

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 4, 2023	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	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, Algonquin College		
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	The agenda was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 4, 2023	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	10 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input 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	<u>Planner Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes April – March 22, 2023 (M. Wilson) 3.2.2 2023-24 College Budget Committee Terms of Reference (G. Perry) 3.2.3 Draft ACET Minutes – March 1 2023 Stand-Alone Budget Meeting (G. Perry) 3.2.4 Nomination President Star (L. Chartrand) 3.2.5 Nomination President Star (L. Chartrand) 3.2.6 Policy AA06: Prior Learning Assessment and Recognition (PLAR) (C. Janzen) 3.2.7 Policy HR03: Tuition Assistance – Algonquin College Courses (E. Langevin)	
Recommendation	THAT the Algonquin College Executive Team (ACET) review upcoming ACET Agendas 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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>The following agenda items were removed for discussion:</p> <ul style="list-style-type: none"> • 3.2.1 Draft ACET Minutes – March 22, 2023 - Approved with an amendment. • 3.2.2 2023-24 College Budget Committee (CBC) Terms of Reference (G. Perry) – Approved with the acknowledgment that the CBC Terms of Reference does not require additional ACET approval if there are any recent amendments to its membership. • 3.2.6 Policy HR03: Tuition Assistance – Algonquin College Courses (E. Langevin) – Approved with clarification regarding policy approval related to Collibra and ACLT approval. <p>Item 3.2.3 Draft ACET Minutes – March 1 2023 Stand-Alone Budget Meeting (G. Perry), 3.3.4 Nomination President Star – J.I. (L. Chartrand), 3.3.5 Nomination President Star – E.S. (L. Chartrand) and 3.3.6 Policy AA06: Prior Learning Assessment and Recognition (PLAR) (C. Janzen) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 4, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	Algonquin College Academic Plan – Approval		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	60 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Janzen, Senior Vice President, Academic K. Dawson, Associate Vice President, Experiential Learning & Innovation		
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>ACET Transmittal and Exec Summary – Academic Plan – April 4, 2023 The Algonquin College Academic Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the final draft of the Algonquin College Academic 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	<p>The Executive Team approved the final draft of the Algonquin College Academic Plan, with the caveat that additional updates will be made offline based on their feedback (i.e. bridge any gaps between academic and the rest of the College, modification of the metrics, grammatical updates to the Wordle, etc.).</p> <p>C. Janzen, Senior Vice President, Academic will circulate a revised copy of the Academic Plan to the Executive Team, with any additional comments/edits to be provided (date tbc) via email.</p> <p>The Academic Plan is scheduled to be presented to the Academic and Student Affairs Committee (ASAC) on May 16, 2023, the College Academic Council on May 29, 2023 and the Board of Governors on June 5, 2023 for information.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 4, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	Employment Equity Survey Results and Action Plan		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	D. Soltis, Director of People and Culture S. Gauen, Inclusion & Diversity Specialist		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>Employment Equity Census Results and Plan ACET Transmittal</i> <i>Employment Equity Census Results and Plan ACET.Apr.4.2023</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) receive the results of the 2023 Employment Equity Census and approve the plan as required for compliance with the Federal Contractors Program.</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 received the results of the 2023 Employment Equity Census.</p> <p>Following a request, D. Soltis, Director of People and Culture will confirm offline with C. Janzen, Senior Vice President, Academic if there is a difference in the response rate when comparing Other Than Full-time Faculty (OTFT) versus full-time Faculty.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 4, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	ICDP Steering Committee Quarterly Update		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	30 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	J. Beauchamp, Dean, School of Business and Hospitality Chair, Integrated Development Planning Committee (ICDP)		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Word Document	<i>ACET transmittal – ICDP Update – 03-30-2023 Appendix A ICDP TOR 2023_ACET Submission Appendix B ICDP Terms of Reference Review</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive the ICDP Steering Committee quarterly update and ICDP Terms of Reference.		
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 received the Integrated Development Planning Committee (ICDP) Steering Committee quarterly update for information.</p> <p>Due to time constraints, the Executive Team deferred all of the recommendations until the April 5, 2023 (ACET stand-alone meeting).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 4, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	Time Allotted	10 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, Algonquin College		
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>ACET Transmittal – ACET Effectiveness Check-in Link: Appendix A – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the April 4, 2023 ACET meeting.		
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, ACET effectiveness feedback will be submitted via email.		