

ACADEMIC

Management Report – Academic Services – December 2010 & January 2011**Mobile Learning Centre**

On January 6, 2011, Algonquin College opened Canada's first Mobile Learning Centre (MLC) to the College community. The Centre is designed to provide an area for students, as well as staff and faculty, with mobile devices to learn and collaborate. Since the launch, the MLC has been well received by the Algonquin community. The Centre will help the College to work with our students in order to best determine their needs and requirements within a mobile environment.

Students welcome the new environment and preliminary feedback indicates the new space is extremely beneficial to collaborative, informal learning.

School of Advanced Technology

Students in the Architectural Technology and Green Architecture programs will take part in an Interprofessional Education initiative over the next couple of months. With students from the Bachelor of Applied Arts (Interior Design), Interior Decorating, and Kitchen and Bath Design programs, interdisciplinary teams will be formed to compete in the creation of a winning design for the next IFit house to be constructed in 2011-12 by the trades programs at the Perth Campus.

School of Health and Community Studies

The Canadian Overseas Mentorship Experience (COME) project has concluded and has been handed over to the Algonquin College Access Program (ACAP) of Business Development to deliver as a share-e-mentoring model. The model consists of two parts: online mentoring and pre-departure course delivery. Business Development will market and administer the mentorship components while the School will continue to monitor and deliver the online course components. This is an example of an academic area working with Business Development to deliver a service in our community.

School of Media and Design

The Third Annual Media and Design Hall of Fame welcomed over 50 industry representatives, as well as faculty and students. This year's inductees included:

- Joseph Thornley, Public Relations
- Max Keeping, Broadcast – TV
- Catherine Mensour, Scriptwriting
- Earl McRae, Journalism
- Steve Madley, Broadcast – Radio
- Karl Travis, Interior Design
- Jessica Borutski, Animation
- Neville Smith, Graphic Design

Police and Public Safety Institute

On December 15, 2010, a group of Children's Aid Society crown wards attended Algonquin College to learn more about programs such as Firefighter, Paramedic, and Police Foundations. Firefighter and Paramedic graduate, Micah Rietschlin, provided an overview for his programs and Police Foundations graduate and Ottawa police officer, Mike Pelletier, who is a former crown ward himself, did a presentation on Police Foundations and the career of policing.

Career and Academic Access Centre

Four Employment Ontario (EO) programs, including Academic Upgrading, are now co-located at 52 Abbot Street in Smiths Falls. In recognition of this, the agencies hosted an Open House on December 1, 2010. Opening remarks were made by Mayor Dennis Staples and the region's EO Employment Training Consultant, Barbara Landry. Approximately 80 people attended the event.

General Arts and Science

The faculty and staff of the General Arts and Science (GAS) Department initiated a new student bursary fund. To launch the bursary, they hosted a community event on February 12, 2011. Les Emmerson and the Hitmen played at Greenfield's Restaurant and Music Hall. All proceeds will go to fund GAS student bursaries.

Algonquin College in the Ottawa Valley

Pembroke City Council approved the transfer of land along the Pembroke waterfront that will be the new home of Algonquin College in the Ottawa Valley. In April 2010, City Council unanimously approved the sale of the land to the College for the fee of \$10.00 under a series of conditions. Recently, Council heard that those conditions have been fully met and approved the transfer of approximately 14 acres to the College.

Centre for Organizational Learning

Algonquin College employees celebrated Canada's Healthy Workplace from November 1-5, 2010. This year, 230 participants registered in 21 well-attended workshops. We were fortunate to have four volunteer 4th year Bachelor of Science in Nursing (BScN) students working with us to support the project. Their efforts in their three-week educational campaign served to help promote health and wellness among Algonquin staff by providing resources, conducting employee surveys and encouraging participation in various health challenges.

Student Activity

Two students from the Graphic Design program were winners in the "Free My Grapes" logo contest. Mohammad Mozafarian won \$500 and Morgan Dunbar won \$250.

The Loggersports Team hosted a Lumberjack Meal on November 25, 2010. Just under \$1100 was raised by the event which was attended by approximately 120 people.

Community Activity

Dave Donaldson, Dean, School of Business was appointed the new Chair of the Ottawa Chamber of Commerce for 2011 at the Annual Chair's Breakfast held at the Fairmont Chateau Laurier on Tuesday, January 18, 2011.

Students in the Police Foundations program, led by Professor Tess Porter, sponsored 11 family food and clothing donations through the Youville Centre prior to Christmas.

Staff and students of the School of Hospitality and Tourism took part in the Sixth Annual Operation Big Turkey which consists of preparing a turkey dinner for approximately 1400 people in the kitchens on campus and then delivering these to different locations around the city on Christmas Eve.

Joe Banks, Coordinator, Journalism, successfully launched GoJournalism, a non-profit project that is funded, owned and operated by the College's Journalism program and administered by our Applied Research Department. It is an open source project to pioneer Ottawa-based "community powered reporting". Through GoJournalism, the public can commission and participate with journalists to report on important and perhaps overlooked topics. Journalists can also pitch stories they hope will be funded directly by the public or mainstream news organizations. For more on GoJournalism, go to: <http://gojournalism.ca/>.

Louise Lahache, Coordinator, General Arts and Science – Aboriginal program met with high school students from the northern Quebec communities of Waskaganish, Nemiscau, Wemindji and Whapmagoostui. The students were in Ottawa to tour Algonquin College to help them prepare for selecting a postsecondary institution for their college years.

Academic Upgrading hosted the "Great Gift Giveaway" on December 16, 2010 which was a huge success. Students and staff brought in gently used items to be exchanged.

On December 2, 2010, the president of the Dutch Canadian Club of Pembroke made a donation of \$1755.25 for the new campus. The funds were raised at a recent reunion of the organization. A presentation of a painting of a symbolic wooden shoe was also made to the Dean.

Over 70 Algonquin College in the Ottawa Valley staff and retirees enjoyed a Christmas gathering in the Landing cafeteria on December 16, 2010. The Bank of Montreal announced a gift of \$35K to the College's capital fundraising campaign at the event.

The Algonquin Heritage Institute (Perth) participated with a float in the Perth Santa Clause Parade on December 4, 2010. Students and staff responded generously to an Angel Tree, with gifts going to the Salvation Army.

Faculty Activity

Leslie Kopf-Johnson, Coordinator, Early Childhood Education, sits on the Early Learning for Every Child Today (ELECT) committee that is designing and implementing training sessions around the use of the provincial government's ELECT document which is designed to support quality in early learning programs.

Lisa Lamarre O’Gorman, Manager, Early Learning Centre led the training on the ELECT provincial curriculum for 24 ambassadors in Eastern Ontario on January 21, 2011.

Carlos Peirera, Professor and Leslie Kopf-Johnson, Coordinator from the Early Childhood Education program, have been selected to sit on an advisory committee for the Ontario Physical and Health Education Association (OPHEA) to create learning activities for the new full-time day kindergarten physical and health literacy curriculum.

Nathan Greenfield, English Professor, is the author of a new book entitled “The Damned” which tells the story of the largely unknown saga of Canada’s first land battle of the Second World War – Canadians fought in the hills and valleys of Hong Kong in December 1941. The book launch was held at the National War Museum on December 2, 2010.

ADMINISTRATION

Finance & Administrative Service

Finance and Administrative Services is continuing to support the President's Executive Committee to develop strategies and initiatives to produce a balanced budget for 2011/12. The Third Quarter Financial Review was performed and a report prepared for presentation to the Board of Governors on February 15, 2011. Loan agreements between the College and the Ontario Financing Authority for the loan financing for Pembroke campus and the Student Commons projects have been drafted and are being reviewed by College management and legal counsel. Operating agreements between the Algonquin Students' Association and the College are also being drafted for the two rural campuses and the Student Commons. Deloitte won the recent Requests for Proposals process to perform a Payment Card Industry (PCI) compliance review. KPMG won the recent Request for Proposals process to perform a Procurement and Payments Review and Analysis.

College Ancillary Services

In the aggregate, Ancillary Services is trending to meet Q2 forecasts for FY11. Food Services has demonstrated a very strong fiscal performance over the past six months due to process adjustments and a focused effort on reducing the cost of goods for the operation.

Parking permits for the winter semester have sold out and has a wait list of 99 for green permits and 13 for red permits. Parking Services has introduced a pilot project which will enable clients to pay for parking through their mobile phone. Currently this applies only to short term parking in lot 12 and will be available until April, 2011.

Residence Services and Student Support Services have begun planning for a 10th year anniversary celebration for March 3, 2011.

Physical Resources

Algonquin Centre for Construction Excellence (ACCE)

The Algonquin Centre for Construction Excellence has made good progress since the last report and is on budget and on schedule for substantial completion by March 31, 2011, to meet the Knowledge Infrastructure Program (KIP) funding requirements and for the start of classes by September 6, 2011.

Highlights include:

- The building envelope is 95% complete with a few windows to be delivered.
- Completion of commissioning is now anticipated by July 26, 2011, but this will not affect the overall opening schedule.
- There was an issue with the City of Ottawa building inspector approving the specified wood product for the atrium finish. The manufacturer had completed one of the three required flame spread tests.

The other two have been subsequently completed, with very positive results and submitted to the City for their review and approval. Their decision and anticipated approval is expected by the end of January, 2011, with completion of the installation by July, 2011.

- City of Ottawa South-West transit way work including the transit tunnel and the pedestrian bridge are proceeding well.
- The City has increased the scope of the pedestrian bridge project by including the installation of a hydro duct bank between Navaho and College Avenue on the east side of Woodroffe. Woodroffe Avenue will be widened northbound by an additional lane and a bike lane. The duct bank work is ongoing. The City has issued the designs and is waiting for costing for the roadwork. Completion is now expected for early summer, due to the additional scope of work.

Perth Campus Renewal and Expansion

Budget:

- We are currently projecting a budget deficit of approximately 10%. The details are currently being verified and checked.

Schedule:

- The project is approximately 6 weeks behind the original construction schedule. However the College has requested an extension of the March 31 deadline until October 31, 2011 in accordance with the new KIP rules, although the schedule is still to be completed well before the start of classes September 6, 2011.

Commons and Academic Wing:

- The exterior structural wood wall framing is 98% complete
- Wall strapping and rigid insulation to walls is 80% complete
- Installation of roof trusses and deck is 80% complete
- Roof Space (attic) sprinklers are following roof framing approx. 30% complete
- Roofing is 70% complete
- Under-slab mechanical and electrical piping work is complete
- Installation of the under-slab vapour barrier system is 75% complete

The Carpentry / Masonry Shops structure:

- The footings and foundations are now complete
- The pre-engineered building structure is 98% complete

Pembroke Campus Relocation

The project is on budget and scheduled for completion and occupancy by start of the academic year in September, 2012.

- The land transfer from the City of Pembroke to Algonquin College was completed on December 23, 2010. The delay is due to the removal process of crown patents on the land as a matter of ensuring the title is free of encumbrances
- RFP document was issued to the four Design-Build proponents on November 9, 2010

- In-camera sessions were scheduled for December 8 and 9, 2010 and mid January 2011
- The RFP Proponent Submission is scheduled for February 8, 2011
- The evaluation of submissions will commence February 9, 2011, and continue for two weeks
- The proponent presentations and interviews are scheduled for February 23 and February 24, 2011
- It is anticipated that the contract will be awarded by March 4, 2011
- Improved site access by extension of Frank Nighbor Street through City of Pembroke owned property is to be implemented
- CP approval for level crossing at Frank Nighbor extension is pending
- Request for exemption from the MOE Environmental Assessment Act has been approved
- The project is scheduled for occupancy in September, 2012

Student Commons

The project is on budget and scheduled for completion and occupancy by the start of the academic year in September, 2012.

- The RFP was issued to the four Design-Build proponents on September 27, 2010
- The first in-camera sessions were held on October 18 and 19, 2010
- The second in-camera sessions were held on November 12, 15, 22 and 24, 2010
- RFP Proponent submissions were re-scheduled to January 5, 2011 to allow time for proponents to provide justification of exceptions to the RFP specifications
- Evaluation of submissions was completed on January 2, 2011
- Recommendation and presentation to PEC occurred on January 25, 2011
- Anticipated execution of contract by mid February 2011
- The displaced parking contract is well underway and scheduled for completion in March 1, 2011. This work has been delayed due to unexpected issues with the existing underground conduit infrastructure and pending street light delivery.

Facilities Planning & Development Team

- Consultants are engaged to begin the process of scoping the work required to modify the B Bldg 2nd floor corridor to accommodate the expected pedestrian traffic from the ACCE facility
- Completed Mobile Learning Centre project in C102
- Began the process of prioritizing potential FRP projects for the 2011-2012 fiscal year

Facilities Operations and Maintenance Services Team

Physical Resources has received an interim variance from TSSA for its refrigeration piping and for its air compressor piping that will allow the College to receive its Quality Assessed Facility designation (QAF) from TSSA, a goal that has been in progress for the last two years while still engaged in remedial work. Arrangement will be made with the TSSA and Algonquin Public Relations staff for the certificate presentations along with appropriate senior staff and media involvement.

The new 1200 kW generator for ITS and the main part of the Campus (A, B, C,K) was successfully tested by staff and contractors during the Christmas break on December 29, 2010, in order to prove its operation and ensure its readiness to handle a power outage. During the shutdown between Christmas and New

Year's Day, at least one designated staff was on site for 8 hours each day to ensure that any equipment or system failures could be dealt with immediately.

ADVANCEMENT

Corporate Events

Official Opening of the Mobile Learning Centre

The Department worked with Learning and Teaching Services (LTS) to host the official opening of the new Mobile Learning Centre on Thursday, January 6th at 3:00 p.m. Glenn MacDougall, Director, LTS, acted as master of ceremonies and managed the agenda which included speeches by President Gillett, Minister John Baird, Minister Bob Chiarelli, Mayor Jim Watson, Patrick Kealy (Account Manager, TeraMach Technologies Inc.), and SA President Jacob Sancartier. The event was attended by more than 150 internal and external guests, including Ottawa City councilors Rick Chiarelli (College Ward), Keith Egli (Knoxdale-Merivale) and Marianne Wilkinson (Kanata North).

Coffee Break with the President Series

The President's Christmas Coffee Break was held on December 18th in the Students' Association Observatory Lounge at the Woodroffe Campus where approximately 450 faculty and staff chatted informally with President Gillett.

President's Star Award Presentations

The Executive Director's Office, working collaboratively with the President's Office has presented 16 awards to the following Algonquin staff members:

- OCMC Team: Bill Garbarino, Cheryl Dowell, Harpreet Singh Sonu, Jennifer House McGrath, Jill Baker, Laurie Logan, Margaret O'Brien, Noni Stukel, Norm Hotchkiss, Phil Jones, Scott McBride and Wendy Threader
- Nancy Boughner, Media and Design
- Lyn White, Florist Program
- Julia Wilson, Foundation
- Jessica Brown, Learning and Teaching Services

Event Support

The Department provided event support to the Applied Research and Innovation Office to host the Polytechnics Canada Showcase on Friday, December 3rd.

Government Relations

Visit by The Honourable John Milloy, Minister of Training, Colleges and Universities

As part of a province-wide tour, Minister Milloy visited Algonquin on Monday, January 24th. The agenda for the visit included an informal 30-minute meeting with the media (organized by the Ministry), followed by a meeting with President Gillett and a tour of the Mobile Learning Centre.

Recruitment

Recruitment Customer Relationship Management (CRM)

The Recruitment CRM project launched November 23rd. The implementation includes the customization of Salesforce and Marketo to facilitate the following key recruitment processes:

- Contact management with prospective students, influencers, applicants and alumni
- Recruiter presentations and visits
- Publication requests, fulfillment and inventory management
- Campus tours
- Dashboards and reports
- Basic lead scoring for recruitment & alumni
- Basic lead nurturing marketing campaigns for recruitment & alumni

Student Ambassadors

A semester launch meeting was held January 17 where Student Ambassadors were briefed on expectations and upcoming events.

Recruitment Events November 19, 2010 – January 21, 2011

- The Recruitment team wrapped up their fall recruitment schedule travelling throughout Ontario and Western Quebec presenting at Career Fairs, Universities CIP and to grade 11 and 12 students and are now preparing for follow-up visits to Eastern Ontario high schools.
- Algonquin hosted a Youth in Care group for a day of hands-on activities in the Police and Public Safety and Health Sciences areas.

Marketing Services

Brand Revitalization

Advancement continued to work with Academica through the months of December and January on the branding initiative. Academica conducted one-on-one interviews with each member of the President's Executive Committee, delivered a brand workshop with 24 diverse College stakeholders and delivered a "Town Hall" style presentation to the broader Algonquin College community. In January, Academica returned to conduct a ½ day workshop session with the President's Executive Committee and presented at the Board of Governor's Retreat. Academica is now in the process of developing draft whitepapers which identify a series of potential brand promises and positions. The draft whitepapers are to be delivered to Advancement on January 31st. Advancement has also posted an RFP on Merx for the next phase of the branding initiative, the development of the creative and graphic standards.

Faculty Marketing Support

Advancement is currently working with Faculty of Technology and Trades to support the recruitment, marketing and communication plan for its two new programs – Power-Line Technician and Welding. Marketing Services is also supporting creative and web development for School of Arts, Media and Design, Community Studies and School of Hospitality with the Bachelor of Hospitality and Tourism promotions.

Recruitment Ad Campaign

The integrated advertising campaign that consists of broad based awareness tactics (busboards, bus shelters, theatres) as well as digital focused advertising (Google Adwords, Facebook, Rogers Digital Network) continues through to the end of March. To date, Advancement has seen a 10% increase in traffic to the Future Student site over the same time last year as well as an increase in traffic to specific program pages.

Website Development and Content Management System (CMS)

The launch of the full time program pages, school pages, international and corporate training begins the week of January 31st. Marketing Services is taking a staggered approach to launching all of the sites, starting with one school at a time and its programs to ensure minimal interruptions as the sites transition from old to new. All sites are expected to be live within two weeks time. Sites will continue to be optimized on an ongoing basis.

Mobile Learning Centre Signage

Creative Services assisted in the design and production of the New Mobile Learning Centre signage and promotional materials.

Publications

Creative Services is in full production along with the “timelines” committee for the development of the part-time and full time monographs, calendar and program chart.

Alumni

Creative Services and Web Services are supporting Alumni with the development of the promotions and advertising for upcoming Career Week.

Alumni Relations

December activity with alumni reaching out to our unit was steady and that traffic increased in the New Year and has risen steadily all month. Most requests were for Alumni Association cards in order to receive a discount at the Fitness Zone, with several other inquiries regarding benefits, discounts, and a few offers for volunteers.

Career Week – February 7 – 11, 2011

Work progressed on this front actively with the focus shifting from conceptual and framework items to marketing and promotion planning with a focus on more personal student interactions through classroom speakers and workshops.

There will be in-class presentation from alumni to current students all week, along with this specific schedule of events that can be found at: <http://www.algonquincollege.com/careerweek>

Day One:

Monday, February 7

- How to Network your Way to the Perfect Career presented by The Networking Guru – Michael Hughes

- Alumni Networking Evening and Social with Michael Hughes

Day Two:

Tuesday, February 8

- Success Series Presentations
- Building A Gymnasium
- 13th Annual Career Networking Fair
- Pembroke Campus: Alumni Social and Career Networking

Day Three:

Wednesday, February 9

- Guest Alumni Speaker: Jeff Mauler from the New Hot 89.9's Morning Hot Tub
- Lunch and Learn: Are you 'Linked In' to Get a Job?
- Police Foundations Career Fair
- Résumé Drop-In
- Graduate Certificate Program Information

Day Four:

Thursday, February 10

- Networking Savvy: Presented by Suzanne Nourse Protocol School of Ottawa
- Résumé Clinic - Optimal Résumé
- Night of the Round Table (For Public Relation students)

AlumNet

The most recent design of the AlumNet newsletter was issued electronically in January with the next issue scheduled for distribution at the end of March.

Media Relations

Major stories include:

November 26 – *CBC TV* featured a story regarding the IFAP graduation celebration ceremony hosted at Restaurant International.

December 2 – *The News EMC* featured an interview with the coordinator of the Introduction to Music Industry Arts program regarding the use of Skype to host record producer Phil Ramone as a guest speaker in his class.

January 5 – *Metro Ottawa* featured an interview with the Director of Learning and Teaching Services regarding the new Algonquin Mobile Learning Centre.

January 6 – *The Perth EMC* featured a story regarding the progress of the new main building scheduled to be opened in fall 2011.

January 11 and 12 – *Ottawa This Week* and the *News EMC* featured a stories regarding the opening of the new Algonquin Mobile Learning Centre with attendance from all levels of government.

January 12 – The *Ottawa Citizen* featured an interview with a student in the Bachelor of Information Technology – Networking program regarding a recent win he, and a partner, attained at a Canada-US competition.

Internal Communication

Virtual Desktop Initiative

The Communications team worked with ITS to plan and execute communications to internal stakeholders regarding the Virtual Desktop Initiative (myDesktop). This collaboration is ongoing.

BUSINESS DEVELOPMENT

Algonquin Foundation

Constructing Our Future ACCE Capital Campaign

To date, confirmed cash /pledges totaling \$5,507,340 have been received. Campaign cabinet members will continue with major gift prospect calls with the goal of closing all leadership gifts by year end.

The next strategy is to focus on special gift prospects (\$10,000 to \$50,000).

Perth Building Our College, Our Community, Our Future Campaign

To date, confirmed cash /pledges total \$189,250. A \$10,000 pledge was received from Howard Allan Accountants and a \$5,000 pledge was received from Crain and Schooley Insurance Brokers Ltd and Financial Corp.

Pembroke Campus Campaign

To date, confirmed cash /pledges total \$1,649,121. A special event "Night at the Oscars" will be held on February 27th from 7:00 p.m. to 11:00 p.m. to raise funds for the Pembroke Campaign.

Endowment Campaign

To date a total of \$186,268 has been raised for Endowment funds. New endowments have been established for the following programs: The Low Murchison LLP Endowment to support a bursary for students studying in the Paralegal program, the Margaret Proulx Bursary to support students enrolled at the Pembroke Campus and the Leonard and Shirley Westwell and Family Bursary to support students studying in the Civil Technology program.

Annual Awards

To date a total of \$221,400 has been raised in Annual funds. New annual awards have been established for the following campuses and programs: the Louise McGarr Memorial Award to support Pembroke Campus Students, the Information Systems Audit and Control Association Award to support students in the School of Advanced Technology programs and the Murray Leach Bursary to support Pembroke Campus Students. Mr. E. Ireland has established three new annual bursaries to support Perth Campus students.

Gifts-in-Kind

To date, the total funds raised for gifts- in-kind is \$226,496. A donation was received from RIM to provide Blackberry devices to assist students in the School of Advanced Technology programs.

Out and About

Outreach activities this month included:

- Ottawa Estate Planning Council Dinner
- Association of Fundraising Professionals Seminar
- Kanata Chamber of Commerce Breakfast

- Sens Suite with Foundation Donors and Prospects
- Ottawa Chamber of Commerce Luncheon
- Christmas Exchange of Ottawa Breakfast
- Canadian Association of Gift Planners Breakfast
- Ottawa New Car Dealers Association Breakfast
- Sens Soiree Fundraising Dinner
- Nepean Chamber of Commerce Event

International Education Centre (IEC)

Recruitment

The Winter 2011 intake saw an increase in post-secondary international student enrollment of about 30%.

The India Office initial phase of consultation has been completed.

The IEC has hired an Algonquin graduate (Korean) to assist in developing an on-line strategy to attract more Korean students to apply to Algonquin for post-secondary programs and ESL.

Tours and Delegations

During the month of January, the IEC hosted and provided tours to CN Ravisagar and Ottawa Aviation Services and A.E & T Co. Ltd, a visiting Vietnamese agent.

Projects

The Chair of the Language Institute and a full-time faculty member travelled to China to assess the English proficiency of students taking the Business Administration Program at Jiangsu Maritime Institute (JMI).

Language Institute

Language Institute Enrolment

Language institute enrollment for Winter 2011 included: 158 students in the Canadian ESL full-time stream for the 1st intake, an increase of 11% compared to Winter 2010; and 306 international ESL students, an increase of 13% for the same intake last year.

The LINC program is fully subscribed and capped at 18 students per group. TESL has 26 full-time students and 3 part-time after PLAR. Contract activity includes a FSL (French-As-A-Second -Language) contract with two client groups from the Canadian Food Inspection agency.

New Opportunities

Algonquin College has been awarded an OSLT (Occupation Specific Language Training) contract for 2011-2013.

Program/Course Modifications

FSL Beginner 1, 2 and 3 hybrid courses have been developed (66 hours – 48 hours in class and 18 hours online). ESL 0039 (Oral Communication for Business and Employment) has been revised.

Institutional Research And Planning (IRP)**Key****Performance****Indicators**

Preparations are underway for the KPI Student Satisfaction Survey being conducted from January 31 to February 11, 2011.

Work-Integrated Learning Project – Higher Education Quality Council of Ontario (HEQCO)

The final report of the first phase of the HEQCO WIL project was released in January, 2011.

In conjunction with 5 universities and 4 community colleges, Algonquin is participating in Phase 2 of the HEQCO WIL project which will involve an online survey of faculty in WIL programs (co-op, field placement, clinical placement and applied research) in March, 2011.

AtRisk**Students**

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HEQCO-funded**Research**

In conjunction with George Brown College, Algonquin College will be conducting a quantitative study, using student administrative data, to develop a predictive capacity that would identify factors associated with student attrition and retention.

International Education Survey

From November to December, 2010, 320 international students at Algonquin College completed an on-line survey to assess demographics, program details, decision-making, arrival support, learning experience, support services, attitudes and recommendations. Results will be presented by iGraduate.org in February, 2011.

Preparations are underway to provide technical assistance in labour market assessment and competency-based education and training in Tanzania in March and May, 2011. ACCC awarded this component of a larger project they are managing in Tanzania to Algonquin College in late December.

Applied Research and Innovation (ARI)**Projects Update**

At present, there are 60 active applied research projects. The following provides a sampling of some of the projects:

Project Title	Description
Automated Creation of Virtual Hosted Environments for Medical EMR and Medical Imaging Environments	The objective of this project, being conducted with Trimara, is to develop an automated process for creating virtualized application service provider environments for two popular medical applications, OSCAR EMR (www.oscarcanada.org) and ClearCanvas PACS (www.clearcanvas.ca).
Word Up: Algonquin College as a Sustainability	This project is in support of an M.A. thesis by a student from Royal Roads University. Respondents from Algonquin College

Specialist	and the Ottawa community will be asked for their perceptions of how the College is currently preparing students to address sustainability in their careers and how the College could potentially ensure that more of its students will be supporting sustainability in their careers.
Side Effect Pictograms for Health Literacy	Pictograms can be used to communicate health information to people with language barriers or limited health literacy, who could otherwise be unable to comprehend vital health information. The current study, in collaboration with CHEO, is part of an initiative to develop pictograms to depict potential side effects of medications.
Rice Paper Maker and Recipes	The objectives of this interdisciplinary project are to build a prototype of an automated rice paper maker (Mechanical Engineering Technology) and develop recipes (Culinary) that could be used with the machine.

The FedDev funds for the Applied Research and Commercialization Program continue to be allocated. Algonquin was the first institution to make a claim for the program, out of the 13 colleges and 11 universities awarded grants, a testament to the hard work of our faculty and staff.

The first in-class business plan was completed in December, 2010 for a client seeking to start a business. The client was extremely pleased with the students' work. This type of support for our clients will continue to be cultivated.

Student/Faculty/Staff Involvement

In-class projects have been a focus for the current academic year. Approximately 180 students are currently working on in-class projects under the supervision of 15 professors.

Algonquin hosted the annual Polytechnics Canada Research Showcase in December, 2010. The Student Presentation competition was won by Algonquin's Dagan Shaw who, under the supervision of photonics Professors Golub and Mirtchev, shared his work on novel lenses that can compensate for foggy conditions.

Workforce and Personal Development

Immigrant Portfolio

The Colleges Integrating Immigrants Into Employment project is winding down due to the cessation of funding from MTCU. The project has evolved into a Colleges Ontario committee of which Algonquin will be a member. Algonquin is the fourth largest College in Ontario in terms of the number of internationally-trained individuals who have received advising services.

Algonquin continues to offer workshops for employers (SMEs) on recruiting and retaining the internationally- educated.

Aboriginal Portfolio

Two proposals with Aboriginal partner organizations have been completed and submitted for federal funding; an essential skills project and a project focusing on the creation of an Inuit Early Childhood Assistant program for Inuit people.

Kagita Mikham is providing funding for an employee coach for the Tim Hortons partnership.

TD Canada Trust has agreed to provide a leadership award for an Aboriginal student who has shown exceptional leadership.

Second Career (Experienced Worker) Portfolio

The intake team is currently seeing 65 to 70 people (experienced workers) per week. The City of Ottawa employment counselor is on-site one morning per week completing assessments for Second Career funding. The city has offered to host an evening in partnership with Algonquin College to attract and engage experienced workers who are unemployed or seeking retraining.

First Generation Portfolio

An Aboriginal student success specialist has been hired utilizing First Generation funds to support First Generation Aboriginal students.

The online mentorship model is being redesigned to provide coaching and support for the retention of First Generation students.

Personal Development Institute

The business plan is being reviewed internally. A comprehensive analysis of all existing non-credit courses has been completed and a plan has been developed to increase efficiency.

New Opportunities

Algonquin is leading the preparation of proposals to:

- Support the integration of immigrants into communities outside of the Greater Toronto area – submitted for federal funds
 - Deliver essential skills and work with Aboriginal families in their home communities – proposal completed and submitted
 - Facilitate healthy living and quality of life for Aboriginal women – concept paper completed
 - Build a resiliency model for Aboriginal youth – concept paper completed
- Develop and deliver a Bio Technology bridge program
Develop and deliver an Entrepreneurship bridge program
Extend the International Financial Administration program (sustainability)

A partnership has just been established between Workplace Safety and Insurance Board (WSIB) and Colleges Ontario. Building on our successful reputation with the Second Career program, Algonquin College is well positioned to capitalize on this partnership.

Algonquin College Corporate Training (ACCT)

Business Plan for Virtualizing Algonquin College Corporate Training

ACCT completed the first draft of the business plan for virtualizing Algonquin College Corporate Training. The marketing component of the business plan is currently being further validated.

Marketing

Algonquin College Corporate Training was featured in the Ottawa Construction Association's Construction Comment Magazine (December edition) and the Greater Ottawa Home Builders Association's Impact Newspaper (December edition). Both articles stressed ACCT's collaboration with the construction industry to provide just-in-time training. ACCT's Winter 2011 calendar of professional workshop offerings for the construction sector are featured on the websites of: OCA, GOHBA, and NCHCA (National Capital Heavy Construction Association).

ACCT is collaborating with the Ottawa Senators to market and deliver a Focus on Leadership evening training seminar (with hockey game) to reach out to new corporate clients. The seminar, Courageous Leadership, is scheduled for February 23rd and will be presented in-part by Cyril Leeder, Robert Gillett, and a senior facilitator from ACCT.

Training Delivered

Customized workshops, facilitation and public training workshops were delivered to the following new clients:

- Accreditation Canada
- Agriculture Agri-Foods Canada
- Alcatel Lucent
- Canadian Hunger Foundation
- Canadian Mental Health Association
- Canadian Nuclear Safety Commission
- Cardel Homes
- Conference Board of Canada
- Federation of Canadian Municipalities
- Free Balance Inc.
- Hawkesbury General Hospital
- Justice Canada
- Nordion
- Parks Canada
- Rideau Valley Conservation Authority
- Sun Life Financial

ACCT has delivered training for 164 distinct companies/organizations April-December, 2010. A total of more than 400 training events/activities have been delivered for these organizations.

HUMAN RESOURCES

Accessibility Office

Accessibility Office Website Launched

The Algonquin College Accessibility Office website has been launched at:

<https://accessalgonquincollege.com>

As required under the AODA Customer Service Standard, the website provides a convenient way for people to submit feedback on accessible customer service at the college. It also provides a way to post service disruptions that may have an impact on a person with a disability.

The website provides links to a number of helpful resources on accessibility, including 3 webinars developed for the Accessibility Office on how to create accessible documents:

- <http://xweb.algonquincollege.com/ap/hr-accessibility/excel/>
- http://xweb.algonquincollege.com/ap/hr-accessibility/ms_word/
- <http://xweb.algonquincollege.com/ap/hr-accessibility/powerpoint/>

Policies Approved by PEC

- AC 02 Client Service Standards for Persons with Disabilities
- AC 04 Notification of Service Disruption for People with Disabilities

AODA Committee

The main focus of the AODA Committee this year will be on the AODA Employment Standards. The Accessibility Advisor has met with Colin Bonang to review current practices in emergency evacuation. An Employment Standards Working Group has been formed. The working group will be made up of members of the committee, employees with disabilities and health and safety. The working group will focus on the creation of an emergency evacuation plan and procedures for employees with disabilities as required by the AODA Employment Standards. Compliance to this standard is required by January, 2012.

United Way

The College has agreed to join the United Way in a new community partnership focused on increasing opportunities for meaningful employment for people with disabilities. The **Employment Accessibility Resource Network Ottawa (EARN Ottawa)** brings together key stakeholders to address barriers to employment and to collaborate on strategies and actions to increase the labour market participation rate of people with disabilities.

Training

New Managers are now receiving training on how to use the HRIS system to monitor their employee's that have completed the on-line AODA training as part of their initial HRIS orientation.

Liberated Learning Consortium

Algonquin College, through the Accessibility Office, has joined the Liberated Learning Consortium. The Liberated Learning Consortium is dedicated to advancing speech recognition technology and techniques to create and foster barrier-free learning environments to improve accessibility to information. Consortium partners work collaboratively to find solutions to challenges, generate new knowledge, test, research and develop speech recognition technologies. Two Algonquin students are currently participating in the Youth Initiative. <http://www.liberatedlearning.com/about/index.shtml>

Compensation, Pension and Benefits (CP&B)

The months of December and January were extremely busy with the reconciliation of the internal benefit audit, processing the new critical illness insurance data from Sun Life and the CAAT Pension changes regarding the buy-back and transfer processes.

In January, as part of the overall College audit, we met with a KPMG auditor to assist the auditor and answer any questions regarding HR practices and documents of both full-time and retiree files. The audit was successful and no recommendations were brought forward.

Professional Development

Staff participated in several Sun Life teleconferences, attended workshops on Employee Engagement, Idea Management and participated in a webcast regarding WSIB Reintegration Changes hosted by AON Hewitt.

The Manager represents Human Resources on the 2011 SPSP Performance Metrics Task Group, and our Budget Officer is on the SPSP Steering Committee.

Employee Services

There were 36 competitions posted from Nov 24/10 to Jan 24/11:

- Academic - 13 part-time Academic
- Administrative - 2 full-time and 2 part time
- Support Staff - 4 full-time, 2 I/O Positions and 13 part-time

The Support Staff Job Evaluation Committee continues to meet biweekly to review new and significantly revised positions, and to discuss issues relevant to the College Community. Eight PDF's were evaluated and reviewed with managers since November 23rd, five of which were finalized.

Analysis of the interest in the high risk roles identified by participants in the Leadership Development Initiative pilot project has been completed. The manager's talent assessment for each individual is 92% completed.

Sixty-two Records of Employment were processed for Other than Full-time Staff who are off during the Christmas Break.

Seniority lists for both Academic and Support Staff have been posted in accordance with the collective agreement requirements.

Academic Workload (SWF)

A SWF analysis for Winter 2011 on Teaching Contact Hours assigned to Full Time Faculty was provided to the VP Human Resources with recommendation of further comprehensive analysis in regards to productivity.

Unverified SWF Data and Temporary Payroll reports were submitted by January 28, 2011 to Union.

Work continues with Advancement on the Human Resources website to ensure usability and meet the proposed launch date of February 15, 2011.

In the Halogen Talent Management system, training videos and user guides have been created and are available for staff to assist them in the process. Work continues on the roll-out of the performance contract for 2012-13 year for all administrators.

The HR/Pay workgroup met regularly and prioritized several change and operational support requests. Training on system functionality has been conducted for new users.

The AODA feedback system and website continues to be maintained, tested and new functionality introduced. All departmental representatives have been trained on using the new system.

A HR representative participated in the Branding committee focus group to ensure consistency in the advertising for recruitment of future staff and students.

Professional Development

The Recruitment/Succession Planning Officer has begun the Advanced Leadership program and attended a seminar at Carleton University on Career decision making.

The Manager is attending the Algonquin Leadership in Education Institute, Organizational Leadership – Level III.

Labour Relations

A new position of Labour Relations Consultant was posted and filed in January. Ms. Katherine Root was the successful candidate and has accepted the position, effective January 24, 2011. Ms. Root has years of experience in labour relations both at Algonquin College and in the private sector. Ms. Root was a labour relations officer at Algonquin College before leaving to work in labour relations at Loblaws. She returned to Algonquin as a Staffing and Classification Officer and has now moved back into the labour area. She will be supporting the managers of the College at all stages of the grievance and arbitration procedures.

There was a meeting of the Workload Monitoring Group and the Director represented the College at a Workload Arbitration hearing. The Support Staff Union College Committee met in January and there were five days of hearings on academic arbitrations.

The Director Staff Relations made a presentation to Chairs Council regarding the recent decisions of workload arbitrators and updated the Deans and Directors on labour issues at the College.

During December 2010, there were 4 support staff grievance meetings and 21 on academic grievances. In January 2011, we attended 11 academic staff grievance and 4 support staff grievance meetings.

STUDENT SERVICES

Registrar's Office

Registration Statistics

Full-time Registration in Post-Secondary/Post-Diploma Programs:

For the 2011 Winter Term, as at the January 21, 2011 (10th day of term and last day to withdraw and receive partial refund), Net Registered students numbered 14,098 or 99.5% of the projected enrolment.

The breakdown of the 14,098 registered, as at January 21, is as follows:

Faculty/School	Approved Projected		Net Registered	
	Entry Level	Returning	Entry Level	Returning
School of Business	422	2,864	393	2,745
School of Hospitality and Tourism	201	987	253	946
Faculty of Arts and Media Design	213	2,844	244	2,812
Faculty of Technology and Trades	354	2,516	426	2,518
Faculty of Health, Public Safety/Community Studies	249	2,913	275	2,859
International and Corporate Business Development	0	28	0	29
School of Part-Time Studies	2	23	12	17
Algonquin College in the Ottawa Valley	0	555	23	546
College Totals	1,441	12,730	1,626	12,472

Continuing Education Registrations:

For the 2011 Winter Term as at January 21, 2011, registrations stood at 10,470 as compared to 10,133 at the same time last year. The term registrations to January 21, 2011 represent 81.8% of the projected enrolment. Registration continues throughout the term.

2010-2011 Tuition and Ancillary Fees

On December 13, 2010, the fees schedules for the 2011-2012 academic year were presented to the Algonquin College Board of Governors for approval.

Fee approval is requested from the Board of Governors during this timeframe to ensure that fees are available for inclusion with the College's February Offers of Admission. Board of Governors' approval was received for Ministry-Funded Program fees, Ancillary fees, International Student fees, Apprenticeship fees and Course-Related Incidental fees, which will be effective in the 2011 Fall Term.

Early Release of OSAP - 2011 Winter Term

The Registrar's Office offered the early release of approved OSAP funds for the 2011 Winter Term to Algonquin College students effective January 3, 2011.

The "Early Release of OSAP" initiative was, once again, widely advertised and client feedback continues to be extremely positive. During the Early Release of OSAP period, the Registrar's Office served more than 1,300 OSAP clients, thereby enabling those clients to avoid line-ups during the first week of classes.

Final Grades, 2010 Fall Term

Grades for most 2010 Fall post-secondary programs were due to the Registrars' Office by noon on Wednesday, December 22, 2010. Grades were entered, verified and posted to the Algonquin College Student Information System (ACSIS) for students to view online by 3:00 a.m. on Thursday, December 23, 2010.

This extremely high level of service to our students is the result of the close collaboration of Faculty, Chairs, Information Technology Services and the Registrar's Office.

Spring Convocation Ceremonies

The 2011 Spring Convocation Ceremonies (Ottawa Schools) will be held at the new Ottawa Convention Centre on Tuesday, June 21, and Wednesday, June 22, 2011. <http://www.ottawaconventioncentre.com/>

Convocation Ceremonies are scheduled for Thursday, June 9, 2011 in Perth and Saturday, June 11, 2011 in Pembroke.

E-servicing

The Registrar's Office continues to e-service Algonquin College clients. Recent e-servicing campaigns include a campaign to assist clients with the 2011 Winter Term application process to expedite the submission of required documents and move students to an accepted status, earlier. Additional campaigns have included information on "Fees Due Dates" and "Refund Information".

Student Support Services

Director's Office

Wayne McIntyre, Director, Student Support Services, participated in the Student Commons RFP - Best Building Evaluation January 12-13 and 17-18. The first two days were spent reviewing the proposals and preparing for presentations and interviews which were held on Monday, January 17 and Tuesday, January 18.

Student Employment Services

Joanne McDonald, Manager, Career Services and Student Activities and Antonio Aragon, Assistant Manager, Marketing and Recruitment in the International Education Centre have been working with OCRI (Talent Bridge Working Group), and other post-secondary representatives from the Ottawa area to plan and host events for local employers to increase their hiring efforts from the International graduate pool generated by local post-secondary institutions.

On November 18, the Student Employment staff attended the Ontario College Career Educators Eastern Region meeting hosted at Loyalist College in Belleville. The meeting's discussion of best practices and new initiatives included the use of "Clicker" technology (Turning Point) in classroom presentations, the use of Google docs to share information between OCCE members across the province, and new Career Services software to meet the needs of our various client groups.

A Health Care Job Fair was hosted on Thursday, January 13. The job fair featured 25 employers and welcomed more than 400 student job seekers.

Student Information Desk

The Student Information Desk is currently being staffed by seven enthusiastic students who have been trained to answer any student question. Our motto is "We will find the answer. We are "Here 2 Help." The student agents have assisted the Student Affairs and Orientation Office in welcoming those new students beginning a program in January, 2011, by distributing Student Handbooks to students who were unable to attend Winter Orientation.

Student Affairs and Orientation

Winter Orientation was hosted on Thursday, January 6. The Orientation Team welcomed more than 600 students and their guests – by far the best turnout ever for Winter Orientation. Students toured the College's services, had the opportunity to listen to inspirational speaker, Rob Dyer, and received other important information to prepare them as they begin their studies at Algonquin College. A number of factors contributed to the significant increase in attendance: holding the Orientation in January as opposed to in December; promoting the event through social media; and the enthusiastic commitment of the Coordinator of Student Affairs and Orientation, Sophia Bouris, and her team of volunteers.

Two Social Media workshops were offered on January 11 – one to College staff and one to students. Both workshops were well attended. The staff workshop was sold out to 30 participants, and the student workshop attracted 62 participants. This workshop covered all the ins and outs of Twitter, Facebook, YouTube, Blogging, and more! It demonstrated that Social media is more than simply updating your

status; it is about communicating with the world beyond your every day encounters and engaging with the world in ways that the internet has made available.

Centre for Students with Disabilities

The Centre for Students with Disabilities has launched the online booking system for tests and exams, and is piloting this with the Business Administration – Core program students and faculty. User Guides have been provided for all groups; one for faculty, one for students, and another for administrators. On January 6, Holly Pickard, CSD Test Room Facilitator and Toni Connolly, A/Manager, CSD met with Peter Fortura, Chair, Business Administration – Core, and their faculty members, to launch the new system, provide information, and answer questions. As the CSD moves forward with this process in other departments during the new academic year, it will continue to diminish the need for paper copies.

On November 24, two major transition days were held for high school students planning to attend a post-secondary educational institute for the Fall of 2011. *Make the CUT* (College/University Transition) is a program designed to assist transitioning students with learning disabilities and/or ADHD, who are planning to attend college or university and are currently in grade 12. Over 260 persons were registered. *DARE Transition Program* for persons with mental health disabilities, was also a success. It provided supports, learning activities, and links for students who are in grade 12 with psychiatric disabilities transitioning to post-secondary education.

The 2010 Fall Term Final Assessment Week in December was very busy for CSD staff, but went very smoothly. A record number of exams (over 1,000) were accommodated in the CSD exam writing rooms.

Health Services

Statistics

In December, the volume of visits was 2,462 compared to 2,943 at the same time last year; a decrease of 16% over December, 2009. This could be explained by the number of working days in December of this year – 17 compared to 22 in December of 2009. Of these visits, 600 were to see a doctor (24% of the total). There were six accident reports generated for on-campus incidents.

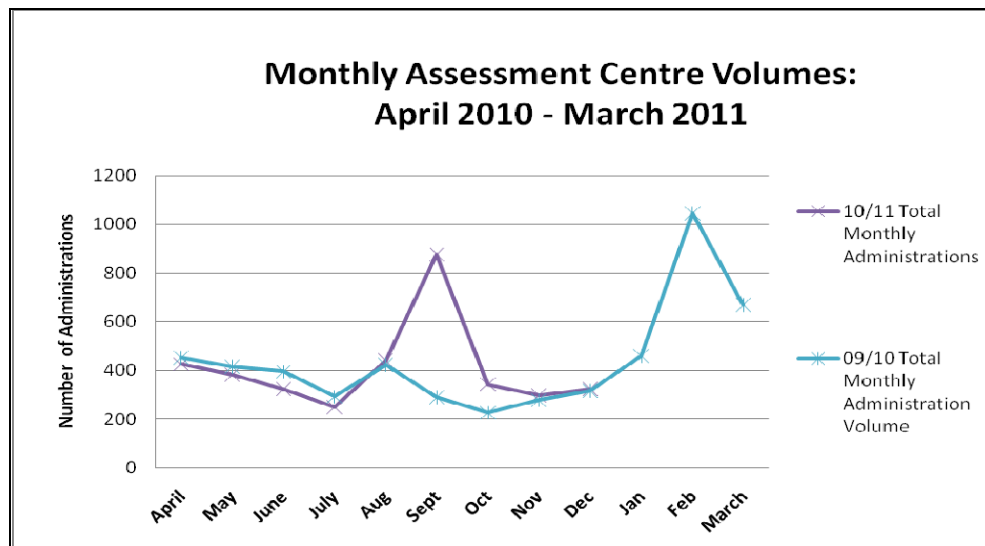
Health Promotion

The Health Promotion Team partnered with Counselling Services to organize a memorial/information event for the National Day of Remembrance on Violence Against Women on December 6. More than \$200 was raised for Interval House.

Test Centre

The total assessment and exam volume for November was 298 administrations, and for December, 324. Both of these volumes were roughly equivalent to the same period in 2009. However, at the end of December, the Test Centre's year-to-date total service volume is up 25% over this point last year. This total increase in administrations is largely the result of a significant increase in the administration of MTCU (Ministry of Training Colleges and Universities) Exemption tests, primarily Asbestos Abatement, and the addition of services for several Academic Upgrading programs, and the assessment portion of the Enhancing Student Success Through Assessment project in September. Exam invigilation services remained equivalent to 2009 volumes, as did Admission Assessment volumes.

Figure 1 outlines the monthly total volumes for 2009–2010 and 2010–2011 year to date.



Counselling Services

Through the use of LEAN/Value Stream methodology to review its practices and processes, Counselling Services has managed to improve its service to clients from the 2009 Fall Term to the 2010 Fall Term as follows:

- Increase of 37% in the total number of clients seen (1,289 vs. 1,769)
- Decrease of 67% in wait-times during peak periods (15 days vs. <5 days)
- Decrease of 55% in no-show rate (30% vs. 14%)
- Increase of 47% in average number of clients seen per day (13 vs. 19)

The National Day of Remembrance and Action on Violence against Women was organized by Mary-Ann Hansen, and held on Monday, December 6. Seven booths with agencies serving women in the Ottawa-area, particularly related to violence issues, were present. The Interval House provided a PowerPoint presentation that was displayed on various screens around the campus. The presentation provided statistics and other valuable information regarding violence against women. This year, Counselling Services offered purple ribbons and purple bracelets for people to wear to show their support. Donations were accepted, and approximately \$200 was raised for Interval House.

The Parent Resource Network committee held another very successful Christmas Party organized by Maria Taylor, for parents and their children. Approximately 100 people attended the event. Santa was the hit of the party, and read the *'Twas the Night Before Christmas* to the children, sang songs, distributed gifts from his sack, and participated in the crafts and visiting. The BScN students have completed a poster and brochure for the Parent Resource Network.

The Tragic Event Response Team (TERT) subcommittee prepared and facilitated the first of three half-day training sessions in January for approximately 25 people. Participants included counsellors, faculty, and support staff. Two other sessions will be offered during the months of May and June.

Students accessing Peer Tutoring increased over the same months last year, with a 45% annual increase for November, and a 31% annual increase for December. The higher percentage increase of use for November and December may suggest that students are accessing the service earlier, in anticipation of their final exams. This is precisely the message Peer Tutoring has tried to instill into students through marketing of this service.

Mamidosewin Centre

The Chair of the Aboriginal Education Council held an Information-Sharing Circle on December 2, and invited Aboriginal students to discuss the space proposal for the Mamidosewin Centre and its relocation to the new Student Commons building, scheduled to open for Fall, 2012. There was a lot of participation by the students in attendance.

The Women's Full Moon Ceremony, held monthly, continues to be well attended.

On December 21, a traditional Winter Solstice Ceremony was held with Grandmother Isabelle Meawasige sharing traditional teachings on the drum. This ceremony provided the perfect opportunity to introduce and warmly welcome a new student who had just arrived from Nunavut.

Through community contacts, there are many new prospective Aboriginal students who have heard of the good work that Algonquin is doing in support of Aboriginal students. Many are planning to apply to the College.

Residence

From December 6 – 10, the Residence held Exam Stress Relief Week. Topics covered during the week included study tips, exam preparation and stress busters.

A Residence Skate Night was held at the outdoor arena at Centrepointe's Ben Franklin Place on January 13, 2011.

A \$2 Midnight Breakfast was held in the main lobby of the Residence on January 15, 2011. Proceeds from this sold-out event will be used to support the recommendation to have 12 student leaders attend the Residence Life Conference. The conference is being jointly hosted by Queens' University and St. Lawrence College in Kingston, in late January.