

 **MINUTES – *Approved***

 **COLLEGE ACADEMIC COUNCIL**

 **October 24, 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 | Regrets |
| 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 | Regrets |
| **Dean** | 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:** | Marc Fares, Vice President, Digital Technologies and InnovationMike Gawargy, Director, Information Technology ServicesDave Loignon, Manager, IT Infrastructure ServicesScott Anderson, Executive Director, Communications, Marketing and External RelationsConnie Powers, A/Manager, Organizational Effectiveness, Human ResourcesColin Bonang, Director, Risk Management, Physical ResourcesLuke Furmidge, Emergency Management Coordinator, Risk Management*Visiting Faculty from China*:Lai Huawei (Jack)Wang Haibo (Helen)Xu Gaohuan (Andy)Yuan LinBai LiZhang Yuntao (Tony)Wang Gui (Kitty)Wang Peifeng (Grace)Wu Hongmei (Lily)Xie Huawei (Eddy) |

**1. Call to Order and Welcome to Guests**

J. Ross called the meeting to order. He noted that Council had a number of observers in attendance. R. Volk advised that professors from Zhejang University in Hangzhou China are visiting the College for four months (late August to early December), immersing themselves in our programs and engaging in Applied Research and professional learning opportunities. They are interested in the College Academic Council and its role at the College. The faculty members from China were introduced.

**2. Approval of Agenda – October 24, 2016**

J. Parker moved the agenda be approved as distributed. M. Ramsay seconded the motion. All members were in favour.

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

 8.1 eText and Textbooks – J. Wilson questioned the lack of communication on follow-up activities and the action plan going forward. It was noted that not only did the loss of data result in a default setting reverting to eText but that it would appear that the previous data was used to repopulate the system.

 7.3 Reference Letters – J. Wilson asked what assurance we have that distribution of emails is occurring in all cases.

 ***Action:*** N. Makila

 S. Fraser moved that the minutes of September 26, 2016 be approved as presented. The motion was seconded by J. Kyte. All members were in favour.

**4. Blackboard Issues**

 M. Fares, M. Gawargy and D. Loignon were welcomed to the meeting. M. Fares opened the discussion with an apology for the current Blackboard situation and the breakdown in communications. An update was provided, as well as the correction and mitigation plan that will be implemented going forward.

 Council identified a number of ongoing concerns:

* issues have been identified over the course of the semester starting in August; i.e. course copying, course announcements, faculty emails to students
* negative perception of Blackboard on the part of students and faculty; exemplified by students on an AC user group that the SA President is a part of where there is a picture posted of a garbage can labeled Blackboard
* requirement for improved communications on an ongoing basis with the college community
* poor service from BBHelp
* classroom management is negatively impacted; for example, students aware of the instability of Blackboard will use it as an excuse for not submitting assignments on time
* requirement for 24/7 BBHelp – many part-time faculty work on their courses on the weekend
* negative impact on mid-terms

 M. Fares assured Council that ITS will be reviewing everything related to Blackboard (BB) and that everyone with BB expertise is on deck to restore functionality. He thanked Council for the opportunity to meet with them.

**5. Business Arising**

**5.1** **Faculty Performance Development Program**

C. Powers was welcomed to Council to provide an update on the Faculty Performance Development Program (FPDP), after its first year in deployment.

 As Council is aware, the program was designed to provide support and provide opportunities for the professional development and growth of faculty throughout their career at Algonquin College. The program was officially launched on September 1, 2015 with the expectation that over the next three year period all full-time faculty will have participated. Human Resources Officers continue to support the Chairs in ensuring we are successful in this program.

 **Information** pertaining to the Faculty Performance Development Program including Frequently Asked Questions is posted on the Human Resources website <http://www3.algonquincollege.com/hr/fpdp/>

 Faculty are encouraged to review the Professor of the 21st Century <http://www.algonquincollege.com/pd/professor-of-the-21st-century/> as well as the Professional Development workshops, programs, conferences and support activities offered by the Centre for Organizational Learning <http://www.algonquincollege.com/pd>

 C. Powers advised that to date, 133 reports have been received (includes pilot numbers). Feedback has been positive and faculty seem to be enjoying the program.

 Concerns were identified as follows:

* Pembroke Campus faculty are not aware of the program
* Are the targets attainable
* Anecdotal feedback that probationary faculty have not been invited to participate

 This item will be brought back to Council at the March 2017 meeting.

 ***Action:***  N. Makila

**5.2 Lock-Down Drills**

 C. Bonang and L. Furmidge were welcomed to present a summary of the training / awareness and communications activities surrounding the lockdown drills conducted between December 2015 – March 2016 at the Perth, Pembroke and Woodroffe Campuses along with a summary of the outcome of the drills.

C. Bonang spoke to a summary document that provided information on the drill schedules at the three campuses, the communications plan, a summary of the conduct of the drills, and a summary of observations/recommendations.

 Concerns and additional observations were identified as follows:

* The “Americanized” nature of the video was questioned
* In some areas where there were no phone broadcasts in classrooms and with doors closed, faculty could not hear the message in the classroom
* In ACCE, there were issues with the broadcast system
* In ACCE, rooms have a lot of windows
* Classrooms that do not have a switch to turn off the lights

 C. Bonang noted that the purpose of the lock down drills was to create awareness in the same way that we do with fire drills. The particular video was chosen for its length and succinct presentation of the “Run, Hide, Fight” strategy. The Emergency Management team is exploring alternate video training tools that present different scenarios to create awareness. The College continues to work on improving communications and training noting that it is of a general nature. Council members were encouraged to invite Colin and his team to conduct custom presentations/discussions with their departments. He noted that there continues to be a great deal of discussion related to locked door vs open door scenarios. He indicated he would explore the technical capabilities of the lighting system to determine if lights can be turned off remotely.

C. Bonang and L. Furmidge were thanked for taking the time to speak with Council on this topic.

**6. New Business**

**6.1 SA16 Sexual Assault/Sexual Violence**

 L. Stanbra thanked Council for the opportunity to provide a status report on the process of seeking input on Policy SA16.

 The College’s initial policy regarding sexual assault/sexual violence (SA16) <http://www.algonquincollege.com/policies/policy/sa16-sexual-assaultsexual-violence/> was developed as part of a provincial initiative, coordinated by Colleges Ontario in 2015, to ensure a consistent approach to address instances of sexual assault/sexual violence across all Ontario colleges.

 The standard one year review of the policy took place in F15 and was reported to the College Academic Council on January 25, 2016. The reported revisions were based on suggestions of a Working Group composed of representatives from the Students’ Association, Security Services, Student Services, Academic Area, Human Resources, and the Ombudsman.

 The January 2016 suggested amendments were intended to:

* Not deviate substantially from the consistent approach adopted by Ontario Colleges.
* Provide clarity for the survivor by:
	+ Including the term sexual harassment in the title and content of the policy (a norm adopted by the province in referencing this issue).
	+ Providing clearer support options and contact numbers.
	+ Providing clearer resource information.

 Shortly after January 2016, policy updates were placed on hold upon learning there was pending the approval of government legislation regarding this item that could possibly affect the guidelines of the policy. The regulation released in May 2016, [www.ontla.on.ca/web/bills/bills\_detail.do?locale=en&BillID=3535](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=3535), sets out requirements for college policies and processes and staff training that will come into effect in January 2017. A new requirement is that this policy must go to each College’s Board of Governor’s for approval by December of 2016.

 Given the importance of this topic it is important to broadly solicit feedback from the College Community with regards to the current understanding and the proposed updates to this policy and processes. Awareness and announcements seeking feedback have been placed in “Good Morning Algonquin” as well as on myAC.

 College Academic Council members are asked to create awareness in their respective areas regarding participation in seeking input, as well as providing their own input.

 Feedback can be provided via email to SexualAssaultPolicyFeedback@algonquincollege.com by Wednesday, November 2 or participants can attend one of the following live sessions:

* Ottawa Campus, Thursday, November 3, noon to 1pm, (location tbc)
* Pembroke Campus, Tuesday, October 25, 10:00 to 11:00am, Room 123
* Perth Campus (date and location tbc, but this will also be discussed at each program council meeting)

 ***Action:*** Council members

**6.2 CAC Priorities for 2016-2017**

Council reviewed the compiled list of CAC priorities for 2016-2017 received to date. Completion of this agenda item was deferred to the next meeting.

 ***Recall:*** November 28, 2016

**7. Future Agenda Items**

 The following items will be on a future agenda:

* Hybrid/Online CIM Definitions (H. Singh-Sonu)
* Pearson Efficacy Study (F. Karimi)
* AA30 Program Suspension (M. Cusson)
* Exam Guidelines (M. Cusson)
* Personal Plagiarism (S. Beingessner)
* Student Course Feedback (M. Leduc)

**8. Adjournment**

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