



The following Motions and Documents were considered by the GFC Academic Planning Committee at its Wednesday, January 18, 2017 meeting:

Agenda Title: **Proposed New specialization in Human Resource Management to be added to existing diploma Program (Techniques d'administration des affaires) offered by the Centre collegial de l'Alberta at Faculté Saint-Jean**

CARRIED MOTION: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed New specialization in Human Resource Management (HRM) (Gestion des ressources humaines) to be added to existing diploma program (Techniques d'administration des affaires), as submitted by the Centre collégial de l'Alberta (in cooperation with Faculté Saint-Jean) and as set forth in Attachment 1, to be effective upon approval.

Final Item: 7

OUTLINE OF ISSUE
Action Item

Agenda Title: Proposed new specialization in Human Resource Management to be added to existing Techniques d'administration des affaires diploma program at the Centre collegial de l'Alberta, Campus Saint-Jean

Motion: THAT the GFC Academic Planning Committee, under delegated authority from General Faculties Council, approve the proposed new specialization in Human Resource Management (Gestion des ressources humaines) to be added to existing Techniques d'administration des affaires diploma program offered by the Centre collégial de l'Alberta as submitted by Faculté Saint-Jean and as set forth in Attachment 1, to be effective upon approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Pierre-Yves Mocquais, Dean, Centre collégial de l'Alberta (CCA) and Faculté Saint-Jean
Presenter	Pierre-Yves Mocquais, Dean, Centre collégial de l'Alberta (CCA) and Faculté Saint-Jean Dolorèse Nolette, Assistant Dean and Director, Centre Collégial de l'Alberta

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To add a new specialization in Human Resource Management (HRM) to the existing Techniques d'administration des affaires(TAA) diploma program offered by the CCA.
The Impact of the Proposal is	To provide CCA students with the opportunity to specialize in HRM by taking HR courses in the Business Administration diploma program at NAIT in the second year of their UAlberta TAA diploma program. Students already have the option of specializing in Marketing, Finance, Accounting and Management by taking second-year specialization courses at the Northern Alberta Institute of Technology (NAIT).
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Effective upon approval
Estimated Cost and funding source	The courses required to specialize in HRM specialization will be offered in English at NAIT. Students will obtain transfer credit to complete their program requirements for the UAlberta TAA diploma program. There is therefore no financial impact.
Next Steps (ie.: Communications Plan, Implementation plans)	This proposal requires approval by the Ministry of Innovation and Advanced Education (IAE).
Supplementary Notes and context	The TAA diploma program was approved by the Board of Governors June 17, 2011. The TAA Courses were circulated in accordance with GFC Policy Section 37 in May 2015. The TAARH Designator was approved at the January 11, 2016 GFC Executive Meeting. Appendix 2 as indicated throughout the program proposal refers to the approved TAA program which was approved by APC on April 27, 2011.

Engagement and Routing (Include meeting dates)

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<p>Participation: (parties who have seen the proposal and in what capacity)</p> <p><For further information see the link posted on the Governance Toolkit section Student Participation Protocol></p>	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> September 23, 2016: Faculté Saint-Jean Executive Committee (for information only) October 2016: Faculté Saint-Jean Council (for information only)
	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> Office of the Provost and Vice-President (Academic) Office of the Registrar NAIT Community Advisory Body, Centre collégial de l'Alberta FSJ Dean, Associate Deans, Faculty members and staff
	<p><u><i>Those who are actively participating:</i></u></p> <ul style="list-style-type: none"> August 2016 : Centre collégial de l'Alberta, Comité de planification de programme (recommendation for approval by Comité exécutif, CCA) FSJ Dean, Associate Deans, Faculty members and staff
<p>Approval Route (Governance) (including meeting dates)</p>	<ul style="list-style-type: none"> Executive College Committee, with delegated authority from FSJ Faculty Council, August 18, 2016 GFC Academic Planning Committee
<p>Final Approver</p>	<p>GFC Academic Planning Committee</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>For the Public Good</i> Institutional Strategic Plan EXPERIENCE 7. OBJECTIVE: Increase graduate and undergraduate students' access to and participation in a broad range of curricular experiential learning opportunities that are well-integrated with program goals and enrich their academic experience.</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post-Secondary Learning Act (PSLA): General Faculties Council (GFC) has responsibility, subject to the authority of the Board of Governors, over academic affairs. (Section 26(1)) and student affairs (Section 31). GFC may make recommendations to the Board of Governors on a number of matters including the budget and academic planning (Section 26(1)(o)). GFC delegates its power to recommend to the Board on the budget and on new or revised academic programs to the GFC Academic Planning Committee (APC).</p> <p>2. GFC Academic Planning Committee Terms of Reference (Section 14/Diploma Programs Offered by Centre collégial de l'Alberta de l'University of Alberta): "GFC delegates to APC the sole authority to consider and approve proposals from Centre collégial de l'Alberta de l'University of Alberta for the establishment of or termination of diploma programs (including all admission/transfer, academic standing/graduation, and related matters) to be offered by this unit. Where a new funding model is proposed for a new or existing diploma program, however, APC will forward the proposal (with recommendation) on to the appropriate standing committee of the Board of Governors."</p>

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Attachments (each to be numbered 1 - <>)

1. Attachment 1 (pages 1 - 8): Centre collégial de l'Alberta's proposed to add a New specialization in Human Resource Management to the existing diploma program (Technique d'administration des affaires).

Prepared by: Marie Simuong, Governance Coordinator, Faculté Saint-Jean

Proposal Template Diploma, Certificate and Non-credential Programs

The following template outlines the information required by Innovation and Advanced Education to support its comprehensive review of proposals for new certificate, diploma and non-credential programs and new specializations in existing certificate, diploma and non-credential programs.

The guiding premise of the review is to ensure that the program adds value to Campus Alberta. The review will focus on the institution's assessment of student and employer demand; the situation of the program in the context of Campus Alberta; the financial viability of the program, including implications for students and taxpayers; and dimensions of program quality.

SECTION 1: PROGRAM OVERVIEW

1.1 Program Name

Techniques d'administration des affaires (TAA), new specialization in Human Resource Management(Gestion des ressources humaines)

1.2 Institution(s)

Centre collégial de l'Alberta(CCA), Campus Saint-Jean(CSJ), University of Alberta

1.3 Contact Person

Name: Dolorèse Nolette

Telephone: 780-485-8648

Email: dnolette@ualberta.ca

1.4 Type of Initiative

This proposal is to add a new specialization in Human Resource Management(HRM) (Gestion des ressources humaines) to the Techniques d'administration des affaires (TAA) diploma program. The TAA program is offered in collaboration with the Northern Alberta Institute of Technology (NAIT). The UAlberta TAA curriculum is based on the NAIT's Business Administration Diploma curriculum. First year courses are offered in French at UAlberta through the CCA and second year courses are taken in English at NAIT in various specializations.

This proposal will ensure the UAlberta TAA program aligns with NAIT's JR Shaw School of Business's Business Administration Diploma program and the five specializations offered. In the program proposal approved by the Ministry of Advanced Education in 2011, the four specializations offered by NAIT were included: Marketing, Accounting, Finance and Management. Adding the HRM specialization will ensure the programs will continue to align.

The collaboration between NAIT and the University of Alberta is supported by an MOU signed in 2011. This MOU was signed by both parties in response to the Francophone community's needs and in the interest of French language post-secondary education in Alberta.

Appendix 1 – Course descriptions

1.5 Program Length

Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks, and, where relevant, hours and semesters of instruction.

This is a 2 year diploma program, four sixteen week terms with an optional 12 week practicum. The program may be taken in class or online in a synchronous delivery model. There are seven HRM courses offered in the second year.

1.6 Program Description

Provide a brief (1-2 paragraphs) description of the program, summarizing its intended purpose, curriculum design, and methods of delivery and highlighting distinctive attributes. Attach as an Appendix a complete list of courses, including credit values, instructional hours and brief (calendar style) course descriptions. For elective options, specify course selection parameters. Identify new courses to be developed for this program.

The two year Business Administration program, Human Resources Management(HRM) is offered by the Centre collégial de l'Alberta in collaboration with NAIT. The ten first-year common core courses of the program as well as three second-year common core courses are offered in French at Centre Collégial de l'Alberta and the remaining seven second-year specialization courses are taken in English at NAIT.

This TAA diploma program with a specialization in HRM trains students for bilingual positions in managing human resources within organizations. Students develop an understanding of modern business dynamics, and learn to work well within culturally diverse organizations. All TAA students must take a common first year that provides a grounding in basic business skills and an overview of career possibilities related to the program.

APPENDIX 1 provides a complete list of the HRM courses offered in the specialization as well as the pertinent course information. Students will take the HRM courses in English at NAIT. Having the approved specialization will allow UAlberta students to receive transfer credits and have the HRM specialization recognized in a UA diploma.

1.7 Proposed Implementation Date

The HRM specialization is already offered by NAIT. Students currently enrolled in their second year of the TAA program can take the HRM courses at NAIT. There is no plan to offer the HRM specialization in French at CCA at this time.

1.8 Enrolment Plan

- See the attached program proposal from 2011 for Enrolment information. The addition of the HRM specialization will have no impact on enrolment. Note that all enrolment in the HR Specialization in the second year will be recorded at NAIT.

Proposed Enrolment	Year 1	Year 2	Year 3	Year 4	Year 5	Annual Ongoing
Total head count	0	0	0	0	0	0
• Full-Time Year 1	0	0	0	0	0	0
• Full-Time Year 2	0	0	0	0	0	0
• Full-Time Year 3	0	0	0	0	0	0
• Full-Time Year 4	0	0	0	0	0	0

Appendix 1 – Course descriptions

Total FLE	0	0	0	0	0	0
• FLE Year 1	0	0	0	0	0	0
• FLE Year 2	0	0	0	0	0	0
• FLE Year 3	0	0	0	0	0	0
• FLE Year 4	0	0	0	0	0	0
Anticipated No. of Graduates	0	0	0	0	0	0

SECTION 2: DEMAND

2.1 Student Demand Analysis

Analysis should be supported by relevant data for the region and for Campus Alberta, as might be derived from: systematic questionnaire surveys of target audiences; application and enrolment summaries and trends for similar programs currently offered by other institutions; tabulations of unsolicited student inquiries and/or expressions of interest obtained at student recruitment events; demographic projections for relevant sub-populations.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program. There does seem to be a strong student demand for the program. Of the students presently registered in CCA's TAA program, 25% indicate that they want to specialize in the HRM stream of the program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

2.2 Labour Market Analysis

Analysis should be supported by relevant data and placed in the context of the target occupational/regional labour market(s). Relevant data sources include systematic surveys of prospective employers; occupational supply/demand projections from government or industry sources; tabulations of job postings/'help wanted' advertising; surveys of recruitment and graduate employment rates of similar programs; and demographic projections (i.e. for relevant regions and sub-populations.) Describe anticipated employment outcomes.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program. There does seem to be a strong labor market demand for the program as evidenced by the high employability rate of NAIT graduates from this program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

2.3 Support

Provide evidence of consultation with and approval/support from relevant professional organizations, regulatory bodies, advisory committees, employers, and/or industry.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma

Appendix 1 – Course descriptions

program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data(Appendix 2).

2.4 Clinical or Work Experience

If clinical or work experience is an essential part of program delivery: N/A

2.4.1 Provide evidence that the placements will be available when needed.

2.4.2 Describe the student's role in securing placements.

2.4.3 Explain how the institution will supervise/monitor the learning experience of students in off-site settings?

2.4.4 Identify potential employer/employee liability related to this aspect of the program, and how the institution intends to manage this liability.

SECTION 3: INSTITUTIONAL AND SYSTEM CONTEXT

3.1 Institutional Strategy

How does the proposed program align with the institution's strategic priorities and the Comprehensive Institutional Plan?

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

3.2 Institutional Programs

Explain how the proposed program fits with existing programs at the institution, and the anticipated positive or negative impacts on other programs.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

3.3 Internal Review and Approval

Provide a brief description of the internal review and approval process followed in developing the proposal.

Appendix 1 – Course descriptions

- Executive College Committee, with delegated authority from FSJ Faculty Council, August 18, 2016
- GFC Academic Planning Committee, January 18, 2017

3.4 Campus Alberta Programs/Initiatives

Discuss the relationships (similarity, complementarity, transfer, competition) of the proposed program to other programs or initiatives in Campus Alberta and explain what the proposed program would add to the system. If the proposed program would duplicate existing programs, explain why that duplication is warranted.

The collaboration between NAIT and the University of Alberta (Campus Saint-Jean and the Centre collegial de l'Alberta) in offering this program generally increases access for students to post-secondary programs within Alberta and recognizes student mobility between institutions.

3.5 Consultation

Summarize the type and outcomes of consultations with other institutions offering related programs. Attach copies of relevant documents (e.g. letters, meeting summaries). Discuss the potential for inter-institutional collaboration.

NAIT and the CCA's Community Advisory Committee were consulted about this proposal.

Please refer to original Program Proposal for Technique d'administration des affaires for information on consultation during the original program proposal development. (APPENDIX 2).

3.6 Learner Pathways

3.6.1 Identify potential pathways from work to school (where applicable).

3.6.2 Identify potential opportunities for transfer/laddering into the proposed program from other institutions or other programs within the institution; and for transfer/laddering from the proposed program to other programs within the institution or at other institutions. List any formal agreements for internal or inter-institutional transfer/laddering that have been negotiated to this point.

As per the MOU between the UAlberta and NAIT, credits taken within the TAA program will be recognized by NAIT for students who wish to pursue the Bachelor Business Administration (BBA) program should the student choose to pursue his/her studies and if his/her GPA is over 2.0.

3.6.3 Estimate the portion of graduates who can be expected to proceed to further education directly. At a later stage in their careers. What types of programs/credentials would they be most likely to pursue?

SECTION 4: FINANCIAL VIABILITY AND SUSTAINABILITY

4.1 Annual Budget and Funding Sources

The Human Resources Management specialization will be offered in English at NAIT. This specialization will not be offered by CCA at this time. There is therefore no financial impact.

Appendix 1 – Course descriptions

4.2 Impact

The Human Resources Management specialization will be offered in English at NAIT. This specialization will not be offered by CCA at this time. There is therefore no impact on the University.

4.2.1 Compare the proposed tuition rate with that of similar programs in Campus Alberta.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

4.2.2 Discuss the financial impact on students and the learner funding system, taking into account the costs of education and the potential debt burden relative to post-graduation earning capacity.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

4.2.3 If program funding includes internal reallocation, evaluate the impact of this reallocation on the institution's operations and overall financial position.

N/A

SECTION 5: QUALITY ASSESSMENT

5.1 Institutional Capacity

N/A

5.2 Curriculum

Describe the process of development and validation of curriculum for the proposed program. If available, please attach external review documents.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

5.3 Academic Standards

List the requirements for admission and any alternate routes to admission; for residency; for academic progression; and for graduation. Compare these requirements to those for similar programs.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

5.4 Learning Outcomes

5.4.1 Summarize the learning outcomes of the proposed program (e.g. career-specific knowledge and skills,

Appendix 1 – Course descriptions

employability skills).

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

5.4.2 Describe the consultative process with employers, industry/professional bodies or advisory groups that helped formulate these learning outcomes.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

5.4.3 Provide evidence of alignment/compliance with regulatory, industry, program accreditation and professional accreditation standards relevant to the program.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

5.5 Institutional Quality Assurance

5.5.1 Describe the criteria and methods for evaluating the success of the program and achieving continuous quality improvement. Include expected outcomes, key performance indicators and performance targets for the program.

The decision to offer this specialization is to align with NAIT's Business Administration Diploma program.

Please refer to original Program Proposal for Technique d'administration des affaires for foundational data (APPENDIX 2).

5.5.2 Indicate whether a program advisory committee is planned or in place and, if so, comment on the role of the committee in program quality assurance.

N/A

Appendix 1 – Course descriptions

RECOMMENDATION (FOR DEPARTMENT USE)

Do Any Issues or Information Gaps Remain?

Recommendation(s)

Reviewer(s)

Date Completed

Appendix 1 – Course descriptions

<p><u>TAARH261 Introduction aux ressources humaines</u> (*3) Ce cours donne un aperçu de la gestion des ressources humaines (GRH). Il porte sur le rôle du spécialiste du personnel des ressources humaines, ainsi que sur les responsabilités du cadre hiérarchique en matière de GRH. Le contexte juridique et environnemental de la GRH sera examiné, de même que les domaines fonctionnels de la GRH. Le cours donne à l'apprenant l'occasion de connaître et d'utiliser les aspects techniques de la GRH et les pratiques exemplaires de la recherche et de l'évaluation dans ces domaines fonctionnels de la GRH. Préalable: TAATC100</p>	<p><u>TAARH261 Introduction to Human Resources</u> (*3) This course provides an overview of Human Resources Management (HRM). It focuses on the role of the Human Resources staff specialist, as well as the HRM responsibilities of the line manager. The legal and environmental context of HRM will be examined as well as the functional areas of HRM. The course provides the learner with the opportunity to know and use the technical aspects of HRM as well as research and appraise best practices in these functional areas of HRM. Prerequisite : TAATC100</p>
<p><u>TAARH237 Recrutement et Sélection</u> (*3) Ce cours est une étude des aspects conceptuels et pratiques qui entrent en jeu au moment d'attirer et de sélectionner des employés convenables. On y acquerra une connaissance pratique des principales fonctions de recrutement et de sélection, y compris la planification et la prévision des ressources humaines, la détermination des spécifications d'emploi, les sources de recrutement, les procédures de présélection, l'utilisation de méthodes de test d'aptitude professionnelle, les techniques d'entrevue et l'enquête sur les antécédents des candidats. On aura recours à des séances de jeu de rôle avec entrevue et à des exercices en classe pour offrir aux étudiants une expérience pratique de la réalisation d'entrevues d'emploi et de procédures d'évaluation. Prerequisite: TAATC100 Concomitant : TAAHR261</p>	<p><u>TAARH237 Recruitment and Selection</u> (*3) This course is a study of the conceptual and practical aspects of attracting and selecting suitable employees. A working knowledge of the major recruitment and selection functions including human resource planning and forecasting, determining job specifications, recruitment sources, screening procedures, use of employment testing methods, interviewing techniques, and applicant background investigation will be developed. Interview role-play sessions and class exercises will be utilized to provide students with practical experience in conducting employment interviews and evaluation procedures. Prerequisite: TAATC100 Corequisite: TAAHR261</p>
<p><u>TAARH285 Enjeux et stratégies des ressources humaines</u> (*3) Ce cours examine les pratiques et les processus des ressources humaines qui permettent d'harmoniser la gestion des ressources humaines avec la stratégie organisationnelle. Les apprenants cernent et évaluent les enjeux liés aux ressources humaines afin de concevoir des plans stratégiques des RH en vue d'obtenir un avantage concurrentiel et d'assurer l'excellence organisationnelle. Le programme porte sur les enjeux et les pratiques exemplaires qui se rapportent à la stratégie organisationnelle, à la concurrence et à la mobilisation des employés. Les apprenants formuleront des plans stratégiques des ressources humaines, acquerront les compétences nécessaires pour évaluer, comparer, choisir et élaborer des processus de gestion des ressources humaines et se prépareront à exercer le rôle de spécialiste ou gestionnaire des ressources humaines.</p>	<p><u>TAARH285 Human Resources Issues and Strategies</u> (*3) This course examines human resource practices and processes for aligning strategic human resource management with organizational strategy. Learners identify and evaluate human resource issues in order to design strategic HR plans to achieve competitive advantage and operational excellence. The program focuses on issues and best practices pertaining to organizational strategy, competition and employee engagement. Learners will formulate strategic human resource plans, develop skills to appraise, compare, choose and develop human resource management processes, and prepare to function as human resource specialists or managers. Prerequisite: TAAHR261</p>

Appendix 1 – Course descriptions

Préalable: TAAHR261	
<p><u>TAARH349 Relations de travail</u></p> <p>*3) Ce cours est une étude des relations syndicales-patronales au Canada, s'intéressant particulièrement aux relations de travail en Alberta. Une connaissance pratique de la façon de gérer un effectif syndiqué, ainsi que de l'administration de la négociation collective et des conventions collectives, sera acquise. Plus précisément, on abordera les sujets de l'accréditation syndicale, des droits de la direction, de la sécurité syndicale, de l'ancienneté, du règlement et de l'arbitrage des griefs, des mesures disciplinaires à l'égard des employés et des négociations contractuelles. Afin d'acquérir une expérience pratique, les étudiants participeront à un exercice de relations de travail.</p> <p>Préalable: TAAHR261</p>	<p><u>TAARH349 Labour Relations</u></p> <p>(*3) This course is a study of labour-management relations in Canada with particular emphasis on Alberta labour relations. A working knowledge of how to manage a unionized workforce, along with collective bargaining and collective agreement administration will be developed. Specifically, the topics of union certification, management's rights, union security, technological change, seniority, grievance handling and arbitration, employee discipline, and contract negotiations will be covered. To provide practical experience, students will participate in a labour relations exercise.</p> <p>Prerequisite: TAAHR261</p>