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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**October 26, 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 | Regrets |
| 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 | Present |
| Counsellors | Melissa Spears | Present |
| Librarians | Brenda Mahoney8 | 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 | | Regrets |
| **Past Chair** | To be confirmed | |  |
| **Dean** | Jim Kyte, School of Hospitality and Tourism | | Regrets |
| **Chair** | Sherryl Fraser, General Arts and Science Department | | Present |
| **Ex-Officio Members:** | Vice President, Academic | Claude Brulé | Regrets |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar (A) | Lynn Schumann | Present |
| **Guests:** | n/a | | |

**1. Approval of Agenda – October 26, 2015**

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

**2. Approval of Minutes – September 28, 2015**

J. Ross moved that the minutes of September 28, 2015 be approved as amended. The motion was seconded by C. Tortolo. All members were in favour.

**3. Election of Chair**

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

S. Neumann nominated J. Ross for the position of Chair. C. Tortolo seconded the nomination. J. Ross accepted the nomination.

J. Wilson nominated M. Osmond for the position of Chair. M. McDonald seconded the nomination. M. Osmond was not in attendance to accept the nomination.

This item was deferred to the November meeting.

**4. Business Arising**

**4.1 Faculty Performance Development Program (FPDP)**

L.A. Brown was welcomed back to Council to provide an update on the Faculty Performance Development Program. She spoke about the purpose of the program and the underlying guiding principles, as well as the available resources. She advised that there had been a 95% submission rate for the pilot and shared comments from faculty supporting the initiative. The program has been launched college-wide effective September 2015 with professional development in place for new Chairs. Invitations to faculty have been sent out. Information pertaining to the program, including Frequently Asked Questions, is now available on the HR website at: <http://www3.algonquincollege.com/hr/fpdp/>.

A question and answer period followed:

* Chairs have been provided a variety of strategies to address the number of faculty to participate in the program within their departments. The participation rate will be monitored and addressed as needed.
* Overall, the faculty response has been positive.

L.A. Brown thanked Council for the opportunity to provide an update. If there are any additional questions, members are asked to send her an email and she will get back to you as soon as possible.

**4.2 Prior Learning Assessment and Recognition**

J. Ranieri and M. Curnow were introduced to Council and delivered an update on the Priori Learning Assessment and Recognition activities at Algonquin. It was noted that the PLAR Office is taking an outreach approach rather than waiting for students to come to them. There are five steps to the process and where you enter is up to the student. The five steps were reviewed in detail. To date, the college has 50 faculty trained to process PLAR requests. The website at <http://www.algonquincollege.com/plar> was reviewed with members. The PowerPoint presentation will be posted to the Council SharePoint site.

Benefits to the student include:

* College-wide PLAR awareness and advocacy
* Staff & Faculty PLAR PD
* Enhanced service levels through outreach
* Student Resource Guides, Automated Course Outline Retrieval
* PLAR access: FT, PT, prospective students
* Increased credits through PLAR

A question and answer period followed:

* Prior to 2013, 250 students participated in PLAR. Last year, we had 600.
* There is a 25% residency requirement that applies to all programs. Following that the maximum number of hours that can be PLAR’d is dependent on the program.
* At the request of the Dean, a PD session on PLAR will be delivered at Perth.
* There are five theme resource guides that provide guidance on how PLARing a General Education elective against the theme area. These are posted on the website.
* The PLAR method to be applied to a given course is indicated on the course outline. The assessment method is confirmed with the faculty and/or coordinator.
* The assignment of PLAR assessment is determined by the Chair.
* It was noted that the website is very helpful for providing guidance to students.
* The automated course outline retrieval provides access to course outlines on COMMS. If a course outline is required that precedes the launch of the system, the student or faculty member needs to go to the department.
* The PLAR fee was $140 in 2013 and subsequently reduced to $95 for the portfolio assessment and $115 for the exam assessment in 2014.
* A student does not need to be registered in a course to PLAR it. There is no set deadline for students to apply to and participate in a PLAR assessment.

**4.3. CAC Priorities for 2015-2016**

Member submissions were collated into one document and distributed prior to the meeting. L. Wyman led Council on a review of the items. Each member provided more information and background on their submission.

Completion of this task was deferred to the next meeting.

**5. One Minute Thoughts**

Deferred.

**6. Adjournment**

There being no further business, S. Grainger moved the meeting adjourn. The motion was seconded by S. Neumann. 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.