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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**September 28, 2015**

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| --- | --- | --- | --- |
| **Chair** | Leslie Wyman | | Present |
| **Academic Representatives** | Algonquin Centre for Construction Excellence | Jeffrey Ross | Present |
| School of Advanced Technology | Sean Beingessner | Present |
| School of Business | Colette Garvin | Present |
| School of Health and Community Studies | Judy Flieler | Present |
| School of Hospitality and Tourism | Moira McDonald | Present |
| School of Media and Design | Steve Neumann | Present |
| General Arts and Science | Janna Holmes | 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 | Michelle Osmond | Regrets |
| Algonquin Heritage Institute | Rod Bain | Regrets |
| Counsellors | Melissa Spears | Present |
| Librarians | Maureen Sheppard | Present |
| **Support Staff Representative** | Deborah Buck | | Present |
| **Student Representatives** | Sara Grainger, President, Students’ Association | | Present |
| Chris Kolberg, Director, Students’ Association | | Present |
| Tomas Kolafa, Director, Students’ Association | | Regrets |
| **COL** | Rebecca Volk | | Present |
| **Past Chair** | Ken Hill | | Regrets |
| **Dean** | Jim Kyte, School of Hospitality and Tourism | | Present |
| **Chair** | Sherryl Fraser, General Arts and Science Department | | Regrets |
| **Ex-Officio Members:** | Vice President, Academic | Claude Brulé | Present |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar (A) | Lynn Schumann | Regrets |
| **Guests:** | n/a | | |

**1. Welcome and Introductions**

L. Wyman welcomed everyone to the first meeting of the 2015-2016 academic year. Round table introductions were conducted.

**2. Election of Chair**

L. Wyman called for nominations for Chair for the 2015-2016 academic year.

No one stepped forward. L. Wyman will Chair this meeting and this item will be brought back to the next meeting.

**3. Approval of Agenda – September 28, 2015**

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

**4. Approval of Minutes – May 25, 2015**

C. Garvin moved that the minutes of May 25, 2015 be approved as amended. The motion was seconded by S. Neumann. All members were in favour.

**5. New Business**

**5.1 Council Membership 2015-2016**

The membership for 2015-2016 was distributed to members for information.

S. Grainger noted that due to a scheduling conflict, Tomas Kolafa, will not be attending meetings this term. The Students’ Association has chosen not to replace him for the term.

**5.2 Selection of Executive Committee 2015-2016**

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 2015-2016 will be composed as follows:

- Tbc, Chair

- L. Wyman, Past Chair

- J. Ross, Academic representative

- J. Kyte, Administrative representative

- D. Buck, Support Staff representative

- S. Grainger, 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 2014-2015**

The draft meeting schedule for 2015-2016 and approved as presented. There was discussion around conducting a meeting in Pembroke which resulted in a decision to continue with the meeting schedule as presented, as most members preferred not to travel.

**5.4 Terms of Reference (Policy AA 02 College Academic Council)**

Policy AA 02 was distributed for information. Members were asked to take the time to review the policy.

**5.5 College Academic Council Annual Report 2014-2015**

L. Wyman presented the 2014-15 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.

**6. Business Arising**

**6.1** **2014-2015 Topics carried forward**

**6.1.1 Online Learning (C. Brulé)**

At the January 2015 meeting, the question was raised about full-time faculty being able to teach online courses. At the May 2015, it was agreed that this item would be brought back to the first meeting of the 2015-2016 academic year with the expectation that clarity would be provided.

To respond to this request, C. Brulé provided the following response.

Full-time faculty can and have participated in the delivery of online learning at Algonquin College for a number of years.

Much of our participation has been in the delivery of hybrid (or blended) learning courses where part of the courses are offered online. Algonquin hybrid course instruction mode (CIM) allows for many possible combinations of in-class and online instruction, interaction and activities, as well as a wide variety of student deliverables. The typical weekly balance of face-to-face to online learning is 2:1, with two in-class hours and one online hour on a weekly basis for the duration of the academic term. Other hybrid arrangements, such as 1:1, 2:2 and 3:1, are also possible depending on programmatic requirements with the expectation that there is a consistent weekly distribution throughout the term. In all cases, however, engagement with technology via the College’s Learning Management System (LMS) is a contact feature.

In addition, participation is occurring in fully online courses that are part of full-time, day programs of study, for example, in the delivery of general education electives. There have been innovative experiments undertaken by full-time and part-time faculty to explore delivery of course content online either synchronously or asynchronously. Examples include the recording in advance of lesson material, or inviting a group of students to join, at a distance, an ongoing class using tools such as Blackboard ™ Collaborate.

The recent development of a new Digital Strategy for the College was helpful in articulating a general direction for future growth of such participation, and to do so with the principles and guidance from a framework that speaks to criteria/considerations for instructional design and delivery of curriculum, quality assurance, as well as professional development (PD) for faculty.

A framework for quality assurance (QA) now exists for hybrid and online courses called the Hybrid and Online Quality Assurance Standard (HOQAS). Through the courses that have been assessed to date with this QA process, and from the feedback received from students over the years through the Student Course Feedback (SCF) mechanism, it has become evident that though there are exemplary practices, further improvement of the quality of the online component of hybrid courses is required, and that more formal PD support for faculty is needed in the areas of delivery, as well as development of course materials delivered in the hybrid or online CIM.

Next steps will involve a call out to the Academic Area to create a working group to develop this framework.

C. Brulé spoke to the response provided, noting that the working group would include representatives from many areas, including the Schools, College Academic Council, Centre for Organizational Learning, and Curriculum Services. The intent is to provide a framework and support for faculty who wish to deliver a course in an online course instruction mode.

Question and Comments:

* Questions about workload should be referred to Academic Managers
* While the complete mandate of the WG has not yet been finalized, it is envisioned that it would include the development of recommendations regarding criteria / factors to consider for courses to be offered online
* The WG will be formed this Fall term
* The time commitment for participants is to be determined
* There will be an opportunity for review and feedback through mechanisms such as focus groups, survey, open forum, for faculty who are unable to sit on the working group
* There are gaps in the current processes that the WG will be addressing

If you are interested in sitting on the Working Group, please send an email to N. Makila.

***Recall:*** October 2015

**6.1.2 Exam Procedures (J. Aubut)**

J. Aubut is reviewing the need for a College standardized exam procedure. Council agreed that this item should continue as an agenda item for Council for 2015-2016 until resolved.

***Action:*** J. Aubut to be invited to the next meeting.

**6.1.3 PLAR (L. Wyman)**

L. Wyman noted that she had raised questions about the process for PLAR and asked that this item remain as an ongoing agenda item.

***Action:*** The PLAR administrator is to be invited to present on PLAR processes.

**6.2 CAC Priorities for 2015-2016**

Members were asked to consult with their colleagues to identify priority issues that Council would review during the 2015-2016 academic year. Items are to be submitted to N. Makila by Monday, October 19, 2015. At the next meeting, Council will prioritize and identify three to five items to focus on.

***Action:*** Council members

L. Wyman asked J. Wilson to share the email he sends to be colleagues that members could use. Council was reminded that there is a need to be specific to the parameters identified in Policy AA 02, Item 2.

***Action:*** J. Wilson

**6.2.1 Faculty Performance Development Program**

Following up on the presentation on the Faculty Performance Development Program that L.A. Brown provided to Council at the May 04, 2015, Council requested that she return to provide an update on activities planned for 2015-2016.

***Recall***: October 2015

**7. Other**

**7.1 Agenda Items**

If you have an agenda item to bring forward, please complete the CAC transmittal available on the SharePoint site and submit to Nancy as early as possible.

**7.2 School/Department Reports**

The template to complete for submitting School/Department Reports is posted to the SharePoint site. Guidelines for completing the report are included on the template.

Members are asked to complete and submit their reports prior to the meeting for inclusion with the minutes.

**7.3 Policy AA18 Academic Dishonesty**

Once the policy has been vetted by the Ombudsman, it will proceed through the approval process. It is expected that this will be completed this term.

**8. One Minute Thoughts**

L. Wyman explained the purpose of the One Minute Thoughts and upon reflection, members agreed to continue with this agenda item.

The following items were brought forward to Council as items of interest:

* The following link to the Student Learning Centre: [www.algonquincollege.com/slc](http://www.algonquincollege.com/slc) will take you to information about the ongoing Learning Strategies Workshops, which are held Tuesdays in C210 at 5pm.  This is where students would register; however they can also just drop in.  Topics include Time Management, Creating a Weekly and Semester Plan, Note-Taking, Getting the Most from Textbooks and eTexts, Planning Assignments and Avoiding Procrastination, Active Study Techniques, Exam Prep.
* Students’ Association Priorities for 2015-2016 can be found at: <http://www.algonquinsa.com/about/board-of-directors/priorities-2014-15/>
* With the start of the Fall term, the number of weekly intakes to Academic Upgrading has been increased
* Accessible formatting is being adopted by the Library. As well, the Library is becoming a social hub
* The New Full-time Faculty Orientation program was launched this month through the Center for Organizational Learning.
* An update on Language Institute activities provided
* Concerns about faculty frustration with challenges specific to eText were identified
* A new Firetruck has been obtained for the Firefighter program
* General Arts and Science term startup went well
* Students’ Association activities were reported on
* Women and Diversity in Leadership, Ottawa Postsecondary Leadership Panel, October 21, 2015 at 6 pm in the Student Commons
* Also on October 21st at Algonquin College, there will be the Stars of the City hospitality annual event and the Queensway-Carleton Hospital Fundraiser in ACCE
* World Business Forum on October 12, 2015 in the Student Commons; event is being supported by the Students’ Association
* Restaurant International and the Hair/Esthetician Salon are now open for business
* New name for the CAAC is the Academic Access Centre
* Council recognized the contributions of Gail Allan, a long-time member of the College and recipient of the 2011-2012 Lifetime Achievement Award, who passed away recently.

**9. Adjournment**

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

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**School/Department Reports**

Following are some guidelines for members when preparing their reports:

1. Each Council member is representing their School and reports should reflect School activities.

2. Focus on “good news” items.

3. Share highlights of School Academic Council meetings.

5. Submit electronic copies of your report to the Committee Secretary.

The reports should focus on academic issues identified at School Academic Councils. Usually such items are addressed in conjunction with the Chairs and Deans. However, often these are cross-college focused and as such may be brought forward to the College Academic Council.

N/A.