ACADEMIC COUNCIL AGENDA

	AGENDA ITEM	ACTION	RESPONSIBLE
1.	**Call to Order**		Chair
2.	**Agenda**	Approval	Chair
3.	**Minutes of May 11, 2023 - Attached**	Approval	Chair
4.	**Recommendations to the Board of Governors (BOG)** 4.1 Academic Policies 　　4.1.1 Related to Admission of Students 　　4.1.2 Related to Programs 　　4.1.3 Related to Courses 　　4.1.4 Related to Academic Awards 4.2 Board-approved Credentials *(from Curriculum Committee)* 　4.2.1　New Programs 　　　4.2.1.1　Primary Care Paramedic 　4.2.2　Program Changes *(that require Ministry approval)* 　4.2.3　New Courses *(that require Ministry approval)* 4.3 Program Review Committee 4.4 Academic Schedule 4.5 Board-appointed Membership (attached) 4.6 Academic Council Authority and Bylaws	Recommendation to BOG (Motion)	Dr. Carly McLeod
	4.7 Reports to the Board		
5.	**Academic Council Approved Items** 5.1 Course Changes *(from Curriculum Committee)* 　　5.1.1　NP1400 Nursing Across the Lifespan 　　5.1.2　NP1410 Practical Nursing Theory II 　　5.1.3　NP1600 Introduction to Pathophysiology 5.2　New courses *(that do not require Ministry approval)* 　　5.2.1　NP1700 Introduction to Pharmacology 5.3　Program Changes *(that do not require Ministry approval)* 　　5.3.1　Practical Nurse 　　5.3.2　Health Care Aide 5.4　Academic Policies *(that do not relate to 4.1)* 5.5　Co-Curricular Committee	Approval	Dr. Carly McLeod

AGENDA ITEM	ACTION	RESPONSIBLE
5.6 Nominating Committee		
5.6.1 Chair and Vice-Chair	Elections	All
5.6.2 Committees (attached)	Approval	All
5.7 Instructor Emeritus (attached)	Approval	Chair
5.7.1 Dallas Sawtell – Science		
5.7.2 Edward Bader – Fine Art		
5.7.3 Carmen Gorgichuk – Fine Arts		
5.7.4 Geoff Whittall – Fine Arts		
6. **Trending Education Topic**		
6.1 Equity, Diversity and Inclusion (EDI) in Education	Discussion	Ms. Melly Pack/All
6.2 Topic for Next Meeting	Discussion	Chair/All
7. **Open Discussion**	Discussion	Chair/All
8. **Next Meeting – November 23, 2023**		Chair
9. **Adjournment**	Approval (Motion)	Chair

Members:

Council Chair:	Dr. Julia Dutove
Council Vice-Chair:	Ms. Brooklyn Broaders
President:	Mr. Justin Kohlman
Provost and Vice-President Academic:	Dr. Vanessa Sheane
Deans:	Dr. Andrew Dunlop
	Dr. Carly McLeod
Registrar:	Ms. Megan Slifka
Academic Staff Association:	Dr. Julia Dutove
	Ms. Lesley Brazier
	Ms. Teresa Evans
	Mr. Misha Albert
	Ms. Carolyn Vasileiou
	Dr. Deena Honan
	Ms. Theresa Suderman
	Dr. Shawn Morton
	Dr. Elena Voskovskaia
	Mr. Shawn DeGreeve
Alternates:	Ms. Darlene Horseman
	Ms. Abigail Head
Students' Association:	Ms. Brooklyn Broaders
	Mr. Josh Winland
	Ms. Melanie Pack
	Ms. Dessy Downey
	Ms. Wendy Anthony
	Ms. Faith Evans
	Mr. Mason Huckabone
	Mr. Quentin Spiers
	Ms. Dominique Fjeld
	Ms. Ashley Bishop
Employees' Association:	Ms. Tanya Kinderwater
	Ms. Lisa Hollis
Alternate:	Ms. Desiree Mearon
Alberta Union of Provincial Employees:	Ms. Lin Roy
Alternate:	Ms. Lynette Tye
Community Members:	Ms. Dianne McWatt
	Ms. Sasha Dorscheid
Non-Voting Guests:	Mr. Chris Laue
	Ms. Carla Dodd
	Ms. Hala Ezzeddine
	Ms. Kim Ferguson
	Mr. Jideofor Odoh

Notices of Absence / Absences (right column):
- Ms. Teresa Evans | Notice of Absence
- Mr. Misha Albert | Notice of Absence
- Ms. Theresa Suderman | Notice of Absence
- Dr. Shawn Morton | Notice of Absence
- Mr. Josh Winland | Absent
- Ms. Dessy Downey | Absent
- Ms. Wendy Anthony | Notice of Absence
- Ms. Faith Evans | Notice of Absence
- Mr. Mason Huckabone | Absent
- Mr. Quentin Spiers | Absent
- Ms. Dominique Fjeld | Absent
- Ms. Ashley Bishop | Absent
- Ms. Tanya Kinderwater | Notice of Absence
- Ms. Lisa Hollis | Notice of Absence
- Ms. Dianne McWatt | Absent
- Ms. Sasha Dorscheid | Absent

4213 CALL TO ORDER

The In-Person and Zoom Academic Council meeting was called to order at 3:59 pm.

4214 AGENDA

The agenda was approved as presented by consensus.

4215 MINUTES OF FEBRUARY 9, 2023

The Minutes of February 9, 2023 were approved as presented by consensus.

4216 COMMITTEE REPORTS

Co-Curricular Committee

Academic Council received the Co-Curricular Committee Minutes from the following meetings:

- November 10, 2022
- December 13, 2022
- February 2, 2023

MOVED by M. Slifka; **SECONDED** by V. Sheane to recommend to the Board of Governors the approval of the November 10, 2022, December 13, 2022 and February 2, 2023 Co-Curricular Committee Minutes with student names being removed.

CARRIED

Curriculum Committee

Academic Council received the Curriculum Committee Minutes from the April 25, 2023 meeting.

MOVED by C. McLeod; **SECONDED** by D. Honan to recommend to the Board of Governors the approval of the curriculum changes from the April 25, 2023 Curriculum Committee meeting as presented.

CARRIED

Program Review Committee Update

Academic Council received the Program Review Committee Minutes from the January meetings (January 16, 20, and 23, 2023).

MOVED by V. Sheane; **SECONDED** by D. Honan to recommend to the Board of Governors the approval of the recommendations from the January 2023 Program Review Committee meetings as presented.

<div align="right">**CARRIED**</div>

Annual Program Review Action Plans

Academic Council received the approved annual program review action plans for each of the academic programs for information.

4217   NEW BUSINESS

Policy Updates

Academic Freedom Policy

MOVED by V. Sheane, **SECONDED** by D. Honan that Academic Council recommend to the Board of Governors the approval of the revised Academic Freedom Policy as presented with the following edit:

In the Cross-Reference section change "Intellectual Property and Ownership Police" to "Intellectual Property and Ownership Policy".

<div align="right">**CARRIED**</div>

Scholarly Activity Policy

MOVED by V. Sheane, **SECONDED** by S. DeGreeve that Academic Council recommend to the Board of Governors the approval of the revised Scholarly Activity Policy as presented.

<div align="right">**CARRIED**</div>

Academic Standing and Progression Policy

MOVED by V. Sheane, **SECONDED** by M. Pack that Academic Council recommend to the Board of Governors the approval of the revised Academic Standing and Progression Policy as presented.

<div align="right">**CARRIED**</div>

Course Outline Policy

MOVED by V. Sheane, **SECONDED** by D. Honan that Academic Council recommend to the Board of Governors the approval of the revised Course Outline Policy and Course Outline Template as presented.

<div align="right">**CARRIED**</div>

Continuing Education Policy

MOVED by V. Sheane, **SECONDED** by M. Pack that Academic Council recommend to the Board of Governors the approval of the revised Continuing Education Policy as presented with the following change:

In item 6.1.4, remove "Dean of Business" and replace it with "applicable Dean".

CARRIED

Grading Policy

MOVED by V. Sheane, **SECONDED** by D. Honan that Academic Council recommend to the Board of Governors the approval of the revised Grading Policy as presented.

CARRIED

Adjunct Faculty Policy (Formerly named the Visiting Scholar Policy)

MOVED by V. Sheane, **SECONDED** by M. Pack that Academic Council recommend to the Board of Governors the approval of the revised Adjunct Faculty Policy as presented.

CARRIED

Library Loans and Fines Policy

MOVED by V. Sheane, **SECONDED** by B. Broaders that Academic Council recommend to the Board of Governors the approval of the revised Library Loans and Fines Policy as presented with the following change:

Replace all instances of the word "College" with the word "Polytechnic" within the policy.

CARRIED

Animal Care and Animal Usage Policy

MOVED by V. Sheane, **SECONDED** by M. Pack that Academic Council recommend to the Board of Governors the approval of the revised Animal Care and Animal Usage Policy as presented.

CARRIED

Membership

Academic Council received recommendations for board approved 2023-2024 Academic Council membership as per the Academic Council Authority and Bylaws.

MOVED by V. Sheane and **SECONDED** by B. Broaders that Academic Council recommend to the Board of Governors the approval of the following members to Academic Council for a two-year term beginning May 25, 2023:

- Dr. Andrew Dunlop, Dean, School of Applied Science and Technology
- Ms. Marcia Aldred, EA Representative
- Ms. Robin Smith-Wilson, EA Representative (alternate)
- Ms. Penny Rose, Public Community Member
- Ms. Nancy Gorgichuk, Public Community Member
- Ms. Lenora Roy, AUPE Representative
- Ms. Jori Grimm, AUPE Representative (alternate)

CARRIED

Academic Council Authority and Bylaws

Academic Council reviewed the Academic Council Authority and Bylaws.

MOVED by V. Sheane; **SECONDED** by D. Honan that Academic Council recommend to the Board of Governors the approval of the Academic Council Authority and Bylaws as presented with the following change:

Appendix 1, Item 1.2.2.1: Change to read, "Elected students will serve a one-year term from the date of approval by the Council until the end of April."

CARRIED

Dr. Sheane applauded all members for their diligent work in completing the review and revision of a large number of Academic Policies over the 2022-2023 Academic Year.

Co-Curricular Committee

Academic Council participated in a discussion regarding the direction of co-curricular at NWP, including education and communication and what next steps need to be taken to review co-curricular. A Co-Curricular sub-committee was formed with the following members: Megan Slifka, Melly Pack, Carly Dodd and Desiree Mearon. The sub-committee will return to Academic Council with recommendations.

4218 TRENDING EDUCATION TOPIC

ChatGPT Program

Guest Amanda Wills presented on the topic of ChatGPT and how it is affecting and influencing post-secondary learning. The opportunities and challenges of AI in education were discussed from both the faculty and student perspective.

Topic for Next Meeting

The trending education topic chosen for the next meeting will be Equity, Diversity and Inclusion (EDI) in education with Melly Pack leading the discussion.

2023-2024 ACADEMIC COUNCIL MEETING DATES

- September 28, 2023 or October 5, 2023
- November 23, 2023 or November 30, 2023
- February 1, 2024 or February 8, 2024
- May 9, 2024

Meeting invites will be sent out for all of the above dates as holds and once the 2023-2024 Board of Governors schedule of meetings is confirmed, the four meeting dates for Academic Council will also be confirmed.

4219 OPEN DISCUSSION

No discussion occurred.

4220 ADJOURNMENT

The meeting adjourned by consensus at 5:31 pm.

Dr. Julia Dutove, Chair   Ms. Wanda Moen, Records

NORTHWESTERN POLYTECHNIC

Minutes

CURRICULUM COMMITTEE

Thursday, 24 August 2023
2:00 – 4:00pm
Location: E211 & Zoom

Attendees:

Chair	Dr. Carly McLeod	
Records	Ms. Marcia Aldred	
	Dr. Brian Redmond	Dr. Tina Strasbourg
	Dr. Jodi Peebles	Dr. Deena Honan
	Ms. Megan Stone	Mr. Miroslaw Bator
	Mr. Chris Laue	Mr. Joshua Winland
	Ms. Megan Slifka	Ms. Hala Ezzeddine
	Dr. Daryl White	

Dept Chairs/Representative

Ms. Tia Hudson   Mr. Luke Umble

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1. Call Meeting to Order at 2:04 pm.

   Approval of agenda by consensus.

2. Kuali Update – Ms. Marcia Aldred
   - Thank you to everyone for your help in reviewing the data in Kuali and for your time and patience while everyone learns to use Kuali for curriculum.
   - Workflow/timeline – Please keep in mind that there is a review process for all proposals that happens prior to the department meeting. All proposals must have completed the department vote and final approvals approximately 2 weeks before the meeting to be included in the agenda. Depending on what changes are being proposed, the review time will vary. Often programs will take longer for review as well.
   - If anyone has questions or needs help when submitting proposals or at any time during the workflow, please reach out to Marcia at any time.

3. University Transfer Program Updates – Ms. Marcia Aldred
   - All changes to university transfer programs will be approved by the Curriculum Committee, including Admission and curriculum information. In the past, not all changes needed to be approved by the Committee.
   - Academic Advisors regularly review U of A governances and work with departments on upcoming changes. These changes will then need to be submitted in Kuali, go through the normal review and approval process.
   - Please contact Marcia if you have any questions or concerns about this change.

CURRICULUM COMMITTEE

School of Health and Education

4.	**Emergency Services**

4.1 Primary Care Paramedic

Motion: Recommend Academic Council approve the proposed new Primary Care Paramedic program, effective Fall 2024 with amendments to the following:

- Admission Requirements
- Selection Criteria
- Admission of Indigenous Students
- Progression Criteria

Program information and amendments are included at the end of the minutes.

Pending approval from Advanced Education and Alberta College of Paramedics.

Moved: Mr. Luke Umble   **Second:** Dr. Tina Strasbourg

Discussion: NWP has an agreement with Portage College and is using their curriculum to develop the program. This is not a collaboration, Portage has shared their curriculum for NWP to use.

Waiting on approval from Advanced Education and the Alberta College of Paramedics. Expecting to submit the program to the Alberta College of Paramedics at the end of September and expecting to wait about 5-6 months for approval.

Continuance of the program depends on success rates of the students, want to use the selection process to accept the best students.

After completing the program NWP will issue the credential, students then write the national exam. The exam is available four times per year.

Student handbook includes flow charts for if a student is not successful in the placement, based on various reasons for why they are not successful.

Placements – NWP will set up for students.

Program is online delivery, plus 10 onsite weeks.

Carried

Practical Nursing and Health Care Aide

5.1 NP1400 Nursing Across the Lifespan

Motion: Recommend that Academic Council approve the proposed changes including:

- Changing Total Hours from "60" to "45".
- Seminar Hours from "1" to "0".

CURRICULUM COMMITTEE

- The addition of NP1700 Introduction to Pharmacology (3) as a Co-Requisite effective Fall 2024.

Updated course outline is included in a separate document.

Moved: Ms. Tia Hudson   **Second:** Dr. Deena Honan

Discussion: The department has received **c**onsistent student feedback about these courses which has led to the changes. Seminar hours are being removed from NP1400 and NP1410. Seminar hours were not be utilized in the best way in these courses. Want to use these seminar hours for NP1600 and NP1700. This is more in line with how other institutions structure their courses.

Carried

5.2 NP1410 Practical Nursing Theory II

Motion: Recommend that Academic Council approve the proposed changes including:

- Changing Total Hours from "60" to "45".
- Seminar Hours from "1" to "0".
- The addition of NP1700 Introduction to Pharmacology (3) as a Co-Requisite effective Fall 2024.

Updated course outline is included in a sperate document.

Moved: Ms. Tia Hudson   **Second:** Dr. Deena Honan

Discussion: Same changes as NP1400.

Carried

5.2 NP1600 Introduction to Pathophysiology

Motion: Recommend that Academic Council approve the proposed changes including:

- Changing the Course Title from "Pathophysiology and Pharmacology" to "Introduction of Pathophysiology".
- Updating the course description from "Exploration of disordered physiological processes associated with disease or injury and the use of medications, including indications, effects, and mechanisms of action." to "This pathophysiology course delves into the abnormal physiological processes that underlie diseases, with a particular emphasis on prevalent disorders affecting different body systems. Various disorders associated with different body systems will be explored, covering their manifestations, causes, and potential complications.".
- Changing Total Credits from "6" to "3".
- Changing Total Hours from "90" to "60".
- Changing Lecture Hours from "6" to "3".
- Changing Seminar Hours from "0" to "1".

CURRICULUM COMMITTEE

- The addition of NP1700 Introduction to Pharmacology (3) as a Co-Requisite effective Fall 2024.

Updated course outline is included in a separate document.

Moved: Ms. Tia Hudson   **Second:** Ms. Megan Slifka

Discussion: Splitting the Pathophysiology and Pharmacology course into 2, 3 credit courses instead of one, 6 credit course. Proposing to take seminar time away from Nursing Theory II and Nursing Across the Lifespan and add into Pathophysiology and Pharmacology. Pathophysiology and Pharmacology are heavy, high attrition courses and implementing these changes will support student success.

This change aligns with other institutions, NWP was the only institution to offer Pathophysiology and Pharmacology together.

The goal is to promote success in these courses.

Carried

5.4 NP1700 Introduction to Pharmacology

Motion: Recommend that Academic Council approve the addition of NP1700 Introduction to Pharmacology 3 (3-1-0) 60 Hours 15 weeks to course offerings effective Fall 2024.

Course outline is included in a separate document.

Moved: Ms. Tia Hudson   **Second:** Dr. Tina Strasbourg

Discussion: Splitting the Pathophysiology and Pharmacology course into 2, 3 credit courses instead of one, 6 credit course. Proposing to take seminar time away from Nursing Theory II and Nursing Across the Lifespan and add into Pathophysiology and Pharmacology. Pathophysiology and Pharmacology are heavy, high attrition courses and implementing these changes will support student success.

Carried

5.5 Practical Nurse

Motion: Recommend Academic Council approve the proposed program changes for the Practical Nurse Diploma, effective Fall 2024 with amendments to the following:

- Admission Requirements
- Admission of Indigenous Students.

Program changes and amendments are included at the end of the minutes.

Moved: Ms. Tia Hudson   **Second:** Dr. Deena Honan

CURRICULUM COMMITTEE

Discussion: Update to add NP1700 and include deadlines for both intakes/campuses. NP1600 title and credits will update once the course updates are complete in Kuali.

Carried

5.6 Health Care Aide

Motion: Recommend Academic Council approve the proposed program changes, removing Standard First Aid from the Health and Safety Requirements for the Health Care Aide, effective Fall 2023 with the amendments to following:

- Additional Admission Information
- Admission of Indigenous Students.

Program changes and amendments are included at the end of the minutes.

Moved: Ms. Tia Hudson   **Second:** Ms. Hala Ezzeddine

Discussion: Students beginning this Fall will not be required to complete Standard First Aid. Standard First Aid is not a requirement by the government of Alberta and asked to remove after the annual review.

Would like to reserve 2 seats per intake for Indigenous students.

Carried

6.   Adjournment by consensus at 2:51 pm.

IMPORTANT DATES AND DEADLINES

2023/2024 Meetings:
> August 24, 2023
> November 9, 2023
> January 18, 2024
> April 11, 2024

Admission Requirement changes for 2024/2025 – August 24, 2023
New certificate and diploma proposals for 2024/2025 – November 9, 2023 (6 months before effective date)
New degree programs or specializations for 2025/2026 – November 9, 2023 (18 months before effective date)
Program changes for 2024/2025 – January 18, 2024 (4 months before effective date)
Admission Requirement changes for 2025/2026 – April 11, 2024 (depending when Fall meetings are scheduled, this may be the last meeting for approval)

CURRICULUM COMMITTEE

Primary Care Paramedic – Program Proposal

Proposal Rationale	**Effective Date**
New program.	Fall 2024

Title
Primary Care Paramedic

School
School of Health and Education

Department
Nursing Education and Health Studies – Emergency Services

Campus
Grande Prairie and Distance

Credential	**Duration**	**Total Credits**
Certificate	1 Year	45

Program Description
Primary Care Paramedics (PCPs) are integral members of Emergency Medical Services and provide basic life support, medical and trauma care in health services and industrial settings. They may be the first to arrive on scene, they may be the only provider in remote areas, or they may work collaboratively in a team with other EMS/health care providers, first responders (i.e. Fire, Police) or community support agencies. Duties vary depending on the employment setting but responsibilities for PCPs include patient assessment, treatment, stabilization, and transportation.

Work Integrated Learning
Yes

Admission Requirements
Educational:
- Biology 30 with minimum 60%
- English Language Arts 30-1 minimum 60% or English Language Arts 30-2 minimum 70%
- Math 20-1 minimum 50% or Math 20-2 minimum 60%
- Chemistry 30 strongly recommended

Other Requirements:
- ELP - ALL students whose first language is not English must meet one of the following:
  IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0.
  TOEFL iBT (internet Based) with minimum test scores as follows: Listening 23; Reading 21;

CURRICULUM COMMITTEE

Writing 25; Speaking 22.
Note: Test results are valid for 2 years, and must be valid within 30 days of the start of the program.
- Minimum age 18
- Selection Interview

AMENDMENT
Other Requirements:
- Students must be 18 years of age on the first day of class
- Resume
- Written exam
- Selection Interview
- ELP - ALL students whose first language is not English must meet one of the following:
  IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0.
  TOEFL iBT (internet Based) with minimum test scores as follows: Listening 23; Reading 21; Writing 25; Speaking 22.
  Note: Test results are valid for 2 years, and must be valid within 30 days of the start of the program.

Selection Criteria
In the event of program oversubscription, admission to the program will be dependent on predetermined criteria.

AMENDMENT
Selection Criteria
Best Qualified
Applicants must be aware of the following important deadlines (in subsequent order):

- October 1st – Applications Open
- March 1st – Application Deadline
- March 15th – Document Deadline
- April 15th – Written exam and Interview

*Applications received after March 1st may not be considered for admission.

Only completed applications will be considered; therefore, all official transcripts and resume must be received by the document deadline of March 15th.

Preference will be given to applicants who are best qualified as determined by an admission scoring system based on academics, adaptability, experience, the general knowledge written exam and selection interview. Should two or more applicants have the same score, the students will be ranked according to the earliest application date. Conditional letters of admission will be mailed to successful applicants. Qualified applicants not selected for admission will be placed on a waitlist according to score.

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As per Northwestern Polytechnic policy, outlined in the admissions section of the calendar, "the institution, at its discretion, "may refuse admission to any applicant".

Practicum agencies require Police Information Checks (PICs) of students working in their organizations. Information regarding PICs will be provided to students after they have been admitted.

Admission of Indigenous Students
Two (2) seats in the Primary Care Paramedic program will be reserved for qualified applicants of Indigenous ancestry. If the designated applicants do not fill these reserved seats by March 30th, the seats will be offered to the general applicant pool. If applicants are applying as an Indigenous student, they may be required to present proof of Indigenous ancestry.

AMENDMENT
ADMISSION OF INDIGENOUS STUDENTS
Two (2) seats in the Primary Care Paramedic program will be reserved for qualified applicants of Indigenous ancestry. The top two (2) applications, based on the outcome of the approved scoring system chart, will be selected for offer of admission and will be assigned these reserved seats. If the designated applicants do not fill these reserved seats by March 30th, the seats will be offered to the general applicant pool. If applicants are applying as an Indigenous student, they will be required to present indigenous membership/citizenship documentation for verification purposes.

Additional Admission Information
Health and Safety Requirements:
Students must have the following items completed and submitted by August 1, after being admitted to the program:
- Photocopy of CPR Certificate for Health Care Provider or Level C (issued within one year prior to the program start date)
- Photocopy of Standard First Aid Certification (issued within one year prior to program start date); or Medical First Responder Certificate; or Emergency Medical Responder Certificate
- Photocopy of current Class 4 Alberta driver's license (to operate ambulance) and completion of Class 4 Waiver Form
- Completed and signed Health Status Form
- Signed Immunization and Placement Disclosure Waiver
- Current and signed Immunization Record
- Signed Police Information Check and Vulnerable Sector Search Waiver
- All forms can be found [here](#)

Students must have the following items completed and submitted by August 21
- Police Information Check and Vulnerable Sector Search (dated after June)

Program Curriculum
Primary Care Paramedic Required Courses
EM1800 Ambulance Placement
EM1000 Anatomy I

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EM1900 Clinical Placement
WR1100 Communications for Health Professionals
EM2000 Professional Driving
EM1020 Paramedic Foundations I
EM2020 Paramedic Foundations II
EM2030 Paramedics in Special Populations
EM1600 Personal Health and Wellness
EM2300 Pharmacotherapeutics For Health Professionals
EM2400 Physical Examination and History Gathering
EM2100 Physiology I
EM2200 Physiology II
EM2500 Professional Paramedics
CBRNE* Hazardous Material Awareness Course
WHMIS* Workplace Hazardous Material Information Systems
TDG* Transportation of Dangerous Goods

non-credit courses offer through Continuing Education

Progression Criteria
A grade of B- is the minimum passing grade for EM1020, EM2020, EM2030 and EM2500 and a C- is the minimum passing grade for all other PCP courses in the program.

Students that are unsuccessful in EM1800 Ambulance Placement and/or EM1900 Clinical Placements, may require additional courses prior to repeating the placements. If students are unsuccessful in their secondary placement, they must reapply to the PCP program.

AMENDMENT
A grade of B- is the minimum passing grade for EM1020, EM2020, EM2030 and EM2500 and a C- is the minimum passing grade for all other PCP required courses in the program.

Students that are unsuccessful in EM1800 Ambulance Placement and/or EM1900 Clinical Placements, may require additional courses prior to repeating the placements. If students are unsuccessful in their secondary placement, they must reapply to the PCP program.

Graduation Information
To be eligible to complete the Primary Care Paramedic program, students must successfully complete all program requirements. If students meet these requirements, they may apply to graduate.

Practicum
EM1900 Clinical Placement 36 hours
EM1800 Ambulance Placement 240 hours

CURRICULUM COMMITTEE

Practical Nurse – Program Changes

Admission Requirements
All minimum admission requirements must be completed prior to the admission deadline.

International Applicants - please contact international@nwpolytech.ca for application deadlines and conditions.

All applicants must present with the following academic requirements or equivalents:
- English, one of:
    - English 30-1, minimum grade 60%
    - English 30-2, minimum grade 70%
- Biology 30, minimum grade 60%
- Mathematics, one of:
    - Mathematics 30-1, minimum grade 50%
    - Mathematics 30-2, minimum grade 60%
    - Mathematics 20-1, minimum grade 60%
    - Mathematics 20-2, minimum grade 70%

English proficiency requirements – please see English language proficiency for details.

Applicants must be aware of ~~three~~the following important deadlines (in subsequent order):
- ~~February~~October 1st - Applications Open for September Intake (Grande Prairie Campus)
- February 1st - Applications Open for January Intake (Fairview Campus)

==AMENDMENT==
Applicants must be aware of the following important deadlines (in subsequent order):
- October 1st – Applications Open for September Intake (==Fairview== Campus)
- February 1st – Applications Open for January Intake (==Grande Prairie== Campus)

Admission of Indigenous Students
Two seats in the first year of the Practical Nurse program will be reserved for qualified applicants of Indigenous ancestry. The top two applications, based on the outcome of the approved scoring system chart, will be selected for offer of admission and will be assigned these reserved seats. If the designated applicants do not fill these reserved seats by ~~November~~a ~~1~~specified ~~of each year~~date, the seats will be offered to the general applicant pool.

If you are applying as an Indigenous student, you may be required to present proof of Indigenous ancestry.

==AMENDMENT==
Admission of Indigenous Students

CURRICULUM COMMITTEE

<mark>Two (2) seats in the Practical Nurse program will be reserved for qualified applicants of Indigenous ancestry for each intake. If the designated applicants do not fill these reserved seats by March 30th prior to the Fall intake and July 31 prior to the January intake, the seats will be offered to the general applicant pool. If applicants are applying as an Indigenous student, they will be required to present indigenous membership/citizenship documentation for verification purposes.</mark>

Health and Safety Requirements
All students admitted to the Practical Nursing program must be capable of completing responsibilities and activities as required in clinical practice. In order to successfully pass clinical practice courses, students must consistently demonstrate the essential competencies to safely provide nursing care to their assigned patient/client. The CLPNA sets these competencies. If a student believes they may require assistance to be successful in the program, they are encouraged to contact an Academic Advisor in the Registrar's Office as soon as possible after admission for any accommodations that may need to be arranged.

Students must have the following items completed and submitted by December 1 after being admitted to the program:
- Police Information Check with Vulnerable Sector Clearance
- Immunization – some immunizations including Hepatitis B, may need to be initiated prior to the first day of the program.
- Standard First Aid
- CPR-BLS - must be through Heart and Stroke. No other certificate will be accepted. Must be current for the year as of the date set out by the department. No exceptions.
- COVID-19 Vaccination

There are also other forms that will be required by August 1 (September intake) or December 1 (January intake) and those will be provided to students upon successful admission.

Students are required to purchase a stethoscope and a penlight, and scissors in the practice setting. Standardized uniforms are required - information will be provided upon admission.

Program Curriculum
- Complete all of the following
  - Complete the following:
    - NP1205 - Practical Nursing Theory (3)
    - NP1250 - Health Assessment (3)
    - NP1280 - Communications in Nursing (3)
    - NP1400 - Nursing Across the Lifespan (3)
    - NP1410 - Practical Nursing Theory II (3)
    - NP1450 - Clinical Nursing Skills (3)
    - NP1480 - Medication Administration (2)
    - NP1500 - Anatomy and Physiology (6)
    - NP1600 - Pathophysiology and Pharmacology (6)
    - **NP1700 - Introduction to Pharmacology (3)**
  - Open Elective (3)

CURRICULUM COMMITTEE

Health Care Aide – Program Changes

Additional Admission Information
Other Requirements for Students Admitted to HCA Program

Health and Safety Requirements
All students admitted to the HCA Program must have the following items completed and submitted by August 1 after being admitted to the program:
- Police Information Check with Vulnerable Sector Clearance
- Immunization – some immunizations including Hepatitis B, may need to be initiated prior to the first day of the program.
- ~~Standard First Aid~~
- CPR – BLS - Must be through Heart and Stroke - no other certificate will be accepted. Must be current for the year as of the date set out by the department. No exceptions.
- WHMIS
- COVID-19 Vaccination

There are also other forms that will be required by August 1 and those will be provided to students upon successful admission.

Standardized uniforms are required - information will be provided upon admission.

AMENDMENT

Additional Admission Information
Other Requirements for Students Admitted to HCA Program

Health and Safety Requirements
All students admitted to the HCA Program must have the following items completed and submitted by August 1 (September intake) or December 1 (January intake) after being admitted to the program:

- Police Information Check with Vulnerable Sector Clearance
- Immunization – some immunizations including Hepatitis B, may need to be initiated prior to the first day of the program.
- ~~Standard First Aid~~
- CPR – BLS - Must be through Heart and Stroke - no other certificate will be accepted. Must be current for the year as of the date set out by the department. No exceptions.
- WHMIS
- COVID-19 Vaccination

There are also other forms that will be required by August 1 (September intake) or December 1 (January intake) and those will be provided to students upon successful admission.

Standardized uniforms are required - information will be provided upon admission.

CURRICULUM COMMITTEE

AMENDMENT

Admission of Indigenous Students

Two (2) seats in the Health Care Aide program will be reserved for qualified applicants of Indigenous ancestry for each intake. If the designated applicants do not fill these reserved seats by March 30th prior to the Fall intake and July 31 prior to the January intake, the seats will be offered to the general applicant pool. If applicants are applying as an Indigenous student, they will be required to present indigenous membership/citizenship documentation for verification purposes.

NORTHWESTERN POLYTECHNIC

Nursing Education and Health Studies

COURSE OUTLINE –SPRING 2023

NP1400 (3): Nursing Across the Lifespan – 3 (3-0-0) 45 Hours in 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTORS:		
LOCATION:		
PHONE:		
E-MAIL:		
OFFICE HOURS:		

CALENDAR DESCRIPTION:
Introduction to the principles of growth and development and factors that influence growth and development. Focus is on nursing implications associated with the application of growth and development principles to client care.
Note: Available only to Practical Nursing Students

PREREQUISITE(S): NP1205, NP1250, NP1280, NP1500
COREQUISITE(S): NP1410, NP1450, NP1480, NP1600, NP1700

REQUIRED TEXTBOOK:
Potter, P. A., Perry, A. G., Ross-Kerr, J. C., Wood, M.J., Astle, B. J., & Duggleby, W. (2019). Canadian fundamentals of nursing (6th ed.). Toronto, ON: Elsevier Canada.

REQUIRED ONLINE RESOURCES:
https://guides.library.ualberta.ca/ld.php?content_id=35043857

DELIVERY MODE(S): Lecture and seminar

LEARNING OUTCOMES:
Upon successful completion of NP1400, learners will be able to:
1. Identify principles of growth and development.
2. Discuss factors influencing growth and development.
3. Describe various nursing implications associated with growth and development processes.
4. Apply concepts of anatomy and physiology to growth and development across the lifespan.
5. Compare various developmental theories.

CLPNA COMPETENCIES:
A-Nursing Knowledge

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

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

EVALUATIONS:

Assignment	Weight	Date	Related Course Learning Outcomes
Critical Thinking Exercise #1	20%	Week 6	1, 2, 3, 4, 5
Critical Thinking Exercise #2	20%	Week 9	1, 2, 3, 4, 5
Ticket to Class	35%	Due each class	1, 2, 3, 4, 5
Final Exam	25%	Week 15	1, 2, 3, 4, 5

1. **Critical Thinking Exercises**

   The objective of this assignment is to develop a comprehensive health promotion and wellness plan that addresses the unique needs of individuals across different stages of the lifespan, focusing on preventive measures, health education, and lifestyle modifications.

   Stages – students select one stage from each bullet:

- Newborn or Infant or Toddler or Preschooler or School-Aged Child
- Adolescent or Young Adulthood or Middle Adult or Older Person

Answer the following:
- Research and identify the most prevalent health risks, challenges, and issues commonly faced during this life stage.
- Develop specific health promotion strategies for each age group to address the identified health risks.
- Provide a detailed implementation plan for each health promotion strategy. Discuss potential challenges and how they can be overcome. Consider the involvement of healthcare professionals, families, communities, and other relevant stakeholders.
- Propose methods for evaluating the effectiveness of the health promotion plan for this age group. Identify measurable outcomes and indicators to assess the success of the interventions.

4. **Ticket to Class (2.5% each class; 35% total course grade)**
Questions will be handed out at the start of each lecture to assess required pre-reading knowledge. This exercise aims to encourage students to keep up with class readings, refresh student memory of subject matter and prepare students to engage in class discussion, which is essential to the function of this course. Ticket to Class sheets will be submitted within the class after the allotted time, following which no further submissions will be allowed. Students must be in attendance each week to receive the sheet and grade. Please see the course myClass page for further information.

5. **Final Exam**
The final exam includes all content covered in Weeks 1-15. Question format includes a variety of styles including, but not limited to, multiple choice, short answer, long answer, matching, and select all that apply.
Scheduling of the final exam is set by the Registrar's Office.
Exam Question Example:
List factors that influence growth and development.

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

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines

A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		F	0.0	00-59
B	3.0	73-76				
B-	2.7	70-72				

PROGRESSION CRITERIA

Academic Progression Criteria

A grade of C- is the minimum passing grade for all Practical Nursing courses in the program. For promotion from term to term in the program and for graduation, students must have successfully completed all the required Practical Nursing and non-Practical Nursing courses of the previous term.

A student with a GPA of 1.69 or lower must withdraw from the Practical Nursing program. Readmission to the program is subject to departmental review.

Students who withdraw or fail twice from a required practical nursing course will be withdrawn from the program and ineligible for re-admission.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Purpose and Learning Outcomes	Chapter
Week 1	Developmental Theories	The purpose of this unit is to introduce theories about growth & development. Learning Outcomes: 1. Identify basic principles of growth and development. 2. Identify major traditions that underlie growth and development theories.	Chapter 21
Week 2	Developmental Theories	The purpose of this unit is to understand developmental theories and nursing care. Learning Outcomes: 1. Name and describe the developmental theories.	Chapter 21

		2. Discuss nursing implications associated with the application of each theory to patient care.	
Week 3	Conception to Newborn	The purpose of this unit is to identify key elements of transition from intrauterine to extrauterine life.	Chapter 22
Week 4	Conception to Newborn		Chapter 22
		Learning Outcomes: 1. Discuss physiological and psychosocial health concerns during the transition from intrauterine. 2. Describe characteristics of physical growth of this age stage.	
Week 5	Newborn to Infant	The purpose of this unit is to identify key growth and development of this age stage. Learning Outcomes: 1. Describe cognitive and psychosocial development 2. Describe interactions that occur between parent and child.	Chapter 22
Week 6	Infant to Toddler	The purpose of this unit is to explore the development of the infant to toddler stage. Learning Outcomes: 1. Describe cognitive and psychosocial development 2. Explain the role of play in child development.	Chapter 22

Week 7	Toddler to Preschooler	The purpose of this unit is to explore the development of the toddler to preschooler stage.
		
		Learning Outcomes:
		  1. Identify culturally appropriate health promotion activities.
		  2.
			Chapter 22

Week 8	Preschooler to School Aged Child	The purpose of this unit is to explore the development of the preschooler to school aged child. Learning Outcomes: 1. Identify keyways that parents can meet their child's developmental needs.	Chapter 22

Week 9	School Aged Child to Adolescent	The purpose of this unit is to explore the development of the toddler to preschooler stage.
		
		Learning Outcomes:
		  1. Define age stage & characteristics of physical growth.
		  2. Describe the influence of the school environment on the development of the child.
			Chapter 22

Week 10	Adolescent	The purpose of this unit is to explore the development of the adolescent. Learning Outcomes: 1. Define characteristics of physical and psychosocial	Chapter 22

Week 11	Adolescent to Young Adulthood	The purpose of this unit is to explore the development of the adolescent to young adult. Learning Outcomes: 1. Describe interactions between an adolescent and parent. 2. Identify development tasks of adolescent	Chapter 22 Chapter 23
Week 12	Young Adulthood	The purpose of this unit is to explore the development of the young adult. Learning Outcomes: 1. Identify development tasks and life events of a young adult. 2. Identify health concerns of the young adult	Chapter 23
Week 13	Middle Adulthood	The purpose of this unit is to explore the development of the middle adulthood stage Learning Outcomes: 1. Identify development tasks and life events of middle aged adults. 2. Identify health concerns of middle aged adults	Chapter 23

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development of the adolescent.
2. Identify factors that contribute to developing self esteem.

Week 14	Older Person	The purpose of this unit is to explore the development of the older person Learning Outcomes: 1. Identify demographic trends related to the older adult in Canada. 2. Describe the concept of aging and quality of life.	Chapter 24
Week 15	Final Exam		

STUDENT RESPONSIBILITIES:

Refer to NWP Academic Policies https://www.nwpolytech.ca/about/administration/policies/

For policies related to clinical absences, immunizations, uniforms, and other clinical requirements please see the NWP Department of Nursing Education & Health Studies PN Student Handbook on Myclass.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at https://www.nwpolytech.ca/programs/calendar/ or the Student Rights and Responsibilities policy which can be found at https://www.nwpolytech.ca/about/administration/policies/index.html.

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

SAMPLE CASE STUDY USED IN TEACHING:
The in-class case studies and critical thinking scenarios are taken from the textbook.

Katie is a 24-year-old woman who smokes two packs of cigarettes per day. She began smoking when she was 14 years old. Katie complains to you at the clinic, "I just can not seem to kick the habit no matter how hard I try." What information do you need to know to assist Katie in quitting smoking?

RUBRIC

**Needs rubric created by instructor.

Nursing Education and Health Studies

COURSE OUTLINE –SPRING 2023

NP1410 (3): Practical Nursing Theory II – 3 (3-0-0) 45 Hours in 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTORS		
LOCATION:		
PHONE:		
E-MAIL:		
OFFICE HOURS:		

CALENDAR DESCRIPTION:
Exploration of evidence-informed practice, scope of practice for practical nurses, and critical thinking. Focus is on incorporating the nursing process and nursing values into care for an individual with chronic illness.
Note: Available only to Practical Nursing Students

PREREQUISITE(S): NP1205, NP1250, NP1280, NP1500
COREQUISITE(s): NP1400, NP1600, NP1450, NP1480, NP1700

REQUIRED TEXTBOOKS:

Lewis, S. L., Bucher, L., Heitkemper, M. M., Harding, M. M., Barry, M. A., Lok, J., Tyerman, J., & Goldsworthy, S. (2019). Medical-Surgical nursing in Canada: assessment and management of clinical problems (4th Canadian ed.). Toronto, ON: Elsevier.

Potter, P. A., Perry, A. G., Ross-Kerr, J. C., Wood, M.J., Astle, B. J., & Duggleby, W. (2019). Canadian fundamentals of nursing (6th ed.). Toronto, ON: Elsevier Canada.

REQUIRED ONLINE RESOURCES:

Canadian Council for Practical Nurse Regulators [CCPNR] (2013). *Becoming a Licensed Practical Nurse in Canada: Requisite skills and abilities.* Retrieved from https://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Requisite_Skills_Abilities.pdf

Canadian Council for Practical Nurse Regulators [CCPNR} (2013). *Code of ethics for Licensed Practical Nurses in Canada.* Retrieved from https://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Code_of_Ethics.pdf

Canadian Council for Practical Nurse Regulators [CCPNR] (2019). *Entry-level competencies for licensed practical nurses.* Author. Retrieved from https://www.clpna.com/wp-content/uploads/2019/08/doc_CCPNR_Entry-Level_Competencies_LPNs_2019E.pdf

College of Licensed Practical Nurses of Alberta [CLPNA] (2020). *Competency profile for licensed practical nurses* (5th ed.). Author. Retrieved from https://www.clpna.com/wp-content/uploads/2020/01/doc_Competency_Profile_for_LPNs_5th_Ed_2020.pdf

7th ed APA guidelines
https://guides.library.ualberta.ca/ld.php?content_id=35043857

DELIVERY MODE(S): In-person Lecture and seminar

LEARNING OUTCOMES:
Upon successful completion of NP1410 learners will be able to:
1. Identify the Entry-Level Competencies for Licensed Practical Nurses (2019).
2. Identify the Standards of Practice for Licensed Practical Nurses in Canada (2013).
3. Discuss eHealth resources and technological tools used in Canadian healthcare.
4. Apply concepts of pathophysiology and pharmacology to individuals with chronic illness.
5. Discuss caring in a nurse-client relationship.
6. Plan nursing care for clients with various chronic illnesses.
7. Demonstrate critical thinking in application of the nursing process to individuals with chronic illness.
8. Explore principles of evidence-informed practice.

CLPNA COMPETENCIES:

A-Nursing Knowledge

B-Nursing Process

C-Professionalism and Leadership

TRANSFERABILITY:

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

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

EVALUATIONS:

Assignment	Weight	Date	Related Course Learning Outcome
Nursing Care Plan	25%	Week 6	3, 4, 5, 6, 8
Midterm Exam	20%	Week 8	1, 2, 3, 4, 7, 8
Clinical Judgement Exam	20%	Week 11	4, 6, 7, 8
Final Exam	35%	In Exam Week	1, 2, 3, 5, 4, 7, 8

1. **Nursing Care Plan**

The purpose of this assignment is to plan nursing care for an individual client with a chronic illness. Students will select a case-study client with a chronic illness and formulate a plan of care to optimize wellness based on the nursing process. Students will submit a written care plan including:

- o Assessments that they would do (5 marks)
- o Nursing Diagnosis(es) (5 marks)
- o Planning strategies with the client (3 marks)
- o Interventions that they would expect (5 marks)
- o Evaluation strategies for the planned care (5 marks)

Use APA 7th edition formatting. Include a title page. Maximum of ten (10) pages double spaced. (2 marks)

2. **Midterm Exam**

The midterm exam includes all content covered up to and including Week 7. Question format includes a variety of styles including, but not limited to, multiple choice, short answer, long answer, matching, and select all that apply.

Sample exam question:

In which step of the nursing process does the nurse determine whether the patient's condition has improved and whether the patient has met expected outcomes?

- A. Assessment
- B. Planning
- C. Implementation
- D. Evaluation

3. **Clinical Judgement Exam**

The purpose of this assignment is for students to demonstrate critical thinking through the application of the nursing process. This Exam is an in-class, open-book exam. Students will have 1.2 hours to complete. Students will receive a case study about a client living with a chronic illness. The students will have to assess, diagnose, plan, implement, and evaluate their care plan.

Areas you will be asked to address specifically are:

1. What assessments would be necessary to complete for the scenario?
2. What **3 key** nursing diagnoses would be probably with rationale?
   a. What would the *priority* nursing diagnosis be? (the most important one of the above 3 diagnoses)
   b. Provide your rationale for choosing that priority
3. What is the expected outcomes/goals for the client, related to the priority nursing diagnosis
4. What are the **5 most important** nursing interventions required to address the problem identified as the priority nursing diagnosis? Provide rationale for these interventions.
5. How would you evaluate the expected outcome related to the priority nursing diagnosis?

GRADE	*Excellent (A)*	*Very Good (B)*	*Good (C)*	*Marginal (D)*	*Fail (F)*
ASSESSMENTS	Key assessment areas are identified and are completed, clearly stated and concise. Comprehensive assessment data is relevant to the scenario.	Key assessment areas identified but not clearly stated, concise or comprehensive.	Assessment areas are incomplete. Relevance and relationship to scenario not clearly evident.	Assessment is superficial and incomplete in relation to the scenario.	Identified assessments inadequate, irrelevant and/or ambiguous.
KEY NURSING DIAGNOSIS	Nursing diagnoses are pertinent, realistic and clearly identified. Written in problem/related to etiology format.	Nursing diagnosis identified are realistic but not clearly written in problem/related to etiology format.	Nursing diagnoses identified but are not concise or explicit.	Identification of probable nursing diagnosis is unclear, ambiguous or irrelevant.	Nursing diagnoses identified are not nursing diagnosis.
PRIORITY NURSING DIAGNOSES AND RATIONALE	Priority nursing diagnoses with rationale provided. Rationale demonstrates comprehensive insight, clarity,	Priority nursing diagnosis with rationale demonstrates very good depth, clarity and insight.	Priority nursing diagnoses are identified but rationale lacks some depth, clarity and insight.	Priority nursing diagnoses are identified but rationale does not support relevance to scenario	Unable to clearly identify the priority nursing diagnosis or provide rationale.

	depth and understanding of nursing practice.				
OUTCOMES/GOALS	Outcomes/goals are comprehensive, relevant, specific, achievable, measurable and related to the priority nursing diagnosis	Outcomes/goals are somewhat relevant, specific, achievable, and measurable in relation to the priority nursing diagnosis.	Outcomes/goals are general to the priority nursing diagnosis, but are not measurable or specific.	Outcomes/goals are identified but are not related to the nursing diagnosis.	No outcomes/goals identified.
INTERVENTIONS & RATIONALE	Nursing interventions are clearly stated, specific relevant, comprehensive and supported by relevant and credible evidence.	Nursing interventions are clearly stated but less comprehensive. Evidence to support interventions not clearly related to the scenario.	Most obvious nursing interventions are stated, but are not specific. Evidence to support the interventions lacks relevance or is not applicable.	Some relevant nursing interventions are missing and the evidence provided to support nursing interventions lacks credibility, e.g.: sources are questionable or depth of research is lacking.	Nursing interventions identified are irrelevant. No evidence or sources cited to support the interventions identified.
EVALUATION	Clearly and concisely describes how the outcome/goal achievement will be evaluated.	Identifies how outcomes/goals are evaluated, but lacks clarity or depth.	Evaluation criteria are undeveloped or lack specificity.	Evaluation criteria are irrelevant, incomplete, superficial and/or undeveloped.	No evaluation criteria stated.
APA FORMAT GRAMMAR/ SPELLING/ ORGANIZATION	Exceptionally well written, organized and legible. Relationship between ideas evident. Almost entirely free of errors in grammar, punctuation, and spelling. APA and referencing format requires minimal revisions.	Well written, organized and legible. May contain a few errors in grammar, punctuation and spelling but does not impede understanding. APA and referencing format requires minor revisions.	Legible and adequately organized although relationship between ideas unclear in places. Several errors in grammar, punctuation, and spelling, which may be confusing but does not	Content is present, however, lack of structure and organization is evident. Contains many grammar, punctuation, and spelling errors throughout that impede understanding. APA and referencing format	Disorganized and difficult to read. Errors in grammar, punctuation, and spelling prohibit clear readability. APA is poorly done, or there is evidence of plagiarism. There is no evidence of referencing and/or there is evidence

impede overall understanding. APA and referencing format requires some revisions.	is inconsistent and incorrect.	of plagiarism in citations.	

4. Final Exam

The final exam is cumulative and includes all content covered throughout the course. Question format includes a variety of styles including, but not limited to, multiple choice, short answer, long answer, matching, and select all that apply.

Scheduling of the final exam is set by the Registrar's Office.

Sample Exam Question:

Which patient history indicates multimorbidity?

    A. Chronic kidney disease requiring an appendectomy

    B. Chronic obstructive pulmonary disease and a urinary tract infection

    C. Diabetes with exacerbation of rheumatoid arthritis

    D. Lung cancer and pneumonia

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

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

PROGRESSION CRITERIA

Academic Progression Criteria

A grade of C- is the minimum passing grade for all Practical Nursing courses in the program. For promotion from term to term in the program and for graduation, students must have successfully completed all the required Practical Nursing and non-Practical Nursing courses of the previous term.

A student with a GPA of 1.69 or lower must withdraw from the Practical Nursing program. Readmission to the program is subject to departmental review.

Students who withdraw or fail twice from a required practical nursing course will be withdrawn from the program and ineligible for re-admission.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Purpose and Learning Outcomes	Text Resource
Week 1	Entry-level competencies and standards of practice	The purpose of this unit is to define the CLPNA entry level competencies and standards of practice for LPNs Learning outcomes: • Students will discuss how the entry level competencies and standards of practice inform their education and their formation of nursing practice	OER (open educational resources) posted on Myclass
Week 2	Evidence-Informed Practice	The purpose of this week is to explain the need for evidence-informed practice. Learning outcomes: • Identify steps of evidence-informed practice • Discuss methods for developing new nursing knowledge.	Chapter 6 – Potter and Perry
Week 3	Critical Thinking in Nursing	The purpose of this unit is to consider the characteristics of critical thinking in nursing practice. Learning outcomes:	Chapter 12 – Potter and Perry

		• Discuss critical thinking competencies in nursing practice • Discuss the nurse's responsibility in making clinical decisions	
Week 4	The Nursing Process	The purpose of this unit is to identify and discuss the nursing process.	Chapter 13 – Potter and Perry Chapter 14 – Potter and Perry
Week 5	The Nursing Process	Learning Outcomes: • Describe the steps of the nursing process • Identify nursing diagnoses from an assessment • Develop a plan of care	Case Studies on Myclass
Week 6	Chronic Illness * Nursing Care Plan DUE*	The purpose of this unit is to define chronic illness. Learning outcomes: • Students will define chronic illness • Students will discuss assessment techniques of chronic illness	Chapter 5 – Lewis et al.
Week 7	Chronic Illness	The purpose of this unit is to discuss factors contributing to chronic illness. Learning outcomes: • Students will identify factors contributing to chronic illness • Students will differentiate between modifiable and non-modifiable risk factors	Chapter 5 – Lewis et al. Chapter 13 – Potter and Perry Chapter 14 – Potter and Perry

Week 8	Review and Midterm Exam		
Week 9	Chronic Illness	The purpose of this week is to discuss nursing care of various chronic illnesses. Learning Outcomes: • Students will plan nursing care for clients experiencing a chronic illness	Chapter 5 – Lewis et al. Chapter 13 – Potter and Perry Chapter 14 – Potter and Perry
Week 10	Chronic Illness	The purpose of this week is to discuss nursing care of various chronic illnesses. Learning Outcomes: • Students will plan nursing care for clients experiencing a chronic illness	Chapter 5 – Lewis et al. Chapter 13 – Potter and Perry Chapter 14 – Potter and Perry
Week 11	Clinical Judgement Exam	The purpose of this unit is to consolidate knowledge gained in this course and complete the clinical judgement exam.	Potter and Perry Lewis et al.
Week 12	eHealth resources and Canadian Nursing Practice	The purpose of this unit is to introduce eHealth resources. Learning outcomes: • Students will identify various eHealth resources and nursing informatics	Chapter 16 – Potter and Perry
Week 13	eHealth resources and Canadian Nursing Practice	The purpose of this unit is to discuss eHealth resources for clients with chronic illness and for nursing practice. Learning Outcomes:	OER posted on Myclass

		• Students will discuss eHealth resources for their nursing practice. • Students will discuss eHealth resources for clients with chronic illnesses.	
Week 14	Review week for final exam		
Week 15	Final Exam. Specific date, location and time TBD		

STUDENT RESPONSIBILITIES:

Refer to NWP Academic Policies https://www.nwpolytech.ca/about/administration/policies/

For policies related to clinical absences, immunizations, uniforms, and other clinical requirements please see the NWP Department of Nursing Education & Health Studies PN Student Handbook on Myclass.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at https://www.nwpolytech.ca/programs/calendar/ or the Student Rights and Responsibilities policy which can be found at https://www.nwpolytech.ca/about/administration/policies/index.html.

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

Nursing Education and Health Studies

COURSE OUTLINE – Spring 2025

NP1600 (3): Introduction to Pathophysiology – 3 (3-1-0) 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: **PHONE:**
OFFICE HOURS: **E-MAIL:**

CALENDAR DESCRIPTION:
This pathophysiology course delves into the abnormal physiological processes that underlie diseases, with a particular emphasis on prevalent disorders affecting different body systems. Various disorders associated with different body systems will be explored, covering their manifestations, causes, and potential complications.
Note: Available only to Practical Nursing Students

PREREQUISITE(S): NP1205, NP1250, NP1280, NP1500
COREQUISITE(S): NP1400, NP1410, NP1450, NP1480, NP1700

REQUIRED TEXT/RESOURCE MATERIALS:
Huether, S. E., McCance, K. L., El-Hussein, M., Power-Kean, K., & Zettel, S. (2022). *Understanding Pathophysiology* (2nd ed.). Elsevier.

DELIVERY MODE(S): Lecture and seminar

COURSE OBJECTIVES:

LEARNING OUTCOMES:
Upon successful completion of NP1600, learners will be able to:
1. Apply concepts from anatomy and physiology to pathophysiological processes and pharmacotherapy.
2. Explore the etiology, pathophysiology, complications, and clinical manifestations of common acute and chronic alterations across the lifespan.
3. Understand pathophysiology's basic concepts and principles and its relevance to nursing practice.
4. Develop critical thinking skills to correlate pathophysiological concepts with patient assessments and nursing interventions.
5. Predict common trajectories in pathophysiological processes.
6. Examine major disease concepts from a holistic perspective, gaining a basic understanding of the underlying pathophysiological changes.

CLPNA COMPETENCIES:

A-Nursing Knowledge

S-Oncology

TRANSFERABILITY:

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

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

EVALUATIONS:

Assignment	Weight	Date	Related Course Learning Outcome
Weekly Quizzes (At home)	25%	Weekly	1, 2, 3, 4, 5, 6
Midterm Exam #1	25%	Week 5	1, 2, 3, 4, 5, 6
Midterm Exam #2	25%	Week 10	1, 2, 3, 4, 5, 6
Final Exam	25%	Week 15	1, 2, 3, 4, 5, 6

1. **Weekly Quizzes**

The purpose of weekly quizzes is to assess students' understanding of the material, encourage regular engagement with the course content, and provide timely feedback for improvement.

2. **Midterm Exam #1**

The first midterm exam includes all content covered up to and including Week 5. Question format includes a variety of styles including, but not limited to multiple choice, short answer, long answer, matching, and select all that apply.

3. **Midterm Exam #2**

The second midterm exam includes all content covered from Week 6 up to and including Week 9. Question format includes a variety of styles including, but not limited to multiple choice, short answer, long answer, matching, and select all that apply.

4. **Final Exam**

The final exam is not cumulative and covers content from Week 10 onward. Question format includes a variety of styles including, but not limited to multiple choice, short answer, long answer, matching, and select all that apply.

The scheduling of the final exam is set by the Registrar's Office.

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

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

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

PROGRESSION CRITERIA

Academic Progression Criteria

A grade of C- is the minimum passing grade for all Practical Nursing courses in the program. For promotion from term to term in the program and for graduation, students must have successfully completed all the required Practical Nursing and non-Practical Nursing courses of the previous term.

A student with a GPA of 1.69 or lower must withdraw from the Practical Nursing program. Readmission to the program is subject to departmental review.
Students who withdraw or fail twice from a required practical nursing course will be withdrawn from the program and ineligible for re-admission.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Pathophysiology chapters
1	Unit 1 – The cell (Chapters 1, 4)
2	Unit 2 Mechanisms of Self-Defence (Chapters 6, 7, 8)
3	Unit 3 Cellular Proliferation: Cancer (10, 11, 12)
4	Unit 6 The Hematological System (Chapters 21, 22)
5	**Midterm Exam #1**
6	Unit 8 – Pulmonary System (Chapters 27, 28)
7	Unit 11 Digestive System (Chapter 36, 37)
8	Unit 5 Endocrine System (Chapters 18, 19)
9	Unit 4 Neurological Systems (Chapters 14, 15, 16)
10	**Midterm Exam #2**
11	Unit 12 Musculoskeletal System (Chapter 39, 40)
12	Unit 9 Renal and Urological Systems (Chapter 30, 31) Chapter 5 Fluid & Electrolytes Acids and Bases

13	Unit 7 Cardiovascular & Lymphatic Systems (Chapter 24)
14	Unit 10 Reproductive Systems (Chapter 33, 34) Chapter 36 Men's Health Drugs Chapter 35 Women's Health Drugs
15	**Final Exam Week**

*subject to change

STUDENT RESPONSIBILITIES:

Refer to NWP Academic Policies https://www.nwpolytech.ca/about/administration/policies/

For policies related to clinical absences, immunizations, uniforms, and other clinical requirements please see the NWP Department of Nursing Education & Health Studies PN Student Handbook.

LATE ASSIGNMENT POLICY:

To obtain credit in the course ALL assignments, examinations, and quizzes must be completed. Students are expected to make every effort to complete assignments on time. Assignment submissions are expected on the date determined by faculty. If extensions are necessary, they may be requested up to 48 hours prior to the assignment due date and should be submitted in writing to the faculty member involved. Not all extensions will be granted. In exceptional situations, extension requests within the 48-hour period may be considered. Late assignments will have 5% of total marks (or one letter grade) for the assignment deducted for each day/partial day (including weekend days) beyond the due time. For example, a paper marked at B+ would receive an adjusted grade of B if handed in one day late. After 5 days, a grade of 0 will be awarded to the assignment. If the late penalty places the grade below the necessary pass grade, students will be unsuccessful in the course. When submitting assignments electronically, it is the student's responsibility to ensure the assignment has been received. Papers/assignments may not be rewritten for a higher grade. Concerns regarding grading are to be discussed with the faculty member involved.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at https://www.nwpolytech.ca/programs/calendar/ or the

Student Rights and Responsibilities policy which can be found at
https://www.nwpolytech.ca/about/administration/policies/index.html

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

Department of Practical Nurse & Health Care Aide

COURSE OUTLINE – Spring 2025

NP1700 (3): Introduction to Pharmacology – 3 (3-1-0) 60 Hours in 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: **PHONE:**
OFFICE: **E-MAIL:**
OFFICE HOURS:

CALENDAR DESCRIPTION:
This study involves investigating the impact of drugs on the human body, encompassing their therapeutic effects, side effects, adverse reactions, and potential interactions with other drugs. It also delves into familiar drug classifications and specific medications, including herbal preparations, within each classification.
Note: Available only to Practical Nursing Students

PREREQUISITE(S): NP1205, NP1250, NP1280, NP1500
COREQUISITE(S): NP1400, NP1410, NP1450, NP1480, NP1600

REQUIRED TEXT/RESOURCE MATERIALS:
Lilley, L. L., Swart, B., & Snyder, J. S. (2020). *Pharmacology for Canadian Health Care Practice* (4rd ed.). Elsevier.

DELIVERY MODE(S): Lecture and seminar

COURSE OBJECTIVES:

LEARNING OUTCOMES:
Upon successful completion of NP1700, learners will be able to:
1. Apply concepts from anatomy and physiology to pathophysiological processes and pharmacotherapy.
2. Understand the fundamental principles of pharmacology, including drug classifications, mechanisms of action, and routes of administration.
3. Identify pathophysiological processes and pharmacotherapy interventions.
4. Comprehend the pharmacokinetics and pharmacodynamics of drugs, including absorption, distribution, metabolism, and excretion.
5. Recognize the common drug-drug interactions, adverse drug reactions, and their implications for patient care.
6. Understand the importance of patient education regarding medication use, including instructions, side effects, and potential risks.
7. Understand the concepts of evidence-based practice and research in pharmacology to make informed clinical decisions.

CLPNA Competencies:
A-Nursing Knowledge
S-Oncology

TRANSFERABILITY:

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

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

EVALUATIONS:

Assignment	Weight	Date	Related Course Learning Outcome
Weekly Quizzes (At home)	25%	Weekly	1, 2, 3, 4, 5, 6
Midterm Exam #1	25%	Week 5	1, 2, 3, 4, 5, 6
Midterm Exam #2	25%	Week 10	1, 2, 3, 4, 5, 6
Final Exam	25%	Week 15	1, 2, 3, 4, 5, 6

1. **Weekly Quizzes**

The purpose of weekly quizzes is to assess students' understanding of the material, encourage regular engagement with the course content, and provide timely feedback for improvement.

2. Midterm Exam #1

The first midterm exam includes all content covered up to and including Week 5. Question format includes a variety of styles including, but not limited to multiple choice, short answer, long answer, matching, and select all that apply.

3. Midterm Exam #2

The second midterm exam includes all content covered from Week 6 up to and including Week 10. Question format includes a variety of styles including, but not limited to multiple choice, short answer, long answer, matching, and select all that apply.

4. Final Exam

The final exam is not cumulative and covers content from Week 11 onward. Question format includes a variety of styles including, but not limited to multiple choice, short answer, long answer, matching, and select all that apply.

Scheduling of the final exam is set by the Registrar's Office.

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

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

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
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B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Pharmacology Chapters
1	Chapter 43 Antibiotics: Part 1
	Chapter 44 Antibiotics: Part 2
	Chapter 45 Antiviral Drugs
2	Chapter 46 Antitubercular Drugs
	Chapter 47 Antifungal Drugs
	Chapter 49 Anti-inflammatory and Antigout Drugs
3	Chapter 50- Immunosuppressants
	Chapter 52 Antineoplastic Drugs Part 1
	Chapter 53 Antineoplastic Drugs Part 2
	Chapter 54 -Biological response anti-rheumatic
4	Chapter 55 Anemia
5	**Midterm Exam #1**
6	Chapter 37 Antihistamines, Decongestants and Antitussives (include Fever)
	Chapter 38 Drugs affecting the Respiratory System
7	Chapter 39 – Acid-Controlling Drugs
	Chapter 40 – Antidiarrheals and Laxatives
	Chapter 41 – Antiemetic and Antinausea Drugs
	Chapter 42 – Nutritional Supplements
8	Chapter 31 – Pituitary Drugs
	Chapter 32 – Thyroid and Antithyroid drugs
	Chapter 34 – Adrenal Drugs
	Chapter 33 – Antidiabetic Drugs
9	Chapter 21 – Cholinergic Drugs
	Chapter 22 – Cholinergic blocking Drugs
	Chapter 16 – Antiparkinsonian Drugs
	Chapter 15 – Antiepileptic Drugs
	Chapter 17 – Psychotherapeutics
10	**Midterm Exam #2**
11	Chapter 11 Analgesic Drugs
	Chapter 12 – General and Local Anaesthetics
	Chapter 13 – CNS Depressants and muscle relaxants
	Chapter 14 – CNS Stimulants and related drugs

12	Chapter 30 - Fluid and Electrolytes
	Chapter 29 –Diuretics
	Chapter 19 - Adrenergic Drugs
13	Chapter 20 - Adrenergic Blocking Drugs
	Chapter 23 – Antihypertensives
	Chapter 24 - Antianginal Drugs
14	Chapter 25 - Heart Failure
	Chapter 26 – Antidysrhythmic
	Chapter 27 - Coagulation Modifiers
	Chapter 28 - Antilipemic Drugs
15	**Final Exam Week**

*subject to change

STUDENT RESPONSIBILITIES:

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https://www.nwpolytech.ca/about/administration/policies/index.html

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

Additional Information (Optional):

Instructors may add whatever they want here.

NORTHWESTERN POLYTECHNIC

MEMORANDUM

TO: Board of Governors
Governance Sub-Committee

FROM: Dr. Carly McLeod
Acting Provost and Vice-President Academic

DATE: 9/12/2023

RE: 2023-2024 Academic Council Member Appointments (revised)

Please find below the current 2023-2024 Academic Council membership. Due to changes in positions, there have been some changes to what the Board of Governors approved at the June 1, 2023 meeting. Recommendations for Board approved membership as per the Academic Council Authority and Bylaws are highlighted below with a term end date of May 24, 2025.

If you have any questions, please feel free to contact me.

ACADEMIC COUNCIL MEMBERSHIP 2023-2024

Chair:	TBD at first meeting in the Fall
Vice-Chair:	TBD at first meeting in the Fall
President:	Vanessa Sheane
Provost and VP Academic:	Carly McLeod
Secretary:	Wanda Moen
Deans:	Jodi Peebles (School of Business), Megan Stone (School of Health)
Registrar:	Megan Slifka
Academic Staff Association (ASA):	Misha Albert, Lesley Brazier, Julia Dutove, Teresa Evans. Carolyn Vasileiou, Beatrice Amar, Deena Honan, Doris LaChance, Clint Peterson, Tina Strasbourg
ASA Alternates (up to 5):	Mike Holland, Shawn Morton, Alexander Villafranca
Students' Association (SA):	Melly Pack (SA President), Hala Ezzeddine (SA VP Internal), Joshua Winland (SA VP External), Additional Members (7) TBD – Fall 2023
SA Alternates (up to 5):	TBD – Fall 2023
Employees' Association (EA):	Marcia Aldred, Desiree Mearon
EA Alternates (up to 2):	Robin Smith-Wilson
Alberta Union of Provincial Employees (AUPE):	Jori Grimm
AUPE Alternates (up to 2):	TBD
Community Members:	Nancy Gorgichuk, Penny Rose

Academic Council Committees Nomination Slate for 2023-2024

Curriculum Committee

Provost and Vice-President Academic		Carly McLeod
Dean - Chair	1 of 2	Megan Stone
Dean		Brian Redmond
Dean		Jodi Peebles
Dean		Chris Laue
Registrar		Megan Slifka
Student (from SA)	1 of 1	Joshua Winland
Student (from SA)	1 of 1	Hala Ezzeddine
Faculty (from ASA)	2 of 2	Tina Strasbourg
Faculty (from ASA)	2 of 2	
Faculty (from ASA)	1 of 2	
Faculty (from ASA)	1 of 2	
Faculty – Alternate (from ASA)	1 of 2	
Faculty – Alternate (from ASA)	1 of 2	
Faculty – Alternate (from ASA)	2 of 2	
Faculty – Alternate (from ASA)	2 of 2	
Faculty (from CTL)	1 of 2	Lorelle Warr
Faculty (from CTL)	2 of 2	Daryl White
Curriculum & Articulation Coordinator (non-voting)		Marcia Aldred

Academic Council:

- vote to approve students who are appointed from SA
- vote to approve faculty who are nominated from ASA
- ASA
- Faculty – one from each school – nominate one person into a 1-year term and two into 2-year terms
- Faculty alternates – one from each school – nominate two into 1-year terms and two into 2-year terms
- Daryl
- CTL Faculty – put on 1- and 2-year terms to stagger

Academic Council Committees Nomination Slate for 2023-2024

Program Review

Provost and Vice-President Academic		Carly McLeod
Dean	1 of 2	Chris Laue
Academic Staff	2 of 2	Lesley Brazier
Academic Staff	2 of 2	Julia Dutove
Academic Staff	2 of 2	Deena Honan
Academic Staff (from Applied Science & Technology)	1 of 2	
Academic Staff (from Skilled Trades)	1 of 2	
Non-Academic Staff	1 of 2	
Faculty – CTL	1 of 2	Gavin Winter
SA Representative	1 of 1	Melly Pack
Indigenous Knowledge Keeper	1 of 2	Warren Nekurak
Director of Student Experience (non-voting)		Carla Dodd
Manager, Institutional Planning and Research (non-voting)		Luc Boyer

Academic Council:

- choose 2 more academic staff and non-academic staff
- vote to approve student who is appointed by SA

INSTRUCTOR EMERITUS POLICY

NORTHWESTERN **POLYTECHNIC**

Nomination Form

We, ___Tom Mcleister___ and ___Selcuk Aygin___,

nominate ___Dallas Sawtell___ for the honourary designation of Instructor Emeritus.

Signature _Tom McLeister_
Tom McLeister (Sep 11, 2023 12:26 MDT)
Date: Sep 11, 2023

Signature _Selcuk Aygin (Sep 11, 2023 12:29 MDT)_
Date: Sep 11, 2023

Consent Form

I, _Dallas Sawtell_____, voluntarily agree to the honorary designation of Instructor Emeritus as awarded by Northwestern Polytechnic to retired faculty members in recognition of meritorious services. I certify that I meet the following requirements:

- I have at least 15 years of meritorious teaching, scholarship, and service to NWP
- I will be retired from NWPat the time of designation

Signature _Dallas Sawtell (Sep 11, 2023 09:17 PDT)_
Date: Sep 11, 2023

Witness _____
Date: Sep 11, 2023

Dean Approval

Signature _____
Date: Sep 11, 2023

Department Approval Form

Date of Department Meeting where nomination was approved: **August 18, 2023**

Chairperson Name: **Wells Darling**

Chairperson Signature: _Wells Darling_
Wells Darling (Sep 11, 2023 13:23 MDT)
Date: Sep 11, 2023

Department Assistant Name: **Tanya Kinderwater**

Department Assistant Signature: _____
Date: Sep 11, 2023

INSTRUCTOR EMERITUS POLICY

Appendix 3 – Instructor Emeritus Forms

Nomination Form

We, _MISHA ALBERT_ and _GEOFF WHITTALL_.

nominate _ED BADER_ for the honourary designation of Instructor Emeritus.

Signature _Misha Albert_   Date: _MARCH 21. 2023_

Signature _Geoff Whittall_   Date: _MARCH 21 2023_

Consent Form

I, _Edward Bader_, voluntarily agree to the honorary designation of Instructor Emeritus as awarded by Northwestern Polytechnic to retired faculty members in recognition of meritorious services. I certify that I meet the following requirements:

- I have at least 15 years of meritorious teaching, scholarship, and service to NWP
- I will be retired from NWP at the time of designation

Signature _____   Date: _March 22/2023_

Witness _Misha Albert_   Date: _March 22/2023_

Dean Approval

Signature _A. D. + R Riddle_   Date. **Mar 22, 2023** Sep 15, 2023

Department Approval Form

Date of Department Meeting where nomination was approved: **August 23, 2023**

Chairperson Name: **Misha Albert**

Chairperson Signature: _Misha Albert_
Misha Albert (Sep 15, 2023 15:32 MDT)   Date: **Sep 15, 2023**

Department Assistant Name: **Tanya Kinderwater**

Department Assistant Signature: _Kinderwater_   Date: **Sep 19, 2023**

INSTRUCTOR EMERITUS POLICY

NORTHWESTERN POLYTECHNIC

Appendix 3 – Instructor Emeritus Forms

Nomination Form

We, _Edward Bear_ and _MISHA ALBERT_,

nominate _Carmen Gorgichuk_ for the honourary designation of Instructor Emeritus.

Signature _E. Bear_   Date: _April 12, 2023_

Signature _Misha albert_   Date: _April 13, 2023_

Consent Form

I, _Carmen Gorgichuk_ voluntarily agree to the honorary designation of Instructor Emeritus as awarded by Northwestern Polytechnic to retired faculty members in recognition of meritorious services. I certify that I meet the following requirements:

- I have at least 15 years of meritorious teaching, scholarship, and service to NWP
- I will be retired from NWPat the time of designation

Signature _Carm Gorgich_   Date: _April 14, 2023_

Witness _____   Date: _April 14, 2023._

Dean Approval

Signature _A D. r h Rll_   Date: 04/18/2023 Sep 15, 2023

Department Approval Form

Date of Department Meeting where nomination was approved: August 25, 2023

Chairperson Name: Misha Albert

Chairperson Signature: _Misha Albert_
Misha Albert (Sep 15, 2023 15:32 MDT)   Date: Sep 15, 2023

Department Assistant Name: Tanya Kinderwater

Department Assistant Signature: _____   Date: Sep 19, 2023

NORTHWESTERN POLYTECHNIC

Appendix 3 – Instructor Emeritus Forms

Nomination Form

We, _Edward Bader_ and _MISHA ALBERT_,

nominate _Geoff Whittall_ for the honourary designation of Instructor Emeritus.

Signature _[signature]_ Date: _April 12, 2023_

Signature _Misha Albert_ Date: _April 13, 2023_.

Consent Form

I, _GEOFF WHITTALL_, voluntarily agree to the honorary designation of Instructor Emeritus as awarded by Northwestern Polytechnic to retired faculty members in recognition of meritorious services. I certify that I meet the following requirements:

- I have at least 15 years of meritorious teaching, scholarship, and service to NWP
- I will be retired from NWPat the time of designation

Signature _Geoff Whittall_ Date: _April 14, 2023_

Witness _[signature]_ Date: _April 14, 2023_.

Dean Approval

Signature _A. D. [signature]_ Date: 04/18/2023 Sep 15, 2023

Department Approval Form

Date of Department Meeting where nomination was approved: August 23, 2023

Chairperson Name: Misha Albert

Chairperson Signature: _Misha Albert_ Date: Sep 15, 2023
Misha Albert (Sep 15, 2023 15:32 MDT)

Department Assistant Name: Tanya Kinderwater

Department Assistant Signature: _[signature]_ Date: Sep 19, 2023