advance if you are unable to attend by contacting the Office of University Governance at gfc@macewan.ca.

Note: the information and documents presented in this meeting package are not considered an official record until reviewed and approved by the General Faculties Council (GFC). All final decisions are recorded in the approved minutes of GFC and can be accessed by contacting the Office of University Governance at gfc@macewan.ca or online at https://www.macewan.ca/wcm/ExecutiveandGovernance/AcademicGovernanceCouncil/index.htm
Call to Order
MOTION

THAT THE General Faculties Council approve the April 23, 2019 open meeting agenda as presented.
MOTION

THAT THE General Faculties Council approve the open session minutes for the March 19, 2019 meeting as presented.
Deborah Saucier, Chair, General Faculties Council, presented ceremony protocol to Roxanne Tootoosis, Indigenous Knowledge Keeper, kihêw waciston, and requested a blessing for the meeting. R. Tootoosis led a ceremony and prayer in Plains Cree and in English.

1.0 Call to Order
The meeting of General Faculties Council was called to order at 5:08 p.m.

2.0 Declarations of Conflict
No conflicts were declared.
3.0 Approval of Agenda  
GFC-01-03-19-2019  
Moved by D. McLaughlin and seconded by K. Buro that the General Faculties Council approve the March 19, 2019 open meeting agenda as presented. Carried.

4.0 Approval of Consent Agenda  
GFC-02-03-19-2019  
Moved by D. Kato and seconded by H. McRae that the General Faculties Council approve the items on the consent agenda (noted below) as presented. Carried.  
4.1 GFC Executive Committee Minutes, March 5, 2019  
4.2 PSLA Update  
4.3 Faculty of Nursing Curriculum Changes

5.0 Approval of AGC Open Minutes  
5.1 January 22, 2019 AGC Minutes  
GFC-03-03-19-2019  
Moved by A. Latham and seconded by K. Hood that the General Faculties Council approve the open session minutes for the January 22, 2019 meeting as presented. Carried.

6.0 President’s Report  
Deborah Saucier, President of MacEwan University, reported on the following:  
Provincial Election Call  
- The provincial election will be held on April 16; the next GFC meeting will take place the following week so as not to interfere  
- Rules are very strict regarding using any university resources for supporting any political party during the election period (no social media, University space cannot be used for political events, University email cannot be used to send campaign information, etc.)  
- Any issues can be brought to Myrna Khan’s attention

General Faculties Council and the Marshall Report  
- The Marshall Report includes 30 recommendations on how to transition from the previous Academic Governance Council to the newly legislated General Faculties Council  
- D. Saucier guided the Council through a presentation on the changes to possibly be adopted  
- Faculty and School Councils will be recognized as standing committees of the GFC, each with similar Terms of Reference, noting that legislation does not provide for local variance. She added that a next step would be to dissolve the current GFC and reconstitute it with new membership on September 1, 2019 to adhere to the PSLA  
- in the new GFC there is no allocation for alumni, nor professional resource faculty; however, in Article 25 there is some flexibility to add additional members to the GFC; the addition of extra members would also mean the faculty representation on the GFC would expand as well  
- there would be core committees going forward in the 19/20 year with next year being an opportunity to examine the needs of the GFC and to build and populate new committees in a deliberate way  
- the Office of University Governance would be the returning officer for upcoming elections and IAP would manage the process as in previous years
Discussion:
- A Council member inquired about impact on the Research Ethics Board, and noted it was a somewhat independent body, so may require a membership separate from the GFC
- A Council member noted that there was a recommendation for MacEwan to have a council on student affairs, if constituted, would be the first University in the act to do so
- C. Monk noted that promotion & tenure would continue to be a negotiated item in the Faculty Collective Agreement
- C. Monk noted that student discipline would involve a tribunal of the Board that also includes academic voices and would be the final say on disciplinary matters

7.0 Provost’s Report
Craig Monk, Provost and Vice-President Academic, reported on the following:

Presidential Search:
- The Board will approve the composition of the search committee, and membership will include a member from the GFC
- The Board Chair will announce full terms of reference, timelines, and a decision on who will be the acting president during the transition

Administrative Search Updates:
- Dean of Library search is bringing two of the three candidates to campus this week
- Associate Vice-President Research - Applicant list will be reviewed by the hiring committee before the end of March, with interviews to occur in April or May (goal to hire by September)
- The Faculty of Arts and Science will search for their Dean, right now the search committee is being assembled
- Sharon Hobden is the Interim Dean of Nursing, and the search for a new Dean will start shortly
- Discussion: A council member asked if the budget for such searches could support the meeting of candidates at airports; C. Monk replied that the University has tried different methods to interview candidates and having that meeting of all shortlisted candidates ensures that any candidate brought to campus is viable.

Tenure-Track to Sessional Ratio
- On-going project to ensure there is a better ratio between Tenure-Track and Sessional instructors; currently the ratio is at 52% overall, filling new positions that are posted would mean attaining or surpassing 60%

Sessional Extended update
- Currently at MacEwan, there are a total of 70 sessional extended appointments

Governance Slot
- One of the least used instructional time slots is between 3 to 6pm on Mondays; it is the idea to not formally schedule teaching across the University to give a consistent time for governance issues and faculty meetings
- If a faculty member is on GFC in the next year and they have already set their teaching schedule, they are asked to speak to their Dean to resolve any conflicts
Moved by K. Hood and seconded by R. Ziorio Dunlop that the General Faculties Council approve of using a standard time slot for governance activities, from 3pm to 6pm on Mondays in the 2019/2020 academic year. Carried.

8.0 Committee Reports
8.1 Academic Planning and Priorities
D. Sadoway, Chair of the Academic Planning and Priorities Committee presented items 8.1.1 (Bachelor of Fine Arts Proposal) and 8.1.2 (Terms of Reference Amendment) for approval.

8.1.1 Bachelor of Fine Arts Proposal
GFC-05-03-19-2019
Moved by D. Kato and seconded by H. McRae that the General Faculties Council approve the Bachelor of Fine Arts proposal, effective Fall 2021, as presented. Carried.
Discussion:
- Council members noticed that there were courses that seemed to overlap with courses already offered in other areas, and questioned whether courses in other disciplines could be used for the fulfillment of the BFA degree curriculum needs
- R. Ginther responded that FFAC would be examining the most efficient ways to offer classes moving forward. She added that while the classes have already been developed and are running for first and second year (diplomas), the third- and fourth-year classes will be developed and FFAC will consider collaboration.

8.1.2 Terms of Reference Amendment
GFC-06-03-19-2019
Moved by B. Irwin and seconded by K. Buro that the General Faculties Council approve the revisions to the Academic Planning and Priorities Committee Terms of Reference, as presented. Carried.

8.2 Committee on Admissions and Transfer
C. Anton, Chair, Committee on Admissions and Transfer, presented items 8.2.1 (Bachelor of Fine Arts Admission Requirements), 8.2.2 (Bachelor of Psychiatric Nursing Admission Requirements), 8.2.3 (Diploma of Psychiatric Nursing Admission Requirements), 8.2.4 (English Language Proficiency Requirements) and 8.2.5 (Terms of Reference Amendment) for approval.

8.2.1 Bachelor of Fine Arts Admission Requirements
GFC-07-03-19-2019
Moved by D. McLaughlin and seconded by B. Irwin that the General Faculties Council approve the proposed Bachelor of Fine Arts admission requirements, as amended. Carried.

8.2.2 Bachelor of Psychiatric Nursing Admission Requirements
GFC-08-03-19-2019
Moved by F. McGinn and seconded by P. Myhre that the General Faculties Council approve the unchanged admission requirements for the Bachelor of Psychiatric Nursing program for 2020. Carried.
8.2.3 Diploma of Psychiatric Nursing Admission Requirements

Moved by K. Buro and seconded by Raina that the General Faculties Council approve the unchanged admission requirements for the Psychiatric Nursing Diploma program for 2020. Carried.

8.2.4 English Language Proficiency Requirements Amendment

Moved by P. Myhre and seconded by M. Schalomon that the General Faculties Council approve the EIKEN Test in Practical English Proficiency be accepted as an English language proficiency test for all undergraduate programs at MacEwan University, with a grade of 1, with the exception of Bachelor of Science in Nursing, Psychiatric Nursing Diploma and Therapist Assistant Diploma – Speech Language Pathologist Assistant Major, effective 2020-2021 academic year. Carried, noting 3 oppositions.

Discussion:
- Council members noted that the EIKEN test was not universally accepted by other institutions in Alberta and that the overall use of this test might not attract the students that will be successful at MacEwan; I. Bica noted that diplomas and certificates previously used this as a standard admission test, and that the test overall, according to research, meets current admission standards.
- Council members asked about the exclusion of certain programs from this specific English requirement; D. Saucier responded that there are professional standards that certain programs adhere to, and EIKEN is not a test that is accepted by those certifying bodies

8.2.5 Terms of Reference Amendment

Moved by F. McGinn and seconded by D. Kato that the General Faculties Council approve the revised Terms of Reference for the Committee on Admissions and Transfer as presented. Carried.

8.3 Student Services Committee

8.3.1 Focus Statement

C. Gnauck, Chair of the Student Services Committee presented the 2018-19 Student Services Committee Focus Statement for information.

8.3.2 Student Success Outline of Measures

Moved by D. McLaughlin and seconded by L. Gelmini that the General Faculties Council approve the Outline of Measures (Part One only). Carried.

C. Gnauck presented the Student Success Outline of Measures, noting that the document presented was a first attempt at developing a foundational process using reports and data that is already collected.
Discussion:
- A Council member was not convinced that the reports presented would measure success; D. Saucier responded that the Ministry of Advanced Education has asked MacEwan to define these measures and noted that MacEwan is one of the only Universities that has no minimum definition of success. She added that if MacEwan starts to report on this data, it can benchmark the data and, in subsequent years, show that MacEwan is meeting markers to be eligible for additional funding based on this definition.

9.0 Faculty/ School Councils
9.1 Faculty of Fine Art and Communications
9.1.1 Graphic Design Diploma Proposal
R. Ginther, Associate Dean of the Faculty of Fine Arts and Communications introduced R. Andruchow, Chair, Department of Art and Design to present this item.

GFC 13-03-19-2019
Moved by K. Buro and seconded by M. Schalomon that the General Faculties Council approve the Graphic Design Diploma proposal as presented, effective July 1, 2020. Carried.

R. Andruchow noted that the three-year Graphic Design Proposal was approved in 2016 and the Bachelor of Design was approved last year. He added that the Ministry informed them that MacEwan can’t change a three-year diploma into a two-year diploma without a formal application. He continued that all the work for this proposal was completed, including an industry demand assessment, market and job scan and that this two-year diploma would allow for a diploma exit, or would allow students to complete their degree.

A Council member asked if there would be options for past graduates to come back to complete their degrees; R. Andruchow answered that it would depend on each student’s prior learning, but that it seemed on average it would take approximately 39 credits for students who had previously graduated to finish with a Bachelor of Design.

10.0 Policy
10.1 MacEwan University Alumni Association Charter Policy
M. Khan, Vice President University Relations presented the MacEwan University Alumni Association Charter Policy by providing a verbal update to the presentation circulated with the agenda package. M. Khan noted that MacEwan is in a unique position, as there are over 77,000 alumni and that 70% of alumni stay in the Edmonton area.

A Council member asked where the financing for this initiative come from; M. Khan responded that University Relations would support the functions for the time being, but that there might be an opportunity to support this function through fundraising in the future.

11.0 Question Period
The Council went in-camera at 7:55 p.m. and returned to the regular session at 8:09 p.m.

12.0 Future Agenda Items/Next Meeting
The next meeting is April 23, 2019

13.0 Adjournment
Moved by K. Hood to adjourn the meeting at 8:10 p.m.
<table>
<thead>
<tr>
<th>Submission to</th>
<th>General Faculties Council</th>
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<tbody>
<tr>
<td>Meeting Date</td>
<td>Submitted by</td>
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<tr>
<td>2019-04-23</td>
<td>Jackie Kent, VP Academic, Students’ Association of MacEwan University (SAMU)</td>
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<tr>
<td>Agenda Item</td>
<td>SAMU VP Academic Report/Presentation</td>
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<td>Resource Staff</td>
<td>• N/A</td>
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<tr>
<td>Action Requested</td>
<td>For Information</td>
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<tr>
<td>Recommendation/Motion</td>
<td>For Information/ No action required</td>
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<tr>
<td>Context and Background</td>
<td>The outgoing SAMU VP Academic presents a report of what has taken place this year in the portfolio (or related to the portfolio), discuss student issues that have come up and advocate one final time for any changes. The new SAMU VP Academic may be introduced.</td>
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<tr>
<td>Summary</td>
<td>• What is SAMU?</td>
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<td>• Information presented will include brief points around what has taken place this year: fall term break, student issues, tutoring services on campus, student advisory committees, students participating on university committees</td>
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<td>Implications</td>
<td>None.</td>
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<tr>
<td>Review History</td>
<td>None.</td>
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<td>Next Steps</td>
<td>• Please welcome Sean Waddingham as the new SAMU VP Academic for 2019/2020.</td>
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<tr>
<td>Policy</td>
<td>None</td>
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<td>FOIP</td>
<td>This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Choose an item. distribution.</td>
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<tr>
<td>Attachments</td>
<td>None.</td>
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<td>Submission to</td>
<td>General Faculties Council</td>
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<td>Meeting Date</td>
<td>Submitted by</td>
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<tr>
<td>2019-04-23</td>
<td>• Fred McGinn, Dean, Faculty of Health and Community Studies (FHCS)</td>
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## Agenda Item
**Bachelor of Physical Education UT Admission Criteria Review**

### Resource Staff
- Fred McGinn, Dean, Faculty of Health and Community Studies (FHCS)
- Cassie Prochnau, Associate Dean, FHCS
- Darren Tellier, Interim Chair, Department of Allied Health and Human Performance

### Action Requested
For **Final Approval**

### Recommendation/Motion
That the General Faculties Council approve no changes to the admission criteria for the Bachelor of Physical Education UT Program within the Department of Allied Health and Human Performance UT Program, effective Fall 2020.

### Context and Background
The Bachelor of Physical Education UT Program is up for its five-year review for implementation 2020-21.

No changes were brought forward for consideration for the 2020-2021 therefore no changes are being contemplated for the Bachelor of Physical Education UT Program at this time.

### Summary
The Bachelor of Physical Education UT Program underwent a review of admission criteria for the 2020-2021 intake. No changes were recommended or required at this time.

### Implications
No changes to the Admission Criteria are required at this time.

### Review History
- Discussions occurred within the Bachelor of Physical Education UT Program and within the Department of Allied Health and Human Performance. The Office of the University Registrar was consulted.
- Approved by FHCS Curriculum Committee [FHCSCC-02-01-08-2019](#)
- FHCS Faculty Council (Motion Number [FHCFC-02-08-2019](#))
- Committee on Admissions and Transfer: March 6, 2019
- AGC: April 16, 2019

### Next Steps
- If approved at CAT will go to AGC April 16, 2019

### FOIP
This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for **Public** distribution.

### Attachment(s)
1. Bachelor of Physical Education UT Admission Criteria 2020-21 – no changes.
Bachelor of Physical Education – University Transfer

Approved program name: Bachelor of Physical Education – University Transfer
Intake term effective: Fall 2020
Credential: University Transfer

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Biology 30
3. Three subjects from Group A, B, C, or D

Notes:
- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale (no time limit on calculation of AGPA).

Mature Admission
To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 65 percent, in the following high school courses:

1. ELA 30-1 with a minimum grade of 60 percent
2. Biology 30 with a minimum grade of 60 percent

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale (no time limit on calculation of AGPA).

Previous Post-Secondary Work
To be evaluated through the Office of the University Registrar
Bachelor of Physical Education – University Transfer

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed the following from a recognized institution:

- A minimum of 24 university-level credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

1. **English Language Proficiency**
   
   **To be evaluated through the Office of the University Registrar**
   
   **Applicable to all admission categories**

   All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.
Submission to General Faculties Council

Meeting Date: 2019-04-23
Submitted by: Dr. Fred McGinn, Dean, Faculty of Health and Community Studies

Agenda Item: Correctional Services – Admission Criteria Changes

Resource Staff:
- Dr. Fred McGinn, Dean, Faculty of Health and Community Studies
- Cassie Prochnau, Associate Dean
- Sharon Hobden, Associate Dean

Action Requested: For Final Approval

Recommendation/Motion:
That the General Faculties Council approve the proposed changes to the Admission Requirements for the Correctional Services diploma program within the Department of Public Safety and Justice Studies, effective Fall 2020.

Context and Background:
The Correctional Services program is receiving a number of applicants with post-secondary studies already in process or with completed credentials. As well, Correctional Service Canada has changed their recruitment practices and have removed the high school diploma requirement. As a result of these changes in the profession and in the demographics of applicants, a discussion was held at a Department faculty meeting and based on feedback at that meeting along with discussions with various stakeholders, changes to the Admission Requirements have been developed to address these shifts. The changes will be implemented for the 2020-2021 academic year.

Summary:
The following admission changes are recommended:

Regular Admission Changes:
- Remove the requirements for a high school diploma (or equivalent) or GED and be 18 years of age by the beginning of the second term.
- Remove the requirement for Social Studies 30-1 or Social Studies 30-2 and broaden this to include any three subjects from Group A, B, C and D with limitations on the number of courses presented from each subject group.

Inclusion of Mature Admission:
- Include a Mature Admission category to address those individuals who have been out of school and returning to post-secondary.

Inclusion of Previous Post-Secondary Admission:
- Include admission requirements for the increasing number of applicants who have completed some or all of a credential from a recognized institution.

Changes have been made to the Equity Admission statement to reflect the use of Indigenous peoples rather than Aboriginal peoples.

Implications:
As changes occur within the profession and with the changing demographics of applicants to the program, it is necessary to ensure our admission requirements reflect these trends.
### Review History
- Discussion within Department of Public Safety and Justice Studies faculty, HCS Curriculum Committee, Office of the University Registrar, and Advisory groups (both students and field) occurred.
- FCHS Curriculum Committee (Motion Number **FHCSCC-02-01-22-2019**)
- FHCS Faculty Council (Motion Number **FHCFC-02-08-2019**)

### Next Steps
- If approved at CAT will go to AGC April 23, 2019

### FOIP
This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for **Public** distribution.

### Attachment(s)
1. Correctional Services – Admission Criteria 2020 - 2021
Correctional Services

Approved program name: Correctional Services
Intake term effective: Fall 2019
Credential: Diploma

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have an Alberta high school diploma (or equivalent) or GED and be 18 years of age by the beginning of the second term. Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Three subjects from Group A, B, C, or D
   - Social Studies 30-1 or 30-2
   - One subject from Group A, B, C, or D

Applicants with nine or more post-secondary credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Notes:
- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Mature Admission
To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term.

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. One subject from Group A, B, C or D

Recommended by Committee on Admissions and Transfer
Approved by Academic Governance Council January 23, 2018 (motion AGC-03-01-23-2018)

Chair: Kevin Hood
Dean: Fred McGinn
Correctional Services

Applicants with nine or more Post-Secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.
Correctional Services

**Previous Post-Secondary Work**

To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed the following from a recognized institution:

- A minimum of 1824 post-secondary credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

**ADDITIONAL ADMISSION CRITERIA**

All applicants must meet the following:

1. **English Language Proficiency**

   To be evaluated through the Office of the University Registrar

   All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.

2. **Other Admission Criteria**

   To be evaluated through the Program

   Applicants offered admission must present a clear Police Information Check (or equivalent from another policing agency) that includes a Vulnerable Sector Search. The Police Information Check must be submitted by the published document deadline and have been issued within three months of the start of the program intake term.

**Equity Admission**

The Department of Public Safety and Justice Studies at MacEwan University is committed to principles of equity and diversity. The Department supports equitable representation of groups underrepresented in public safety and justice professions and has reserved up to 10% of admission spaces in each program as equity admission spaces for applicants who self-identify as Indigenous. The Department uses the definition of Aboriginal peoples of Canada as defined in the Constitution Act, 1982, Section 35 (2) as including Indian, Inuit and Métis peoples of Canada.
Correctional Services

In order to be considered for admission under the Equity Admission criteria, candidates must still meet the minimum admission criteria for the program option to which they apply.
<table>
<thead>
<tr>
<th>Submission to</th>
<th>General Faculties Council</th>
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</thead>
<tbody>
<tr>
<td>Meeting Date</td>
<td>Submitted by</td>
</tr>
<tr>
<td>2019-04-23</td>
<td>Dr. Wanda M. Costen, Chair, School of Business Council</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Revision to 2020/21 Admission Requirements for Paralegal Studies Diploma</td>
</tr>
<tr>
<td>Resource Staff</td>
<td>Shelly Brownlee – Academic Coordinator</td>
</tr>
<tr>
<td>Action Requested</td>
<td>For Final Approval</td>
</tr>
<tr>
<td>Recommendation/Motion</td>
<td>That the General Faculties Council approve the revised Admission Requirements for the Paralegal Studies program, effective Fall 2020.</td>
</tr>
<tr>
<td>Context and Background</td>
<td>The single change to this criteria is within the previous post-secondary category which currently asks applicants to present 18 credits. All other School of Business programs ask applicants for 24 credits.</td>
</tr>
<tr>
<td>Summary</td>
<td>This change would harmonize the Previous Post-Secondary admission criteria category among all School of Business programs.</td>
</tr>
<tr>
<td>Implications</td>
<td>Clear and consistent admission criteria in this category.</td>
</tr>
<tr>
<td>Review History</td>
<td>IB, MARK, Strategy &amp; Law Department – January 24/19</td>
</tr>
<tr>
<td></td>
<td>BPC – February 1/19</td>
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<td></td>
<td>School of Business Executive – February 4/19</td>
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<td></td>
<td>School of Business Council – February 13/19</td>
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<td></td>
<td>Council on Admissions &amp; Transfer (CAT) – March 6/19</td>
</tr>
<tr>
<td>Next Steps</td>
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<tr>
<td>Policy</td>
<td>Admissions</td>
</tr>
<tr>
<td>FOIP</td>
<td>This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Public distribution.</td>
</tr>
<tr>
<td>Attachment(s)</td>
<td>2020/21 Admission Criteria for the Paralegal Studies Diploma</td>
</tr>
</tbody>
</table>
Paralegal Studies

Approved program name: Paralegal Studies
Intake term effective: Fall 2018
Credential: Diploma

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Mathematics 30-1 or Mathematics 30-2
3. Three subjects from Group A, B, C or D courses

Notes:
- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Applicants with nine or more post-secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Mature Admission
To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term.
Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Mathematics 30-1 or Mathematics 30-2

Applicants with nine or more post-secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Recommended by Committee on Admissions and Transfer
Approved by Academic Governance Council June 6, 2017 (motion AGC-02-06-06-2017)

Chair: Michael Roberts Albena Pergelova
Dean: Elsie-Elford Wanda Costen
Paralegal Studies

Previous Post-Secondary Work
To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must present a minimum of 48-24 post-secondary credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
To be evaluated through the Office of the University Registrar
Applicable to all admission categories

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.
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<td>Dr. Wanda M. Costen, Chair, School of Business Council</td>
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<tr>
<td><strong>Agenda Item</strong></td>
<td><strong>Revision of 2020/21 Office Assistant Admission Requirements</strong></td>
</tr>
<tr>
<td><strong>Resource Staff</strong></td>
<td>Shelly Brownlee – Academic Coordinator</td>
</tr>
<tr>
<td><strong>Action Requested</strong></td>
<td>For <strong>Final Approval</strong></td>
</tr>
<tr>
<td><strong>Recommendation/Motion</strong></td>
<td>That the General Faculties Council approve the revised Admission Requirements for the Office Assistant Certificate, effective Fall 2020.</td>
</tr>
<tr>
<td><strong>Context and Background</strong></td>
<td>Specific Grade 12 math requirements are not prerequisites for successful completion of the courses in this program. Consequently, the criteria for Regular and Mature categories were revised.</td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td>Grade 12 Math requirement is removed</td>
</tr>
<tr>
<td><strong>Implications</strong></td>
<td>Increased flexibility in program admission criteria.</td>
</tr>
<tr>
<td><strong>Review History</strong></td>
<td>OB, HR, MGMT Department Council – October 12/18</td>
</tr>
<tr>
<td></td>
<td>BPCC – February 1/19</td>
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<td></td>
<td>School of Business Executive Committee – February 4/19</td>
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</tr>
<tr>
<td><strong>Attachment(s)</strong></td>
<td>Revised 2020/21 Admission Criteria for the Office Assistant Certificate</td>
</tr>
</tbody>
</table>
Office Assistant

Approved program name: Office Assistant
Intake term effective: Fall 2018 2020
Credential: Certificate

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar
Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Math 30-1 or Math 30-2
3. Three Four subjects from Group A, B, C, or D

Notes:
- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Applicants with nine or more post-secondary credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Mature Admission
To be evaluated through the Office of the University Registrar
Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses: ELA 30-1 or ELA 30-2 with a minimum grade of 65% (or equivalent)

Applicants with nine or more post-secondary credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Admission
To be evaluated through the Office of the University Registrar
Recommended by Committee on Admissions and Transfer
Approved by Academic Governance Council June 6, 2017 (motion AGC-02-06-06-2017)

Chair: Evandro Boccato
Dean: Elsie Elford Wanda Costen

18-19 APPROVED Admissions Criteria
Office Assistant

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the Calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must present a minimum of 24 post-secondary credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on the 4.0 scale and must have completed the required core courses listed under the Regular or Mature Category.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

1. English Language Proficiency
   To be evaluated through the Office of the University Registrar
   Applicable to all admission categories

   All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.

2. Other Admission Criteria
   To be evaluated through the Program
   Applicable to all admission categories

   Applicants are required to successfully pass a five-minute keyboard test.

   For Medical Major only:
   Applicants offered admission are required to submit the following:
   
   - A clear Police Information Check (or equivalent from another policing agency) that includes a Vulnerable Sector Search. The Police Information Check must be submitted by the published document deadline and have been issued within three months of the start of the program intake term.
   
   - A valid Immunization record form meeting provincial regulations for health care workers.

Chair: Evandro Boccato
Dean: Elsie Elford Wanda Costen
<table>
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<td>2019-04-23</td>
<td>Dr. Fred McGinn, Dean, Faculty of Health and Community Studies</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Police &amp; Investigations – Admission Requirement Changes</td>
</tr>
<tr>
<td>Resource Staff</td>
<td>Dr. Fred McGinn, Dean, Faculty of Health and Community Studies</td>
</tr>
<tr>
<td></td>
<td>Cassie Prochnau, Associate Dean</td>
</tr>
<tr>
<td></td>
<td>Sharon Hobden, Associate Dean</td>
</tr>
<tr>
<td>Action Requested</td>
<td>For Final Approval</td>
</tr>
<tr>
<td>Recommendation/Motion</td>
<td>THAT the General Faculties Council approve the changes to the admission requirements for the Police &amp; Investigations diploma, effective Fall 2020.</td>
</tr>
<tr>
<td>Context and Background</td>
<td>The Department engaged in a review of Admission Criteria for all programs due to recent changes needed for the Correctional Services Program. In reviewing Admission Criteria across the university, along with the trend that more applicants are presenting significant post-secondary credits, the Department felt this was an area that was not being addressed currently within the program admissions. Inclusion of Previous Post-Secondary Admission will provide increased access to programs within the Department. Regular Admission to the Police program requires a High School diploma or GED as all police services across the country maintain this employment requirement. This requirement will need to be reflected in the Previous Post-Secondary Admission as well. The high school diploma or GED is not an employment requirement for careers in the Investigations program. Changes have been made to the Equity Admission statement to reflect the use of Indigenous peoples rather than Aboriginal peoples.</td>
</tr>
<tr>
<td>Summary</td>
<td>The following admission changes are recommended:</td>
</tr>
<tr>
<td></td>
<td>Inclusion of Previous Post-Secondary Admission in the Police and Investigations program for both majors: 1) Police Studies and 2) Investigative Studies:</td>
</tr>
<tr>
<td></td>
<td><strong>Police Studies:</strong> Applicants must have successfully completed the following from a recognized institution:</td>
</tr>
<tr>
<td></td>
<td>• A minimum of 18 post-secondary level credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed a high school diploma (or equivalent) or GED diploma.</td>
</tr>
</tbody>
</table>
|               | **Investigative Studies:** Applicants must have successfully completed the following from a recognized institution:
### Admission Requirements - Police & Investigations

<table>
<thead>
<tr>
<th><strong>Implications</strong></th>
<th>This change will increase access to students who have previous post-secondary credits and may not meet the regular admission criteria.</th>
</tr>
</thead>
</table>
| **Review History** | - Discussion within Department of Public Safety and Justice Studies faculty, HCS Curriculum Committee, Office of the University Registrar, and Advisory groups (both students and field) occurred.  
  - FHCS Curriculum Committee review and recommendation to CAT (Motion Number FHCSCC-01-03-22-2019).  
  - FHCS Faculty Council (Motion Number FHCFC-02-08-2019) |
| **Next Steps** | After approval at CAT will go to GFC on April 23, 2019 |
| **FOIP** | This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Public distribution. |
| **Attachment(s)** | 1. Police & Investigations – Admission Criteria 2020 – 2021 for Police Studies  
  2. Police & Investigations – Admission Criteria 2020-2021 for Investigative Studies |
Police and Investigations – Police Studies Major

Approved program name: Police and Investigations – Police Studies Major
Intake term effective: Fall 2020
Credential: Diploma

CATEGORY OF ADMISSION
Applicants may be admitted to the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have an Alberta high school diploma (or equivalent) or GED diploma.
Applicants must have a minimum overall average of 65% with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Social Studies 30-1 or 30-2
3. One subject from Group A, B, C, or D

Applicants with nine or more post-secondary credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Work
To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed the following from a recognized institution:

- A minimum of 18 post-secondary level credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed a high school diploma (or equivalent) or GED diploma.

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
To be evaluated through the Office of the University Registrar
Applicable to all admission categories

Recommended by Committee on Admissions and Transfer March 31, 2017

Chair: Kevin Hood
Dean: Fred McGinn
Police and Investigations – Police Studies Major

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.

2. Other Admission Criteria

To be evaluated through the Program
Applicable to all admission categories

Applicants are required to complete the fitness test. Applicants must meet the minimum standard (rating of 1) for each fitness test component and achieve a minimum score of 30/50.

Applicants offered admission must present a clear Police Information Check (or equivalent from another policing agency) that includes a Vulnerable Sector Search. The Police Information Check must be submitted by the published document deadline and have been issued within three months of the start of the program intake term.

Equity Admission

The Department of Public Safety and Justice Studies at MacEwan University is committed to principles of equity and diversity. The Department supports equitable representation of groups underrepresented in public safety and justice professions and has reserved up to 10% of admission spaces in each program as equity admission spaces for applicants who self-identify as Aboriginal. Aboriginal peoples of Canada are defined in the Constitution Act, 1982, Section 35 (2) as including the Indian, Inuit and Metis peoples of Canada.

In order to be considered for admission under the Equity Admission criteria, candidates must still meet the minimum admission criteria for the program option to which they apply.

Equity Admission

The Department of Public Safety and Justice Studies at MacEwan University is committed to principles of equity and diversity. The Department supports equitable representation of groups underrepresented in public safety and justice professions and has reserved up to 10% of admission spaces in each program as equity admission spaces for applicants who self-identify as Indigenous. MacEwan University defines Indigenous as First Nations, Metis, and Inuit people in Canada.

In order to be considered for admission under the Equity Admission criteria, candidates must still meet the minimum admission criteria for the program option to which they apply.
Police and Investigations – Police Studies Major
Police and Investigations – Investigative Studies Major

Approved program name: Police and Investigations – Investigative Studies Major
Intake term effective: Fall 2018
Credential: Diploma

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65%, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Social Studies 30-1 or Social Studies 30-2
3. One subject from Group A, B, C, or D

Applicants with nine or more post-secondary credits must also present a minimum Admission Grade Point Average of 2.0 on a 4.0 scale.

Previous Post-Secondary Work
To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed the following from a recognized institution:

- A minimum of 18 post-secondary credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
To be evaluated through the Office of the University Registrar
Applicable to all admission categories

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful
Police and Investigations – Investigative Studies Major

completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.

2. Other Admission Criteria

Applicants offered admission must present a clear Police Information Check (or equivalent from another policing agency) that includes a Vulnerable Sector Search. The Police Information Check must be submitted by the published document deadline and have been issued within three months of the start of the program intake term.

Equity Admission

The Department of Public Safety and Justice Studies at MacEwan University is committed to principles of equity and diversity. The Department supports equitable representation of groups underrepresented in public safety and justice professions and has reserved up to 10% of admission spaces in each program as equity admission spaces for applicants who self-identify as Aboriginal. Aboriginal peoples of Canada are defined in the Constitution Act, 1982, Section 35 (2) as including the Indian, Inuit and Métis peoples of Canada.

In order to be considered for admission under the Equity Admission criteria, candidates must still meet the minimum admission criteria for the program option to which they apply.

Equity Admission

The Department of Public Safety and Justice Studies at MacEwan University is committed to principles of equity and diversity. The Department supports equitable representation of groups underrepresented in public safety and justice professions and has reserved up to 10% of admission spaces in each program as equity admission spaces for applicants who self-identify as Indigenous. MacEwan University defines Indigenous as First Nations, Métis and Inuit people in Canada.

In order to be considered for admission under the Equity Admission criteria, candidates must still meet the minimum admission criteria for the program option to which they apply.
## Submission

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<tr>
<td>2019-04-23</td>
<td>Dr. Fred McGinn, Dean, Faculty of Health and Community Studies</td>
</tr>
</tbody>
</table>

### Agenda Item

**Proposed Changes to Admission Requirements– Special Needs Educational Assistant (SNEA) Program (2020-2021)**

| Resource Staff | Dr. Fred McGinn, Dean, Faculty of Health and Community Studies  
|                | Tricia Lirette, Department Chair, Department of Human Services and Early Learning (HSEL) |

### Action Requested

For Final Approval

### Recommendation/Motion

THAT the General Faculties Council approve of the proposed changes to the Admission Requirements for the Special Needs Educational Assistant program, effective Fall 2020.

### Context and Background

This proposed admissions change is in response to program administrators having identified a gap in the current categories of admission which is creating a barrier to accessing the program for a select group of mature applicants for whom completing or repeating high school courses is an unreasonable expectation.

### Summary

- We would like to add a Previous Post-Secondary Course Work category to the admissions requirements.
- The changes to the admission criteria broaden the applicant pool and ensure equitable access for three distinct sets of applicants who do not qualify for admission under either the Regular or Mature categories who have demonstrated, through their academic achievements at the post-secondary level, that they have the academic skillset that will promote student success:
  1. former MacEwan SNEA students who had been admitted under pre-2017 admissions criteria who are seeking to return to their studies.
  2. individuals who have completed 18 post-secondary credits in similar or unrelated programs of study.

### Implications

If not recommended, the program will continue to unnecessarily restrict otherwise qualified prospective students which may impact enrolment. This will place an undue burden on prospective students and could be detrimental to both program enrolment and the University’s reputation.

### Review History

- SNEA program made significant changes to both the Regular and Mature Admission criteria in the move to competitive admissions for Fall 2017 entry. During consultations in advance of these changes, the relevance of and need for a Previous Post-Secondary category of admission was overlooked.
- FHCS Curriculum Committee review and recommendation to CAT (Motion Number FHCSCC-04-01-22-2019)
- FHCS Faculty Council (Motion Number FHCFC-02-08-2019)

### Next Steps

If approved at CAT will go to GFC on April 23, 2019

### Policy

Admissions Policy

### FOIP

This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access.
<table>
<thead>
<tr>
<th>Attachment(s)</th>
<th>SNEA Admission Criteria 2020-21</th>
</tr>
</thead>
</table>

This information is in compliance and deemed to be appropriate for Public distribution.
Special Needs Educational Assistant

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

Approved program name: Special Needs Educational Assistant

Intake term effective: Fall 2020

Credential: Certificate

Regular Admission

To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 60 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Two subjects from Group A, B, C or D

Applicants with nine or more Post-Secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Notes:

1. Applicants are strongly encouraged to present a broad range of subjects across the humanities and sciences in order to benefit from the breadth of learning and to increase flexibility of future course choices.
2. A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5 credit or any credit combination of at least 5 credits (e.g. two 3-credit subjects).

Mature Admission

To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 60 percent, with no course grade lower than 50 percent, in the following high school courses.

1. ELA 30-1 or ELA 30-2
2. One subject from Group A, B or C

Applicants with nine or more Post-Secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Course Work

To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed the following from a recognized institution:
Special Needs Educational Assistant

- A minimum of 18 post-secondary level credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
   To be evaluated through the Office of the University Registrar
   Applicable to all admission categories

   All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.
<table>
<thead>
<tr>
<th>Submission to</th>
<th>General Faculties Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date</td>
<td>2019-04-23</td>
</tr>
<tr>
<td>Submitted by</td>
<td>Allan Gilliland, Chair, Faculty of Fine Arts and Communications Council</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Bachelor of Communication Studies Admission Requirements</td>
</tr>
</tbody>
</table>
| Resource Staff   | • Rose Ginther, Associate Dean  
|                  | • Christine Valentine, Faculty Governance Administrator |
| Action Requested | For Final Approval         |
| Recommendation/ Motion | That the General Faculties Council approve the changes to admission requirements for Bachelor of Communication Studies effective Fall 2020. |
| Context and Background | • Bachelor of Communication Studies admission criteria are scheduled for five-year review by the Committee on Admissions and Transfer (CAT). |
| Summary          | • The Bachelor of Communication Studies admission requirements were previously submitted to CAT with no changes; however, additional clarification was required on the use of “university-level” credits instead of “post-secondary” credits in the regular and mature admission categories.  
|                  | • “Post-secondary” was changed to “university-level” under the regular admission and mature admission categories. |
| Implications     | If approved, student applicants will adhere to the newly established criteria. |
| Review History   | • FFAC Council approval on March 18, 2019 (FFACFC-02-03-18-2019)  
|                  | • FFAC Curriculum Committee approval on February 27, 2019 (FFACCC-02-02-27-2019)  
|                  | • Department of Communication Council approval on February 25, 2019  
|                  | • Approved by the Committee on Admission and Transfer, March 27, 2019 |
| Next Steps       | • Approval by General Faculties Council (GFC) |
| Policy           | • Admissions |
| FOIP             | This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Public distribution. |
| Attachment(s)    | 1. Bachelor of Communication Studies Admission Criteria |
Bachelor of Communication Studies

Approved program name: Bachelor of Communication Studies
Intake term effective: Fall 2017 - Fall 2020
Credential: Degree

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Four subjects from Group A, B, C, or D

- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Applicants with nine or more post-secondary university-level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Mature Admission
To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicant must have the following:

- ELA 30-1 with a minimum grade of 65 percent (or equivalent)
- Six credits of university-level English with a minimum grade of C-

Applicants with nine or more post-secondary university-level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Work
To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.
Bachelor of Communication Studies

Applicants must have successfully completed the following from a recognized institution:

- A minimum of 24 university-level credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular Admission category.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

1. **English Language Proficiency**
   
   *To be evaluated through the Office of the University Registrar*

   **Applicable to all admission categories**

   All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.

2. **Other Admission Criteria**
   
   *To be evaluated through the Program*

   **Applicable to all admission categories**

   Applicants must complete a writing assessment.

   - Writing Assessment – Applicants must achieve a minimum grade of 65 percent on this written assessment.

Note:

- Graduates of MacEwan University Bachelor of Applied Communications in Professional Writing, Diploma in Professional Writing and Journalism programs will not be required to write the program’s writing assessment.
<table>
<thead>
<tr>
<th>Submission to</th>
<th>General Faculties Council</th>
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<tbody>
<tr>
<td>Meeting Date</td>
<td>Submitted by</td>
</tr>
<tr>
<td>2019-04-23</td>
<td>Allan Gilliland, Chair, Faculty of Fine Arts and Communications Council</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Theatre Production Admission Requirements</td>
</tr>
</tbody>
</table>
| Resource Staff| • Rose Ginther, Associate Dean  
|               | • Christine Valentine, Faculty Governance Administrator |
| Action Requested | For Final Approval |
| Recommendation/ Motion | That the General Faculties Council approve the revised admission requirements for the Theatre Production diploma effective Fall 2020. |
| Context and Background | • Changes are proposed to the Theatre Production diploma admission requirements to align with the approved requirements for the Theatre Production major in the proposed Bachelor of Fine Arts. |
| Summary       | • Applicants are required to complete the Level C CPR in addition to their Standard First Aid certification and are provided more detail about what information to include in their questionnaire, specifically  
|               | o Why they are interested in the program  
|               | o The career that they are seeking through the completion of this program  
|               | o A description of the last theatre production they attended |
| Implications  | If approved, student applicants will adhere to the newly established requirements. |
| Review History| • FFAC Council approval on March 18, 2019 (FFACFC-03-03-18-2019)  
|               | • FFAC Curriculum Committee approval on February 27, 2019 (FFACCC-03-02-27-2019)  
|               | • Department of Theatre approval on February 7, 2019  
|               | • Approval by CAT, March 27, 2019 (motion from the floor to edit wording of the AR included) |
| Next Steps    | • Approval by General Faculties Council (GFC) |
| Policy        | • Admissions |
| FOIP          | This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Public distribution. |
| Attachment(s) | 1. Theatre Production Admission Requirements |
Theatre Production

Approved program name: Theatre Production  
Intake term effective: Fall 2018 - Fall 2020  
Credential: Diploma

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or 30-2
2. Four subjects from Group A, B, C, or D

Notes:
- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Mature Admission
To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have the following:

- ELA 30-1 or 30-2 with a minimum grade of 50 percent (or equivalent)

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
To be evaluated through the Office of the University Registrar

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful

Recommended by Committee on Admissions and Transfer
Approved by Academic Governance Council June 6, 2017 (motion AGC-02-06-06-2017)

Chair: Rose Ginther
Dean: Allan Gilliland
Theatre Production

completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.

2. Other Admission Criteria

To be evaluated through the Program
Applicable to all admission categories

Conditionally accepted applicants are required to complete Standard First Aid certification (including Level C CPR) by the beginning of the intake term. Applicants are also required to complete a brief questionnaire that explains (in 500 – 1000 words):

Applicants are required to submit a program questionnaire (500 – 1000 words). Successful applicants will demonstrate in their questionnaire responses their interest and exposure to theatre and live arts productions and their career aspirations.

Applicants offered admission are required to submit the following:

- Why they are interested in the program
- The career that they are seeking through the completion of this program
- A description of the last theatre production they attended
- A valid Standard First Aid certificate by the published document deadline.

Applicants are required to complete a brief questionnaire that explains (in 500-1000 words):

- Why they are interested in the program
- The career that they are seeking through the completion of this program
- A description of the last theatre production they attended

Applicants offered admission are required to complete Standard First Aid certification (including Level C CPR) by the beginning of the intake term.
Theatre Production

Recommended by Committee on Admissions and Transfer
Approved by Academic Governance Council June 6, 2017 (motion AGC-02-06-06-2017)
Chair: Rose Ginther
Dean: Allan Gilliland

19-20 APPROVED Admission Criteria
**Submission to:** General Faculties Council  
**Meeting Date:** 2019-04-23  
**Submitted by:** Melike Schalomon, Interim Dean, Faculty of Arts and Science

**Agenda Item:** Bachelor of Science in Engineering Transfer Admission Requirements, Fall 2020

**Resource Staff**  
- Dr. Jeff Davis, Engineering Lead  
- Naomi Beke, Director Programs and Curricular Planning

**Action Requested**  
For Final Approval

**Recommendation/Motion**  
That the General Faculties Council approve changes to the Bachelor of Science in Engineering Transfer admission requirements, effective Fall 2020.

**Context and Background**  
- Applicants who have achieved an AGPA of 3.3 from an approved engineering technology program are admissible to the Bachelor of Science in Engineering Transfer program. The Faculty of Arts and Science would like to add statements that would clarify the admission requirements for potential applicants with this academic background.  
- No Faculty/ School (or University department) will be affected by these changes.  
- AGC/GFC has not requested this change at a previous meeting.

**Summary**  
Recent questions from potential applicants who are graduates of an engineering technology program has led to the addition of two statements that would clarify the admission requirements. First, students who graduate from engineering technology programs outside of Alberta will be considered for admission to the program. Second, engineering technology graduates who have not achieved an AGPA will be considered under the Regular Admission category.

- The inclusion of these statements may increase applications to the Bachelor of Science in Engineering Transfer and cause less confusion for potential applicants.  
- The inclusion of these statements and subsequent admission of students for whom these apply, will not disadvantage potential transfer to the University of Alberta after completing year one at MacEwan University.  
- This change is not related to a program change or another committee’s or Faculty/ School Council’s work (e.g. an item Academic Planning and Priorities Committee presented).  
- This change aligns with the admission policy and procedures.

**Implications**  
Not approving this change could lead to a misunderstanding of the admission requirements and qualified potential applicants may apply elsewhere.

**Review History**  
The following individuals were consulted about changes to the admission requirements for the Bachelor of Science in Engineering Transfer

- The Dean and Associate Deans for the Faculty of Arts and Science  
- The Director of Programs and Curricular Planning  
- Engineering Lead, Bachelor of Science in Engineering Transfer  
- The Faculty of Arts and Science Program and Curriculum Committee  
- Advisors in the Faculty of Arts and Science Program Services
<table>
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<th>General Faculties Council</th>
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<tr>
<td>Policy</td>
<td>Admissions Policy</td>
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<td>FOIP</td>
<td>This item has been assessed relative to the Guidelines and Practices for the application of the FOIP Act, Chapter 4: Exceptions to the Right of Access. This information is in compliance and deemed to be appropriate for Public distribution.</td>
</tr>
<tr>
<td>Attachment(s)</td>
<td>1. 2019-03-27b Engineering Admission Requirements.docx</td>
</tr>
</tbody>
</table>
Bachelor of Science in Engineering – University Transfer

Approved program name: Bachelor of Science in Engineering – University Transfer
Intake term effective: Fall 2020
Credential: University Transfer

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 70 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Chemistry 30
3. Mathematics 30-1
4. Mathematics 31
5. Physics 30

Note:
- No post-secondary substitutions may be used in lieu of high school courses.

To be evaluated through the Program

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale (no time limit on calculation of AGPA).

Applicants cannot be accepted for admission into the program who have more than one core engineering course from the first year program of study (this includes English but not complementary studies electives).

Previous Post-Secondary Work
To be evaluated through the Program

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed the following:

- An approved engineering technology diploma from NAIT, SAIT or Lethbridge College with a minimum Admission Grade Point Average (AGPA) of 3.3 on a 4.0 scale. Engineering technology diplomas from other institutions will also be considered.

Recommended by Admissions and Selections Committee
Approved by Academic Governance Council April 17, 2018 (motion AGC-05-04-17-2018)

Dean: Dr. Craig Monk

19-20 APPROVED Admission Criteria
Bachelor of Science in Engineering – University Transfer

- Applicants who do not have an AGPA of 3.3 will be considered under the regular admission criteria.
- The required core courses listed under the Regular Admission category.

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
   To be evaluated through the Office of the University Registrar
   Applicable to all admission categories

   All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University’s academic calendar or online at MacEwan.ca/ELP.

2. Other Admission Criteria
   To be evaluated through the Office of the University Registrar
   Applicable to all admission categories

   Applicants who have been required to withdraw twice from any recognized post-secondary institution or once from any engineering or engineering technology program will not be considered for admission or re-admission to the Program.
Next Meeting
May 9, 2019
Future Agenda Items
Adjournment
# General Faculties Council

## 2018-2019 Members

<table>
<thead>
<tr>
<th>Membership</th>
<th>Position</th>
<th>Term End</th>
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<tbody>
<tr>
<td>President</td>
<td>Deborah Saucier</td>
<td>President (Chair of GFC)</td>
</tr>
<tr>
<td>Provost and Vice President Academic</td>
<td>Craig Monk</td>
<td>Provost and Vice President Academic</td>
</tr>
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</table>

### Academic Staff (29)

#### Faculty of Arts and Science (12)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Nina Bernstein</td>
<td>Assistant Professor, Biological Sciences</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Karen Buro</td>
<td>Chair, Mathematics and Statistics</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Sarah Copland</td>
<td>Associate Professor, English</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Nancy Digdon</td>
<td>Professor, Psychology</td>
<td>31/Aug/19</td>
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<tr>
<td>Pamela Farvolden</td>
<td>Associate Professor, English</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Lucio Gelmini</td>
<td>Associate Professor, Physical Sciences</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Kimberley Harcombe</td>
<td>Assistant Professor, Biological Sciences</td>
<td>31/Aug/20</td>
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<tr>
<td>Robert Irwin</td>
<td>Associate Professor, History</td>
<td>31/Aug/19</td>
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<tr>
<td>Shahidul Islam</td>
<td>Associate Professor, Economics</td>
<td>31/Aug/19</td>
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<tr>
<td>Susan Mills</td>
<td>Associate Professor, Philosophy</td>
<td>31/Aug/19</td>
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<tr>
<td>Josh Toth</td>
<td>Associate Professor, English</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Andrea Wagner</td>
<td>Assistant Professor, Political Science</td>
<td>31/Aug/20</td>
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#### Faculty of Fine Arts and Communications (3)

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<tbody>
<tr>
<td>Raymond Baril</td>
<td>Assistant Professor, Music (Vice-Chair of GFC)</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Travis Hatt</td>
<td>Assistant Professor, Theatre Production</td>
<td>31/Aug/21</td>
</tr>
<tr>
<td>Annetta Latham</td>
<td>Assistant Professor, Arts and Cultural Management</td>
<td>31/Aug/20</td>
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#### Faculty of Health and Community Studies (3)

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Catherine Hedlin</td>
<td>Assistant Professor, Child and Youth Care</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Dave Kato</td>
<td>Assistant Professor, Allied Health &amp; Human Performance</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Kevin Hood</td>
<td>Chair, Public Safety and Justice Studies</td>
<td>31/Aug/20</td>
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#### Faculty of Nursing (3)

<table>
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<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Kari Krell</td>
<td>Faculty, Interprofessional Education and Simulation Learning</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Kathleen Miller</td>
<td>Assistant Professor, Bachelor of Science in Nursing</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Randi Ziorio Dunlop</td>
<td>Assistant Professor, Psychiatric Nursing</td>
<td>31/Aug/19</td>
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#### School of Business (5)

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Rickard Enstroem</td>
<td>Associate Professor, Decision Sciences</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Bob Graves</td>
<td>Associate Professor, International Business, Marketing, Strategy and Law</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Albena Pergelova</td>
<td>Chair, International Business, Marketing, Strategy and Law</td>
<td>31/Aug/20</td>
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<tr>
<td>Raina Rudko</td>
<td>Associate Professor, Accounting and Finance</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Masoud Shadnam</td>
<td>Assistant Professor, Organizational Behaviour, Human Resources Management and Management</td>
<td>31/Aug/19</td>
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#### School of Continuing Education (1)

<table>
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<th>Name</th>
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<tbody>
<tr>
<td>Peter Myhre</td>
<td>Instructor, English as an Additional Language</td>
<td>31/Aug/20</td>
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#### Professional Resource Faculty (2)

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<tbody>
<tr>
<td>Tamara Lane</td>
<td>Counsellor, Student Affairs</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Lindsey Whitson</td>
<td>University Library</td>
<td>31/Aug/19</td>
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<tr>
<td>Membership</td>
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<tr>
<td><strong>Student Members (5)</strong></td>
<td></td>
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<tr>
<td>Jackie Kent</td>
<td>SAMU Vice-President Academic</td>
<td>30/Apr/19</td>
</tr>
<tr>
<td>Taegan Lloyd</td>
<td>Faculty of Nursing</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Emily Gryba</td>
<td>Faculty of Fine Arts and Communications</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Samantha Hay</td>
<td>Faculty of Health and Community Studies</td>
<td>31/Aug/19</td>
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<tr>
<td>Bekah Rychliski</td>
<td>Faculty of Arts and Science</td>
<td>31/Aug/19</td>
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<tr>
<td><strong>Senior Officials (2)</strong></td>
<td></td>
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<tr>
<td>John McGrath</td>
<td>Vice-President, Resources and People</td>
<td>31/Aug/20</td>
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<tr>
<td>David McLaughlin</td>
<td>University Registrar</td>
<td>31/Aug/20</td>
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<tr>
<td><strong>Deans (7)</strong></td>
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<tr>
<td>Melike Schalomon</td>
<td>Acting Dean, Faculty of Arts and Science</td>
<td>31/Aug/20</td>
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<tr>
<td>Allan Gilliland</td>
<td>Dean, Faculty of Fine Arts and Communications</td>
<td>31/Aug/20</td>
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<td>Fred McGinn</td>
<td>Dean, Faculty of Health and Community Studies</td>
<td>31/Aug/20</td>
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<tr>
<td>Vince Salyers</td>
<td>Dean, Faculty of Nursing</td>
<td>31/Aug/20</td>
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<tr>
<td>Debbie McGugan</td>
<td>Dean of Libraries</td>
<td>31/Aug/20</td>
</tr>
<tr>
<td>Wanda Costen</td>
<td>Dean, School of Business</td>
<td>31/Aug/20</td>
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<tr>
<td>Heather McRae</td>
<td>Dean, School of Continuing Education</td>
<td>31/Aug/20</td>
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<tr>
<td><strong>Support/Supervisory Staff (2)</strong></td>
<td></td>
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<tr>
<td>Debbie Couves</td>
<td>Manager, Domestic Admissions</td>
<td>31/Aug/19</td>
</tr>
<tr>
<td>Krista Hanscomb</td>
<td>Student Advisor/ Recruiter, kihêw waciston</td>
<td>31/Aug/20</td>
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<tr>
<td><strong>Alumnus (1)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Johnson</td>
<td>Management Studies Diploma - 2003</td>
<td>31-Aug-19</td>
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As of 9 March 2019
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* *= N/A, x=Present,  R=Regrets Provided,  A=Absence without notice
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(c) = contingency

*Updated March 21, 2019*