

**ACADEMIC**

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**School of Advanced Technology**

On February 14, 2011, the 22<sup>nd</sup> Annual Edible Architecture Competition was held in the lobby of A-Building. The 34 entries submitted by students of the Architecture Technology, Interior Decorating, and Interior Design programs were judged and drew a large crowd of students, staff and onlookers. CBC TV and Radio, as well as, the Ottawa Citizen and the Algonquin Times covered the event.

**School of Business**

Sport Business Management students hosted the 6<sup>th</sup> Annual Sport Business Symposium at Scotiabank Place on Tuesday, February 15, 2011. The theme of the symposium was "The Business Impact of Head Injuries in Sport". The event received coverage from both CTV and CBC, including The National. Congratulations to Professor Dave Best and the student organizing committee.

**School of Health and Community Studies**

The final meeting of the External Advisory Council for Health and Wellness took place on February 2, 2011. A draft overview of the Health and Wellness Vision was presented. The Advisory Council unanimously supported the following recommendation: "Health and Wellness Education be expanded to become one of the College's cornerstone offerings and a centre of excellence, positioning Algonquin as a college leader in health education in Canada." The draft vision was presented to the President's Executive Committee on February 9, 2011 and support for the overall direction of the vision was received.

**School of Hospitality and Tourism**

The 16<sup>th</sup> Annual Hot Food Competition took place at Algonquin College on February 12, 2011. The event brought together 18 culinary competitors from our various programs, 10 outside judges and approximately 60 guests. Ron Eade, Food Editor, Ottawa Citizen, posted an article about the event on his blog "Omnivore's Ottawa". David Goodsoe, Culinary Management student, was the overall winner taking the gold award. Thanks go to Professors Mario Ramsay and David Fairbanks for organizing the event.

**School of Media and Design**

A pilot project with Magmaic Games, Canada's largest independent mobile game development company, has been expanded from seven to eleven students who will be hired as interns for four months during the summer of 2011. Other gaming companies are being approached to see if a similar arrangement can be made.

**Algonquin College in the Ottawa Valley**

A Skills Link project, funded by the federal government in support of youth who are struggling to find employment, started on January 13, 2011 with the hiring of two staff to coordinate the program. The first intake of ten clients was on January 31, 2011. The contract will continue through to October and is valued at more than \$283K. Participants are paid to participate in the 12-week program which includes four weeks of employment preparation workshops, industry recognized training and an eight-week work placement.

**Learning and Teaching Services**

The Mobile Learning Centre is proving to be very successful among students. Positive comments continue to arrive in the online comment area and a student survey is set to launch the week of February 21, 2011.

**Student Activity**

The National Capital Leadership Challenge is a program created by members of the business community and operated in conjunction with the University of Ottawa, Carleton University and Algonquin College to develop and cultivate the next generation of leaders for the emerging technology sector in Ottawa. The 2011 winner of the first place cash prize of \$7,500 and opportunity to intern with a business organization in the summer of 2011 is Zamzam Ibrahim, sixth semester student in the Business Administration – Marketing program. There is also a cash prize of \$4,000 and internship opportunity for the runner-up student from each of the three institutions. Kyle Evans, fourth semester student in the Business Administration – General program was the successful Algonquin College participant in this category.

Business Administration students Zamzam Ibrahim, Lauren Newby and Shari Ortiz represented Algonquin College at the 6<sup>th</sup> Annual Business Development Bank of Canada (BDC) Case Competition hosted by Vanier College which featured teams from 27 colleges from across Canada. The team finished third in their division but did not advance to the finals. Congratulations go to the students and to professors Bill Garbarino and Ian Anderson.

Dental Hygiene students have resumed their services at the Youth Services Bureau providing free preventive dental care to street youth.

A letter from J. Carlile, Curator Director, Arnprior and District Museum was received by the College President. The letter congratulates the College for offering the Applied Museum Studies program and for involving our students within the local community. The expert advice, knowledge and skills of Professors Terry Quinlan and Michael Wheatley, along with those of the program students, have greatly benefited the museum.

Students from the Police Foundations (Woodroffe) program under the direction of Coordinator Tess Porter raised \$735 for Centre 454 through a dodge ball tournament held during the annual College Career Fair and Police Foundations (Pembroke) students held a raffle for tickets to the Bonnechere Cup with proceeds going towards the College's Relay for Life campaign.

Students from the Broadcasting – TV program filmed children in the Early Learning Centre for an OC Transpo commercial. If successful, OC Transpo will use the commercial to educate the public on priority seating on buses.

Approximately 25 Dental Hygiene students and Professor Debbie Defresne attended the Interprofessional Workshop on Cultural Diversity hosted by the University of Ottawa on January 29, 2011. Three other Dental Hygiene students attended the Interprofessional Games on the same date hosted by La Cité collégiale.

Advertising students held an event at Grace O'Malley's Irish Pub and Restaurant entitled "GLUE in the Dark" to promote the magazine and raise money for the Distress Centre of Eastern Ontario. The students raised \$500 and are working on a public relations plan to promote their success.

The Bridgestone Photo Contest, inaugurated in 2002 by Bridgestone Canada Inc. (BSCA) aims to communicate the company's commitments to the community, environment and safety. The student photographer's challenge is to use his or her imagination and photographic skills to convey one of the contest themes. Congratulations to Algonquin winners: first place prize of \$1,500 to William Bell, second place prize of \$1,000 to Alexander Pomnikow and third place prize of \$500 to Nadine Lamoureux.

Students from the Paramedic program, under the leadership of Coordinator Jim Whittle, participated in the Kiwanis Winterlude Bed Races.

The Algonquin Heritage Institute annual donor bursary presentation ceremony was held on February 10, 2011. \$15K in bursaries was awarded to 30 fortunate students. Donors were then invited on a tour of the new campus building site.

Second year Bachelor of Science in Nursing (Pembroke) students raised over \$500 for the Pembroke Boys and Girls Club Little Hearts Valentine's fundraiser. The students approached local businesses for donations for Valentine gift baskets and tickets were sold for a chance to win one of the baskets.

The Algonquin College Loggersports Teams took part in the Woodsmen Competition at MacDonald Campus of McGill University in Pointe Clair, Quebec during the last weekend of January. All team members did exceptionally well.

Early Childhood Education (Pembroke) students hosted an anti-bullying awareness day on February 17, 2011. The students conducted a cake raffle and bake sale with proceeds going to the Boys and Girls Club in Pembroke.

### **Community Activity**

The School of Business hosted the first Eastern Ontario Paralegal Conference. There were over a dozen guest speakers, and the event was sold out with over 100 participants. Congratulations to co-chairs Francine Roach and Adriana Mello and organizing committee member Victoria Barney to their initiative and hard work in making this inaugural event such a success.

Students from the Culinary Arts programs participated in several community activities including a high profile event held by National Arts Centre Chef Michael Blackie on January 24, 2011. Close to 15 Culinary students supported the Canadian Celebrity Chef Event which was held at the National Arts Centre for the first time. Our students assisted the different chefs as they presented their demos to the public

On February 3 and 4, 2011, Culinary Arts students assisted Canada's best known chef, Michael Smith, in preparing food for the VIP opening reception held at the Museum of Civilization for Winterlude. Chef Smith also spent one hour with our students here at the College and spoke about career planning and the need to be involved in the community.

During the week of February 8, 2011, Wendy Barrett from the Pear Foundation spent a full day in our kitchens with Chef Cindy Toffanello. Some of our students provided Ms. Barrett support during a demonstration that took place on the A Channel.

On February 9, 2011, long-time volunteer Florence Goddard was recognized for her dedication to Algonquin College in the Ottawa Valley. Florence has volunteered at the College for the past 25 years and recently decided to “retire”. An appreciation plaque was presented to Florence at the Coffee Break celebration that was attended by approximately 30 staff and retirees.

### **Faculty Activity**

Lisa Shaw-Verhoek attended the Ontario Social Service Worker Educators Association annual general meeting from February 11-12, 2011 and was elected President of the Association for the next year.

John Scott, Professor, Masonry – Heritage and Traditional program, attended a Dry Stone Conference in San Francisco, the week of February 14, 2011. His travel and accommodation expenses were covered by the association as he was a presenter.

The following Nursing faculty attended an International Simulation Conference in New Orleans from January 21-26, 2011: Glen Halvorson, Michelle Morley, Eleanor Riesen, Linda Godfrey, and Kerri-Ann Joice.

Professors Sylvia Densmore, Event Management program and Sandy Kronick, Hotel and Restaurant Management program visited Dodoma, Tanzania as part of the agreement between Canadian International Development Agency (CIDA) and Vocational Education and Training Authority (VETA) in relation to the Dodoma RVTSC Hospitality Enhancement and Linkage Project. The technical assistance mission consisted of Train the Trainer, Curriculum Development of Events Management program, and Customer Care and Customer Service.

Sandra Gibbons, Professor, Interior Decorating, will participate as a judge for the Canadian Decorators Association (CDECA) 2011 Awards for Design and Decorating competition. The prestigious National Awards recognize excellence in five categories.

Shawn Behnke, part-time staff member at Algonquin College in the Ottawa Valley, was presented with the Chamber Member of the Year award at the recent Upper Ottawa Valley Chamber of Commerce gala celebration. The award is presented to an individual who demonstrates a continuing active interest in the well being of the Chamber and has made a significant contribution to the overall success of the Chamber.

### **Donations**

General Motors has donated a 2003 Saturn to our Motive Power Technician program at the Woodroffe Campus.

Tremco donated a pallet of caulking and membrane products to the Building Construction Technician program.

A student bursary fundraiser for General Arts and Science programs was held on February 12, 2011 at Greenfield's Pub and Eatery. Les Emmerson and The Hit Men performed and a silent auction was held. A total of \$3,500 was raised for student bursaries.

The Perth and District Chamber of Commerce responded favorably to the presentation made to them in January regarding the Perth Campus Renewal fundraising campaign. They have pledged \$10K over five years.

The Lanark Leeds Homebuilder's Association has also made a donation to the Perth Campus Renewal project.

## **ADMINISTRATION**

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### **FINANCE & ADMINISTRATIVE SERVICE**

Finance and Administrative Services is coordinating the development of the budget for 2011/12. Loan agreements between the College and the Ontario Financing Authority for the loan financing for Pembroke campus and the Student Commons projects continue to undergo review and are anticipated to be finalized in mid-March. Operating agreements between the Algonquin Students' Association and the College are also being drafted for the two rural campuses and the Student Commons. The provincial government released a Broader Public Sector Procurement Directive and an Expenses Directive. College Finance staff are in the process of amending existing policies to ensure compliance and preparing a communications and training plan. The Canada Revenue Agency is currently performing an audit of the College's Harmonized Sales Tax returns for the month of September, 2010.

#### **College Ancillary Services**

With the exception of the Residence, all CAS business units continue to track to budget targets. Food Services have reduced the cost of goods for the operation and are realizing a significant increase in margin as a result.

Ancillary Services held a day of Cultural Diversity Workshops for all full-time and part-time personnel to begin developing skills for working effectively with culturally different people.

Conference Services has been working on a Room and Facilities Booking Guideline which coordinates common space bookings and has received approval by CSIC to proceed with the implementation of this initiative.

Parking Services experienced a slight increase in demand during the winter semester and is currently carrying a small waitlist; 148 for green permits and 16 for red permits. The pilot program for "iPark" a cell phone application which enables clients to pay for their short term parking via text has been well received.

Residence staff continues to manage the concerns of mould and condensation in the facility. Room by room inspections will be completed by February 25<sup>th</sup> with immediate action to be taken if mould is found to be present. To date there are five confirmed instances where mould was found to be present in the drywall under the windows.

### **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 in June, 2011 and for the start of classes on September 6, 2011. The College has requested an extension of the KIP program funding for the ACCE Project to

October 31, 2011, in accordance with the changes announced in December, 2010 by the federal government:

Highlights include:

- Overall 79% completed with significant remaining work in mechanical, electrical, finishes, doors and windows, furniture and equipment, building automation, security and IT systems and site work.
- Sunshade installation on the west side of the building has commenced
- The Living Wall installation is in progress.
- The millwork is being installed.
- Completion of commissioning to meet LEED requirements is now anticipated by July 26, 2011 but will not affect the overall opening schedule.

SWT Tunnel:

- The trench drain design for SWT is in progress
- The tunnel top waterproofing is progressing.
- The final landscape plan has been submitted. We are now awaiting an update on the lighting layout and related photometric information from EllisDon. The lighting changed due to the treatment of the future opening for the top of the tunnel.
- The City has decided to complete College Avenue and the widening of Woodroffe Avenue North bound commencing in the spring.

Pedestrian Bridge:

- The duct bank will be completed across College Avenue at the entrance to the College during the College's reading week (February 21-25, 2011), to reduce the impact on the College community.
- The Bridge is essentially complete, but the HVAC system cannot be commissioned until the mechanical systems are commissioned in the ACCE since the utilities are fed from the ACCE.

Building "B" Drop –off Loop:

- The design work for the east parking lot and drop off is in progress. There has been a change to the scope to allow for the Para-Transport bus to turn around and for increased lighting and security equipment for this area.

### **Perth Campus Renewal and Expansion:**

This project has made good progress since the last report and is on schedule for substantial completion in July, 2011 and for the start of classes on September 6, 2011. The College has requested an extension of the KIP program funding for the ACCE Project to October 31, 2011, in accordance with the changes announced in December, 2010 by the federal government:

**Budget:**

- We are currently projecting a cost of \$12.3M versus the original budget of \$10.8M due to a range of issues requiring additional funds. These funds will not be required until approx. mid-year of FY 2011-12.

**Schedule:**

**Commons and Academic Wing:**

- The exterior structural wood wall framing is complete.
- The wall strapping and rigid insulation to walls is 90% complete.
- The installation of roof trusses and deck is complete.
- The installation of the roof space (attic) sprinklers will follow the roof framing which is approximately 30% complete.
- The roofing is 80% complete.
- The spray foam insulation to the Student Commons has commenced.
- Approximately 75% of window frames installed.
- Under-slab mechanical and electrical piping work is complete.
- Installation of the under-slab vapour barrier system is 75% complete.

**Carpentry / Masonry Shops structure:**

- The footings and foundations are now complete.
- The pre-engineered building structure and deck is complete.

**Pembroke Campus Relocation:**

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

- Three valid RFP Submissions were received on February 15, 2011.
- The evaluation of submissions commenced on February 22, 2011.
- The proponent presentations and interviews are scheduled for March 1 and March 2, 2011.
- The anticipated date for a recommendation to PEC is March 9, 2011.
- 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.
- The RFP proponent submissions were received on 5 January, 2011
- The evaluation of submissions and proponent presentations and interviews were conducted on the second and third weeks of January, 2011.



- The recommendation of the preferred proponent was made to PEC on January 25, 2011 and following a negotiation period an approval for award was made by PEC on 23 February, 2011 to PCL Ltd, with IBI Group and Steeple Architects as the design-build team.
- The displaced parking contract is well underway and scheduled for completion by March 1, 2011. This work has been delayed due to unexpected issues with the existing underground IT conduit infrastructure.

**Facility Operations and Maintenance Services Team:**

**Energy:**

The City of Ottawa and Algonquin College have renewed the Sewage Discharge Agreement for the Campus which allows the College to operate within allowable guidelines by allowing discharges to the City sewer system to exceed the general limits set by City Bylaws. The cost is \$9,186.50 and runs from December 1, 2011 to November 30, 2112. Algonquin has retained an engineering consulting firm to assess the campus sources and determine a course of action to reduce our sewer exceedances and the resulting annual cost.

## **ADVANCEMENT**

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### **CORPORATE EVENTS**

#### Coffee Break with the President Series

- Faculty and staff chatted informally with President Gillett at the February 11<sup>th</sup> *President's Coffee Break* held in the Students' Association Fitness Zone.
- Perth Campus staff and students joined President Gillett for informal coffee break on February 4<sup>th</sup>.

#### Breakfast with the President Series

##### *Breakfast for New Staff*

The President welcomed 9 new employees at a breakfast on February 1, 2011 in the Staff Dining Lounge.

#### President's Star Award Presentations

*The Executive Director's Office, working collaboratively with the President's Office has presented 2 awards to the following Algonquin staff members:*

- Nicole Bourdeau, Registrar's Office
- Stan Kersevan, ITS

### **RECRUITMENT**

#### Recruitment Customer Relationship Management (CRM)

The roll out of Salesforce (CRM) began January 31<sup>st</sup> in the Distribution Centre with the automation of Web literature requests ([http://resources.algonquincollege.com/literature\\_request](http://resources.algonquincollege.com/literature_request)). Next steps will include automating the following key recruitment and lead generation processes:

- Recruiter presentations and visits
- Internal and external influencer publication requests, and inventory management
- Campus tours
- Dashboards and reports
- Basic lead scoring for recruitment & alumni
- Basic lead nurturing marketing campaigns for recruitment & alumni

#### Recruitment Events – January 21 to February 21, 2011

- The Recruitment team organized lunch hour follow-up visits to local high schools. This activity helps promote making Algonquin their first choice and programs that are still open for the Spring and Fall semesters.
- The Recruitment team has also been holding grade 10 Career Class presentations and Parent Information evenings over the last month.
- Recruiters have attended a series of Graduate Certificate fairs at other Ontario College's in Toronto and the GTA.
- A professional development day was organized for 35 Student Success teachers from the Ottawa Carleton District School Board. A panel consisting of staff shared information on College services and

followed with a tour to the Mobile Learning Centre, CSD Adaptive Technology Lab and the Achievement Centre.

- Recruiters participated in the College's Annual Career Fair and the Aboriginal Career fair held at the University of Ottawa.

## **MARKETING SERVICES**

### Brand Revitalization

A first draft of possible positioning options was presented to Advancement and the President's Executive Committee. Feedback was provided and Academica is currently making alterations and will be returning in early March to present alternatives to PEC, College Deans and Directors, the Brand Steering Committee and the Board. The brand positioning phase is expected to be complete by the end of June.

In addition, an RFP was released soliciting bids for phase 3 of branding exercise - the development of graphic standards. The College received twelve responses, shortlisted the agencies to three, and had these three present their credentials. The three shortlisted bids are currently being evaluated and a decision is expected in early March. Phase 3 is also expected to be complete by the end of June.

### Faculty Marketing Support

Marketing Services is designing brochures, web postings and collateral for each of the newly announced programs. The unit is also in full production on full- and part-time program monographs as well as the Spring OnCourse Catalogue. Marketing campaigns to support Graduate Certificates, Bachelor of Hospitality and Tourism and Intensive programs are currently being developed.

### Recruitment Advertising Campaign

The recruitment advertising campaign that consists of broad based awareness tactics (busboards, theatre, shelters) as well as online program focused advertising (Google Adwords, Facebook, Rogers Digital Network) continues through to the end of March. To date, Advancement has seen a 10% year over year increase in traffic to the Prospective Student website as well as an increase in traffic to individual program pages.

### Website Development and Content Management System (CMS)

New websites for every program and school were launched at the end of January. Web Services provides continuous improvement support by adding new content and tweaking existing content. CMS user training is nearing completion and will be launched in early March. The new Human Resources website will launch in early March. Planning and development of new websites for all Student Services is ongoing.

## **ALUMNI**

### Career Week February 7-11, 2011

Career week saw an increase in numbers of participants and alumni visitors over last year. 70 people attend the Michael Hughes Alumni Networking social and approximately 40 individuals, mostly students with some alumni, were in attendance to listen to Jeff Mauler speak.

At the Career Networking Fair, at least 11 of the booths either had AC Alumni staffing them or had an AC Alumni on staff. During the event, the AC Alumni booth served 29 alumni and received updated info on 10 alumni.

### **Media Relations**

Major stories include:

February 3 – The *Ottawa Business Journal* featured a story regarding the pay-by-text project introduced by Parking Services.

February 4 – *Ottawa This Week* featured an interview with a student in the Sport Business Management program regarding the 8<sup>th</sup> annual Sport Business Symposium hosted in partnership with the Ottawa Senators.

February 13 – Ottawa food blogger Ron Eade (*Ottawa Citizen*) featured a story, several images, and a video about Algonquin College's 16<sup>th</sup> annual Hot Food Competition.

February 14 – *CBC TV*, the *News EMC*, and the *Ottawa Citizen* featured an interview with the Coordinator of the Architectural Technology and Green Architecture programs regarding the 20<sup>th</sup> annual Edible Architecture competition.

February 15 – *CBC TV* featured an interview with a student in the Sport Business Management program regarding the 8<sup>th</sup> annual Sport Business Symposium hosted in partnership with the Ottawa Senators.

February 18 – *CBC TV* and *Radio* featured stories regarding the increasing enrolment by Aboriginal students at Algonquin College. This story featured an interview with the Director, Workforce and Personal Development.

February 22 – *CBC TV* (local and national) featured an interview with a student in the Sport Business Management program regarding the 8<sup>th</sup> annual Sport Business Symposium hosted in partnership with the Ottawa Senators.

### **Internal Communications**

#### Algonquin College LipDub

Marketing and promotions activities have been ramped up to successfully recruit volunteers to make the 200+ participant video project a reality. This project is a unique way to demonstrate the passion and expertise of Algonquin students, staff, and faculty as they work together to shoot a promotional "music video" in the halls of the School of Media and Design. Filming is set for March 12.

#### Social Media Strategy

Work continues to revise the first draft of the social media strategy based on feedback from the Executive Director of Advancement. Led by the Communications Officer, phase one of the project compiled best practices and outline social media goals, strategies, tactics, and next steps. Social media tools in scope at

this time are Twitter, Facebook, LinkedIn, and Blogs. Research is also being done on Search Engine Optimization.

#### Virtual Desktop Initiative

The Communications team continued to work with ITS to plan and execute communications to internal stakeholders regarding the Virtual Desktop Initiative (myDesktop). This collaboration is ongoing as ITS looks to promote continued and concurrent usage by students, staff, and faculty.

## **BUSINESS DEVELOPMENT**

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### **ALGONQUIN FOUNDATION**

#### Constructing Our Future ACCE Capital Campaign

To date, confirmed cash /pledges total \$5,715,340. Campaign cabinet members will continue with major gift prospect calls with the goal to close all leadership gifts by year end.

Breakfast meetings are being scheduled to invite special gift prospects (\$10,000 to \$50,000) to attend and receive information about the Algonquin Centre for Construction Excellence.

#### Perth Building Our College, Our Community, Our Future Campaign

To date, confirmed cash /pledges total \$291,800. New pledges have been received from the Perth Chamber of Commerce and the Lanark Leeds-Homebuilders Association, RBC and two individuals whose names must remain anonymous at this time.

#### Pembroke Campus Campaign

To date, confirmed cash /pledges total \$1,669,500.

#### Endowment Campaign

To date a total of \$430,000 in cash and pledges has been raised for endowment funds. The following new endowments have been established: St. Joe's Women Centre Garry Byrne Fund, Rideau Regional Centre Association Endowment and Radiation Safety Endowment Fund.

#### Annual Awards

To date a total of \$223,400 has been raised in Annual funds. A new award, the Marcel and Rolande Ouellette Award for Professionalism in Paramedicine, has been established for Paramedic students.

#### Gifts-in-Kind

To date, the total funds raised for gifts- in-kind are \$320,921. An equipment donation was received to support the Aviation program.

#### Out and About

Outreach activities this month included:

- Ottawa Construction Association Chairman's Reception
- Association of Fund Raising Professionals
- Canada Revenue Agency Tax Receipt Law Update
- Alumni Meet and Greet
- Perth Cabinet Meeting
- ACCE Cabinet Meeting
- Oscar Fundraising Event

## **INTERNATIONAL EDUCATION CENTRE (IEC)**

### Recruitment

The recruitment team attended a Korean Student Fair in Toronto and met with our pathway partners. The team also attended Canadian Education fairs organized through the Department of Foreign Affairs and International Trade in Kenya, Nigeria, Zimbabwe and Zambia. A Summer Media Sampler Program has been developed with School of Media and Design to target high school students from schools in India. The Indian partners have accepted our proposal and we will now begin the marketing phase. A Korean website has been developed to attract potential students.

### Tours and Delegations

**Tours were held on February 8th for an agent from Beijing Oxbridge Education and Culture Development Company LTD, Taiyuan Branch and on February 18th** for the World University Services (WUSC) and officials from the Embassy of Botswana (Washington).

### New Opportunities

The LINC (Language Instruction for Newcomers to Canada) contract budget has been finalized for 2011-2012. The budget has been reduced by 18%, which will result in service reductions. The LINC budget for 2012-2013 will not be finalized until the new fiscal year.

Three downtown classrooms have now been secured for French-As-A-Second Language (FSL) training and will be operational in April.

## **INSTITUTIONAL RESEARCH AND PLANNING (IRP)**

### Key Performance Indicators

The KPI Student Satisfaction Survey was conducted from January 31st to February 11th, 2011. 8,742 responses were received from the 12,000 eligible students enrolled in 154 full-time post-secondary programs. Results will be released by the MTCU in April, 2011.

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

Preparations are underway to conduct an online survey of all faculty in March, 2011 regarding their perceptions of WIL programs that span co-op, apprentice, field/clinical placement, applied research and service learning. Each faculty member will receive a personal invitation and a unique password to participate in the survey being conducted by Academica under the auspices of HEQCO. Algonquin College is one of thirteen colleges involved in the survey.

### MYAA 2009-10 Report-Back Report - System Summary

The system summary of all MYAA Report-Back reports was reviewed by the President's Executive Committee during February. No information was received as to changes or additions that might be anticipated for the 2010-11 reporting year.

**APPLIED RESEARCH AND INNOVATION (ARI)**Projects Update

<b>Project Title and Client</b>	<b>Description</b>
<b>Secure Web Single Sign-On Trial</b>  <b>(InBay Technologies)</b>	Trial for a Secure Web Single Sign-On (SWSSO) product that uses a personal device for strong authentication and requires no proprietary authentication server. The user needs one Global ID/Password set to access all web accounts. This eliminates the need to remember or change secure (trusted) passwords. The objective of the trial is to establish the performance and capabilities of the InBay Platform for features such as usability, vulnerability and reliability.
<b>Commercial Mushroom Production: Growth Analysis</b>  <b>(Champion Mushroom)</b>	This project is focused on assisting a local mushroom farmer improve the productivity of his operation. Through studying impacts such as nutrients and temperature it is anticipated that the client will be able to increase yields, thus lowering costs and improving profitability.
<b>CogniLore Intelligent eBook - Desktop/Portable Development</b>  <b>(CogniLore)</b>	Professional publishing companies are among the largest and most profitable publishing companies worldwide. A significant portion of the content that these companies provide their clients (>\$5B) is delivered as supplemented subscription content. These companies are aware of the increasing demand from their clientele for portable access to this content, however current eBook formats are unsuitable. This project seeks to address some of these challenges.

Grant Update

Algonquin was recently awarded a multi-year, multi-million dollar research grant. Additional information will be announced in the coming months.

The \$750,000 FedDev Applied Research and Commercialization grant has been rolled out. Five in-class projects have been funded and a number of standalone projects (where students are hired) have recently commenced. Four more are in negotiation with the clients. Several new clients have been attracted to the College due to this funding.

Several projects have been initiated whereby funding from FedDev and the Ontario Centres of Excellence (OCE) have been received. This innovative method of funding will increasingly be considered for future projects as it provides more funding for projects, thus enabling the College to provide greater support to clients.

Faculty /Student Involvement

Three faculties have identified Faculty Research Liaison Officers who are working closely with ARI to increase the involvement of students and faculty in applied research.



Two Nursing professors and an ARI Project Manager attended an International Simulation Conference in New Orleans. The professors gave a presentation on their research project on Interprofessional Education.

Approximately 35 students were employed by the Office of Applied Research and Innovation in paid positions to work on projects with clients during February.

## **WORKFORCE AND PERSONAL DEVELOPMENT (WPD)**

### **Immigrant Portfolio**

#### Increasing the Capacity for Human Resources (ICHR)

In cooperation with Colleges Ontario, Algonquin is delivering 14 workshops to small to medium-sized businesses in the Eastern Ontario region. Anticipated outreach to local businesses is 140 -150 small businesses. The workshops are provided in cooperation with the local Chambers of Commerce, local Economic Development offices, the Canadian Chamber of Commerce and the Canadian Independent Business Association.

#### Intercultural Communications Survey

Workforce and Personal Development has engaged the services of the research firm "Goss Gilroy" to develop and implement a survey that assesses the requirements for continued intercultural communications training.

#### Intercultural Communication Workshops for Faculty

WPD in cooperation with the International Education Centre and the Centre for Organizational Learning is offering a series of workshops for faculty. Approximately 150 to 200 faculty members will receive this training. A request has been made by Deans and Chairs to offer this training in the Spring to enable more faculty to attend.

#### Intercultural Communication Workshops for Service Deliverers

WPD assisted in setting up 1.5 hr. workshops for the service delivery staff.

#### Intercultural Communication training for Chairs, Deans and Directors

WPD engaged the services of Lionel Laroche to present to administrative personnel. Twenty managers attended this event.

## **ABORIGINAL PORTFOLIO**

### Aboriginal Student Success Specialist

The new Aboriginal Student Success Specialist has been hired, and funded by MTCU through the First Generation Student project. This position reports to Student Support Services and is part of the College Student Success team.

### Bursaries: Dalian Computers

Dalian Computers is providing a scholarship for Aboriginal students at Algonquin. The scholarship includes a paid work placement beyond graduation.

### Aboriginal Business Circle in Cooperation with the Ottawa Senators Foundation

The Annual Aboriginal Business Circle took place February 18<sup>th</sup> at Scotia Bank Place. A well respected international guest speaker Chief Clarence Louie of the Osoyoos Indian Band of British Columbia presented to 80 Aboriginal and Non-Aboriginal business owners. The objective of the event was to foster opportunities for Canadian companies to do business with Canada's Indigenous population. Algonquin College launched a new program "Aboriginal Hires for Business Growth" at this event. The one day workshop will be offered to business owners beginning in early March, 2011. Workforce and Personal Development produced a short video trailer on the workshop which will be available on the website at <http://www.algonquincollege.com/acap/>. CBC radio and CBC TV covered the event.

### Chief Louie Student Event

In addition to Chief Louie's participation in the Aboriginal Business Circle, he also addressed Algonquin College students in an open forum during the lunch hour of February 18<sup>th</sup>. The objective of this event was to instil a sense of pride and leadership in our Algonquin College Students. Approximately 60 students and faculty attended this event.

### Employment Support Program in Collaboration with Tim Horton's Canada and Kagita Mikham

An employment work program is being instituted and will be launched mid March. This program is funded through First Generation funding and corporate sponsorship. It will be led by the Employment Services department at Algonquin College.

### Proposals for Government Funding

The following proposals were submitted for government funding support:

- Ottawa Urban Aboriginal funding; financial literacy program
- Human Resources Development Canada; an essential skills program in collaboration with Arrow Might Canada
- Indian and Northern Affairs: Early Childhood Assistant program for Inuit students in partnership with the Ottawa Inuit Child Care Center
- Biotechnology bridge program
- An Entrepreneurship bridge program
- An extension for the International Financial Administration program (sustainability)

### Second Career (Experienced Worker) Portfolio

Staff members in the Second Career/Experienced Worker Office are currently meeting with 60 people per week who are interested in returning to school. A representative from the City of Ottawa's Employment Assessment Centre, funded to assess and recommend Second Career approvals to the Ministry, and is working on site at the College one day per week. This expedites a client's approval process for funding.

Two advising/referral sessions will be run at the College in the next month where multiple counsellors from the city in collaboration with the Experienced Worker Centre staff will address the increasing number of applicants seeking Second Career funding. It is anticipated that approximately 100 to 150 people will attend these sessions.

#### Canadian Immigrant Integration Program (CIIP) Partners for Newcomer Success

CIIP is a program offered by the Association of Canadian Community Colleges in cooperation with colleges across Canada. People interested in immigrating to Canada are provided information on education in Canada as well as settlement services. WPD has just received confirmation that Algonquin College has been selected as a CIIP focal point partner. This work will begin on April 1<sup>st</sup> 2011. We have also been invited to be part of the association's video that is provided at international offices in the Philippines, India, China and the United Kingdom.

#### Mature Student Coffee Club

WPD has worked in cooperation with the Student Success teams in launching the Mature Student Coffee Club. First generation mature students have an opportunity to meet over coffee, identify their learning needs and resources and to discuss how they can support each other.

### **PERSONAL DEVELOPMENT INSTITUTE**

#### Business Plan

The business plan for the Personal Development Institute is completed and will be submitted to the President's Executive Committee for approval in early March, 2011.

### **ALGONQUIN COLLEGE CORPORATE TRAINING (ACCT)**

#### Algonquin College Corporate Training Digital and Web 2.0 Marketing and Sales Plan

ACCT developed a preliminary Digital and Web 2.0 Marketing and Sales plan designed to assist in the digital transformation of ACCT. The plan focuses on leveraging digital, on-line, social media, and Web 2.0 technologies in our sales and marketing efforts, to optimize market visibility, new customer attraction, existing customer nurturing and sales growth in 2011-12.

#### Automation Project – E-commerce

ACCT initiated an e-commerce automation project that will increase operational efficiency and improve service for customers interested in purchasing ACCT courses online via credit card. The project will integrate our Salesforce CRM with the newly launched ACCT web-site, allowing customers to procure courses completely on-line.

### **PARTNERSHIPS**

ACCT is partnering with Ciena Learning Solutions (of Ciena Corporation) and Global Corporate College (GCC), to offer the industry's first Carrier Ethernet Certification Program at the Algonquin College Corporate Training Centre. GCC is an association of more than 100 colleges and universities worldwide

partnering with Ciena to offer the new Carrier Ethernet Certification Program in select markets. As an affiliation member, colleges get access to standardized, vendor-independent courses on advanced Carrier Ethernet technologies to address the growing market demand for professionals to design, build and manage next generation networks.

ACCT has partnered with the Ontario Road Builders' Association to offer a Gold Seal Hot Mix Asphalt Technology course at the Algonquin College Corporate Training Centre from February 8th-10th. Twenty participants from a variety of Ottawa and Eastern Ontario heavy construction companies attended.

The ACCT team organized a Courageous Leadership seminar on February 23, in association with the Ottawa Senators, that included presentations, meal and hockey game. Algonquin President Bob Gillett and Senators' President Cyril Leeder spoke and shared their perspectives on leadership and personal experiences. The featured speaker was Sylvie Rimbach who shared an inspirational and practical presentation regarding courageous leadership. There were 40 people in attendance and based on survey results the feedback on the presentations and networking was very positive.

Training Delivered

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

<ul style="list-style-type: none"> <li>• Association of Canadian Community Colleges</li> <li>• Atomic Energy Canada</li> <li>• Black and McDonald</li> <li>• Brenning Construction</li> <li>• Canada Transportation Agency</li> <li>• Canadian Forces Grievance Board</li> <li>• Cruickshank Construction</li> <li>• Cardel Homes</li> </ul>	<ul style="list-style-type: none"> <li>• Colautti Construction Ltd.</li> <li>• Karson Construction</li> <li>• Mattamy Homes</li> <li>• OakWood Builders</li> <li>• Passport Canada</li> <li>• Public Safety Canada</li> <li>• Saint Elizabeth Health Care</li> <li>• Terlin Construction Ltd.</li> <li>• TWD Roads Management</li> </ul>
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ACCT has delivered training for **192** distinct companies/organizations from April 2010 to February 2011.

## **HUMAN RESOURCES**

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### **ACCESSIBILITY OFFICE**

The Ministry of Community and Social Services released the *Proposed Integrated Accessibility Regulation under the Accessibility for Ontarians with Disabilities Act, 2005* on February 1, 2011.

The proposed regulations are currently available for public consultation until March 18, 2011.

<http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/OntarioAccessibilityLaws/DevelopingStandards/IAR/introduction.aspx>

The College has submitted a joint response through Colleges Ontario, again advocating that new funds be attached to this legislation and that publishers of educational material be required to provide such material in alternate formats before, or at the same time, as colleges.

The Accessibility Office is currently reviewing the proposed standards to determine those that will have an impact on the College. The AODA Committee will use these standards to form the action plan for the next couple of years.

#### Liberated Learning Consortium

Algonquin College, through the Accessibility Office has become a partner in the consortium. As a partner in the consortium, the College will begin researching the use of specific speech recognition software programs to automate the production of captioned videos.

#### Training

The Accessibility Office is hosting a training session on how to create accessible PDFs for College staff responsible for document production. Human Resources is currently reviewing all PDF documents posted to the HR website to ensure they are fully accessible. This training session will support this work and act as a model for other departments as they begin to review their internal documents for accessibility.

### **COMPENSATION, PENSION AND BENEFITS (CP&B)**

We are focusing on improving the understanding and process to management regarding Vacation Use and Carry-over. Also, we continue to receive positive results from Shepell.fgi Disability regarding employee files.

Several information group sessions were held regarding partial load benefits and an Orientation Session was held on February 3<sup>rd</sup>.

Staff worked closely with ITS regarding the Critical Illness billing spreadsheets of all Sun Life applications received as requested by Council. Work is still needed to finalize the duties between HR and Finance regarding this new (CI) billing process.

We are working with the VP Academic's Office on the upcoming 2011-2012 sabbatical leaves. Due to the large volume of requests many could not be approved.

#### Professional Development

Staff attended various seminars and webinars regarding upcoming changes in Attendance Management, Return to Work, WSIB Workforce Reintegration and Workforce 2020.

The Manager successfully completed the Advance Leadership Program.

### **EMPLOYEE SERVICES**

#### Recruitment & Staffing

There were 6 competitions posted from Jan 25, 2011 to Feb 22, 2011 as follows:

Academic Hiring: 2 Full time Academic competitions were posted.

Admin: There was 1 full time Chair position posted for Science and Environmental Technology.

Support: There were 2 part time, and 1 full time support position posted.

With the assistance of Advancement, HR expanded the College's job postings onto the social media site LinkedIn for three current competitions.

A sourcing strategy was developed for the Chair, Applied Science and Environmental Technology, to better attract qualified candidates to the reposted position. Developed alternatives to print advertising and secured a networking opportunity for the College at the Canadian Water Network Conference opening event.

#### Classification

The Support Staff Job Evaluation Committee continues to meet biweekly when necessary to review new and significantly revised positions, and to discuss issues relevant to the College Community. Three PDF's were evaluated and reviewed with managers since January 14<sup>th</sup>.

There were 3 PDF's finalized. Met or corresponded with managers to revise 3 others.

#### Part-time Compensation

Discussion and system scoping was completed on a mechanism to track accumulation of Service Months for Regular Partial Load employees and progression through the Salary Grid.

The revised policy regarding Hiring for Part Time Support and Administrative Staff was approved by the President's Executive Committee and posted. (Directive HR08)

#### HR Technology

The new HR website continues to be reviewed by Advancement and HR departments. We are awaiting Advancements department's implementation and demonstration of the live site

Halogen system training for staff continued in February as Chairs Council members were provided an opportunity to see some common system features as part of an implementation awareness campaign. A trial evaluation of Halogen's Job description Builder and eLearning manager module was conducted in February.

The Q3 Performance Contracts review process has been launched as part of the piloting in HR. Testing is almost complete for the 2011/2012 goal setting or Performance contract process.

Relating to the HR/Pay administration, a total of 21 Human Resources related change and operational support requests are still outstanding with ITS for this period. No HR/PAY training was conducted in this period.

#### Records Management

The implementation of processes to move from traditional paper filing to electronic filing is in its beginning stages, as we prepare for the transition. It is a slow but steady process. We have begun the preparation of the files by compiling a list of all full-time employees and a tag system for tracking purposes. We have also created an E-file list with main categories and sub-categories.

We are currently in the process of preparing for training and to have the all-in-one printer installed in the next couple of weeks. The software will be installed on 3 computers to begin with, and eventually on to every work station in HR for all HR staff to utilize. This transition will allow the HR department to stay current, and allow for a more, simplified managing of records. It will also provide additional security for all personnel/employee documents. It will free up space in the Records Room and allow the space to be utilized for other priorities. It is the hope that this project can be completed in a timely manner with little to next to no disruption for the rest of the HR staff. Electronic filing will allow for better time management and overall be more efficient.

#### Staff Relations

The Staff Relations area has been consulting with managers across the College to obtain input for the upcoming round of support staff bargaining. The province-wide Collective Agreement for support staff expires on August 31, 2011 and negotiations for renewal of the agreement will commence in June. Staff Relations has held three workshops with College managers to obtain input into the setting of the College's agenda for bargaining.

There were two support staff arbitrations in the month of February. In one case, the grievance was withdrawn at the hearing. In the other case the grievance was dismissed by the arbitrator.

The Director Staff Relations moderated a presentation on the new Academic Collective Agreement to Chairs Council made by Don Sinclair, Chief Executive Officer of the College Employers Council and Wallace Kenny, external legal counsel to the College Employers Council.

The Union College Committee and Employment Stability Committee for support staff met in February. The Employment Stability Committee for academic employees also met in February.

During February, there were 3 meetings on support staff grievances and 11 on academic grievances.



## STUDENT SERVICES

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### REGISTRAR'S OFFICE

#### Registration Statistics

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

For the 2011 Winter Term, as at February 18, 2011, net registered students numbered 14,031 or 99% of the projected enrolment.

The breakdown of the 14,031 registered, as at February 18, is as follows:

Faculty/School	Approved Projected		Net Registered	
	Entry Level	Returning	Entry Level	Returning
School of Business	422	2,864	382	2,727
School of Hospitality & Tourism	201	987	241	941
Faculty of Arts & Media Design	213	2,844	239	2,817
Faculty of Technology and Trades	354	2,516	419	2,514
Faculty of Health, Public Safety/Community Studies	249	2,913	272	2,856
International and Corporate Business Development	0	28	0	29
School of Part-Time Studies	2	23	12	15
Algonquin College in the Ottawa Valley	0	555	22	545
<b>College Totals</b>	<b>1,441</b>	<b>12,730</b>	<b>1,587</b>	<b>12,444</b>

#### Continuing Education Registrations

For the 2011 Winter Term as at February 18, 2011, registrations stood at 11,538 as compared to 11,167 at the same time last year. The term registrations to February 18, 2011 represent 90.2% of the projected enrolment. Registration continues throughout the term.

## **ADMISSIONS STATISTICS**

### 2011 Fall Term

As at February 22, 2011, OCAS statistics for the 2011 Fall Term indicate that, for **College Choices** (i.e. number of individual applicants to Algonquin College), our Non-Secondary School applicants are up 7.9% from last year, Secondary School applicants are up 2.3%, with an overall increase in applicants of 4.7%. Province wide, the variances are 3.1%, -0.4% and 1.1% respectively.

As at February 22, 2011, for **Program Choices** (applicants are allowed a maximum of 5 program choices, with up to 3 at any one College), our Non-Secondary School applicants are up 8.3% from last year, Secondary School applicants are up 3.2%, and overall we show an increase of 5.4%. Province wide, the respective variances are 3.5%, 0.4% and 1.7% respectively.

### Fall 2011 Offers of Admission

Offers of Admission packages for the 2011 Fall Term were distributed immediately subsequent to the February 1, 2011 Equal Consideration Date. Packages included 2011-2012 tuition and ancillary fee information. Tuition fees for the 2011-2012 academic year, approved by the Algonquin College Board of Governors on December 13, 2010, are currently posted at <http://www.algonquincollege.com/RegistrarsOffice/fees/2011-2012.htm>

### Ontario's New Mobile OSAP Mobile Application

On January 24, 2011, the Ontario Government released the new mobile OSAP application which will allow Algonquin College students to obtain up-to-date information and check the status of their OSAP applications using their smart phones. Students applying for OSAP will now know when and how much they can expect to receive from OSAP - anywhere, anytime. The application icon is available for download to smart phones via the Algonquin College mobile site, or by visiting [www.ontario.ca/OSAPmobile](http://www.ontario.ca/OSAPmobile).

### Official Tuition Tax Receipts (T2202A)

Official Tuition Tax Receipts (T2202As) have been posted to the Algonquin College Student Information System (ACSIS). Communication to Algonquin College students was made using a variety of formats including electronic notification.

### Dental Hygiene

The College of Dental Hygienists of Ontario (CDHO) has accepted the new National Competencies and Practice Standards. These new standards and competencies will be included in the National Dental Hygiene examinations beginning in 2014 and will impact all students entering all Dental Hygiene programs in Ontario effective Fall 2011.

## **STUDENT SUPPORT SERVICES**

### Director's Office

On February 2, Wayne McIntyre attended the final meeting of the College External Advisory Council for Health and Wellness. The Chair, Ray Timmons, thanked all of the external members for their hard work in moving the Health and Wellness Centre forward. Kim Tysick, Dean, Faculty of Health, Public Safety and

Community Studies, made a presentation to the committee, explaining the background history of how the plan for the Health and Wellness Centre came about, to where it is today. Kim also thanked all the external members for their commitment, noting that without that commitment, this plan would never have been possible.

On February 10, Wayne McIntyre chaired the Ottawa Hospital - Rehabilitation Consumer Advisory Committee. The key items discussed were membership of the committee, a new process to speed up patient registrations, KPI results, and the improvements taking place in the Resource Centre.

On February 18, Wayne McIntyre participated in the College's hosting of a delegation of educators from Botswana. Wayne hosted a table during the luncheon, after which time a meeting with the students took place. The event closed with a dialogue with the College President.

#### Student Employment Services

On February 14, approximately 1,000 students and 61 employers attended the College's 13<sup>th</sup> Annual Career Networking Fair. Student Employment Services once again had the assistance of a third year Business Administration – Marketing class to assist with event set-up, employer assistance, and tear-down. Employers in attendance included five departments of the federal government, RCMP and OPP, the City of Ottawa, Ottawa Carleton District School Board, McIntosh Perry, PCL Constructors, Siemens, Hydro One, Alterna and CIBC.

Other Career Week activities Student Employment Services presented were: Résumé Clinics, Optimalresume.com workshops, "Are you **LinkedIn** to a Career?" workshop, and the Police Foundations Job Fair. Student Employment Services served approximately 1,200 clients during these events.

#### Student Affairs and Orientation

Algonquin students participated in an exciting afternoon of snow tubing at Edelweiss on Saturday, January 22. The event was co-hosted by Student Affairs and Orientation, Residence Life, and the Dual Credit program.

On February 25, the Students' Association, Student Affairs and Orientation, and Health Services hosted the second annual "Sexual Awareness Bingo". This is an 18 and over event and was free for all Algonquin students. The event was sold out with more than 150 students in attendance.

Students were able to learn how to make a difference to the environment at Enviro Day, held at the Market Place Food Court on February 2. Local environmental business leaders and innovators visited Algonquin College's second annual environmental trade show. Students met industry professionals and visited the booths of other green businesses.

On February 7, 53 Algonquin students attended Winterlude where they were able to celebrate the joys of winter! Several of Canada's favourite winter activities were hosted in Ottawa and Gatineau at this exciting event. Skating on the world's largest skating rink, viewing the ice sculptures and playing at North America's largest snow playground were some of the no cost activities students were able to participate in.

### Centre for Students with Disabilities

The CSD hosted two sessions on Employment for Students with Disabilities in the banking/finance industry. Kelly Mertl from TD Canada Trust has been meeting with our students, and both sessions held were filled to capacity.

Susan Blundon and Jay Timms have continued their involvement in the OCRI Assistive Technology Video initiative. Algonquin's Multimedia students are now involved in the production of these videos.

### Health Services

#### *Statistics*

In January, the volume of visits was 3,592, compared to 2,810 at the same time last year; reflecting an increase of 28%. Of these visits, 918 were to see a doctor (26% of the total). There were ten accident reports generated for on-campus incidents.

#### *Health Promotion*

The Health Promotions Team created and installed bulletin board displays on Leave the Pack Behind and Testicular/Breast Cancer throughout the College. During this month they hosted a series of events such as: Steroid and Safe Injecting, Healthy Sexuality, Rapid HIV, and the Health and Wellness Fair.

### Residence

During the weekend of January 28, a delegation of nine Resident Assistants and two senior staff (Danielle Puchnatyj and Kim Dixon), attended the Residence Life Conference in Kingston, Ontario. Algonquin College gave three presentations and also took part in the passive programming competition, with a bulletin board display on body image. The Residence Team learned a lot, and came home with the 2011 Residence Life Conference Spirit Award.

### Test Centre

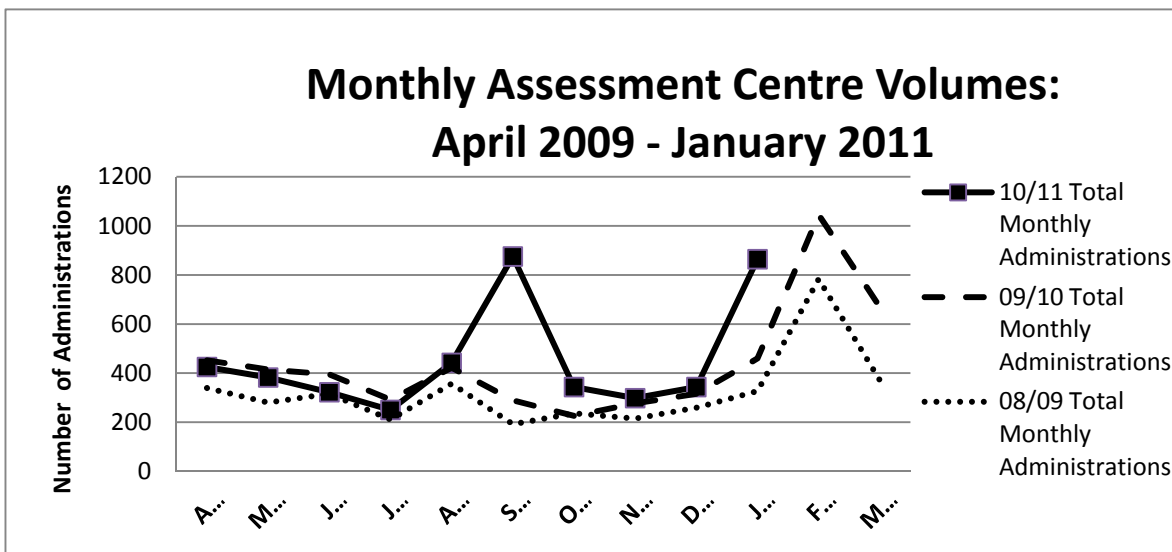
The total assessment and exam volume for January was 864 service administrations; an 87% increase over January 2010. This volume also exceeds the projected volume for January of 800 total administrations. This increase is largely due to an early surge in the number of admission assessments administered at this initial stage of the 2011–2012 admission cycle. Specifically, in January 2011, the Test Centre administered 665 admission assessments, compared to 357 in January 2010. This increase can be attributed to several factors, including:

- The addition of Practical Nursing, Medical Radiation Technology, and Professional Writing to the list of programs using mandatory admission assessments as a part of their admission process.
- Changes in the Registrar Office's application processing procedure, particularly the switch from postal-delivered letters to email messages to notify applicants of the requirement to complete an admission assessment.
- A shift in Test Centre processes has allowed us to process 148 requests from applicants wishing to complete an admission assessment at a remote test site in January of 2011; a task that we did not begin to complete until February in 2010.

- Refinements to the Test Centre scheduling practices allow for the administration of up to two additional assessment sessions per day. This will result in an increase in our weekly service capacity of 300 assessment administrations with no increase in staffing requirements.

Added to the increased number of admission assessments in January 2011, is the addition of 60 administrations to new external clients, such as the Ontario College of Pharmacists and the National Dental Hygiene Board.

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



Counselling Services

On January 19, Louise Legault represented the Centre for Students with Disabilities (CSD) and Counselling Services at the Ottawa Adult High School Career Fair. An estimated 50 students came to the information table with questions and enquiries.

*Counselling Same-Day Booking Initiative:*

Same-Day/Booked			
		January 2010	January 2011
Counsellor One-to-One Appointments	Same-Day Appt	209	261
	Booked Appt	164	113
<b>Total</b>		<b>373</b>	<b>374</b>

With same total volume of students seen, there was an increase of 24% in the students seen on the same day as they presented themselves, and a decrease of 31% in the number of students with appointments booked.

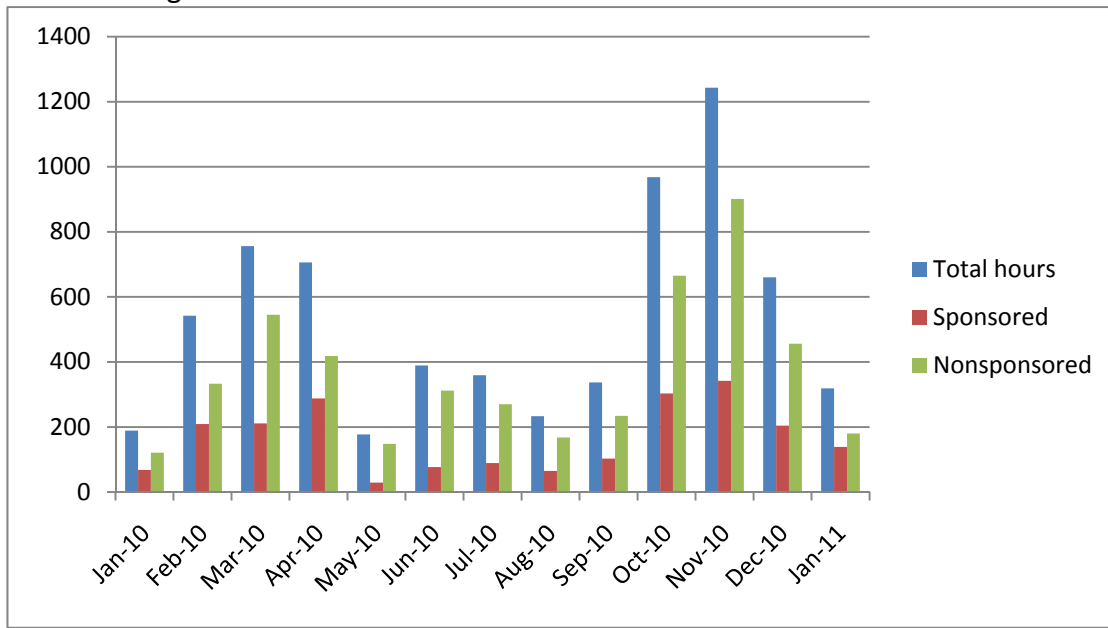
In January, Counselling Services saw 31% more prospective students (one-on-one session), than in 2010. Please note that Group Sessions for prospective students were not offered during January; instead Career Planning workshops were provided.

*Peer Tutoring*

The table below summarizes Peer Tutoring hours booked for the month of January 2011. The booking hours reported here are grouped into 2 categories:

- **Sponsored Hours:** These includes all tutoring hours booked by a student that receives tutoring paid for by an outside institution or from one of the support services at Algonquin College. i.e.: C.S.D or March of Dimes
- **Non-Sponsored Hours:** These include all hours booked and paid for by the student directly.
- **Booked Hours:** These include both Sponsored and Non-Sponsored hours.

Peer Tutoring Service Volumes



Mamidosewin Centre

The attendance at the Full Moon ceremonies is positive, and allows a way for our female students to let go of some of their stress that they have encountered over the month. This also allows for building support and encourages validation of Aboriginal spirituality and knowledge.

*Activities held in the Mamidosewin Centre*

<b>Date</b>	<b>Activity</b>	<b>Attendees</b>
January 11	Welcome Back Lunch	32
January 13	Aboriginal Display	38
January 18	Grocery Budget Workshop	18
January 19	Full Moon Ceremony	10
January 20	Traditional Teachings – Vinny Kicknosway	10
January 21	Moccasins in the City – Grandmother Isabelle	5
January 25	Movie Night	5
January 26	Understanding your credit score workshop	12
January 28	Moccasins in the City	6