

GFC Academic Standards Committee (ASC)

Approved Motions

As a result of the e-mail vote distributed to GFC Academic Standards Committee (ASC) members on March 24, 2011, the following motion was approved by GFC ASC on March 28, 2011:

Agenda Title: Faculté Saint-Jean and the Business Administration Diploma Program for Collège Saint- Jean

Motion: THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee, admission/transfer and academic standing/promotion requirements for a (new) Business Administration Diploma Program for Collège Saint-Jean, as submitted by the Faculté Saint-Jean and as double-barred in Attachment 2, to be effective in January, 2012.

[Final Item](#)

OUTLINE OF ISSUE

Agenda Title: **Faculté Saint-Jean and the Business Administration Diploma Program for Collège Saint-Jean**

Motion: THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee, admission/transfer and academic standing/promotion requirements for a (new) Business Administration Diploma Program for Collège Saint-Jean, as submitted by the Faculté Saint-Jean and as double-barred in Attachment 2, to be effective in January, 2012.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Collège Saint-Jean
Presenters	Ed Blackburn, Associate Dean, Faculté Saint-Jean, Dolorèse Nolette, Director, Academic Affairs and Governance, Faculté Saint-Jean, Kathleen Brough, Portfolio Initiatives Advisor, Office of the Provost and Vice-President (Academic)
Subject	Proposed Business Administration Diploma Program for Collège Saint-Jean at Faculté Saint-Jean

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To establish a Business Administration Diploma Program to be offered at Collège Saint- Jean at Faculté Saint-Jean.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	See attached proposal.
Estimated Cost	See attached proposal.
Sources of Funding	See attached proposal.
Notes	This proposal requires approval by Advanced Education and Technology. Once approved, the program may be added to the <i>University Calendar</i> .

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover Values:</i> to provide an intellectually-superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open enquiry, and the pursuit of truth; <i>Community Engagement:</i> Increase the number, attractiveness and affordability of genuine joint programs, semesters abroad, bilateral exchange programs; <i>University's Academic Plan.</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting enrolment (Section 60(1)(c) and (d)). The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC. GFC has thus established an Academic Standards Committee (ASC).</p> <p>2. PSLA: GFC may make recommendations to the Board of Governors</p>



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).

3. **PSLA:** The *PSLA* gives Faculty Councils power to “provide for the admission of students to the faculty” (29(1)(c)).

4. **PSLA, Sections 61(1) and 61(2)(a):**

“**61(1)** The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.

61(2) The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre

(a) must be set in accordance with the regulations[.] [...]”

5. **PSLA:** The *PSLA* gives Faculty Councils the authority to “determine the programs of study for which the faculty is established” (Section 29(1)(a)); to “provide for the admission of students to the faculty” (Section 29(1)(c)); and to “determine the conditions under which a student must withdraw from or may continue the student’s program of studies in a faculty” (Section 29(1)(d)).

6. **UAPPOL Admissions Policy:** “Admission to the University of Alberta is based on documented academic criteria established by individual Faculties and approved by GFC. This criteria may be defined in areas such as subject requirements, minimum entrance averages, and language proficiency requirements. In addition to academic requirements for admission, GFC authorizes each Faculty to establish such other reasonable criteria for admission of applicants as the Faculty may consider appropriate to its programs of study, subject to the approval of GFC (e.g. interview, audition, portfolio, etc.)

The admission requirements for any Faculty will be those approved by GFC as set forth in the current edition of the *University Calendar*. In addition to the admission requirements, selection criteria for quota programs, where they exist, will also be published in the current edition of the *University Calendar*.

The responsibility for admission decisions will be vested in the Faculty Admission Committees or in the Deans of the respective Faculties, as the councils of such Faculties will determine.”

7. **UAPPOL Admissions Procedure:**

PROCEDURE

1. EFFECTIVE DATE OF CHANGES TO ADMISSION REGULATIONS

Following approval by GFC:

a. Where changes to admission regulations may disadvantage students



in the current admission cycle, normally implementation will be effective after the change has been published in the *University Calendar* for one full year (i.e., effective the second year that the information is published in the *University Calendar*).

For example, a change approved in May 2005 would be first published in the 2006-2007 *University Calendar* in March 2006. Therefore the statement cannot come into effect until September 2007 (affecting applicants who apply for the September 2007 term beginning July 2006)."

b. Where changes to admission regulations are deemed by the approving body to be "advantageous to students", normally the date of implementation will be effective immediately or at the next available intake for the admitting Faculty.

8. **PSLA:** The *PSLA* gives Faculty Councils the authority to "determine the conditions under which a student must withdraw from or may continue the student's program of studies in a faculty" (Section 29(1)(d)).

9. **UAPPOL Academic Standing Policy:** All current academic standing regulations, including academic standing categories, University graduating standards and requirements for all individual programs will be those prescribed by Faculty Councils and GFC as set forth in the *University Calendar*.

10. **UAPPOL Academic Standing Regulations Procedures:** All proposed new academic standing regulations and changes to existing academic standing regulations will be submitted by the Faculties or the Administration to the Provost and Vice-President (Academic). Faculties will also submit to the Provost and Vice-President (Academic) any proposed changes to the use and/or computation of averages relating to academic standing, including promotion and graduation.

If the Provost and Vice-President (Academic) determines the proposal to be in good order, the proposal will be introduced to the appropriate University governance process(es). In considering these proposals, governance bodies will consult as necessary with the Faculties and with other individuals and offices.

Normally, changes become effective once they are approved by GFC or its delegate and are published in the *University Calendar*.

11. **GFC Academic Standards Committee's (ASC's) Terms of Reference (Mandate):** The Office of the Provost and Vice-President (Academic) has determined that the proposed changes are substantial in nature. ASC's terms of reference provide that "the term 'substantial' refers to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept" (3.A.ii).



Further, "ASC provides advice or recommends to the GFC Academic Planning Committee (APC) on proposals which involve substantial change to admission/transfer regulations or academic standing." (3.B.iv)

12. GFC Academic Planning Committee's (APC's) Terms of Reference (Mandate): GFC delegated the following to GFC APC, the Provost and Vice-President (Academic) and the Dean of FGSR:

"Existing Undergraduate and Graduate Programs:

- **Extension and/or Substantive Revision of Existing Programs**
- **Revisions to or Extension of Existing Degree Designations**

All proposals for major changes to existing undergraduate and graduate programs (eg, new degree designation, new curriculum) shall be submitted to the Provost and Vice-President (Academic).

[...]

The Provost and Vice-President (Academic), after consultation with relevant Offices, committees or advisors[,] will place the proposal before APC. APC has the final authority to approve such proposals unless, in the opinion of the Provost and Vice-President (Academic), the proposal should be forwarded to GFC with an attendant recommendation from APC. [...]" (3.13.)

13. GFC APC Terms of Reference (Mandate) – Establishment/Termination of Academic Programs: APC deals with major program matters; minor program matters are dealt with through the GFC-mandated course/program approval process. The Provost and Vice-President (Academic) decides what is major or minor. (3.8.a)

a. To approve the establishment of new academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.

b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions. (GFC 27 MAY 2002) [...]"

14. GFC Academic Planning Committee (APC) Terms of Reference (Mandate-Section 3.4(b)):

"APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following: [. . .]

4. Budget Matters

To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units. [...]. "

15. Board Learning and Discovery Committee's (BLDC's) Terms of Reference: "The Committee [ie, BLDC] shall review, evaluate, and provide information and recommendations to the board where the board is making decisions in areas generally related to areas of responsibility of the committee. (*Mandate of the Committee/Section 3*)

	<p><u>LIMITATIONS ON DELEGATION BY THE BOARD</u></p> <p>This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:</p> <ul style="list-style-type: none"> a. the establishment, continuation, reorganization or abolition of faculties, schools and departments; b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree) (4).” <p>16. PSLA: Section 19 of the <i>PSLA</i> states: “A board must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for [...]</p> <p>(e) the establishment of faculties, schools, departments, chairs, programs of study and any other activities the board considers necessary or advantageous.</p> <p>17. Board Finance and Property (BFPC) Terms of Reference (Section 3(d)):</p> <p>“3. Without limiting the generality of the foregoing, the Committee shall: [...]</p> <p>d) review and recommend to the Board tuition and other like fees[.]”</p> <p>18. PSLA: “The Campus Alberta Quality Council may inquire into and review any matter relating to a proposal to offer a program of study leading to the granting of an applied, baccalaureate, master’s or doctoral degree other than a degree in divinity.” (Section 109(1))</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	GFC ASC Subcommittee on Standards (March 3, 2011), GFC Academic Standards Committee (March 17, 2011 – recommend admissions and academic standing), GFC Academic Planning Committee, Board Learning and Discovery Committee, Board Finance and Property Committee, Board of Governors
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee (March 17, 2011 – recommend admissions and academic standing), GFC Academic Planning Committee (April 13, 2011), Board Learning and Discovery Committee (April 18, 2011), Board Finance and Property Committee (May 3, 2011), Board of Governors (May 13, 2011)
Final Approver	Board of Governors

Attachments:

1. Proposal – for information
2. Admission/transfer and academic standing/promotion requirements – for RECOMMENDATION
3. Section 180 and 181 (English) – for information
4. Section 180 and 181 (French) – for information

New Program Proposal Template

Directions: Complete each section. Cells will expand as you type.

Basics

Program name	Techniques d'administration des affaires (TAA) – Comptabilité, Finance, Management et Marketing	
Proposed program ID		

Program type Select one.	New program	<input checked="" type="checkbox"/>	Provider contact Collège Saint-Jean Campus Saint-Jean (CSJ) University of Alberta Dolorèse Nolette
	Program change		
	Applied degree		
	Phone		(780) 248-1658
	Fax		(780) 465-8780

Credential Select one.	No credential/not applicable	<input checked="" type="checkbox"/>	Diploma—Post-Degree	<input checked="" type="checkbox"/>
	Certificate		Degree—Applied	
	Certificate—Journeyman		Degree—Bachelor	
	Certificate—Post-Basic		Degree—Master	
	Certificate—Post-Degree		Degree—Doctoral	
	Diploma	<input checked="" type="checkbox"/>	University Transfer	
	Diploma—Post-Basic			

Nature of proposal Select one.	New	<input checked="" type="checkbox"/>	Suspension	<input checked="" type="checkbox"/>
	Expansion		Extension	
	Termination		Reactivation	
	Downsizing		Other – Program transfer from NAIT to CSJ, U of A	<input checked="" type="checkbox"/>

Primary funding source Select one (optional).	AL—base grant	<input checked="" type="checkbox"/>	Other public sources	<input checked="" type="checkbox"/>
	AL—new funds		Student sources	
	Other Alberta source		Private sources	
	Other government source		Other sources	

Program length—years	2 years (4, 16 week terms and 1 practicum, minimum 12 weeks)
Program synopsis Describe the program. Include curriculum content, target student group, target employment, further education options, etc.	
<p>The new Center for college, technical and continuing education for French speaking Albertans (<i>Collège Saint-Jean</i>) was created by virtue of a Board of Governors motion during its March 28, 2008 regular meeting. This motion led to a request made to Alberta Advanced Education and Technology by the Board of Governors for a review of the University of Alberta's mandate to include the nuance allowing for French-language programs leading to college certificates and diplomas. Said review to the mandate was approved by the Minister of Advanced Education and Technology on July 17, 2009. Securing funding for the implementation of <i>Collège Saint-Jean</i> then became the priority for Campus Saint-Jean's administrative team.</p> <p>In this proposal, approval is sought to offer a bilingual two-year Business Administration Diploma Program</p>	

(*Techniques d'administration des affaires*), formerly offered at NAIT and discontinued in 2006. It is our understanding that the pertinence of the program was questioned after it had been offered for ten years. Registrations were down significantly. *Collège Saint-Jean* feels that it can be successful in offering this program since it is an affiliation of Faculté Saint-Jean, whose strong presence and proven record in the Francophone community is a given. The possibility of tapping into resources meant to support students which have been developed over time provides an advantage to college-level students as they make their way through the program. Also, Faculté Saint-Jean has developed expertise in recruiting students from within this province and Western Canada as well as within several Francophone countries of the world. This established network will serve this program well and already, the international recruiter is indicating that there are several requests for junior level administration programs.

Courses in the first year of this program are common to all students and will be offered in French. The ten core first year courses must be successfully completed for entry to the second year. Near the end of the first year students must select among the following four areas of specialization: Accounting, Finance, Management or Marketing. Those courses that are common to the specializations will be offered in French to second year students, through a hybrid model of delivery involving the Moodle platform. The other courses will be delivered through a hybrid model of distance education by NAIT instructors. A work experience placement will complete the diploma program (Appendix A-1 provides program profile.)

Beyond the curriculum content which is described in detail in Appendix A-2, the training model will focus on the development of competencies in the following areas:

- Critical thinking and decision making
- Business and intercultural communications
- Information and communication technologies

The cooperative education model will incorporate a paid work experience placement thereby providing students with the opportunity to further develop and apply their newly acquired skills and abilities. These work placements are an integral part of the program and all students must complete a work placement. The primary purpose of the work placement is to provide practical, job related experience to students. They will be assigned to work placements in organizations or businesses which provide service in areas related to their specialization. Although the choice of organizations and businesses is not limited to those whose operations are in French, students must have the opportunity to interact in French at some point during their placement. Placements will not be limited to the Edmonton area if students wish to relocate. When a similar program was run by NAIT in the past, students were placed with various provincial and regional francophone community organizations, some federal agency offices, accounting and legal firms as well as various local businesses. Letters of commitment to the principle of creating work experience placements have been gathered in Section B7 of this proposal. Past students have gained employment through these placements. These work placements will be assigned, monitored and supervised by the Collège Saint-Jean staff.

The TAA program will be of interest to Francophone, French immersion and Core French high school graduates, to adults in pursuit of professional development or career reorientation, and to newcomers to Alberta alike. It is expected that the majority of these students will be from Alberta. It is anticipated that students from surrounding Western provinces and Northern Territories, from Central and Eastern Canada, and from beyond Canadian borders will also be attracted to the program by its uniqueness and the environment in which it will be delivered.

Employment opportunities are anticipated since there is a need for bilingual and multilingual personnel with the kind of credentials provided by this Diploma program. It is expected that this two year Diploma program will provide entry into public and private sector positions, in areas of the economy eager to add bilingual and multilingual personnel to their existing staffing complement. The Proposal for the Establishment of Collège Saint-Jean completed in November 2007 spoke to the expressed need for college-level French language training in Business Administration. No such training has been available since 2006 west of Manitoba. Since then, the Association of French-speaking Albertans indicates that the number of French language learners and speakers in Alberta continue to increase.

Provider comments

Include information about brokering arrangements, status of program accreditation or approval by an outside body, etc.

Collège Saint-Jean is a member in good standing of the *Réseau des cégeps et des collèges francophones du Canada – RCCFC* (Network of Francophone Cégeps and Colleges of Canada), among other organizations whose mandates specifically support college level studies in French across Canada. Several alliances have already been

established for the purposes of accessing program expertise and resources. Agreements are being defined whereby “collaborative” delivery will occur between francophone educational partners across Canada to ensure the feasibility of offering a broad range of options for students. By joining forces and blending our mutual resources – intellectual property, educational materials, content experts, technology, etc. – we find ourselves, along with our partners, well positioned to deliver as many educational options as feasible, of the highest quality possible, to the greatest number of students.

As well, to ensure our programs and curricula are in alignment with our English counterparts in Alberta, we are soliciting collaboration and support from other college level institutions, in this instance NAIT, as it has already validated its diploma programs through its Advisory Committees. The ultimate goal is to tap into already existing and proven solutions, and not to reinvent the wheel. The present Memorandum of Agreement with NAIT allows for the continued alignment of the learning outcomes between this *Techniques de l’administration des affaires* and their Business Administration Diploma program.

In addition, through its affiliations with the *Consortium national de développement de ressources pédagogique en français au collégial – CNDRPFC* (National Consortium for the Development of Pedagogical Resources in French at the College Level), the *Centre collégial de développement de matériel didactique – CCDMD* (College Centre for the development of didactic material), and the *Direction générale de l’éducation collégiale – DGEC* (General Directorate of College Education) of the *Ministère de l’éducation, du loisir et de la santé du Québec – MELS* (Quebec Department of Education, Sports and Wellness), Collège Saint-Jean has direct access not only to an extensive mediagraphy of educational materials in French in the field of business administration, but also to a wide selection of current traditional and on-line educational resources including text books, audio visual materials, interactive software, test banks, case studies, simulations, activities, etc.

Details

Section B: Detailed System Coordination Analysis

Fit with mandate and business plan

How does the proposed program fit with the institution’s mandate, business plan, and the priorities in the Alberta Access Planning Framework?

The *Techniques d’administration des affaires* program meets with the University of Alberta’s broadened mandate as approved on July 17, 2009 by Doug Horner, Minister of Advanced Education and Technology. The University of Alberta is currently the sole post-secondary institution in Alberta authorized to offer French-language college level programs. The goal of the latter, as is reflected in the University’s Academic Plan 2007-2011 “*dare to deliver*”, is to prepare future corporate citizens and leaders who will have insight into the social, cultural and economic paradigms of our times. The *Techniques d’administration des affaires* diploma program will provide graduates with the skills, competencies and attitudes they require to respond to the emerging needs of a multicultural work place. Likewise, our graduates will benefit from the philosophy promoted at Campus Saint-Jean, expressed in its document “Passport: a ‘cours classique’ for the 21st century – 2009 Portfolio”, in that to be successful, they will be called to develop their “... rigour, total commitment and hard work ... synonymous with quality, ... and knowledge” so that they may gain the “... know how, people skills and social graces” if they are to become a responsible and committed group capable of making our world a better place for all.

The learning and teaching strategies that have been selected for the delivery of the college programs, include the collaborative teaching model anticipated with our various intra and inter-provincial partners, the hybrid delivery modalities put into place to reach our learners (F2F, online synchronous, interactive, asynchronous, residencies, etc.), the cooperative educational model calling upon the input and participation of business and industry. These strategies attest to the TAA program’s alignment with the University’s Vision as articulated in the document “*dare to discover*”.

The ultimate goal of the Alberta Access Planning Framework is to “... broaden access and ensure that Alberta’s post-secondary providers can respond to the needs of learners, the economy, and society.” Some of the key challenges listed in this document include the tendency for Albertans to delay entrance into post-secondary study. Among the opportunities listed, the Framework highlights the participation of under-represented groups in the post-secondary arena as well as migrants and immigrants. This sector of the population is expected to be among those most interested in the *Techniques d’administration des affaires* program.

Relationship to existing programs at the institution

How does the proposed program fit with other programs at the institution, in terms of program type, student mix, and instructional expertise? What are the anticipated impacts (positive or negative) on existing programs?

It must be noted here that there is a distinct difference in program content between this two year diploma program and the Bilingual Bachelor of Commerce, the four year degree being offered collaboratively between Campus Saint-Jean and the School of Business of the University of Alberta. For that reason, none of the courses offered in the two year diploma program will be transferrable towards the University of Alberta's Bachelor of Commerce or Bilingual Bachelor of Commerce programs.

There exists the potential for a very short lived negative impact on enrolment in the "*Baccalauréat bilingue en Administration des affaires*" program as students may be attracted by a shorter investment in time, energy and money by pursuing the TAA program. However, these possible "losses" will quickly be amortized as the distinction between and the potential of a diploma and a degree program is further established by the test of time.

The Collège Saint-Jean programs will be housed in *La Cité Francophone*, situated across the street from Campus Saint-Jean's buildings. This proximity will create a vibrant, dynamic and rich French-speaking and multicultural environment where students will thrive. It will also allow for sharing of student resources and services.

Collège Saint-Jean will seek instructional staff with the best expertise and language skills to provide quality instruction. Some instructors will be members of the French speaking business community. Others may be past or present NAIT instructors who have the ability to teach in French. During the second year of the program, others will definitely be NAIT instructors, specifically for those courses which will be offered in English by NAIT staff and supported by Collège Saint-Jean personnel. They will have appropriate content specific formal education and hold valid professional credentials. Should there be an opportunity to share staff expertise between Collège and Faculté programs, the fact that courses are offered on two different campuses will help to distinguish between the courses offered in these programs. (Furthermore, it will be impossible for Campus Saint-Jean students to register in Collège Saint-Jean courses if their objective is to gain credit towards a degree.)

Similarity or relationship to other programs (in the region, province, country)

How does the program fit within Alberta's post-secondary system? Which programs does it complement/compete with? If there is duplication, how is it warranted? What are the laddering opportunities to/from the program? What features make the program unique?

The learning outcomes of the *Techniques d'administration des affaires* diploma program are aligned with the current Business Administration Diplomas (Accounting, Finance, Management and Marketing) currently being offered at NAIT. These have been validated by industry and approved by Advanced Education and Technology.

The Collège *Techniques d'administration des affaires* program is unique and distinct from the degree programs or courses offered in the University faculties from which we have sought letters of support in that it is a two year diploma college level program and more than sixty percent(60%) of all content in the program will be delivered in French, providing opportunity to students to develop workplace skills and knowledge in both of Canada's official languages.

Consultation with other Alberta institutions offering similar programs

What consultations have taken place with institutions that offer similar programs or that may be affected by the implementation of the program? What are the potential student transfer arrangements?

Collège representatives have met with NAIT administration to discuss and finalize the Memorandum of Understanding that will set the parameters for partnering in this program development and delivery.

Letters of support have been gathered from the Augustana Faculty, Faculty of Extension and from the School of Business of the University of Alberta.

What alternatives exist and why is this proposal the best strategy for the system?

Why is a new program being developed rather than brokering or expanding an existing program? How will the system benefit from establishing the proposed program?

There exists no other viable alternative to provide for the delivery of a French-language college level program leading to a diploma in Business Administration. Currently, since NAIT suspended delivery of the "*Administration des affaires bilingue*" program in 2007, no other opportunity exists in Alberta or in any of the

neighbouring provinces or territories, to pursue this discipline in French. Students wishing to do so must leave the province, more often than not remaining in the region where they chose to study, to Alberta's loss of a valuable human resource.

Overall, Alberta's post-secondary system will benefit significantly from the establishment of the *Techniques d'administration des affaires* program. The Campus Alberta network has provided for an avenue allowing the programming offered in French at *Collège Saint-Jean* to be made available to other Alberta colleges and technical institutes interested in giving access to their own students to courses in French in that field of study, thus enriching their educational experience and improving on a second language skill. Courses will be made available by *Collège Saint-Jean* through hybrid delivery modes and strategies responding to the needs of these additional clientèles.

Section C: Marketability Assessment

Results of student demand analysis

What steps have been taken to assess student demand (Application Submission Initiative data; student inquiries, surveys, wait lists, etc.)? What are the qualitative/quantitative results? What is the institution's plan for student recruitment and selection?

More than 500 applications were received from 1996 through 2006 for NAIT's Bilingual Business Administration program. Of these, more than 350 students were admitted, and over 275 obtained their bilingual business administration diplomas.

In 2003-2004, the not-for-profit organization, *Les Entreprises Éducation-Formation-Emploi (EFE) Ltée*, conducted a survey of grade 10, 11 and 12 French immersion and Francophone students in Alberta. A high level of interest in the pursuit of post-secondary education in French at the college level was noted. Over 2,000 students responded, and 700 indicated an interest in pursuing their education in a French college programs. Business administration was among the top 10 priority areas of studies.

The study completed in November 2007 which led to the approval of the establishment of *Collège Saint-Jean* established the Business Administration program as the top priority in terms of program offerings.

Results of economic demand analysis

What steps have been taken to assess regional, provincial, and national labour market demand (employer surveys, job ads, labour market statistics, etc.)? What are the qualitative/ quantitative results? If the program does not lead directly to employment, what are the long-term economic benefits for graduates?

One of the key Francophone community organizations dedicated to its economic development, the "*Conseil de développement économique de l'Alberta - CDÉA*" has worked very closely with the Alberta labour market. Because our economic development parameters and opportunities extend globally, members of the CDÉA have expressed their concern over the significant shortage of competent and proficient bilingual and multilingual personnel, in the area of business management and administration. Their letter of support is enclosed.

Many government agencies are working to provide increased services in French in various sectors. With the increase in the French speaking population in Alberta, due in part to immigration from French speaking Africa and migration from other parts of Canada as these services take root, the need for skilled personnel in administration becomes obvious. A multitude of opportunities for employment exist within the educational sector (French school boards and schools, French-immersion schools, Campus Saint-Jean, etc.), the health sector (health clinics, professional offices, extended care facilities, etc.), in Francophone and multicultural community based organizations, as well as in business and industry as they develop in a global economy. As evidence, a collection of over 100 positions related to business administration were posted in 2009 in Alberta's two local French newspapers – the provincial *Le Franco*, and Calgary's *Le Chinook*.

Evidence of support from industry, employers, professional organizations, other institutions

Which employers, professional associations, regulatory bodies, and institutions were consulted, and which of them will be submitting letters in support of the program? If work experience is part of the program, which employers are willing to provide placements?

We have gathered letters of support for the transfer of the former *Administration des affaires bilingue* program to Campus Saint-Jean, and its reinstatement under the nomenclature *Techniques d'administration des affaires*. We have solicited support from government, business and industry, the educational sector, professional associations, community based organizations, as well as from our provincial and national partners, all of whom have provided such in the past both officially in written form, and unofficially, in oral form. The letters are annexed to this

<p>proposal.</p> <p>Past experience with the work experience component of the program at NAIT attests to the fact that opportunities for placements routinely exceeded the availability of students. There was a consistent high degree of satisfaction expressed by both the employers and the students engaged in the work placement experience. Additionally, up to 30% of these placements resulted in full-time employment opportunities upon graduation.</p> <p>Included in Section B7 of this proposal readers will find letters of support testifying to the fact that these organizations agree to establish work placements.</p>
<p>Employability outcomes</p> <p>What are the expected outcomes of the program in terms of employment, self-employment, or further education? What is the targeted employment and/or further education rate? How will this program fit into a student’s career path or lifelong learning plan?</p> <p>As previously stated, there are numerous possibilities for employment within the public, private and not-for-profit sectors to provide employment for future graduates of the <i>Techniques d’administration des affaires</i> program.</p> <p>Also, several graduates of the previously offered <i>Administration des affaires bilingue</i> are presently self employed having pursued other training in their specialization after completing this two year diploma program.</p>

Section D: Demonstration of Financial Viability

<p>Annual budget and funding sources</p> <p>Provide detailed budget information in the Funding section. If necessary, use this section to include additional information.</p>	<p>See Appendix B1 – “Collège Saint-Jean, Budget Forecast 2010 to 2015– Minimalist scenario – Administration”</p> <p>Federal funding will be sought. Fundraising will be implemented to create capital financial resources, scholarships and bursary funds. Base funding will be solicited from Alberta Advanced Education and Technology.</p>
<p>Anticipated impact on internal resources</p> <p>If institutional resources will be a source of revenue, what is the source of funding (e.g.: fundraising, re-allocation)? What will the impact be on other programs and service areas (e.g.: student services, library, facilities)?</p>	<ul style="list-style-type: none"> Library Impact Statement (Appendix B4)
<p>Anticipated financial impact on students and Students Finance</p> <p>How does the tuition fee compare with similar programs at the institution and across the system? What is the anticipated percentage of students who will seek SF support?</p>	<p>The tuition fee is in line with that of NAIT’s JR Shaw School of Business. It is anticipated that 50% or more students will require some degree of support from the Student Finance Board. (Appendix B2)</p> <p>The Department of Canadian Heritage awards approximately 300 bursaries (Fellowship for Full-time Studies in French) for students taking full-time post-secondary studies in French in any discipline. The awards are valued at \$500 to \$1,000 per term. This could potentially reduce the stress on the Student Finance Board.</p>

Section E: Evaluation Plan

<p>Procedures for evaluation</p> <p>What are the institution’s procedures for program evaluation?</p> <p>The proposal to establish Collège Saint-Jean states that the Collège will employ a number of measures to evaluate the performance and success of the programs on an annual basis. Performance measures will be assessed and feedback from students, employers and the community will be integrated into follow-up actions. The evaluation team will be composed of the Dean of Faculté Saint-Jean, the Director of the Collège, the Chair of the Advisory Committee, a Collège Saint-Jean staff member and a student.</p> <p>Every five to seven years the Collège will be reviewed by an external review committee. Members of that team would be selected by the Dean of Faculté Saint-Jean.</p> <p>Since the Collège is not yet operational, and although they have not been tested, these seem like the best</p>
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procedures for program evaluation.
<p>Performance measures and expected outcomes or performance targets What key performance indicators/targets will be used to measure success of the program?</p> <p>Once again, the proposal to establish Collège Saint-Jean states that the performance measures that will attest to the success of the programs will be :</p> <ul style="list-style-type: none"> • Quality of programs • Quality of instruction • Quality and quantity of opportunities for practice-based learning • Sustained enrollment • Completion rate of at least 75% • Levels of satisfaction : students and graduates, employers, instructors • Financial sustainability <p>The success of the program <i>Techniques d'administration des affaires</i> will be tracked using these indicators. Reports will be provided annually to the appropriate governing bodies and the report will track these performance indicators as well as any others that may be required by Alberta Advanced Education and Technology and/or the University of Alberta.</p>

Appendices

<p>Appendix A—curriculum and program structure List course names, numbers, credits/hours; practicum credits/hours; course descriptions; and total instructional hours.</p>	<p>Please see Appendix A-1 <i>Techniques d'administration des affaires</i> Program Profile</p> <ul style="list-style-type: none"> • <i>Techniques d'administration des affaires</i> – Year 1 – Core Year • <i>Techniques d'administration des affaires</i> – <i>Comptabilité</i> – Year 2 • <i>Techniques d'administration des affaires</i> – <i>Finance</i> – Year 2 • <i>Techniques d'administration des affaires</i> – <i>Management</i> – Year 2 • <i>Techniques d'administration des affaires</i> – <i>Marketing</i> – Year 2 <p>Appendix A-2 : course descriptions and instructional hours.</p>
<p>Appendix B—other Include any additional information in support of the proposal.</p>	<p>Please see Appendix B –</p> <p>B-1 Collège Saint-Jean, Budget Forecast 2010 to 2014, Minimalist Scenario, Administration and Core Budget</p> <p>B-2 Tuition fees calculations</p> <p>B-3 Calendar information</p> <p>B-4 Library impact statement</p> <p>B-5 Memorandum of Agreement</p> <p>B-6 Letters of support.</p>

Enrolment

List proposed enrolment data. If program implementation will occur over a number of years, provide data for each year up to full implementation. If part-time students are anticipated, convert part-time enrolments and include in full-time enrolment projections.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Ongoing
Total full-time							
Full-time year 1	20	20	20	20	20	20	20
Full-time year 2		15	15	15	15	15	15
Full-time year 3							
Full-time year 4							
Full-time year 5							
Full-time year 6							
Total FLE number							
FLE year 1	Full-time student numbers need to be translated into FLE numbers, considering 5 terms – Year 1, terms 1, and 2 Year 2, terms 1, 2 and 3 (coop);						
FLE year 2							
FLE year 3							

FLE year 4						
FLE year 5						
FLE year 6						
Number of graduates		15	15	15	15	15
Provider comments Provide clarification of or additional information about the data in the enrolment table.	<p>In this “Minimalist Scenario”, all students complete a core first year of the <i>Techniques d’administration des affaires</i> program – 30 credits. In the second year of the program, they pursue one of four streams – Accounting, Finance, Management or Marketing, 30 credits each, with up to 50% of the program content being delivered in French, and the remaining being delivered in English by NAIT.</p> <p>The attrition rate between the first and second year is calculated at approximately 25%. The graduation rate though should be close to 100% of second year students. We feel confident that with the availability of the PPEP and the hybrid delivery model, student chances of success will be maximized.</p>					

Funding

Provide the program budget, including the applicable sources of revenue in the following categories. If program implementation will occur over a number of years, provide data for each year up to full implementation.

	Year 1	Year 2	Year 3	Ongoing
Annual budget amount <i>(projected expenditures)</i>	1,128,798	1,471,953	1,667,834	
Institute resource amount <i>(institutional financial contribution)</i>	600,000	500,000	500,000	N/A
Tuition revenue amount <i>(total anticipated amount)</i>	75,684	137,853	159,477	
Partner contributions amount <i>(corporate, employer, or foundation support)</i>				
Other amount <i>(EPE, AIT, EII, or federal funding)</i>	539,000	534,250	535,563	
Student tuition rate <i>(per student/FLE tuition)</i>				+ 1.4% annual increments
Historical funding amount <i>(inactive)</i>				
Revised funding amount <i>(inactive)</i>				
Provider comments Provide a brief explanation of the budget information included in the funding table. Identify anticipated in-kind contributions by the institution or by corporations/employers.	<p>This “Minimalist Scenario” budget forecast includes program delivery, operational, administrative, on-line course development and cooperative program administration costs. (see Appendix B-1)</p>			

Specialization

Specialization name	<i>Techniques d’administration des affaires (TAA) 1^{re} année</i> <i>Techniques d’administration des affaires (TAA) – Comptabilité</i> <i>Techniques d’administration des affaires (TAA) – Finance</i> <i>Techniques d’administration des affaires (TAA) – Management</i> <i>Techniques d’administration des affaires (TAA)– Marketing</i>	Nature of change	Transfer and adaptation
Specialization code	TAATC – <i>Techniques d’administration des affaires – 1^{re} année</i> TAACO – <i>Techniques d’administration des affaires – Comptabilité</i> TAAFI – <i>Techniques d’administration des affaires – Finance</i> TAAMN – <i>Techniques d’administration des</i>	Implementation date	01/09/2011

	<i>affaires – Management</i> <i>TAAMK – Techniques d’administration des affaires – Marketing</i>
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Specialization Load/Length

Instructional hours/credits	1, 600 hours 65 credits
Practicum hours/credits	Minimum 12 weeks/ 420 hours 5 credits
Work experience factor	26.25% Cooperative Program Model
Actual weeks	16
Adjusted actual weeks	18

Instructional load	
Practicum load	
Actual load	
Adjusted actual load	
Full load	
Full load equivalent (FLE)	

Providers

Leading institution	University of Alberta (Campus Saint-Jean, Collège Saint-Jean)
Collaborating providers	Northern Alberta Institute of Technology (JR Shaw School of Business)
Specialization name	
Specialization code	

Institution Review and Approval

Program Chair:	Date:
Comments:	

Dean:	Date:
Comments:	

Vice President Academic:	Date:
Comments:	

Academic Council	Date:
Comments:	

Collège Saint-Jean

***** Will be a separate publication.
Will not appear in the calendar *****

IMPLEMENTATION

Normal:

Early:

PROGRAM: Calendar information for Collège Saint-Jean in a separate publication, style to be determined AND Technique d'administration des affaires bilingues

TYPE OF CHANGE:

Program Regulation Change:

Other: X

Course Change:

Course Deletion:

New Course:

	<p>Collège Saint-Jean</p> <p>Table of Contents Welcome Notes General Information Application for Admission Academic Standing and Graduation Programs -Techniques d'administration des affaires</p> <p>....</p> <p>Inquiries: Collège Saint-Jean #140, 8627 rue Marie-anne Gaboury(91 Street) Edmonton AB T6C 3N2</p> <p>Telephone: • Collège Saint-Jean to be determined</p> <p>....</p> <p>Office hours of the Collège Saint-Jean are from 0800 to 1630 Monday to Friday (except holidays); in May, June, July and August the office hours are from 0800 to 1200 and from 1300 to 1600.</p> <p>....</p> <p>Notes</p> <p>For several decades, the French speaking community in Alberta had been lobbying for college level and continuing education programs to be offered in French in Alberta.</p>
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This action led to the Bissonnette Report, completed in 2005. Following its recommendation, a proposal was submitted to the Board of Governors of the University of Alberta seeking to establish Collège Saint-Jean within Faculté Saint-Jean. In July 2009, the Minister of Advanced Education and Technology approved a change in the mandate of the University of Alberta thereby allowing it to offer French language programs leading to college certificates and diplomas.

College diploma programs are generally two years in length and serve to prepare graduates for employment in a broad range of entry-level positions. Certificate programs are primarily one year of study and also prepare graduates for entry-level employment.

Courses offered in the two year diploma program in Technique d'administration des affaires will not be transferable towards the University of Alberta's Bachelor of Commerce or Bilingual Bachelor of Commerce programs.

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Dean, Campus Saint-Jean
M. Arnal

Acting Director, Collège Saint-Jean
D. Nolette

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General Information

Calendar 2012-2013

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Language Policy

At Collège Saint-Jean all courses are taught in French. French is also the language used by the administrators, the instructors and the support staff.

Students at Collège Saint-Jean must, at all times, respect the French character of the institution.

Services

(1) Library: The University of Alberta library system makes available to the instructors and students of the Collège Saint-Jean a library well stocked with books in all areas of study. Works may be consulted on the premises or may be available for loan. All students also have access to the libraries on the north campus of the University of Alberta.

(2) Counseling: Student Counseling Services offers a wide range of counseling services directed at helping students who are experiencing personal or academic difficulties. These services are offered in French at the Faculté Saint-Jean.

(3) Residence: The residence is a service which complements the educational experience offered by the Collège Saint-Jean. Students who ask for admission to the residence commit themselves to the active pursuit of the goals of residence, namely, to live and study in a French environment. The residence is on the Faculté Saint-Jean campus and can accommodate approximately 100 students. More detailed information may be obtained at Service des Résidences, 214 Résidence Saint-Jean (780) 466-3824.

Students who are not interested in living in residence can find rooms in private homes or in apartments near the Collège Saint-Jean.

(4) Language skills: Students will have access to opportunities to develop their language skills. Students requiring assistance with their language skills should contact Student Counselling Services at Campus Saint-Jean to receive information about their options.

Application for Admission

You can apply to the Collège Saint-Jean online by completing the PDF admission form for admission at <http://registrar.ualberta.ca/apply>

It is also possible to book an appointment with the Admissions office at the Faculté Saint-Jean. To book an appointment use email recrutement@csj.ualberta.ca or call 780-465-8790.

Note:

(1) No definite and final ruling concerning admission can be given until all certificates and transcripts of standing have been reviewed. The Collège Saint-Jean consults with prospective students and advises regarding programs of study, but all decisions are unofficial and tentative until official documents have been received and evaluated.

(2) Deadlines for applications for admission and readmission are posted on the web site: <http://www.csj.ualberta.ca/index.php/les-etudes/programmes-collegiaux/>

Admission requirements

General admission requirements:

French Language Proficiency :

French is the language of instruction in all programs at the Collège Saint-Jean. Therefore, all applicants must possess adequate knowledge of spoken and written French as a prerequisite to admission. All applicants will be required to demonstrate proficiency in the French language prior to admission.

Admission requirements for

Technique d'administration des affaires bilingues program

(1) General requirements

Candidates for *Techniques d'administration des affaires* must have successfully completed:

a) French

One of Français 30-1, Français 30-2, French 30 (9 years), French 31, French Language Arts 30-1, French Language Arts 30-2, or equivalent.

Note: French 30 (3 years) may be accepted on the basis of the result of the placement test in French. Applicants will be contacted with regards to the placement test. .

OR

Successful completion of four years of full time study in French. These studies may be a combination of secondary and postsecondary work.

OR

Having completed a first diploma from an accredited institution where French is the language of instruction.

b) Mathematics

One of Pure Mathematics 30, Applied Mathematics 30, Mathematics 30-1, Mathematics 30-2, or equivalent.

c) English

One of English 30-1, English 30-2, or equivalent.

Admission with deficiency in English

By the end of their first year, students enrolled in *Techniques d'administration des affaires* must demonstrate an acceptable level of English proficiency. Applicants whose first language is not English and do not present English (English 30-1 or 30-2 or their equivalent) upon admission will be required to demonstrate proficiency at the end of the first year of the program in one of the following ways:

a) TOEFL (Test of English as a Foreign Language) score of 80 iBT with a score of individual test component less than 20. If students are being tested on paper, they must obtain a minimum of 550.

or

b) IELTS (International English Language Testing System): Overall score of 6.5 with no section less than 5.0.

or

c) CAEL (Canadian Academic English Language Assessment): A score of 70.

or

d) MELAB (Michigan English Assessment Battery Language): A score of 85.

Students will have access to opportunities to develop their English language skills. Students requiring assistance with their language skills should contact Student Counselling Services at Campus Saint-Jean to receive information about their options.

Admission from Another Province

(1) Students from other Canadian provinces who have successfully completed work at the high school level will be considered for admission to the Collège Saint-Jean provided they present admission subjects equivalent to the requirements of the program.

(2) Equivalent: The Collège Saint-Jean has the right to judge the equivalent values and the classification of courses taken in other provinces.

(3) All students who do not present the requirements should contact the Admissions office at the Faculté Saint-Jean. To book an appointment use email recrutement@csj.ualberta.ca or call 780-465-8790.

Academic Standing and Graduation

Academic Standing

At the end of each academic year (Fall/Winter) and according to the grade point average (GPA) of that academic year, students are placed in one of the three following categories: (Note: a minimum grade point average of 2.0 is required to obtain a diploma.)

- a) **Satisfactory standing:** Students who maintain a sessional GPA of 2.0 or more may continue their studies at Collège Saint-Jean.
- b) **Marginal standing:** Students who receive a GPA of 1.7 to 1.9 inclusive will be placed on academic probation and warned that if they have not met the requirements of the probation, they must withdraw from the program.
- c) **Unsatisfactory standing:** Students who receive a GPA of 1.6 or less will be required to withdraw from the program. Such students may apply for readmission, although normally at least one year must elapse before readmission will be granted (on a probationary basis).

Students are expected to maintain satisfactory performance and achievement levels in all elements of their program including classroom, laboratory/shop, work experience practicums, field trips assignments, tests, and examinations. The instructors shall determine and communicate to the student the criteria for satisfactory performance.

Graduation

A minimum grade point average of 2.0 is required for graduation.

Reexamination

Students may obtain information regarding policies and procedures from the Admissions office at Faculté Saint-Jean.

Academic Advising

Since the program requirements are pre-determined, all students are encouraged to meet with the Academic Advisor prior to choosing a program.

At the end of the first year of the program, students may consult with the Academic Advisor when choosing the second year diploma specialization.

International Students

International students should contact the Admissions office at the Faculté Saint-Jean. To book an appointment email to recrutement@csj.ualberta.ca or call: 780-465-8790.

Collège Programs

Techniques d'administration des affaires bilingues program

The *Techniques d'administration des affaires biligues* program - Year 1 gives students a common core of 10 courses to help them gain an appreciation for the wide assortment of career possibilities related to each specialization. Near the end of Term 2, students

select a specialization that best suits their personal interests and career goals among the following four options: accounting, finance, marketing and management. Through small class sizes, the Collège Saint-Jean offers a personalized learning environment, where instructors are focused on individual interests and academic progress.

Program Year 1

All students in this diploma program will automatically be enrolled in the following ten courses in their first year.

Fall Term

TAATC 110 – Introduction à la comptabilité

TAATC 120 – Microéconomie

TAATC 100 – Communication des affaires Niveau 1

TAATC 130 – Technologies de l'information et des communications

TAATC 140 - Introduction à la finance personnelle

Winter Term

TAATC 121 – Macroéconomie

TAATC 111 – Comptabilité intermédiaire

TAATC 150 – Introduction au Marketing

TAATC 101 – Communication des affaires Niveau 2

TAATC 160 - L'entreprise et les fonctions de travail en gestion.

Program Year 2

In the second year students will select a specialization that best suits their personal interests and career goals among the following four options: **accounting, finance, marketing and management.**

a) ACCOUNTING:

Students registered in the **accounting** specialization will automatically be enrolled in the following courses in their second year.

Fall Term

TAATC 270 - Droit des affaires

TAATC 280 - Statistiques des affaires

TAACO 210 – Compatibilité de gestion

TAACO 213 – Fiscalité

TAACO 241 – Computer applications in Business

TAACO 244 – Accounting Information systems

Winter Term

TAAFI 243S – Séminaire sur les carrières en finance

TAAFI 242 – Finance Corporative

TAAFI 241 – Investissements

TAACO 212 –Intermediate managerial accounting Niveau 2

TAACO 240 - Special Applications (accounting)

TAACO 211 - Intermediate managerial Accounting

TAACO 206 –Intermediate Financial Accounting Niveau 1

Spring Term

TAACO STG : Stage en milieu de travail – ~~Compatibilité~~ Comptabilité

b) FINANCE:

Students registered in the **finance** specialization will automatically be enrolled in the

following courses in their second year.

Fall Term

TAATC 270 - Droit des affaires
TAATC 280 - Statistiques des affaires
TAACO 212 – Compatibilité de gestion
TAACO 213 – Fiscalité
TAAFI 211 – Cash Management

Winter Term

TAAFI 243S – Séminaire sur les carrières en finance
TAAFI 242 – Finance Corporative
TAAFI 241 – Investissements
TAACO 212 – Intermediate managerial accounting Niveau 2
TAAFI 236 - Financial Systeme
TAAFI 252 – Credit / Financial Analysis
TAAFI 281 – Stock Market Simulation

Spring Term

TAAFI STG : Stage en milieu de travail – Finance

c) MARKETING:

Students registered in the **marketing** specialization will automatically be enrolled in the following courses in their second year.

Fall Term

TAATC 270 - Droit des affaires
TAATC 280 - Statistiques des affaires
TAAMG 202 - Communication d'affaires - Niveau 3
TAATC 231 - Systèmes de gestion d'information
TAAMG 276 - Promotional Management
TAAMK 360 - Applied Research Methods

Winter Term

TAAMK 252S - Séminaire sur les carrières en marketing et gestion
TAAMG 261 - Introduction aux ressources humaines
TAAMK 251 - Gestion de marché de détail et de la vente
TAAMK 265 - Marketing Management
TAAMK 260 - International Business
TAAMK 372 - Sales Management
TAAMK 378 - Public Relations
TAAMK 279 - e-Communications
TAAMK 377 - Promotional Campaign Planning

Spring Term

TAAMK STG : Stage en milieu de travail – Marketing

d) MANAGEMENT :

Students registered in the **management** specialization will automatically be enrolled in the following courses in their second year.

Fall Term

TAATC 270 - Droit des affaires

TAATC 280 - Statistiques des affaires
TAAMG 202 - Communication d'affaires - Niveau 3
TAATC 231 - Systèmes de gestion d'information
TAAMG 220 - Intro to Project Management
TAAMG 256 - Intro to Strategic Management

Winter Term

TAAMK 252S - Séminaire sur les carrières en marketing et gestion
TAAMG 261 - Introduction aux ressources humaines
TAAMK 251 - Gestion de marché de détail et de la vente
TAAMG 255 - Small Business Management
TAAMG 300 – Leadership
TAAMG 356 - Advanced Strategic Management
TAAMG 354 - Entrepreneurship & New Venture Creation

Spring Term

TAAMG STG : Stage en milieu de travail – Management

Annexe 1

TAA Course Naming Convention

Description of Course Designators

Course Name	First Five Letters		Last Three Numbers		
	Program Code	Core or Specialization Code	Year of Study	Subject Area	Order of Classes
Title of Course	TAA	TC	X	X	X

Details of First Five Letters

Program Code	Designator
Techniques d'administration des affaires	TAA

Details of Last Three Numbers

Year of Study	Designator
Year One or Year Two	1 – 2 or 3*

* Some courses begin with the number 3 as these are courses provided by NAIT and the numbering follows the numbering used at NAIT.

These courses are taught in the second year of the TAA program.

Core or Specialization Code	Designator
Tronc Commun	TC
Finance	FI
Accounting	CO
Marketing	MK
Management	MG

Subject Area	Designator
Communications	0
Accounting	1
Economics	2
IT/Computer	3
Finance	4
Marketing	5
Management	6
Law	7
Math/Stats	8

Order of Classes	Designator
Introductory, Intermediate, Advanced (I, II, III)	1, 2, 3, 4...

Example: **TAATC 100** Communications d'affaires - Niveau 1

TAA - indicates program "Techniques d'administration des affaires"

TC - indicates "tronc commun" (core course)

1 - indicates first year of study

0 - indicates "communications" subject area

0 - indicates first class within subject area

Faculté Saint-Jean

CALENDAR CHANGE REQUEST FORM

IMPLEMENTATION

Normal:

Early:

PROGRAM: Technique d'administration des affaires bilingues

TYPE OF CHANGE:

Program Regulation Change:

Other: X

Course Change:

Course Deletion:

New Course:

CURRENT	PROPOSED
<p>180 Faculté Saint-Jean</p> <p>Please Note:</p> <p>(1) <i>Important Notice:</i> first page of the calendar. (2) <i>Please Note:</i> Table of Contents of the Calendar. (3) §10 <i>Inquiries</i> All correspondence to the main campus should contain the suffix University of Alberta, Edmonton, T6G 2E2</p> <p>All correspondence to Faculté Saint-Jean should be addressed to 8406 91 Street, Edmonton, Alberta T6C 4G9</p> <p>Telephone: Main campus (780) 492-3113 Faculté Saint-Jean (780) 465-8700</p> <p>(4) The office hours of the University are from 0800 to 1200 and from 1300 to 1630 Monday to Friday (except holidays); in May, June, July, and August the office hours are from 0800 to 1200, and from 1300 to 1600.</p> <p>(5) The office hours of the Faculté Saint-Jean are</p>	<p>180 Faculté Saint-Jean</p> <p>Please Note:</p> <p>(1) <i>Important Notice:</i> first page of the calendar. (2) <i>Please Note:</i> Table of Contents of the Calendar. (3) §10 <i>Inquiries</i> All correspondence to the main campus should contain the suffix University of Alberta, Edmonton, T6G 2E2</p> <p>All correspondence to Faculté Saint-Jean should be addressed to 8406 91 Street, Edmonton, Alberta T6C 4G9</p> <p><u>All correspondence to Collège Saint-Jean should be addressed to: # 140, 8627 rue Marie-Anne Gaboury (91street) Edmonton, AB T6C 3N2</u></p> <p>Telephone: Main campus (780) 492-3113 Faculté Saint-Jean (780) 465-8700 <u>Collège Saint-Jean : to be determined</u></p> <p>(4) The office hours of the University are from 0800 to 1200 and from 1300 to 1630 Monday to Friday (except holidays); in May, June, July, and August the office hours are from 0800 to 1200, and from 1300 to 1600.</p> <p>(5) The office hours of the Faculté Saint-Jean are</p>

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181 The Professors

181.1 Historical Note and Aims

Juniorat Saint-Jean was founded in 1908, the same year as the inauguration of the Faculty of Arts and Sciences of the University of Alberta.

Though of the same age, the two institutions have evolved in very differing fashions. On November 27, 1970, the Collège became Collège Universitaire Saint-Jean, an integral part and a bilingual sector of the University of Alberta. Official Faculty status was granted in September 1977, and the name changed to Faculté Saint-Jean in May 1978.

Today, Faculté Saint-Jean is characterized by its French language university status. It serves students capable of pursuing university studies in French. The Faculté has taken on the mission of serving the particular needs of Francophones in western Canada.

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For several decades, the French speaking community in Alberta has been lobbying for college level and continuing education programs to be offered in French in Alberta. This led to the Bisonnette Report which was completed in 2005. Following its recommendation, a proposal was submitted to the Board of Governors of the University of Alberta seeking to establish Collège Saint-Jean within Faculté Saint-Jean. In July 2009, the Minister of Advanced Education and Technology approved a change in the mandate of the University of Alberta thereby allowing it to offer French language programs leading to college certificates and diplomas.

In the context of college courses, a program leading to a certificate or a diploma is a program that is usually completed within a two year period which prepares students for entry level jobs.

It is the duty of every university to enrich, as much as possible, not only the intellectual but also the cultural life of its students. Therefore Faculté Saint-Jean finds itself with the special mission of contributing to the cultural enrichment of its students as well as of the whole of French life in Alberta. Through this commitment (which has taken concrete form in the development of Saint-Jean) the University hopes to foster French culture in western Canada.

181.2 Personnel académique de la Faculté

Personnel

Doyen

M Arnal, PhD (Administration de l'éducation)

Vice-doyen aux affaires académiques

EV Blackburn, PhD (Sciences)

Vice-doyen à la recherche

H Safouhi, PhD (Mathématiques)

Vice-doyen à la technologie

D Ipperciel, PhD (Philosophie)

Professeurs émérites

JA Bour, PhD (Français)

G Cadrin, PhD (Français)

L Godbout, PhD

F Levasseur-Ouimet, PhD (Éducation)

F McMahon, PhD (Éducation)

Y Mahé, PhD (Éducation)

C Tardif, PhD (Éducation)

Professeurs titulaires

EA Aunger, PhD (Science

Politique/Économie)

EV Blackburn, PhD (Chimie)

C Couture, PhD (Histoire)

P Dubé, PhD (Français)

D Gignac, PhD (Écologie

végétale)

D Ipperciel, PhD (Philosophie)

L Ladouceur, PhD (Français)

M de Montigny, PhD (Physique)

S Ravi, PhD (Littérature

française)

H Safouhi, PhD (Mathématique)

P Sing, PhD (Français)

Professeurs agrégés

M Beaudoin, PhD (Linguistique)

JA Boeglin, PhD (Psychologie)

F Boily, PhD (Science politique)

A Bouferguène, PhD

(Mathématique)

L Camarata, PhD (Éducation)

M Cavanagh, PhD (Éducation)

It is the duty of every university to enrich, as much as possible, not only the intellectual but also the cultural life of its students. Therefore Faculté Saint-Jean finds itself with the special mission of contributing to the cultural enrichment of its students as well as of the whole of French life in Alberta. Through this commitment (which has taken concrete form in the development of Saint-Jean) the University hopes to foster French culture in western Canada.

181.2 Personnel académique de la Faculté

Personnel

Doyen

M Arnal, PhD (Administration de l'éducation)

Vice-doyen aux affaires académiques

EV Blackburn, PhD (Sciences)

Vice-doyen à la recherche

H Safouhi, PhD (Mathématiques)

Vice-doyen à la technologie

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Professeurs émérites

JA Bour, PhD (Français)

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F Levasseur-Ouimet, PhD

(Éducation)

F McMahon, PhD (Éducation)

Y Mahé, PhD (Éducation)

C Tardif, PhD (Éducation)

Professeurs titulaires

EA Aunger, PhD (Science

Politique/Économie)

EV Blackburn, PhD (Chimie)

C Couture, PhD (Histoire)

P Dubé, PhD (Français)

D Gignac, PhD (Écologie

végétale)

D Ipperciel, PhD (Philosophie)

L Ladouceur, PhD (Français)

M de Montigny, PhD (Physique)

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M Cavanagh, PhD (Éducation)

<p>Y d'Entremont, PhD (Éducation) S El Ghoul, PhD (Finance) L Fagnan, PhD (Musique) F Gobeil-Dwyer, PhD (Éducation) N Kermaal, PhD (Histoire) R Langevin, PhD (Éducation) L Mandin, PhD (Éducation) D Mounsef, PhD (Arts) P Mulatris, PhD (Sciences Sociales) R Parent, PhD (Français)</p> <p>Professeurs adjoints F Davoine, PhD (Biologie) S ElAtia, PhD (Éducation) E Lemaire, PhD (Français) H Lemieux, PhD (Biologie) C Léonard, PhD (Éducation) M Pellerin, PhD (Éducation) R Skogen, PhD (Éducation)</p> <p>Directrice, Bibliothèque Saint-Jean T Usova, MLIS</p> <p>Faculty Service Officer S Pelletier, PhD</p> <p>Personnel administratif Bibliothécaire, référence K Frail, MLIS</p> <p>Doyen adjoint aux affaires étudiantes D Fontaine, Med</p> <p>Doyen adjoint aux affaires externes D Fortin, M.A.P.</p> <p>Directeur des finances et des installations C Charest, BAA</p> <p>Directrice aux affaires académiques et à la gouvernances D Nolette, Med</p> <p>Directeur de l'Institut du Patrimoine de la francophonie de l'Ouest canadien F McMahon, PhD (Éducation)</p> <p>Autres membres du Conseil de la Faculté</p> <p>Présidente de l'Université IV Samarasekera, O.C.</p> <p>Registraire de l'Université Représentant de la Faculty of Arts G Maheux-Pelletier, PhD</p> <p>Représentant de la Faculty of Agricultural, Life and Environmental Sciences P Marcoul, PhD</p> <p>Représentant de la Faculty of Augustana R Epp, PhD</p>	<p>Y d'Entremont, PhD (Éducation) S El Ghoul, PhD (Finance) L Fagnan, PhD (Musique) F Gobeil-Dwyer, PhD (Éducation) N Kermaal, PhD (Histoire) R Langevin, PhD (Éducation) L Mandin, PhD (Éducation) D Mounsef, PhD (Arts) P Mulatris, PhD (Sciences Sociales) R Parent, PhD (Français)</p> <p>Professeurs adjoints F Davoine, PhD (Biologie) S ElAtia, PhD (Éducation) E Lemaire, PhD (Français) H Lemieux, PhD (Biologie) C Léonard, PhD (Éducation) M Pellerin, PhD (Éducation) R Skogen, PhD (Éducation)</p> <p>Directrice, Bibliothèque Saint-Jean T Usova, MLIS</p> <p>Faculty Service Officer S Pelletier, PhD</p> <p>Personnel administratif Bibliothécaire, référence K Frail, MLIS</p> <p>Doyen adjoint aux affaires étudiantes D Fontaine, Med</p> <p>Doyen adjoint aux affaires externes D Fortin, M.A.P.</p> <p>Directeur des finances et des installations C Charest, BAA</p> <p>Directrice aux affaires académiques et à la gouvernances D Nolette, Med</p> <p>Directeur de l'Institut du Patrimoine de la francophonie de l'Ouest canadien F McMahon, PhD (Éducation)</p> <p><u>Directeur du Collège Saint-Jean</u> <u>A déterminer</u></p> <p>Autres membres du Conseil de la Faculté</p> <p>Présidente de l'Université IV Samarasekera, O.C.</p> <p>Registraire de l'Université Représentant de la Faculty of Arts G Maheux-Pelletier, PhD</p> <p>Représentant de la Faculty of Agricultural, Life and Environmental Sciences P Marcoul, PhD</p> <p>Représentant de la Faculty of Augustana R Epp, PhD</p>
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Rationale:
Submitted by:
Approved by:

Date:
Date:

Faculté Saint-Jean

CALENDAR CHANGE REQUEST FORM

IMPLEMENTATION

Normal:

Early:

PROGRAM: Technique d'administration des affaires bilingues

TYPE OF CHANGE:

Program Regulation Change:

Other: X

Course Change:

Course Deletion:

New Course:

CURRENT	PROPOSED
<p data-bbox="240 947 781 999">180 Faculté Saint Jean</p> <p data-bbox="240 1066 418 1094">Avis important:</p> <p data-bbox="240 1098 691 1155">(1) <i>Important Notice</i> à la première page de l'annuaire</p> <p data-bbox="240 1159 675 1215">(2) <i>Please Note</i> à la table des matières de l'annuaire</p> <p data-bbox="240 1220 418 1247">(3) §10 <i>Inquiries</i></p> <p data-bbox="310 1251 769 1339">Toute correspondance au campus principal devra porter la mention: <i>University of Alberta, Edmonton, Alberta, T6G 2E2</i></p> <p data-bbox="310 1373 748 1493">Toute correspondance à la Faculté Saint-Jean devra porter la mention: <i>8406, rue Marie-Anne Gaboury (91 Street), Edmonton, Alberta, T6C 4G9</i></p> <p data-bbox="310 1707 683 1795">Téléphone: Campus principal (780) 492-3113, Faculté Saint-Jean (780) 465-8700</p>	<p data-bbox="846 921 1263 1031">180 Faculté Saint Jean</p> <p data-bbox="846 1066 1024 1094">Avis important:</p> <p data-bbox="846 1098 1300 1155">(1) <i>Important Notice</i> à la première page de l'annuaire</p> <p data-bbox="846 1159 1284 1215">(2) <i>Please Note</i> à la table des matières de l'annuaire</p> <p data-bbox="846 1220 1024 1247">(3) §10 <i>Inquiries</i></p> <p data-bbox="915 1251 1375 1339">Toute correspondance au campus principal devra porter la mention: <i>University of Alberta, Edmonton, Alberta, T6G 2E2</i></p> <p data-bbox="915 1373 1354 1493">Toute correspondance à la Faculté Saint-Jean devra porter la mention: <i>8406, rue Marie-Anne Gaboury (91 Street), Edmonton, Alberta, T6C 4G9</i></p> <p data-bbox="927 1526 1377 1646"><u>Toute correspondance au Collège Saint-Jean devra porter la mention : #140, 8627 Marie-Anne Gaboury (91street) Edmonton, AB, T6C 3N2</u></p> <p data-bbox="915 1707 1289 1827">Téléphone: Campus principal (780) 492-3113, Faculté Saint-Jean (780) 465-8700 <u>Collège Saint-Jean : à déterminer</u></p>

(4) Heures d'ouverture de l'Université: 8 h à 12 h, 13 h à 16 h 30, du lundi au vendredi (excepté les jours fériés); durant les mois de mai, juin, juillet et août: 8 h à 12 h, 13 h à 16 h.

(5) Heures d'ouverture de la Faculté Saint-Jean: 8 h 30 à 16 h 30, du lundi au vendredi (excepté les jours fériés); durant les mois de mai, juin, juillet et août: 8 h à 12 h, 13 h à 16 h.

181 La Faculté

181.1 Note historique et buts

Le Juniorat Saint-Jean a été fondé en 1908, l'année même où a été inaugurée la Faculty of Arts and Sciences de l'Université de l'Alberta. Les deux institutions ont le même âge, mais ont évolué de façon très différente. Le Collège est devenu Collège Universitaire Saint-Jean, partie intégrante et secteur bilingue de l'Université de l'Alberta, 62 ans après sa fondation, le 27 novembre 1970. Le statut officiel de Faculté lui fut accordé en septembre 1977 et sa dénomination devint "Faculté Saint-Jean" en mai 1978.

La Faculté Saint-Jean se définit aujourd'hui par son statut universitaire de langue française. Elle dessert les étudiants capables de poursuivre en français des études universitaires. La Faculté se donne pour mission de répondre aux besoins particuliers des francophones de l'Ouest du Canada.

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De plus, au cours des vingt dernières années, la communauté francophone de l'Alberta a fait du lobbying pour le développement de programmes de niveau collégial et des programmes de formation continue en français en Alberta. Cette action a menée à une étude approfondie menée qui s'est achevée en 2005. Suite à la recommandation de cette étude, une proposition a été soumise au Board of Governors de l'Université de l'Alberta qui a par la suite demandé un changement de son mandat auprès du Gouvernement de l'Alberta.

En juillet 2009, le ministre de l'Enseignement supérieur et de la Technologie a approuvé une modification du mandat de l'Université de l'Alberta. Ce changement permet maintenant l'offre de

Tout centre universitaire se doit d'enrichir dans la mesure du possible la vie non seulement intellectuelle mais culturelle de sa clientèle. Aussi, la Faculté Saint-Jean se voit-elle la mission particulière de contribuer à l'enrichissement culturel de ses étudiants aussi bien que de l'ensemble de la vie française en Alberta. Par cet engagement (concrétisé dans le développement de Saint-Jean) l'Université espère promouvoir la culture française dans l'Ouest du Canada.

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EV Blackburn, PhD (Chimie)

C Couture, PhD (Histoire)

P Dubé, PhD (Français)

D Gignac, PhD (Écologie

végétale)

D Ipperciel, PhD (Philosophie)

L Ladouceur, PhD (Français)

M de Montigny, PhD (Physique)

S Ravi, PhD (Littérature

française)

H Safouhi, PhD (Mathématique)

P Sing, PhD (Français)

Professeurs agrégés

programmes de langue française menant à des certificats ou des diplômes de niveau collégial.

Dans le contexte collégial, un programme menant à un certificat ou un diplôme est un programme de deux ans ou moins qui prépare l'étudiant à des emplois de début de carrière.

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R Langevin, PhD (Éducation)
L Mandin, PhD (Éducation)
D Mounsef, PhD (Arts)
P Mulatris, PhD (Sciences
Sociales)
R Parent, PhD (Français)

Professeurs adjoints

F Davoine, PhD (Biologie)
S ElAtia, PhD (Éducation)
E Lemaire, PhD (Français)
H Lemieux, PhD (Biologie)
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**Directrice, Bibliothèque
Saint-Jean**

T Usova, MLIS

Faculty Service Officer

S Pelletier, PhD

**Personnel administratif
Bibliothécaire, référence**

K Frail, MLIS

**Doyen adjoint aux affaires
étudiantes**

D Fontaine, Med

**Doyen adjoint aux affaires
externes**

D Fortin, M.A.P.

**Directeur des finances et
des installations**

C Charest, BAA

**Directrice aux affaires
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gouvernances**

D Nolette, Med

**Directeur de l'Institut du
Patrimoine de la
francophonie de l'Ouest
canadien**

F McMahon, PhD (Éducation)

**Autres membres
du Conseil de la
Faculté**

Présidente de l'Université

IV Samarasekera, O.C.

**Registraire de l'Université
Représentant de la Faculty
of Arts**

G Maheux-Pelletier, PhD

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A déterminer**

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Submitted by:
Approved by:

Date:
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