
APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND TWENTY SIX OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, MAY 14, 2007 AT 5:00 P.M. AT ALGONQUIN COLLEGE IN THE OTTAWA VALLEY, PEMBROKE CAMPUS

Present: David Wallace, Chair
Shirley Westeinde, Vice Chair
Vini Bhindi
Fred Blackstein
Ric Cameron
Veronica Engelberts
Robert Gillett, President
William Johnson
Lana March
Wayne McIntyre
James Robblee
Ken Rosehart
Sterling Hartley
Amelita Armit
Wayne Wilson

Regrets: Michael Tremblay
Randy Williams

Vice Presidents seated at the table:

Raymonde Hanson, Academic
Robert Letourneau, Administration
Kent MacDonald, Student Services and Development

Resource Personnel and Observers:

Melissa Brasch, Clerk, Community & Student Affairs Dept., ACOV
Jane Hebert, Admin. Asst. Community & Student Affairs Dept., ACOV
Terry Graham, Computer Technician, Information Technology Services, ACOV
Chris Ryan, Professor, Forestry Technician Program, ACOV
Vivian Schutt, Coordinator, Office Admin. Exec. Program, ACOV
Joan Wright, President, Students' Association, Woodroffe Campus
Larry Dumoulin, Part-time Faculty, Business, Woodroffe Campus
Sharon Moreau, Administrative Assistant, Dean's Office, ACOV
Nancy McGuire, Training Consultant, Job Connect
Evelyn Cullleton, Continuing Education and Corporate Training, ACOV
Sue Mohns, Support Services Officer, HECO/BTOT, ACOV
Kim Mantifel, Coordinator, Business Program, ACOV
Mike Rushton, Director, Physical Resources, Woodroffe Campus
Margaret Krueger, Secretary, Business, Technology & Outdoor Training Dept., ACOV
Brenda Chartrand, Finance Clerk, ACOV
Anna Kelly, Clerk, General Information, ACOV
John Ryan, Part-time faculty, MPT, ACOV
Chris Ryan, Part-time faculty, Forestry, ACOV
Donna Winacott, Coordinator, Early Childhood Education, ACOV

Resource Personnel and Observers: (cont'd)

Debra Balasevicius, Chair, Health and Community Studies, ACOV
 Marilyn Adam, Professor, Contract and Continuing Education, ACOV
 Lorne Keon, Director of Education, Renfrew County Catholic District School Board
 Eleanor Newman, Director of Education, Renfrew County District School Board
 Jennifer Bromley, Learning Resource Centre, ACOV
 Theresa Lance, Office Manager, Students' Association, ACOV
 Paul McGuire, Coordinator, Computer Systems Technology Program, ACOV
 Pauline Edmonds, Coordinator, General Education, ACOV
 Gary Severin, Councillor, City of Pembroke
 Bob Hackett, Councillor, City of Pembroke
 Cheryl Lowe, Councillor, City of Pembroke
 Russ Kerr, Owner, Giant Tiger, Pembroke
 Dan Callaghan, Councillor, City of Pembroke
 Judy Lafleur, Coordinator, BScN Program, ACOV
 Debbie Badgley, Board Member, Pembroke Downtown Development Commission
 Shelley Burchart, Board Chair, Pembroke Downtown Development Commission
 Lenore Gibb, Grey Sister of the Immaculate Conception
 Nora O'Donnell, Grey Sister of the Immaculate Conception
 Pierre Noel, CEO, Pembroke Regional Hospital
 Wayne Dalrymple, SAT Electronics, ACOV
 Lee Torvi, Part-time Faculty, College & Career Preparation Program, ACOV
 Judy Purdy, Part-time Faculty, College & Career Preparation Program, ACOV
 Dawn Dubé, Executive Director, Advancement, Woodroffe Campus
 Murray Kyte, Chair, BTOT, ACOV
 Les Scott, Deputy Mayor, City of Pembroke
 Terry O'Neill, Councillor, City of Pembroke
 Sandra Larwill, Academic Manager, School of Part-time Studies, Woodroffe Campus
 Louise Barnabe, Academic Manager, School of Part-time Studies, Woodroffe Campus
 Linda Rees, Dean, School of Part-time Studies, Woodroffe Campus
 Jamie Bramburger, Manager, ACOV
 Karen Davies, Dean, Algonquin College in the Ottawa Valley
 Ed Jacyno, Mayor, City of Pembroke
 Terry Lapierre, CAO, City of Pembroke
 Marguerite Donohue, Executive Dean, Academic Development
 Doug Ouderkirk, Executive Director, Academic Operations and Planning
 Morris Uremovich, Executive Dean, Faculty of Technology and Trades

Miranda Lavallee
Recording Secretary

The Chair called the meeting to order at 5:00 p.m. and welcomed all in attendance. He thanked the staff of the Pembroke Campus for hosting the meeting.

Governor Blackstein thanked the Board and Algonquin College staff for attending the meeting and introduced Mayor Jacyno of the City of Pembroke who welcomed the Board to Algonquin College in the Ottawa Valley (ACOV) and the community. He recognized and thanked the faculty for the tremendous job that they do and the vital role that education plays in the community.

The Chair called the formal meeting to order at 5:03 p.m.

07-37 CONFLICT OF INTEREST DECLARATION

None declared.

07-38 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Blackstein and Robblee

that the minutes of the meeting held on April 10, 2007 be approved as presented.

UNANIMOUSLY CARRIED

07-39 BUSINESS ARISING

RETIREMENT

L. Presseau presented the information requested by the Board of Governors at the April 10th meeting concerning retirements. The report provided statistics on how many Algonquin College staff have retired over the past two fiscal years in question, fiscal years 2005-2006 and 2006-2007. During the two periods in question, the College had 1102 and 1124 approved positions respectively. Therefore, for year 1 the retirement rate was 5.0% and 2.7% for year 2.

REGISTRATION STATISTICS

R. Hanson presented the revised report confirming that the approved projection of returning students compared to the net registered for returning students for the Faculty of Health, Public Safety and Community Studies and the Faculty of Technology and Trades were inverted. The Registrar's Office sent their apologies for the inaccuracy within the registration stats that were presented at the April 10th meeting.

STUDENTS WITH DISABILITIES

K. MacDonald provided clarification regarding the percentage of students with disabilities in each of the Faculties following a request by the Board of Governors at the April 10th meeting. Data collected from August 14, 2006 to February 8, 2007 shows a total of 957 students registered with disabilities.

07-40 PRESENTATION

ALGONQUIN COLLEGE IN THE OTTAWA VALLEY

K. Davies, Dean, Algonquin College in the Ottawa Valley and J. Bramburger, Manager, Algonquin College in the Ottawa Valley presented a management update on their campus entitled Renaissance Square – A New Beginning of ACOV. A copy of the presentation was available on the table.

07-40 PRESENTATION (cont'd)ALGONQUIN COLLEGE IN THE OTTAWA VALLEY (cont'd)

K. Davies provided an overview of the opportunities this would provide to the City of Pembroke and Algonquin College such as, enhancing the development of the City's waterfront, revising Pembroke's downtown and becoming a centre of excellence for teaching and learning in rural Eastern Ontario.

J. Bramburger provided a snapshot of Renfrew County and ACOV, with a 40-year history in the Ottawa Valley. He also presented the population trends, high school enrolment statistics, details surrounding the expanding economy and labour market in Renfrew County. ACOV released an economic impact study in June, 2006 compiled by, *C.C. Benefits*, which stated that "Algonquin College in the Ottawa Valley is an Engine of Economic Growth for the Ottawa Valley." K. Davies added that in February, 2007, ACOV established the following fundraising capacity:

- 93% support across Renfrew County who would financially contribute to a capital campaign for a new Ottawa Valley campus.
- Over the past five years, more than \$320,000 in unsolicited financial donations have been made to the Campus for student bursaries.
- The Goldie Company recommends a 15-month campaign to raise \$2.5M.

K. Davies presented background information on the requirement to secure land, advising that ACOV has been discussing with the City of Pembroke the acquisition of water-front property to build a new ACOV.

Details were also provided for this purpose on partnerships and community support, which includes pledges, support from the ACOV full-time staff and letters of support from 14 municipal councils in Renfrew County.

Partnership opportunities and options for expanded programming were reported by J. Bramburger as follows:

- Canada's First Hockey Leadership College Certification program
- National Recruiting and training needs
- Radiation Protection program
- Golf and Ski Operations Management
- Environmental programs

K. Davies concluded the presentation by adding that the City of Pembroke is supportive of the Renaissance Square concept and is discussing the transfer of prime waterfront land to the College for a nominal fee to build a new campus. Renfrew County is also prepared to raise \$2.5M to support a capital fundraising campaign. The location will create new opportunities for the College to expand corporate training and it will transform Pembroke's downtown spurring investment with ACOV at the centre of the hub.

The Chair thanked K. Davies and J. Bramburger for their presentation.

07-40 PRESENTATION (cont'd)ALGONQUIN COLLEGE IN THE OTTAWA VALLEY (cont'd)*Questions/Comments:*

- Governor Armit congratulated K. Davies and J. Bramburger for this endeavour advising that she would be supportive of their efforts. She agreed that a new facility is required and an excellent location has been selected.
- *Governor Johnson requested details surrounding the economic impact on the community. He questioned if there would be improvements to the programs and what the square footage of the new facility is in comparison to the current facility.* K. Davies responded that the design of the new facility will provide core utilization of square footage. Improvement in enrolment is also anticipated since students enrol in a particular College based on their facilities/equipment. Additional programs will be added in the future based on demand.
- *Governor Westeinde advised that she supports the concept in principle, but outlined concerns with provincial funding.* K. Davies responded that they are currently at the planning stages, and a formal request will be presented to all levels of government. The local MPP and MP have also been involved in the preliminary discussions and are supportive.
- Governor Bhindi felt it was an outstanding presentation and was impressed with the pictures. He suggested requesting support from the staff at Woodroffe Campus who could possibly want to also contribute financially to the campaign.
- Governor Johnson agreed that it was an excellent presentation and was in favour of the idea. He added that the new facility will not only serve the community, but provide a prime location for programs offered in Eastern Ontario that are not the right fit for the Woodroffe Campus. *He stressed the importance of justification in terms of programs and partnerships, requesting that all potential for partnerships within Petawawa be explored since community and local partnerships are critical.* It was responded noted that these are currently at the preliminary stages and more details will provided at a future meeting.
- Governor Wilson thanked ACOV for the presentation. He was impressed with the vision and how this connects to the Ottawa River. He suggested utilizing a partnership to develop a residence. He encouraged them to provide living accommodations for students since this will enliven the downtown core. He wished them well adding that he will fully support this endeavour.
- Governor Blackstein provided further background information on the project. He thanked all of the Governors for providing their support for the purchase of the waterfront property.
- The Chair reported that this is the first Board of Governors meeting where a Mayor has attended. He added that they have carried the vision and although the work is not complete, the spirit of the community as well as the work from the staff resulted in today's excellent presentation.

The meeting adjourned at 5:48 p.m. to allow community observers an opportunity to depart and the meeting resumed at 5:51 p.m.

07-41 REPORT OF THE CHAIR

Student Representative Election Results

The Chair informed the Governors that the winning candidate for Student Representative on the Board of Governors is Peter Quinn. Mr. Quinn's term will commence effective September 1, 2007. He has been invited to the June Board meeting.

Algonquin Staff BBQ

Governors were invited to the annual Staff BBQ taking place from 11:30 a.m. until 2:00 p.m. on Thursday, May 17th, in the Marketplace Food Court at Woodroffe Campus. Governors were asked to contact the Board Office if they wished to attend.

Postponement of August 21st Board Chairs and Vice Chairs Planning Meeting

The Chair advised that this year's Board Chair and Vice Chairs Planning meeting has been postponed, and that an alternate date has yet to be determined.

Letters concerning the possible Suspension of the Information Systems Security Program

Letters received concerning the suspension of the Information Systems Security Graduate Certificate program were included in an information package provided today to the Governors.

ACCC Annual Conference 2007

The Chair advised that due to scheduling conflicts, he will be unable to attend the upcoming ACCC Conference scheduled from May 27th - 29th in Montreal and asked if another Governor could attend on his behalf. Governor Wilson agreed to attend and the Chair will provide him with the necessary details.

June 11th Board Meeting

The June meeting is also the Annual General meeting of the Board, at which time the draft Audited Financial Statements will be presented as well as any amendments to the bylaws.

An invitation was sent to all Governors on behalf of the President and his wife, Anne, inviting Board members and their spouses or guests for a dinner on Monday, June 11th at 7 p.m. at their home immediately following the Board meeting. Governors were asked to confirm their attendance with the Board Office by June 1st.

07-41 REPORT OF THE CHAIR (cont'd)**Nomination of Executive Members**

The Chair reported that applications for the Executive positions have been received and details will be provided at the June meeting. There will also be a vote for the Vice-Chair position. Due to conflicting schedules, Governor Armit will Chair the remainder of the meetings of the Nominating Committee on behalf of Governor Westeinde.

Board of Governors Retreat Survey Results

The Chair advised that the Board Retreat Survey results were on the table and added that he felt that the Retreat was a great success. Comments were highlighted as follows:

- Should be done annually.
- Great use of time.
- Very valuable exercise.
- Good approach and excellent engagement and collaboration.
- A well planned and effective day.
- Should have a similar retreat next year.
- How will the Strategic Drivers created by the Board be included in the Strategic Plan for 2008-2011? It was responded that the goal of the Retreat was not as a decision forum, but rather an opportunity to explore ideas. Governors were provided an opportunity to present their vision for the College. In the end, information from a variety of sources will be considered in developing the Strategic Plan.

07-42 REPORT OF THE PRESIDENT

The President reported on the following:

- This is the year-end for the College and we are preparing for Convocation and retirements.
- He reiterated the Chair's invitation for Governors to attend the annual Staff BBQ taking place on Thursday, May 17th and reminded Governors to contact the Board Office if they wished to attend.
- The Perth Convocation Ceremony is scheduled for May 31st at 7 p.m. at the Perth and District Collegiate Institute.
- The Strategy Team is continuing to develop the Strategic Plan's Balanced Scorecard. The President's Executive Committee is also continuing to focus on the Business Plan, which will be brought forward to the June Board meeting.
- Major renovations will take place over the coming summer months. Challenges for Physical Resources include major upgrades to the facilities and equipment. The Board will be kept informed of the progress.

07-42 REPORT OF THE PRESIDENT (cont'd)*Questions/Comments:*

- *Governor Robblee suggested that the Board raise the issue of capital funding in the public forum since it is an election year. He raised concerns with only \$5M allocated to Colleges over a 5-year period. He stressed the importance of life long learning and the requirement to offer programs that bring students to an appropriate level for competition.*
- *Governor Westeinde, Governor Johnson and Governor McIntyre attended today's Expedition Africa Luncheon. Governor Westeinde added that they had an excellent lunch with Stephen Lewis who was a guest speaker at Kaleidoscope.*

07-43 DECISION ITEMS AND REPORTS**BUSINESS PLAN PROGRESS REPORT**

The President reported that this is a comprehensive report outlining the Colleges goals and objectives as of May 2007; he added that all areas have met or exceeded their targets.

Questions/Comments:

- *Details surrounding the Professor's of the 21st Century document were requested. R. Hanson responded that this document was developed by the College Council approximately four years ago. It identifies the competency expected from the professors.*

PROGRAM APPROVAL: GOLF AND SKI OPERATIONS

R. Hanson provided an overview of the proposed Golf and Ski Operations program, noting the length of delivery and that it is a compressed NSDP program with a co-op component which will maximize the usage of facilities. K. Davies noted that this course offers practical, hands-on training, as well as theory. Students will learn about food and beverage management, risk management and organizational research and the Pembroke Campus has been offered full support from the Golf courses in their region for employment of graduates.

Questions/Comments:

- *Governor Wilson questioned the difference between this program and the Sports Management program. R. Hanson responded that the Sports Management program trains for the management of facilities and the Golf and Ski Operations program focuses on golf. K. MacDonald added that based on*

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: GOLF AND SKI OPERATIONS (cont'd)***Questions/Comments:*

- feedback from the industry there is a requirement for more business orientated staff in management.
- *Governor Wilson questioned whether this program could embrace an International co-op placement.* For this program the General Education component is pre-selected. The exception was made for this program to ensure students meet the requirements.
 - *Governor Wilson questioned, in terms of cash flow, why there were no projections for Full-time Academic and Fringe.* R. Hanson responded that ACOV does not plan to hire full-time staff during the first year, which is why no money was included for the 2008-09 academic year.
 - *Governor Robblee questioned if there was any investigation on the number of people that might be hired.* K. Davies reported that feedback has been positive and students will have increased job opportunities because of their combined training.
 - *Governor Rosehart questioned if it is a pre-paid co-op.* Yes.
 - *Governor Rosehart also questioned what type of support would students be provided by the College to obtain these positions.* The College would continue to provide the same services.

RESOLUTION

MOVED AND SECONDED – Rosehart and McIntyre

that the Board of Governors approve the Golf and Ski Operations Management Ontario College Diploma program effective Fall 2008 and seek validation of the program title and outcomes from the Curriculum Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

UNANIMOUSLY CARRIED

PROGRAM APPROVAL: FORENSIC ACCOUNTING AND FRAUD INVESTIGATION

R. Hanson advised that this program would be offered as an Ontario College Graduate Certificate program, delivered by the School of Part-time Studies on a part-time basis. R. Hanson provided background information including that this program satisfies a need as demonstrated by the needs assessment surveys. An alliance has also been established between the Association of Certified Forensic Investigators of Canada (ACFI) Educational Program Committee and Algonquin College.

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: FORENSIC ACCOUNTING AND FRAUD INVESTIGATION (cont'd)**

L. Rees added that a total of twelve courses would be offered in both an in-class and online learning environment to expand market reach and to provide learner flexibility. It is also geared towards students who already have a recognized degree or diploma. L. Rees also provided details on possible employment opportunities.

Questions/Comments:

- Governor Hartley felt that this was a well timed proposal.
- Governor Armit added that since the federal government is focused on accountability, elements from this program should be marketed appropriately.
- *Governor Armit questioned the method of delivery based on the program offered at Seneca College.* It was advised that Seneca offers on a full-time basis. Algonquin has focused on individuals who wish to specialize or take the program online.
- *Governor Wilson questioned why this program is not offered by the School of Business.* It was responded that Seneca College is currently struggling with their part-time program and this was developed by the School of Part-time Studies in response to the need from their clients. The opportunity to offer this program on a full-time basis will be approached based on demand. R. Hanson added that students experiencing financial difficulties could take this program on a course by course basis.
- *Governor Wilson questioned, in terms of student interest, if there would not be more mature applicants who would be interested in this who have experience in accounting.* Results from the needs assessment survey and feedback from City employers indicate there is an experienced need.
- *Governor Johnson asked why no financial analysis was provided.* It is because this program is delivered on a course by course basis. Delivery will be predicated on sufficient registrations to meet financial targets.
- Governor Rosehart added that during his last co-op term he learned that the compensation field is quite substantial and felt the program should receive lots of interest.

RESOLUTION

MOVED AND SECONDED – Westeinde and Rosehart

that the Board of Governors approve the Forensic Accounting and Fraud Investigations Ontario College Graduate Certificate program effective Fall 2007 and seek validation of the program title and outcomes from the Curriculum Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

UNANIMOUSLY CARRIED

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: RADIATION PROGRAM**

R. Hanson reported that this is a one-year Ontario College Certificate program that has been developed in conjunction with Atomic Energy of Canada, Ltd. (AECL) to ensure that it meets their training requirements. In addition, AECL has indicated a willingness to hire a number of the program's graduates each year.

Questions/Comments:

- Governor Blackstein conveyed that there are currently 2500 employees at the Chalk River Nuclear Lab and that this program will increase options for students enrolled in Nuclear Medicine.
- *Governor Wilson questioned how this would be delivered.* Skills training for this program will occur at the Pembroke Campus using simulation and actual radiation detection equipment. Students will have their final placement at the Chalk River site of Atomic Energy of Canada, Ltd. It is also understood that there may be some information specific to each facility that is not part of the program, but that will be covered during onsite orientation by the individual employers.
- *Governor Bhindi questioned why field placement has only 30 hours of delivery.* AECL felt that this is what was necessary and consistent with what students could handle. It was added that there will also be heavy emphasis on equipment usage and not strictly blackboard theory.
- *Governor Robblee added that the greatest need will be in the medical field and questioned if placement opportunities in hospitals should be considered.* K. Davies advised that several placement options have been considered with limited options available.
- *Governor Johnson questioned if this was outsourcing and why the tuition fee is only \$1060. He also questioned what thought went into these negotiations on atomic energy and taking over their outsourcing.* R. Hanson advised that this is the required fee that students are required to pay to receive their credential. She added that although in some instances AECL is outsourcing to the College, it is undetermined whether or not the College will only outsource to this company.

RESOLUTION

MOVED AND SECONDED – Blackstein and March

that the Board of Governors approve the Radiation Protection Ontario College Certificate program effective Fall 2008 and seek validation of the program title and outcomes from the Curriculum Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

UNANIMOUSLY CARRIED

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM TITLE CHANGE PROPOSAL:
REGISTERED NURSE – OPERATING ROOM**

R. Hanson presented a modification of the program title from Registered Nurse – Operating Room and the proposed program title of Registered Nurse – Perioperative. She added that reasons for the request for the title change have been included within the proposal.

RESOLUTION

MOVED AND SECONDED – Westeinde and Rosehart

that the Board of Governors approve the title change to Registered Nurse – Perioperative for this Ontario College Graduate Certificate program, effective Fall 2007 and seek validation of the program title from the Curriculum Validation Service.

UNANIMOUSLY CARRIED

PROGRAM SUSPENSIONS:

R. Hanson provided details on how the College assesses programs and why at times a recommendation to suspend a program comes forward. At its March 2002 meeting, the Board supported the direction that each program is to contribute 25% to cover the costs of services and infrastructure required to support the academic activities. The programs are attributed as expense all direct teaching and indirect teaching costs up to the Office of the Vice President.

An allocation for dedicated classrooms and laboratories and depreciation for equipment is also reflected in the indirect teaching costs. As well, programs are expected to attain a Quality Index of at least 70%, which are derived from results of Key Performance Indicator capstone questions, results of course assessment surveys, admission registration data and employment. The College also works closely with the Advisory Committee to improve the standing of the program as required. All four programs being recommended for suspension have been unable to meet the target contribution of 25% in the last three years, with the exception of Security Systems Technician which exceeded the financial contribution in 2005/06 as a result of converting the program to NSDP.

**PROGRAM SUSPENSION: ELECTRONICS ENGINEERING TECHNICIAN
(0044X) AND ELECTRONIC ENGINEERING TECHNOLOGY (0008X)**

R. Hanson advised that the recommendation to the Board of Governors to suspend, as a result of low enrolment, the Electronics Engineering Technician (0044X) and Electronic Engineering Technology (0008X) programs were

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM SUSPENSION: ELECTRONICS ENGINEERING TECHNICIAN (0044X) AND ELECTRONIC ENGINEERING TECHNOLOGY (0008X) (cont'd)**

presented together since they are closely linked. The programs share a facility as well as cost centres. In 2001/02 there were 1600 students registered in these two programs and in 2006/07, enrolment decreased to 240 students. To meet target, 312 students must be enrolled, for 2007/08 the estimated enrolment is 237. It is believed that there is no opportunity for growth in this field due to the lack of jobs available.

Algonquin College has considered the development of a new Program of Study for approval in the Fall 2007 to address the demand for wireless networks. The projected start date is Fall, 2009 to ensure students currently enrolled in the program have the opportunity to complete the program. This would also provide the 11 existing full-time staff the opportunity to obtain training.

Questions/Comments:

- *Governor Blackstein questioned employer satisfaction.* R. Hanson and M. Uremovich, Executive Dean, Faculty of Technology and Trades, agreed that there were no problems with satisfaction; failure was in delivery, not in the market.
- *Governor Johnson outlined concerns with revenue and questioned what has been done to adjust the number of full-time professors, reducing space, etc. Also, what did management do to make the cost efficiencies with fewer full-time staff and to allow for transition from higher enrolment to lower enrolment.* R. Hanson reported that the department has allocated labs, transitioning from five labs to two. In terms of professors, M. Uremovich advised that there were originally 29 full-time faculty in this area, which has decreased due to reassignments. Some professors were teaching in two different programs, and with additional growth in Robotics, some of the professors now teach for this program. M. Uremovich added, following the decline in computer technology a few years ago, this contributed to the reduction of programs in this area, which now services other programs.
- *Governor Johnson questioned since 240 students were enrolled in this program in 2006/07, could the contribution target be improved by enrolling a fewer number of students.* R. Hanson advised that of the 240 students enrolled, 107 are returning students and the remaining 90 could be directed to the Electrical Engineering Technician program, a similar program. Following review of the percentage of contribution for 2007/08, it was felt that the upcoming year should be used to train the 11 faculty to offer the new programs.
- *Governor Robblee questioned why the program did not meet the Quality Index.* Although the quality of the program was improved students struggled through it. Fewer students will also bring down the quality. It was added that attrition was low.

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM SUSPENSION: ELECTRONICS ENGINEERING TECHNICIAN (0044X) AND ELECTRONIC ENGINEERING TECHNOLOGY (0008X)** (cont'd)*Questions/Comments: (cont'd)*

- *Governor Wilson outlined concerns with the number of students who will be influenced by this decision. He finds costs biased when compared to a course offered in a standard classroom. He added that there is currently no evidence on how the College will compensate for this suspension. There is also no evidence of a corporate market with technical staff marketing their own programs. He outlined concerns with suspending this program since it is unclear what we are doing on a College-wide basis to provide further emphasis on the marketing for these programs. Governor Wilson concluded that he would not support this suspension on principle since not enough has been done to target the specific program areas. R. Hanson responded that in terms of space and equipment, the Ministry takes into account specialized labs, resulting in some compensation. In terms of marketing, for the last three years there was focused marketing on programs that have had challenges meeting their enrolment targets. They also did program sourcing with these programs highlighted; there was no increase in enrolment.*
- *Governor Hartley agreed that this is a tough decision. He added that since some businesses lack the information to predict these challenges, the reality is the bottom line is still low so the College should take advantage of this opportunity.*
- *Governor McIntyre commented on the Information Systems Security (0455X) program, which was reviewed in a similar way as this and is also having a hard time obtaining graduates. With the addition of an International program, enrolment has increased and they were able to successfully move professors.*
- *Governor Cameron agreed with the difficulty of the decision to suspend a program with 240 students, but following the request for a 25% contribution target, and following the findings from R. Hanson and M. Uremovich, efforts were made to maintain enrolment for this program. He suggested monitoring for future interest.*
- *Governor March reported that many other colleges in the Eastern Region are having difficulties maintaining enrolment.*
- *Governor Armit outlined concerns with the number of students currently enrolled and questioned the impact on the 237 students projected for Fall 2007 enrolment. Students currently enrolled in the program will continue in the program. Applicants will be directed to the Electrical Engineering Technician program and other provincial Colleges are still offering this program.*
- *Governor Johnson stated that he had not heard whether or not this program could be delivered more efficiently with additional cuts. He added that if they reduced to 9 professors this would free up dollars and result in achieving the target. He suggested reporting back at the June meeting once this has been tested. Governor Johnson also asked if every step had been taken. M.*

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM SUSPENSION: ELECTRONICS ENGINEERING TECHNICIAN (0044X) AND ELECTRONIC ENGINEERING TECHNOLOGY (0008X) (cont'd)**

Questions/Comments: (cont'd)

Uremovich responded that not all of the 11 faculty have been charged against this particular program. The reason for a decreased target is due to a decrease in enrolment. This program has been run by five to six staff, with some faculty assigned to other areas. Based on the figures, every effort has been made to improve the program including increasing class sizes.

RESOLUTION

MOVED AND SECONDED – Robblee and Hartley

that the Board of Governors approve, effective Fall 2007, the suspension of the following programs: Electronics Engineering Technician (0044X); Electronic Engineering Technology (0008X).

9 in Favour, 3 Opposed (Johnson, Wilson and Bhindi)
CARRIED

PROGRAM SUSPENSION: INFORMATION SYSTEMS SECURITY (O455X)

R. Hanson advised that letters addressed to the Board of Governors from Advisory members and an Algonquin College student were provided on the table. She added that this program has been unable to meet the anticipated contribution. She confirmed that although the last two letters included in the package indicate that enrolment numbers have increased and today's results from the Registrar's Office indicates 43 accepted into the program, 29 of these accepted students are International Students who traditionally have a lower conversion rate. Based on normal conversion, the estimate calls for 18 accepted students for the fall 2007, which does not make this program viable. This program also has a dedicated computer lab which can only be used by this program because of the nature of the program which increases the overall costing.

Questions/Comments:

- Governor Blackstein agreed that when a negative percentage is the result, it will sap resources and equipment from other programs. R. Hanson agreed that because of the specialized computer lab, this program and the low enrolment is taking resources from other areas.
- *Governor Robblee noted the importance of security and information systems and enquired why this program would attract so few applicants and questioned if this is a marketing problem.* He was advised that the College

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM SUSPENSION: INFORMATION SYSTEMS SECURITY (O455X) (con'td)***Questions/Comments: (cont'd)*

- has tried different types of marketing initiatives; however, an increase in enrolment did not materialize. It does not appear that applicants see this program as attractive as others and also do not see security as a growing opportunity.
- Governor Hartley felt this is a business decision and the numbers are telling the Board that offering this program is not viable.
 - *Governor March shared her surprise that there is no demand. She questioned whether there is an opportunity for marketing initiatives to be explored using the letters provided for support from the industry.* Over the past two years the Advisory Committee has become active and involved in the marketing initiatives with low results.
 - *Governor March also questioned whether some of the curriculum could be incorporated into existing programs.* M. Uremovich responded that on a smaller scale, some curriculum could be incorporated into the Computer Engineering program.
 - The Chair advised that when developing the process for the monitoring of subsidized programs, the Board of Governors set the subsidization target a number of years ago.
 - *Governor Rosehart felt that the 29 International Students identified is a significant number. He enquired as to what had been done to capture the interest of these students.* R. Hanson responded that a Marketing Initiative was just completed in India and the International Centre continues to market full time programs.
 - *Has the College tried to improve the conversion rate of the 29 International Students?* There are a number of factors that must be considered, many of which the College has no control over such as the requirements for obtaining a visa.
 - *Governor Bhindi questioned if the Marketing department could provide a proposal confirming that they did adequately market for these programs.* The Chair confirmed that the College has explored every possibility but not all details are presented to the Board. The College has a bottom 30 programs which the Marketing department devoted approximately 70% of their resources to market. R. Hanson added that a great deal of effort was put into the marketing for these low achieving programs. There are also many programs with full enrolment.
 - *Governor March questioned whether there could be a delivery mode for the program?* For this particular program, this is not an option. Governor Blackstein added that this is due to a large component of in-house training.
 - Governor McIntyre added that there is currently not a high demand for these skills, with many organizations laying off people or retraining them internally. There is not a lot of security provided locally anymore as it is often outsourced.

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM SUSPENSION: INFORMATION SYSTEMS SECURITY (O455X)**
(cont'd)*Questions/Comments: (cont'd)*

- *Governor Wilson commented on and requested support for an amendment to the effect that this program suspension be postponed for one year to provide an opportunity to look at this situation more globally. The average age of learners ranges from 30 to 60 years so we are dealing with a non-traditional group of learners who come to the College as experienced workers. He found it exceptional that the International Department was able to sell this program across the globe, but is concerned that we haven't been able to find the right mix to attract applicants within our community. From another perspective, graduates of Algonquin are traveling across the world to provide their expertise. He reiterated that he feels these programs should be offered for one more year to focus on the talents of the advisory committee and to offer an opportunity to enhance this program as an area of potential interest.*

RESOLUTION

MOVED AND SECONDED – Cameron and Bhindi

that the above noted amendments be approved.

3 in Favour, 9 Opposed
NOT CARRIED**RESOLUTION**

MOVED AND SECONDED – Westeinde and Armit

that the Board of Governors approve, effective Fall 2007, the suspension of the Information Systems Security program (0455X).

9 in Favour, 3 Opposed
CARRIED**PROGRAM SUSPENSION: SECURITY SYSTEMS TECHNICIAN (0409X)**

R. Hanson provided the background information for this program suspension adding that there has been a steady decline in enrolment. She outlined the reason why the number of returning students appeared to be high is because two semesters had been included with the figures provided. Governors were advised that students could take the Electrical Engineering program to obtain similar skills and work in the same field.

07-43 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM SUSPENSION: SECURITY SYSTEMS TECHNICIAN (0409X) (cont'd)***Questions/Comments:*

- Governor Johnson expressed his concern that this program cost \$247K in 2005/06. R. Hanson responded that these include indirect expenses as well as overhead.
- Governor Johnson added that this program has been contributing approximately \$150K per year. R. Hanson responded that although this program has made a contribution, in point of fact, more money is lost when direct and indirect expenses are factored in. Past successes with this program were due to a change in the length of delivery.
- Governor Blackstein asked if students referred to the Electrical Engineering program would be able to complete this program successfully. It was confirmed that they would be able to complete the program.

RESOLUTION

MOVED AND SECONDED – Westeinde and Robblee

that the Board of Governors approve, effective Fall 2007, the suspension of the Security Systems Technician program (0409X).

Favour, 1 Opposed (Wilson)
CARRIED

UPDATE ON THE NOMINATING PROCESS

An update was provided as part of the Chair's Report.

07-44 MANAGEMENT SUMMARY REPORT

The complete Management Summary report is available at <http://www.algonquincollege.com/board/minutes.htm>.

Questions/Comments:

- Governor Robblee highlighted the following item from the management summary: "The National League of Nursing in the United States has identified Algonquin College as a Simulation Resource and Innovation Centre; the first of its kind in Canada". He added that the community has stressed the importance of simulation and that this is the only facilitator training facility in the Country. This is a great success for the College.
- Governor Wilson advised that the City is currently developing an Ethical Purchasing Policy which would make suppliers confirm that there is no child

07-44 MANAGEMENT SUMMARY REPORT

labour involved and that there is fair trade. He felt it would be valuable for Algonquin College to review its policies and tie them into any new practices that the City might develop. The Vice President, Administration will review this matter.

07-45 INFORMATION ITEMS

Information items were on the table.

07-46 OTHER BUSINESS

None declared.

RESOLUTION

MOVED AND SECONDED – March and Hartley

that meeting #426 of the Board of Governors of Algonquin College adjourn for the evening at 7:48 p.m.

CARRIED

David Wallace
Chair

Miranda Lavallee
Recording Secretary