

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Brulé, President & CEO		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>Verbal discussion only.</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	Approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas, Calendar Review & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	15 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 Proposed 2021 Spring Convocation Ceremonies Plan (K. Pearson) 3.3.2 ACET Effectiveness Check-in – August 26, 2020 Results (C. Brulé) 3.3.3 Draft ACET Minutes – August 26, 2020 (M. Wilson) 3.3.4 Draft ACET Minutes – September 2, 2020 (M. Wilson) 3.3.5 Draft ACET Minutes – September 10, 2020 (M. Wilson) 3.3.6 Draft IN CAMERA ACET Minutes – September 16, 2020 (M. Wilson) 3.3.7 Draft ACET Minutes – September 16, 2020 (M. Wilson) 3.3.8 Draft ACET Minutes – September 18, 2020 (M. Wilson)	
Recommendation	THAT the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent Items.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed the consent agenda items. Minor updates will be made to item 3.3.6 Draft IN CAMERA ACET Minutes - September 16, 2020 offline. All other consent agenda items were approved as presented.</p> <p>Updates were made to the ACET planner live at the meeting with additional updates to take place offline.</p> <p>Due to time constraints, the Executive Team did not review calendars.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	0 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	ACET		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted		
Recommendation	THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	There was no business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Academic Program Performance Review Dashboard Report		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Janzen, Senior Vice President, Academic M. Leduc, Executive Director, Academic Operations and Planning		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>6.0 ACET Transmittal – 19-20 Acad Program Perf Rev Dashboard</i> <i>6.1 ASAC Transmittal 2019-2020 Academic Program Performance Review Dashboard</i> <i>6.2 PRESENTATION Academic Prog Perf Rev Dashboard 2019-20</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive this report for information and presentation to the Academic and Student Affairs Committee on November 10, 2020.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received the Academic Program Performance Review Dashboard report for information.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	October 01 Town Hall		
Requested By (ACET member)	T. McDougall, Director, President's Office and Communications	Time Allotted	20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	T. McDougall, Director, President's Office and Communications		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>7.0 October 1 Town Hall Transmittal</i> <i>7.1 Aug Town Hall Survey Results All</i> <i>7.2 Aug Town Heall Survey Results Q15 Comments</i> <i>7.3 August Town Hall Survey Results Q12 Comments</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the results from the August 27 Town Hall Survey, the October 01 scenario brief, determine the October 01 agenda and if any changes or revisions should be made to the October 01 event.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received the survey results from the August 27, 2020 Town Hall. They also reviewed and discussed the Town Hall scenario in preparation for the October 1, 2020 Town Hall.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	2022-27 Strategic Plan		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	30 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Brulé, President & CEO		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>8.0 ACET Transmittal and Exec Summary – 2022-27 Strategic Plan development</i> <i>8.1 Development of the next College Strategic Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss the development of the 2022-27 Strategic Plan.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team discussed the development of the 2022-27 Strategic Plan and potential considerations; additional review and discussion will take place offline. This is in preparation for further review and refinement at the October 8-9, 2020 ACET Retreat. Next steps also include defining roles, securing necessary resources as well as communicating the decision and timelines to the Algonquin College community.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Brulé, President & CEO		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>9.0 ACET Transmittal – ACET Effectiveness Check-in</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team was asked to complete a short survey offline. The responses will be compiled for potential improvements in the future and shared at the September 30, 2020 ACET meeting. The Executive Team also provided feedback on the current process for seeking ACET feedback.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (pull from agenda)	11.0
Topic	ACLT Retreat Agenda – October 22, 2020		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	Time Allotted	20 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	F. Matar, Executive Assistant, Truth, Reconciliation & Indigenization		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>11.0 ACET Transmittal – ACLT Retreat Agenda – October 22, 2020</i> <i>11.1 ACLT Retreat Agenda – October 22, 2020</i> <i>11.2 ACLT Retreat Agenda – October 25, 2019 (for reference)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Retreat Agenda for October 22, 2020.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	Due to time constraints, the ACLT Retreat Agenda for October 22, 2020 was not discussed. The agenda will instead be reviewed at the September 30, 2020 ACET meeting.		