

APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND FORTY EIGHT OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, OCTOBER 19, 2009, AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS, ROSSER BOARD ROOM

Present	James Robblee, Chair William Johnson, Vice Chair Stephen Abraham Fred Blackstein Michael Dunlop Pauline Edmonds Veronica Engelberts Robert Gillett, President Sterling Hartley Yusuf Khan Lana March Doug Orendorff John Owens Valerie Sayah Michael Tremblay	Regrets	Amelita Armit Carman Joynt Robert Letourneau, Vice President, Administration
		Vice Presidents	Gerry Barker, Human Resources Kent MacDonald, Academic Joy McKinnon, Business Development Deborah Rowan-Legg, Student Services

Anna Cobus, Recording Secretary

Guests

- N. Bruce, Chair, Police and Public Safety Institute
- C. Brule, Executive Dean, Faculty of Technology and Trades
- R. Campbell, Professor, Police and Public Safety Institute
- S. Clarke, Manager, Finance and Administrative Services
- V. Colligan, Chair, Architecture/Civil Studies
- K. Davies, Dean, Algonquin College in the Ottawa Valley
- S. Gibbons, Professor, Interior Decorating
- K. Marsh, Observer
- N. Makila, Executive Assistant to the Vice President, Academic
- P. McKeracher, Director, Staff Relations
- K. Tysick, Executive Dean, Faculty of Health, Public Safety and Community Studies
- B. Rothwell, Executive Director, Algonquin College Foundation

The Chair called the meeting to order at 5:00 p.m.

09-49 CONFLICT OF INTEREST DECLARATION

Governor Johnson observed that the legal firm he is employed with (Borden, Ladner, Gervais) is the appointed Counsel for the City of Ottawa related to the Transit Way Project and as a result, he will refrain from voting on any matters that may arise pertaining to this subject.

09-50 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Tremblay and Sayah

That the minutes of June 8, 2009, be approved as presented.

09-51 BUSINESS ARISING

None.

09-52 REPORT OF THE CHAIR

The Chair reported the following:

- The Fall Convocation Ceremony will take place on Tuesday, October 27th at the National Arts Centre beginning at 8:00 p.m. The Chair, as well as Governors Khan, Orendorff, and Sayah will attend.
- On the table was a copy of the Code of Ethical Conduct for each Governor's signature, as per the requirement outlined in Board By-Law #1. Governors were asked to sign a copy and submit it to the Chair for signature.
- Governors were reminded to remove any material from their binders that they wish to retain after each meeting and leave their binders on the table to be collected and repackaged for the next month's meeting.
- A summary of the recent Board retreat has been prepared and will be reviewed by the Executive Committee at an upcoming meeting, with the goal being to develop a framework under which to consider the final recommendations arising from the Strategic Programs and Services Planning Project which will be presented to the Board for consideration prior to the end of August, 2010.

09-53 REPORT OF THE PRESIDENT

The President reported the following:

- The trial edition of *The Algonquin News*, the internal employee newspaper designed to inform and engage the Algonquin Community about the major areas of focus at the College, was on the table for information and Governors were encouraged to read it. It was noted that this is a separate publication from *The Algonquin Times* which is the student-operated newspaper.
- The 2010/2011 budget preparation process is beginning under the assumption that the government may provide a 0% increase when funding announcements are made in March, 2010. The Board will be kept informed throughout the process.

09-53 REPORT OF THE PRESIDENT (cont'd)

- Faculty bargaining is continuing with nothing new to report.
- The College Compensation and Appointments Council will be disbanded and the legal structure for a new Employers Council is being developed, as mandated in the College Charter. This will transfer the power to Colleges as opposed to a government-sponsored agency. Appointment of Governors will remain under government authority through the College Compensation and Appointments Council.
- The Government's Second Career Program is heavily oversubscribed and has already reached the 21,000 student mark. The funds for this program are rapidly diminishing (\$10M per week) and it is unclear as to how much more will be funded. It has been confirmed that 2009 fall term enrolments under the Program will be funded; however, future funding is uncertain.
- The groundbreaking ceremony for the Algonquin Centre for Construction Excellence was held on Friday, October 16th and was very well attended by all levels of Government, Industry and members of the College Community. Positive comments were received regarding both the interior and the exterior of the building which will open its doors for classes beginning on September 6, 2011.

Questions/Comments:

- *Governor Edmonds inquired as to whether the President will attend the ACCC on Parliament Hill on November 16th. The President will attend that meeting which is in part a thank you meeting with the Cabinet and MPs, as well as an opportunity to speak to the advantages and impacts of investing in Colleges in both the long term and the short term. Normally, the Federal Government does not fund colleges directly; however, they do transfer monies for post secondary education and so we are asking if they will consider reexamining how they could invest in the future.*
- *Governor Robblee inquired about the potential impact of the recent announcement of a \$90M reduction in student grants, and whether this will create an increase in the demand for support for our students? The President indicated that he had not yet heard this announcement; however, the current aid package for the students is very substantial.*
- *Governor March inquired as to when the results of the part time faculty vote will be released. The votes are presently sealed and the matter is before the Labour Board who will decide when and if they should be opened.*

09-54 DECISION ITEMS AND REPORTS**FIRST QUARTER FINANCIAL REPORT**

In April 2009, the Board approved the College's annual budget for 2009/10 with a positive net contribution before Expenditures from Internally Restricted Funds of \$2,615,000.

09-54 DECISION ITEMS AND REPORTS (cont'd)**FIRST QUARTER FINANCIAL REPORT** (cont'd)

The Q1 Projection includes planned expenditures from Internally Restricted Funds of \$10,180,000. These expenditures are intended to fund:

- Projects budgeted and started, but not completed, in the previous fiscal year;
- Initiatives to support the Strategic Plan;
- Initiatives to support the objectives under the Multi-Year Accountability Agreement

In April 2009, the Board approved \$8,881,000 in Expenditures from Internally Restricted Funds. At the time the budget was approved, final results for 2008/09 were not yet known; year-end net asset balances (i.e. internally restricted funds) were estimated in order to determine the College's capacity to fund appropriations and specific reserves. Once the final net asset balances were determined, additional specific reserves totaling \$1,552,000 were approved. In addition, the final year-end balances of approved 2008/09 appropriations and specific reserves to be carried forward were \$253,000 less than initially estimated. The final net asset balances were reported in the 2008/09 Financial Statements and approved by the Board on June 8, 2009. This budget was based on the grants announced to date, tuition fee policies in effect, growth in post-secondary enrolment, reasonable provisions for inflation and capital spending to match announced capital grants and normal historical provisions.

The 2009/10 Q1 Projection shows significant revenue variances of \$(1,093,000) in Post-Secondary Activity Grants and \$20,339,000 in Capital and Equipment Grants. The former is due to a combination of repayment of part of the 2008/09 Enrolment Growth grant and changes in the funding formula announced by the Ministry in June. The increase in capital grants is mainly due to additional federal and provincial funding for the Algonquin Centre for Construction Excellence. The revenue projection also includes several minor variances from the Approved Budget, among all operating Areas of the College, incurred as part of normal business operations. Various expenditure adjustments were made in order to maintain a positive contribution of \$1,074,000 before GAAP adjustments (\$14,000 higher than the Approved Budget). Net Contribution before Expenditures from Externally Restricted Funds is projected to be \$4,516,000, \$1,901,000 higher than the Approved Budget.

In terms of the funded positions at Q1, adjustments have been made to reflect new positions, positions eliminated, transfers, etc. Accordingly, there are minor differences in the staff complement and a zero net increase in the overall summary of funded positions.

Questions/Comments:

- *Governor Blackstein thanked the Finance Department for the revised reporting format and Governor Abraham indicated that he appreciated the clear and concise reporting format, including the variance notes on each schedule.* The President encouraged Governors to continue to advise Management when reporting could be improved to allow for a better understanding of the information being presented.
- *Governor Edmonds inquired as to whether the allowance for the carry-over of vacation entitlement has caused an increase in the accrued vacation, sick leave and post employment benefits line?* The President responded that it must be remembered that as staff are hired, there is a change in the total liability based purely on volume as well as compensation increases. As the carry-over privileges have been the same for twenty years, they did not impact the totals.

09-54 DECISION ITEMS AND REPORTS (cont'd)**FIRST QUARTER FINANCIAL REPORT (cont'd)**

- *Governor Edmonds requested that the Board receive a breakdown of vacation liability/sick leave /post-employment benefits for each of the three employee groups. The President responded that this information would be summarized and provided to the Board as soon as possible.*
- *Governor Edmonds questioned if it would be appropriate for the Board to have a policy on expenses and how they are disclosed, given the recent scandals in Ontario within different Ministries; and, given that Ontario has introduced new measures in this regard. The President responded that the provincial guidelines do not apply to colleges, universities or hospitals. He also indicated that advance authorization is required for all travel expenses under the operational guidelines that do exist for travel and entertainment expenses for staff, which would suggest that the College does have adequate policies in this regard. The Chair added that the College has a fully audited budget and balance sheet which has been perfect during each of the six years that he has been on the Board of Governors. Governor Dunlop also observed that the expense guidelines are available to the Audit Committee which is responsible for monitoring of this nature.*
- *Governor Johnson inquired as to how the \$21M increase in grant revenue relates to the \$19M reduction in funding for strategic priorities (page 1). This reflects the processes where monies are received as grants for the construction projects and are then transferred to the funding for strategic priorities account. All of the expenses for the construction projects must and will be tracked individually.*

09-54 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS**

K. MacDonald, Vice President, Academic introduced the five program proposals that were presented. He indicated that the largest percentage of the recent enrolment growth is due to the new and innovative programs that were brought forward by staff and faculty in 2008/2009. The challenge, of course, is space limitation which has resulted in alternative delivery modalities to address this reality. All of the programs presented include integrated technologies to varying degrees and all meet the target of a minimum of 20% of hybrid activity.

Veterinary Assistant

K. Tysick, Executive Dean, Faculty of Health, Public Safety and Community Studies, and Norm Bruce, Chair, Police and Public Safety Institute, were present to seek the Ministry's approval to offer the full-time Veterinary Assistant Ontario College Certificate program. An expanding pet care industry has created a demand for skilled workers in the field and employment opportunities for educated veterinary assistants. In response to industry and community needs for training in animal health care, Algonquin began offering a 293 hour Veterinary Assistant college certificate program in 1997 on a part-time basis. Although the program has been well subscribed, the establishment of a state-of-the-art Animal Health Care Facility in January 2007 was with the understanding that the part-time program would be modified to a full-time, funded offering. The School of Part-time Studies has expanded offerings in areas such as grooming, working closely with program development staff, such that a grooming course exemption is applicable to the new Veterinary Assistant program. Over the course of the admission cycles of the last

09-54 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS** (cont'd)

seven years, the Veterinary Technician program has been oversubscribed with applications ranging in numbers from 524-616 for 60 seats. At present, Veterinary Assistant programs are offered at Durham, Northern, and St. Lawrence colleges. With a proposed spring intake, the Veterinary Assistant program start date is positioned competitively and will allow for year-round utilization of the Animal Health Care Facility to optimize scheduling. The findings of the May 2007 Labour Market Analysis are indicative of a positive climate for increasing full-time animal health care training program offerings. More recent data continues to support the need for offering an expanded Veterinary Assistant program. The Ottawa Academy of Veterinary Medicine (OAVM) Continuing Education Group currently registers ~400 individual veterinarians within the catchment areas of Ottawa-Carleton, the Ottawa Valley, and Gatineau. The OAVM also indicates that registered local small animal clinics number ~140 from the same regions, with a few clinics extending to the Kingston and Peterborough areas. As of September 20, 2009, the Ontario Association of Veterinary Technicians' website posted 137 available animal health care positions for receptionists, salespersons, veterinary technicians, veterinary assistants, etc., throughout Ontario.

Since 1997, the part-time Veterinary Assistant program has achieved annual intakes ranging from 30-40 students. As well, applications to the Veterinary Technician program have been oversubscribed since its inception in 2003. Achieved enrolments for both programs attest to the popularity of animal health care training. The first year of the program will be staffed with a sessional professor, part-time professors, and part-time academic technologists. Assuming enrolment projections are met, the hiring of a full-time faculty member is planned in the second year of program delivery. Where feasible in Level 02, some clinical activities will be delivered jointly with the Veterinary Technician program. The Veterinary Assistant program of study was reviewed by the Animal Health Care Advisory Committee and a formal motion of approval unanimously granted on September 16, 2008.

Questions/Comments:

- *Governor Blackstein: The part time program has the same name yet a fewer number of course hours. What is the reason for this given that the full time program provides the same credential?*
The existing Veterinary Assistant program is a College certificate. It will be phased out prior to the launch of the new Veterinary Assistant Ontario College Certificate program so that we do not have two different credentials being offered with the same name at the same time. Provision has been made to ensure that the students that are currently registered in the Veterinary Assistant certificate program will be able to complete their studies prior to the launch of the new program. Employers have indicated that they are able to differentiate the credential and there have been no concerns expressed by the advisory committee.
- *Governor March: Is this similar to the change that occurred with the Personal Support Worker (PSW) program several years ago?* It is similar; however, the PSW certificate students were offered the opportunity to bridge from one program to the other. The PSE credential is a part of a more regulated profession than that of the Veterinary Assistant.
- *Governor Khan: Is there any transferability between the two programs?* Yes.

09-54 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS** (cont'd)

- *Governor Orendorff: When we do surveys, how many of the 70 potential students are likely to get jobs? It was clarified that the figure of 70 refers to semester registrations (i.e. 35 students/year). In terms of the market survey, and based on where the pet care industry is heading, including the number of households with pets, number of clinics and number of veterinarians, there is no indication that there will be any difficulty in these students attaining employment upon graduation; 95% of graduates get employment in their field of training.*
- *Governor Dunlop: We will be able to use the same staff that are currently teaching in the part time program? Yes.*
- *Governor Orendorff: When looking at the five programs being presented, there is quite a range in the break even timelines, online content, number of students. How do we rank these programs and against what criteria within the context of being demand driven? There is a difference in cash contribution amongst the programs due to factors such as specialized equipment, lab investments, weighted funding unit, etc. In terms of being demand driven, we focus on what we believe to be reasonable in terms of interest and job opportunities for the programs; however, there are many program ideas that can't be brought forward at this time due to space constraints, which is certainly a filter for considering all program proposals. The programs are each coming from the different faculties of the College and are the most appropriate to bring forward based on the constraints that are currently in place, and are judged against several factors such as space constraints, technology, contribution, employer demand, employment demand. The Chair noted that greater clarity to a question of this nature will come from the Strategic Programs and Services Planning Project and what is being asked is a question of what framework we as a Board will use to analyze the recommendations.*
- *Governor Edmonds: Is this offered at other Colleges and are there program scans? Yes, as referenced in the program proposal.*
- *Governor Tremblay: With fewer of these programs coming forward due to capacity issues, it begs a question on our overall pricing strategy, aside from the 5% increases that are implemented each year. What is our strategy when we are amongst the lowest in the system? The pricing is set by the province and there is even a cap on the high demand programs.*
- *Governor Johnson: Could there be an overview on the front page of each proposal as to the Faculty name and the Dean's name proposing the program. Yes.*
- *Governor Johnson: These five programs range from \$2400 to \$1061 in fees; what is the province's pricing strategy if we are regulated by the province? This range is due to the WFUs (weighted funding unit) as defined by the ministry. In terms of those high demand programs where we can raise prices (up to 15% of our programs); we have to be competitive and make pricing comparable to what is occurring throughout the province.*
- *Governor Hartley: It is a moving target; we don't control about 3/5 of our world; yet we always seem to move forward with winning programs. When you don't control your world and you are still accurate, it is good work.*

MOVED AND SECONDED – March and Orendorff

That the Board of Governors approve the Veterinary Assistant Ontario College Certificate program effective Spring, 2010, and seek validation of the program title and outcomes from the Credentials Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

CARRIED**09-54 DECISION ITEMS AND REPORTS (cont'd)****PROGRAM PROPOSALS** (cont'd)**Victimology**

K. Tysick, Executive Dean of the Faculty of Health, Public Safety and Community Studies, and Ruth Campbell, Professor, Police Foundations, presented a proposal to offer a Victimology Ontario College Graduate Certificate program that provides professionals with specialized knowledge and skills in Victimology and the provision of victim services.

Based on the recommendations of the provincial consultation on compensation for victims of crime conducted by retired Chief Justice Roy McMurty in 2007/2008, the 2005-2009 *Cornwall Inquiry* presided over by Commissioner Glaude, and the December 2006, Victim Summit hosted by the Office for Victims of Crime at Algonquin College, the College undertook the development of a Victimology program. All three consultations reiterated the need for all service providers to be better trained in providing assistance to victims of crime, especially for those who are suffering from trauma or post-traumatic stress. A recent report published by Human Resources and Development Canada, sets the victimization rate for Canadians at 106 incidents per 1,000 Canadians. In essence, approximately 10% of the population in any given area could access victim service programs to receive various forms of assistance, all of which would best be delivered by trained service providers. An October 2007 Statistics Canada report, based on data collected between April 01, 2005 and March 31, 2006 by the Canadian Centre for Justice Statistics through its national victimization survey, provides additional support for the need for training.

Victimology is an internationally recognized and growing field. Japan, Italy and the Netherlands have Victimology Institutes. Several universities in the United States offer degree programs in Victimology. Although many Criminology and Sociology of Deviance programs have a single course on victimology, if approved, Algonquin College will have the only program focused on Victimology in Canada. This program will also be delivered on a part-time basis using online delivery to the extent possible based on course content. A Labour Market Analysis was conducted in June 2009. The report indicates that many professionals, including police, social workers, psychologists, nurses, advocates etc., can benefit from such a specialization because of their involvement with victims on a daily basis. They believe that a Victimology program stands a good chance of succeeding in the short and long term.

A survey was conducted of current students in relevant programs at Algonquin College to determine potential interest in the Victimology program. A total of 213 students were surveyed. One hundred and fifty-one (70%) indicated that they would be interested in taking the Victimology program. The overwhelming majority of the students were between the ages of 18 and 24 and they were all full-time students in their final year of study (graduating 2010). The first year of the program will be staffed primarily by experts in the field teaching on a part-time basis. The program will receive partial support from a current full-time faculty member in the Police Foundations program. Assuming a sufficient number of students to sustain the program on a full-time basis, a full-time faculty member may be assigned to teach and coordinate the program in the second year. An Ad-Hoc Advisory Committee was established to provide input and guidance into the development and positioning of the program. The committee endorsed a motion supporting the Victimology program in June 2009.

09-54 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS** (cont'd)*Questions/Comments:*

- *Governor Orendorff: Why does the proposal indicate that the “program stands a good chance of succeeding”?* This is because there is no comparable program in Canada.
- *Governor Hartley: Many of the victims in Ottawa are never contacted because there is no one to do the job. The Ottawa Police Service is using volunteers at this time and it is a cumbersome process to even get permission to contact the victims. There is simply nothing offered and we have no people trained in this specialty.*
- *Governor Edmonds: Can a new graduate ladder into this program?* No, the program is specifically targeted to those already working in the field with some sort of experience. The Advisory members, including the Provincial Crown Attorney and a Deputy from the Ottawa Police Service, as well as all of the Executive Directors from agencies across Ottawa, feel very strongly that experience must be a requirement of those entering the program.
- *Governor Johnson: What agencies, other than those mentioned, have indicated an interest in hiring these graduates and do they in fact have the money to hire them?* Victim’s Witness Assistant Program, Children’s Aid Society, Canadian Centre for Victims, Wabano Centre, Immigrant and Women’s Services, The Men’s Project, Federal Ombudsman, and letters of support have been received from Catholic Family Services and Family Services of Ottawa. Ruth Campbell sits on an inter-ministerial committee and is also the Chair of the Office for Victims of Crime who has been asked to present to senior level directors and administrators of Ontario’s Victims Services Secretariat under the Ministry of the Attorney General. In addition, the future plan is to offer the program online so that it can reach far beyond Ottawa. At the recent World Society of Victimology Conference in Japan, it was felt that Algonquin would become the leader because of the strength of the content of the courses; so we can see that we will have some international relevance. It is a way for individuals to build upon their current skills and enhance their current profession.
- *Some high profile victims are very excited about becoming involved in terms of offering their personal experience and we are investigating different ways of bringing them into the classroom virtually.*
- *Governor Robblee: How are we going to advertise this program separate from the generic advertising that we do?* It will be marketed through various sub committees and through Victim Awareness Week, as well as other marketing strategies, in combination with traditional marketing approaches.

MOVED AND SECONDED – Hartley and Owens

That the Board of Governors approve the Victimology Ontario College Graduate Certificate program effective Fall, 2010, and seek validation of the program title and outcomes from the Credentials Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

CARRIED

09-54 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS** (cont'd)**Kitchen and Bath Design**

Russ Mills, Executive Dean of the Faculty of Media and Design, and Sandra Gibbons, Professor, Interior Decorating, were present to propose the Kitchen and Bath Design Ontario College Graduate Certificate program which would provide students with a general understanding of the industry codes, guidelines, and standards used for professional kitchen and bathroom design. In addition, students explore the environmental, electrical, and mechanical considerations used in universal design. Graduates have the skills to plan functional kitchen and bathroom designs, technically specify appliances and fixtures, and assess the needs of clients based both on current trends and a detailed understanding of infrastructure of the kitchen/bath space in the residential market.

The design and renovation of kitchens and bathrooms is a leading segment of the new home and renovation industries. Kitchen and bath design remains viable during economic downturns, because when new home purchasing and building is in a slump, the renovation market remains stable. Kitchen and Bath renovations are ranked with the highest recovery rate from 75% to 100% which also increase the value of a home.

The National Kitchen and Bath Association (NKBA) is based in the United States and offers accreditation to kitchen and bath designers throughout North America. Canadian designers can take some of the NKBA courses online but have to take some courses in person, as well as write the examination in person. The NKBA is supportive of Algonquin College launching a Kitchen and Bath graduate certificate and agrees to consider the program for NKBA accreditation after it has operated for two years. After accreditation, there is the opportunity for Algonquin College to become an NKBA testing centre so that designers could take their accreditation examinations here rather than in the United States. There are no colleges in Ontario currently offering a Kitchen and Bath Design program. One college in Alberta is accredited by the NKBA and Vancouver Community College is endorsed by the NKBA. This program will be offered in two, fifteen-week semesters including a field work component where students are mentored by industry professionals. The program will be offered evenings and weekends to meet the needs of students and working professionals and will be developed for online delivery to the extent possible based on course content.

A Labor Market Analysis was conducted using current, available public information. The results indicated a continued expansion of the interior design industry in recent years with the number of design establishments increasing by almost 64% between 2003 and 2007 with similar increases in operating revenues, profit margins and compensation levels. Survey results show that a provincial break-down of renovations appears to be a particularly attractive choice in Ontario with the government incentives. Ontario spends the second highest average amount on home renovations. A graduate certificate can help interior designers stand out in a field of highly qualified applicants and workers.

There are no similar programs being offered in Ontario. However, programs that are somewhat similar in nature include the renovation and building technician programs which show steady increases in enrolment at Conestoga, Mohawk, Niagara and George Brown colleges. A survey is currently being administered to third semester students in the Interior Design, Interior Decorating, Architectural Technician and Architectural Technology programs at Algonquin College which are related programs of interest. The program will be staffed with one full-time co-coordinator and industry professionals who

09-54 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS** (cont'd)

will be teaching on a part-time basis. Assuming there are a sufficient number of students to sustain the program on an ongoing basis, the hiring of a full-time faculty member to teach in this program is planned as applicant demand increases.

An Advisory Committee was established to provide input and guidance into the development and positioning of the program. Members were very supportive of the proposed program and endorsed a motion supporting the Kitchen and Bath Design program curriculum on May 14, 2009. Members also discussed support in setting up a student member chapter of the National Kitchen and Bath Design Association for registered students of the Algonquin College program.

Questions/Comments:

- *Governor Tremblay: We don't normally see programs coming forward with such a positive contribution upon start up. What is the reason for this? The coordinator of the program will be shared and a new professor is not being hired for this program which results in lower expenses.*
- *Governor Johnson: Is there a component of kitchen and bath design in the existing interior design program? And how does this impact that program? The program touches on this area but doesn't go into detail.*
- *Governor Edmonds: Would we be taking people on a part time basis in the first year? The 24 students would be full time equivalents. If some were part time it would take more students to make up that tuition. We are offering this format in an attempt to be responsive to employers.*

MOVED AND SECONDED – Orendorff and Tremblay

That the Board of Governors approve the Kitchen and Bath Design Ontario College Graduate Certificate effective Winter, 2010, and seek validation of the program title and outcomes from the Credentials Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

CARRIED

Hospitality Operations

K. Davies, Dean of Algonquin College in the Ottawa Valley, presented a proposal to offer an Ontario College Certificate program entitled Hospitality Operations, specifically designed to address local needs in Renfrew County. Students in this two-semester program will gain the knowledge and skills for entry-level positions, such as cooks, food and beverage servers, front desk and guest services agents, and customer service representatives, in the hospitality and tourism industry. This certificate will also provide laddering opportunities for diploma program pathways at both the Woodroffe and Pembroke campuses. For example, a graduate of the program will obtain eight internal course exemptions from Woodroffe's Hospitality Management - Hotel and Restaurant program. If the graduate decides to remain in Pembroke and enrol in the Business program, they will obtain six internal course exemptions.

Renfrew County's economy is transitioning from a strong industrial, agriculture and forestry base to one that is more retail and service focused. Tourism is now the third largest industry in Renfrew County. This industry is dynamic and well organized, with excellent cooperation between the academic, commercial, and public sectors. Renfrew County hospitality and tourism operators have expressed a

09-54 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS** (cont'd)

strong, local demand for skilled employees with training in areas such as cooks/chefs, customer service/sales, safe work skills, and math skills. They have specifically advised that a graduate from the proposed program will immediately earn greater remuneration and advance more rapidly in their organizations.

The proposed certificate program is designed as an introduction to postsecondary education for local Renfrew County students who want to pursue local employment-ready training at the Pembroke Campus. In addition, both the Renfrew County Catholic School Board and the Renfrew County District School board have recently commenced Specialist High Skills Majors (SHSM) in the Hospitality and Tourism sector. The Pembroke Campus and local school boards will be offering dual credit and reach-ahead opportunities providing pathways to the proposed certificate program. This program will be delivered using afternoon and evening hours to minimize space impact and to mirror industry hours.

Feedback from industry and the results of demonstrated growth in this sector in Renfrew County, indicate a steady increase in demand in the accommodations and food service industry. This sector is listed as one of the area's top 20 industry sectors experiencing the largest growth in their workforce. Most recently, there have been building development and expansion plan announcements in the accommodation sector: a new 66-unit hotel is currently under construction in Petawawa (September, 2009 Opening); construction for a new 60-unit hotel in Pembroke's Corporate Park is slated to begin, and an established hotel chain located in Pembroke is planning to build a conference centre.

Finally, Algonquin College in the Ottawa Valley is set to open its new campus in 2012. This is an economic development initiative with the City of Pembroke which will create greater needs for accommodations and related services within the area.

Many Renfrew County high school students are opting to remain home and enroll for their fifth year of high school. In addition, many high school graduates are electing to remain local for their initial years of post secondary training and this trend is expected to continue with the building of the new Campus in 2012. Furthermore, both local school boards have experienced significant increases in their hospitality and tourism related course enrolments and recently launched Specialist High Skills Majors (SHSM) in this economic sector. It is expected that at least 110 students from both school boards will be graduating with the SHSM designation by the end of 2010.

Industry experts will be hired on a part-time basis for this program. In addition, existing full-time faculty will be assigned to teach service courses. The Hospitality Operations Advisory Committee, which includes representation from the hospitality and tourism industry, unanimously approved a motion in support of this program proposal on May 6, 2009.

Questions/Comments:

- *Governor Engelberts: What type of positions do employers refer to when indicating that they are willing to pay a higher starting salary to these graduates? They are referring to both front and back operations: cooking, front desk, housekeeping, etc., with the intent that graduates will begin on the front line and end up in supervisory positions. These positions are currently being filled by non post-secondary students/high school graduates.*

09-54 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS** (cont'd)**MOVED AND SECONDED** – Blackstein and Edmonds

That the Board of Governors approve the Hospitality Operations Ontario College Certificate program effective Fall, 2010, and seek validation of the program title and outcomes from the Credentials Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

CARRIED

Construction Project Management

C. Brule, Executive Dean of the Faculty of Technology and Trades, and V. Colligan, Chair of Architecture/Civil Studies, were present to seek approval of a fully online Construction Project Management Ontario College Graduate Certificate program which provides practical training for individuals whose career goals include the management of construction projects in a wide variety of settings. Capitalizing on a solid foundation in construction or construction-related fields, graduates are equipped to manage the total construction process effectively, from initial planning to project completion. The regular use of case studies and simulations throughout the program prepares graduates for a full range of situations that can emerge on construction job sites.

At the college level, there are several certificate and diploma programs in Canada in the field of construction management. However, Toronto's George Brown College offers the only graduate certificate program in construction management in Canada. This program, designed for internationally-educated individuals, is delivered on evenings and weekends in a standard format, over a period of three semesters. Algonquin's Construction Project Management program will be the preferred choice of most applicants primarily due to its electronic mode of delivery, its wider target audience, and its greater flexibility and convenience.

The Construction Project Management program will be the only online graduate program in Ontario that is fully dedicated to this subject. Furthermore, it will have a national and potentially international catch basin and will enhance Algonquin College's reputation as a provider of relevant and innovative online programs, thus strengthening the College's competitive position in the education market. In addition, this program proposal is in keeping with the aims of the College's Strategic Plan, as well as, the Transformation plan. It will bring the Academic Area and the School of Part-time Studies together in a partnership to offer the program in three distinct delivery modes for maximum flexibility: full-time online; part-time online; and part-time standard delivery. Finally, the Canadian Construction Association may award points toward their nationally-recognized Gold Seal Certificate for the successful completion of the courses in this program. Since the Construction Project Management program will require no up-front investment in capital equipment and facilities, it represents a relatively low-risk proposition for the College.

According to *Construction Looking Forward: National Summary: An Assessment of Construction Labour Markets from 2008 to 2016* prepared by the Construction Sector Council in partnership with Statistics Canada and Canada Mortgage and Housing Corporation, construction managers will be in high demand across the country mainly due to non-residential construction growth until at least 2015. Overall, all

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provinces will experience at least 30% cumulative growth in construction employment and construction managers will be in a particularly short supply. People who have been working in the construction sector over a number of years will need additional training and certification in order to effectively transition themselves to careers as construction managers.

According to Human Resources and Skills Development Canada, construction management is on the list of most promising careers in Canada. A 2004 Statistics Canada study reported that the average employment income of construction managers was \$61,122. Advances in building materials, smart building technologies, and new building standards will make the work of construction managers more complex than it once was. Those who have a strong background in building science, therefore, coupled with management training, will have the best career opportunities in the Canadian construction sector. Finally, the Construction Sector Council has recently expressed an interest in exploring e-learning opportunities with ACCC and its member colleges to address the growing labour shortage in the construction sector as almost 152,000 retirements are expected in the next 10 years.

A new program interest survey was administered to 41 students enrolled in Level 03 of the Construction Engineering Technician Diploma program and 37 students enrolled in Level 05 of the Civil Engineering Technology Advanced Diploma program during the week of September 14 to 18, 2009. The purpose of the survey was to determine the students' level of interest in the proposed Construction Project Management program. The results of this survey were positive overall. Of the 78 students polled, 50 (64%) indicated that they were somewhat interested, very interested, or extremely interested in taking the program if it were offered by the College.

There are two other programs related to construction management offered in Ontario: (1) George Brown's Bachelor of Applied Technology program in Construction Science and Management in which applicant demand has grown over the last three years from 222 applications to 314 applications with an audit enrollment of 68 students in 2008-09; and (2) Fanshawe College's Construction Engineering Technology (Management) advanced diploma program in which, over the last three years, applicant demand has grown from 299 applications to 355 applications with an audit enrollment of 98 students in 2008-09. These figures represent a significant level of applicant demand for construction management-related programs in Ontario.

In the first couple of years, the program will be staffed with industry project managers who will be teaching on a part-time basis and who have taught related courses in Construction/Civil over a number of years. Assuming enrolment projections are met, the hiring of a full-time faculty member to teach in this program is planned in the third year of the program. Advisory Committee Members endorsed a motion supporting the Construction Management program curriculum on May 19, 2009.

Questions/Comments:

- *Governor Johnson: raised his concern about a fully online program and expressed his opinion that there are some things that are better discovered and learned through case studies, workshops, and shared understanding, which he feels can't be achieved without face to face learning,*

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- *especially in management where one is required to address difficult issues. He indicated that he would approve this program because of the demand in this area but would have difficulty in approving future programs which are fully online in an Applied Arts College.*
- *Governor Owens:*
 - o *Indicated that this is something the industry has wanted for a long time and while there is an issue to be addressed in terms of the face to face exchange of information, this is much better than the nothing which exists in this field at this time.*
 - o *Is this a similar program to that which is offered through the School of Part Time Studies? The Project Management program offered through the School of Part-Time Studies is generic in nature whereas this is industry specific. This is a graduate program which assumes students have a firm foundation in the industry upon beginning the program.*
 - o *How will we handle the question of previous experience in terms of the admission requirements? The College has a Prior Learning Assessment Process which would analyze the prior learning and grant any earned credits.*
 - o *Is this program eligible towards the gold seal designation under the Canadian Construction Association (CCA)? The CCA has recently indicated that they would award 107.5 points towards the gold seal designation upon completion of the program. Once the Ministry approves the program, the CCA wishes to advertise it on their website which is a strong indicator of their enthusiasm and support of the program. The gold seal program is a form of recognition in the industry and requires a training and education component.*
- *Governor Owens suggested that the College present the program to the Education Chair of the Ottawa Construction Association.*
- *Joy McKinnon indicated that while the College has a number of generic project management courses, it has been clearly expressed that there is a need for more sector-specific offerings. In addition, the Construction Sector Council has a number of e-learning products and an agreement has been signed to distribute their learning products which would also include some in person delivery which puts the College in an international leadership position.*
- *Governor Edmonds: Regarding the online concerns raised, do we anticipate a mixture of the types of learning where in some cases it is anytime, anywhere, and in other models there is a specific time when the class meets? With podcasting it is possible to reach students asynchronously. We are beginning with the current format and will then explore our options for asynchronous offerings.*
- *Governor Robblee: Is personally in favour of online learning as he completed an online MBA nine years ago which he felt to be as full and rich as his previous university experience. The virtual classroom is an interesting experience in itself and its success depends so much on the content and planning that goes into it so that it is logical and easy to understand. The virtual chat room is a*

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robust part of online learning in terms of the type of interaction that goes on with a group of students. The key factor for an online learner is that they must be self starters and it a welcomed opportunity to approve the first fully online program proposal presented to the Board of Governors.

- *Governor Dunlop: Can we charge whatever the market will bear if we offer this to international students? This is an unexplored terrain for us; we are looking at international partners to work with us in the online international delivery. Our sense is that it would be about one half of the international tuition which is significantly higher than the domestic tuition.*
- *Governor Sayah: Is a current student in the generic Project Management Program. Are we seeing a trend towards sector specific courses and will we offer laddering components? The part-time studies program is a generic offering which will enable us to build to suit to sector-specific demands.*

MOVED AND SECONDED – Owens and Abraham

That the Board of Governors approve the Construction Project Management Ontario College Graduate Certificate program effective Winter, 2010, and seek validation of the program title and outcomes from the Credentials Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

CARRIED

09-55 MANAGEMENT SUMMARY REPORT

The complete Management Summary Report for October, 2009, was received and is available at www.algonquincollege.com/board.

Questions/Comments:

- *Governor Robblee commented on the tremendous success rate in the Nursing and Dental Hygiene Programs (page 1).*
- *Governor Sayah commended the Career and College Access Centre for successfully preparing 541 students to enter 90 different post-secondary programs in 2008-2009, and of the 541 students, 433 achieved an average GPA of 2.7 or higher (page 1).*

09-56 OTHER BUSINESS

Governor Dunlop drew attention to the article on page 1 of *The Algonquin News* where the President speaks to the funding for the Student Commons Building.

09-56 OTHER BUSINESS (cont'd)

In addition to the suggestion to outline the Dean's name and Faculty name on each program proposal, it was agreed that the admission criteria, type of program, and duration (length and term to be offered) will be outlined at the beginning of future program proposal documents.

There being no further regular business the meeting adjourned at 6:53 p.m. and the Board of Governors moved into a discussion, excluding the President and Recording Secretary.

(original signed by)

Dr. James Robblee, Chair

(original signed by)

Anna Cobus, Recording Secretary