

 **MINUTES – *Approved***

 **COLLEGE ACADEMIC COUNCIL**

 **September 26, 2016**

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| **Chair** | Jeff Ross | Present |
| **Academic Representatives** | Algonquin Centre for Construction Excellence | Jeff Ross | Present |
| School of Advanced Technology | Sean Beingessner | Present |
| School of Business | Judy Puritt | Present |
| School of Health and Community Studies | Judy Flieler | Present |
| School of Hospitality and Tourism | Mario Ramsay | Present |
| School of Media and Design | Steve Neumann | Present |
| General Arts and Science  | Jonathan Parker | Present |
| Career & Academic Access Centre | Kilmeny West | Present |
| Language Institute | Claire Tortolo | Present |
| Police and Public Safety Institute | Jack Wilson | Present |
| Algonquin College in the Ottawa Valley | Frank Christinck | Present |
| Algonquin Heritage Institute | Rod Bain | Present |
| Counsellors | Sandra Fraser Pross | Present |
| Librarians | Brenda Mahoney | Present |
| **Support Staff Representative** | Deborah Buck | Present |
| **Student Representatives** | Egor Evseev, President, Students’ Association | Present |
| Lev Kozhevnikov, Director, Students’ Association | Present |
| Abby Sun, Director, Students’ Association | Regrets |
| **COL** | Rebecca Volk | Present |
| **Past Chair** | Leslie Wyman | Present |
| **Dean** | Dave Donaldson, School of Business for Jim Kyte, School of Hospitality and Tourism  | Present |
| **Chair** | Sherryl Fraser, General Arts and Science  | Present |
| **Ex-Officio Members:** | Vice President, Academic | Claude Brulé | Present |
| Vice President, Student Services  | Laura Stanbra | Regrets |
| Registrar | Krista Pearson | Present |
| **Guests:** | Maggie Cusson, Dean, Academic DevelopmentBrent Brownlee, Director, Ancillary ServicesLarry Weatherdon, Digital Resource ManagerLarry Cavanagh, Book Department SupervisorFarbod Karimi, Chair, Learning and Teaching ServicesSandra Heron, Manager, Student PersistenceJay Smith, Academic Advising Coordinator |

**1. Welcome and Introductions**

J. Ross welcomed everyone to the first meeting of the 2016-2017 academic year. Round table introductions were conducted.

**2. Election of Chair**

 J. Ross called for nominations for the Chair position for the 2016-2017 academic year.

 R. Volk nominated J. Ross. The motion was seconded by M. Ramsay. J. Ross accepted the nomination.

 There being no further nominees, the Council unanimously approved J. Ross as Chair, College Academic Council, for the 2016-2017 academic year.

**3. Approval of Agenda – September 26, 2016**

S. Fraser moved the agenda be approved as distributed. J. Flieler seconded the motion. All members were in favour.

**4. Approval of Minutes – April 04, 2016**

L. Wyman moved that the minutes of April 04, 2016 be approved as presented. The motion was seconded by R. Volk. All members were in favour.

 J. Wilson requested that item 4.1 Pearson Efficacy Study be brought back to a future meeting.

 ***Action:*** N. Makila

**5. New Business**

**5.1 Council Membership 2016-2017**

 The membership for 2016-2017 was distributed to members for information.

**5.2 Selection of Executive Committee 2016-2017**

As stated in the Terms of Reference, Policy AA02 College Academic Council, the Executive Committee is responsible for reporting to the President and for following-up on Council recommendations. The Executive Committee for 2016-2017 will be constituted as follows:

 - J. Ross, Chair

 - L. Wyman, Past Chair

 - S. Neumann, Academic representative

 - S. Fraser, Administrative representative

 - D. Buck, Support Staff representative

 - L. Kozhevnikov, Student representative

 The role of the Executive Committee is to:

* Report to the President annually or sooner, if needed
* Follow-up on the College Academic Council’s recommendations
* Prepare an annual report for submission to the President and the Board of Governors.

**5.3 Meeting Schedule 2016-2017**

 The draft meeting schedule for 2016-2016 was reviewed and approved as amended.

**5.4 Terms of Reference (Policy AA02 College Academic Council)**

 Policy AA02 was distributed for information. Members were asked to take the time to review the policy.

**5.5 College Academic Council Annual Report 2015-2016**

 J. Ross presented the 2015-16 College Academic Council Annual Report for information. Council was advised that this report is included with the Annual Business Plan Report the College is required to submit to the Ministry each year. The report provides an overview of Council’s activities.

J. Wilson asked that an update on the training and communication provided on the Lock-down Drills that were conducted in the Winter term be brought to Council.

 ***Action:*** N. Makila

**6. Review Agenda**

**6.1** **AA06 Prior Learning Assessment and Recognition**

M. Cusson spoke to additional revisions that were made in response to feedback provided by CAC; specifically, that a timeframe for applying for PLAR be identified. The timeframe was added as policy statement 10 and procedure statement 1.5. Council received this update.

**6.2 AA30 Program Suspension**

M. Cusson spoke to amendments to policy AA30 that were made in response to feedback provided by Council. Specifically, to ensure consistency of reference to program indicators; to identify College staff to be included in the consultation process and to include identifying the programs; to include the timeline for consultation; and additional amendments to Appendix 1.

 J. Wilson sought clarification specific to policy statement 14 and the use of the language “under exceptional circumstances”. He provided examples that suggested this language was restrictive and recommended that this needs further consideration. He further suggested that there is insufficient weight given to the voice of the external community. His comments were taken under advisement.

 ***Action:*** C. Brulé, M. Cusson

**6.3 Exam Procedures Guidelines**

 M. Cusson provided an update on revisions to the Exam/Evaluation Procedure Guidelines and Best Practices for Faculty Members. The document was last reviewed and discussed by Council on February 29, 2016. Subsequently, the Guidelines were reviewed by Deans and Directors Council resulting in a few minor editorial suggestions and that the Ombudsperson be consulted on the content. The Ombudsperson’s is reflected in the document.

 Council sought clarification specific to the wording related to “attire” and “procedure” included in bullet 2 under section “Prior to Exam/Evaluation”.

 ***Action:*** M. Cusson

**7. Business Arising**

**7.1 Professional Development Opportunities for Off-Cycle Faculty**

 Off-cycle faculty have expressed concerns that they are not able to participate in many of the May-June activities, particularly Kaleidoscope, as they are scheduled to teach during that time period. R. Volk advised that the Centre for Organizational Learning (often in collaboration with Curriculum Services, Learning and Teaching Services, Student Support Services, BbHelp, etc.) provides professional development opportunities in each semester. As an example, the Fall 2016 offerings can be reviewed here:

 <http://www.algonquincollege.com/pd/calendar/>

 The Centre for Organizational Learning is also available to assist with any professional development requests from faculty at any time during the academic year. However, the Kaleidoscope Conference is offered during the Spring term because that is when most faculty are available to participate. R. Volk indicated that she would like to follow-up with those staff who have raised this concern to better understand the details.

 ***Action:*** R. Volk, J. Wilson

**7.2 Program Advisory Committees**

J. Wilson asked how the College keeps tabs on the health of Program Advisory Committees (PACs) to ensure they are active and functioning. He noted that some faculty have expressed a concern that PACs may be inactive or non-existent.

 The purpose of Policy AA01 Advisory Committees is “to establish and guide the operations of Advisory Committee as directed by the Minister’s Binding Policy Directive: *Framework for Programs of Instruction.* This policy is ancillary to the College Bylaw 5 which establishes the Advisory Committee…”. The policy contains some level of accountability / responsibility by the Chairs and Deans for effective oversight of PACs for their programs. The policy also speaks to an Annual Report that is prepared by the Office of the Senior Vice President, Academic (SVPA) for the Board of Governors each year. The report provides overall highlights of what the PACs discussed and achieved in the academic year. It also details which Advisory Committees did not meet and why. There is follow-up with the School and Department in this regard. Monitoring of meetings and recommendations also occurs as part of the Program Quality Review process.

 C. Brulé advised that this item is on his Performance Contract for 2016-17 (and that of the Deans). The intent is to review the policy with a focus on strengthening oversight and functioning of the PACs, membership, procedures, and activities. He also spoke to the PAC Breakfast that was held in the Spring which provided an opportunity for members to give feedback on the process.

 Members were asked to submit thoughts and comments to C. Brulé or N. Makila. S. Fraser recommended members to consult with their constituencies for ideas. S. Beingessner suggested that additional guidance be provided for completing the Departmental PAC reports that are submitted annually.

 ***Action:*** Members

**7.3 Reference Letters for Students**

J. Wilson asked whether there was a College policy exists on letters of reference by faculty for students. Some faculty are unsure what the rules are with in this regard.

 Since 2006-2007, the Office of the Senior Vice President, Academic has emailed the document entitled “Guidelines for the Provision of References to Students by Faculty” to Chairs and Deans for distribution to faculty on an annual basis. The document was distributed to members prior to the meeting.

 J. Wilson questioned whether this was done annually. He was advised that the document is sent to Chairs and Deans for distribution to faculty by the Office of the Senior Vice President, Academic each Spring.

 K. Pearson noted that faculty need to be cautious because they can be liable.

 It was agreed that the document will be reviewed, revised if needed, and redistributed.

 ***Action:*** N. Makila

**8. New Business**

**8.1 eTexts and Textbooks**

 J. Flieler spoke to Fall 2016 term roll-out which has been negatively impacted by e-text and textbook issues with the Connections Bookstore. This has inhibited the student & faculty experiences, as well as the course curricula and learning environments. Book orders were submitted to the Connections Bookstore in Spring 2016 to ensure supplies are readily available for the September start-up. Council was advised in Winter 2016 that initial e-text issues from the last academic year had been addressed and rectified. However, at the end of the 2nd week of classes, there were a number of issues identified which were ongoing. For example, the wrong textbook orders were made where only eText versions were ordered and students are still waiting for their hard copy books.

 B. Brownlee, Director, Ancillary Services; L. Weatherdon, eText Project Manager, L. Cavanaugh, Book Department Supervisor; and F. Karimi, Chair, Learning and Teaching Services were welcomed to the meeting.

 B. Brownlee assured Council that addressing the eText and Textbook issues is a priority for all parties involved, Algonquin, Texidium and Kivuto. It was noted that failures were related to DRP/data mismatches and a Bookstore loss of order data resulting in a default setting reverting to eText.

 It was noted that the College continues to have an issue with the timing of the ordering deadlines. Professors cannot order books by the deadline because they still do not know what they are teaching in the next semester. In response, B. Brownlee noted that the October 14 fees deadline is the overriding factor in setting the deadlines. L. Weatherdon spoke a possible solution, Student Pay Model (SPM), in lieu of the current Institution Pay Model (IMP) that is currently in place. This would address faculty workload timelines in that students would buy the resources themselves at the beginning of the term. He noted that the purpose of the IPM was to ensure students would have access to their resources on the first day of class. A shift to an SPM would preclude this goal.

 It was noted that students do not seem to understand that under the current model they are paying for their resources through ancillary fees. They think the resources are free. L. Cavanagh noted that they are working on improving the messaging on the website. This feeds into the IMP vs SPM with the pros and cons of each model.

 Overall, members expressed frustration with the technology and the lack of access to resources at Week 4.

 Concerns were also identified about the lack of communication on the technology failures. If the College community is aware of the lapses, they can find ways to work around them. It was agreed that communication is key.

 F. Karimi spoke briefly to the results of the Pearson Efficacy Report and the development of a strategy and action plan to address the results and recommendations. Supporting this are the College’s survey and focus group findings.

**8.2 Academic Advising**

 J. Flieler requested clarification regarding two items related to Academic Advising:

1. Period of time commitment to assigned academic advising students:

 Academic advising is included as complementary function on the SWF. At the Academic Advising professional development session of September 1st, panel members sharing their past experiences in the role, commented that their assigned advising commitments for each term included new students plus the students from the previous term and continued until the individual students completed the program

1. Liability concern associated with documentation of narrative notes on ACSAS:

The PD information session encouraged academic advisors to document individual student information on ACSAS including referrals and narrative notes (providing student has consented). Concerns have been expressed regarding potential liability issues related to documented narrative notes.

 J. Smith, Academic Advising Coordinator and S. Heron, Manager of Student Persistence were welcomed to the meeting.

 With respect to the first concern, it was taken under advisement with the understanding that workload does not fall under the purview of Council.

 With respect to the second concern, J. Smith noted that professional development for using ACSAS addresses how to use it. When documenting student information on the system, students must sign off on the online consent form before any documentation can take place. As well, the notes should be general in nature, and not detailed. As well, the student should be provided the opportunity to review the notes that have been entered.

 C. Brulé noted that currently, the focus is on Level 01 students and addressing their needs at the beginning of their academic career. The College needs to ensure the success of this initiative before extending the service to all students which is the ultimate goal.

 Council members provided feedback to improve the processes.

 ***Action:*** J. Smith, S. Heron

**8.3 CAC Priorities for 2016-2017**

Members were asked to consult with their colleagues to identify priority issues that Council would review during the 2016-2017 academic year. A template was provided and is available on the Sharepoint site. Items are to be submitted to N. Makila by Monday, October 17, 2016. At the next meeting, Council will prioritize and identify three to five items to focus on.

 ***Action:*** Council members

**9. Future Agenda Items (brought forward from 2015-2016)**

 The following items will be on a future agenda:

 9.1 Faculty Performance Development Program (C. Powers)

 9.2 Hybrid/Online CIM Definitions (H. Singh-Sonu)

 9.3 Student Course Feedback (M. Leduc)

**10. Other Business**

 S. Beingessner asked that “Personal Plagiarism” be added as a future agenda item.

**11. Adjournment**

There being no further business, S. Neumann moved the meeting adjourn. The motion was seconded by everybody. All members were in favour.