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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**November 28, 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 | | Regrets |
| Lev Kozhevnikov, Director, Students’ Association | | Present |
| Abby Sun, Director, Students’ Association | | Regrets |
| **COL** | Rebecca Volk | | Present |
| **Past Chair** | Leslie Wyman | | Present |
| **Dean** | Jim Kyte, School of Hospitality and Tourism | | Present |
| **Chair** | Kimya Keyhan for Sherryl Fraser, General Arts & Science | | Present |
| **Ex-Officio Members:** | Senior Vice President, Academic | Claude Brulé | Present |
| Vice President, Student Services | Laura Stanbra | Regrets |
| Registrar | Krista Pearson | Present |
| **Guests:** | Maggie Cusson, Dean, Academic Development  Brent Brownlee, Director, Ancillary Services  Farbod Karimi, Chair, Learning and Teaching Services  Marc Fares, Vice President, Digital Technologies and Innovation  Mike Gawargy, Director, Information Technology Services  Dave Loignon, Manager, IT Infrastructure Services  *Visiting Faculty from Fanshawe College*:  Steve Gedies | | |

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

J. Ross called the meeting to order. He welcomed Steve Gedies who is a faculty member and Co-Chair of the Academic Council at Fanshawe College.

**2. Approval of Agenda – November 28, 2016**

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

**3. Approval of Minutes – October 24, 2016**

**S**. Fraser Pross moved that the minutes of October 24, 2016 be approved as revised. The motion was seconded by F. Christinck. All members were in favour.

**4. Information Items**

**4.1 AA30 Program Suspension**

J. Wilson requested that Policy statement 14 specific to Bylaw 1 be elaborated on to provide clarity as to what is procedure is in Bylaw 1:

“Following an ASAC recommendation, a program suspension/cancellation submission may be heard from a stakeholder(s) by the Board of Governors directly, at the discretion of the Board Chair as per the procedures detailed in Bylaw 1.”

***Action:*** M. Cusson

**5. Business Arising**

**5.1 CAC Priorities for 2016-2017**

Council picked up where they had left off in reviewing the submitting priority topics. Upon completion of the review and discussion, the top four topics were:

1. eText (value to student learning experience)
2. Blackboard / Learning Management System
3. Mental Health
4. Classroom Management (related to use of technology, Blackboard, or recording devices, as well as accommodations)

**5.2 eText Initiative**

Brent Brownlee and Farbod Karimi were welcomed to the meeting to provide an update on the eText initiative.

Brent and Farbod spoke to the Action Plan (dated November 28, 2016) that was distributed with the agenda. This was followed by a question and answer session.

* The Pearson Efficacy Report previously referenced focused on the technical aspect of the initiative. The working group is addressing the recommendations for improving process and procedure.
* It would be helpful to have a similar type of efficacy report specific to retention and learning.

Members identified the following concerns that need to be addressed:

* Book ordering timelines are not in sync with course loading/faculty assignment timelines
* It is possible that we are expecting too much of our first year students in that there is more choice than they can handle
* Errors in translation from hard to soft copy.
* Providing support to students by faculty is taking up a lot of class time

Brent noted that the working group is working on improving process and communications and will be looking for assistance to make sure this happens appropriately. It was noted that consultation is ongoing and plan are being put in place by the eText Working Group, Ancillary Services, Learning and Teaching Services and others to address feedback provided by the College community. All feedback on the action plan is welcome.

***Action:*** Council to submit additional comments and suggestions to Farbod Karimi.

**5.3 Blackboard Update**

Marc Fares, Michael Gawargy, Farbod Karimi, Kris Greeley and Dave Loignon were welcomed to the meeting. As of November 1, 2016, the Blackboard Learning Management System has been stabilized and remains stable. A team is in place, committed to providing ongoing Blackboard support for faculty and students.

A PowerPoint presentation that spoke to System Stabilization, Governance Improvements, Improved Communications and Support, Improved Monitoring and Escalation and Blackboard Statistics was reviewed with Council. (Secretary’s Note: The presentation has been posted to the SharePoint site.)

Members spoke to the frustration faculty and students have with what appears to be a lack of support. For example, calls to 5555 are not answered and there are occasions where the email follow-up goes unanswered.

Marc thanked members for the opportunity to provide an update on the work being done on Blackboard.

**5. Business Arising**

**5.1 Faculty Professional Development Program**

J. Wilson asked if the program was voluntary.

***Action:*** N. Makila

**5.2 Retention Initiative – EPRI**

Deferred.

**5.3 BYOD Initiative**

Deferred.

**5.4 Classroom Scheduling and Student Retention**

Deferred.

**5.5 Professional Development Funding**

Deferred.

**6. Adjournment**

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

**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.

***Library Report***

B. Mahoney submitted the following:

Instruction Statistics

·         Overall there was a decrease in instruction hours from 2015 September and October to the same period in 2016.

·         For students there were 20% less instruction sessions (29 vs 23)  and 20% less students who received instruction (1118 vs. 890)

·         There was also a decrease in sessions given for faculty. There were 66% less instructional hours given (3 vs. 1 hr) and 82% less faculty received instruction. (84 vs. 15)

·         The drop in student instruction time can be related to the library move/closing during the peak booking time in late September.

·         Faculty sessions are usually requested by TAL (Teaching Adult Learners) and COL (Centre for Organizational Learning). COL sessions are usually in late August, but in 2015 a few were given in September.

Databases

·         Quicklaw: The Law Foundation of Ontario (LFO) has granted money to Colleges offering a Paralegal Program. The funding supplements the costs for a basic online subscription to Quicklaw. The condition of the grant is that the College is to match the donation and spend it on  building the paralegal library collection.

·         Trial Entrepreneurial Database.: The Library is offering a trial of EBSCO’s Entrepreneurial database until December 24th. The database contains a collection of resources to support entrepreneurial and small business research. The database is integrated into the OneSearch interface so it can be searched alongside other complementary database to which the library already subscribes.

·         Trial UNWTO:  United Nations: World tourism Organization. The Online database contains world's biggest online collection of tourism publications and statistics. This trial was requested by the Pembroke Campus by students in the Outdoor Adventure Program.

AODA Update (Accessibility of Ontario’s with Disabilities)

LEAP (Library eResource Accessibility Project)

The Ontario College group for AODA have recommended the hiring of a library/AODA specialist to aid all 24 libraries ensure they meet the January 1, 2020 deadline for ensuring the accessibility of electronic resources (IASR, 2011, s. 18(3). The contract offering will be posted pending approval.

Collections:

Indigenous selection. Upon the request of faculty and students the library has increased their collection of aboriginal authored fiction. This collection will increase over time and be made visible in the reading section of the library for the enjoyment of all students.