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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**November 30, 2015**

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| --- | --- | --- | --- |
| **Chair** | Leslie Wyman / Jeff Ross | | 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 | Regrets |
| 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 | Present |
| Algonquin Heritage Institute | Rod Bain | Present |
| Counsellors | Melissa Spears | Present |
| Librarians | Brenda Mahoney | Present |
| **Support Staff Representative** | Deborah Buck | | Present |
| **Student Representatives** | Sara Grainger, President, Students’ Association | | Present |
| Chris Kolberg, Director, Students’ Association | | Present |
| **COL** | Rebecca Volk | | Regrets |
| **Past Chair** | Leslie Wyman | | Present |
| **Dean** | Jim Kyte, School of Hospitality and Tourism | | Present |
| **Chair** | Sherryl Fraser, General Arts and Science Department | | Present |
| **Ex-Officio Members:** | Vice President, Academic | Claude Brulé | Present |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar (A) | Lynn Schumann | Present |
| **Guests:** | J. Aubut, Dean, Academic Development | | |

**1. Approval of Agenda – November 30, 2015**

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

**2. Approval of Minutes – October 26, 2015**

J. Wilson moved that the minutes of October 26, 2015 be approved as amended. The motion was seconded by S. Grainger. All members were in favour.

**3. Election of Chair**

L. Wyman spoke to the nominations for Chair that were identified at the last meeting.

J. Ross confirmed his acceptance of his nomination.

J. Osmond declined her nomination.

There being no further nominations, Council unanimously approved J. Ross as Chair, College Academic Council, for the 2015-2016 academic year.

L. Wyman handed off the Chair position with J. Ross taking over as Chair of Council.

**4. Business Arising**

**4.1 CAC Priorities for 2015-2016**

Council picked up where they had left off at the last meeting in their review of the member priority submissions. J. Ross led members through the review resulting in an exercise identify the priorities for 2015-2016. Following further discussion and voting, the priorities were identified as follows:

1. eText Initiative (January)

* Analysis of usage is being undertaken by Learning and Teaching Services, as well as an efficacy study, that provide both quantitative and qualitative data on the initiative

1. Mental Health (January)

* In terms of classroommanagement, what policies and practices exacerbate mental health issues
* How does increased awareness and flexibility support student mental health
* Tips and Tricks

1. Admissions Policy (February or March)

* Some issues to discuss include language (ESL preparedness); program fit (are the students prepared for program); admissions process and how to change; and how do we know if the admission policy or policies are the right ones?

1. Learning Management System - BlackBoardTM (April or May)

* A subset of Teaching methodology which links back to eText
* It was noted that a Corporate Technology Committee working group has been struck to review Learning Management Systems to determine which would be the best fit for Algonquin. It was suggested that the LMS Working Group be invited to consulted with Council (January or February)
* It was suggested that Curriculum Services provide a demonstration of the Curriculum Shell Template (April or May)
* Invite the LMS Work

Additional items of interest included:

* Report on the status of the Student Course Feedback survey
* Report from the Hybrid/Online Course Instruction Mode (HOCIM) Working Group

It was further noted that where appropriate, the CAC could strike a working group to investigate and prepare recommendations on these priorities.

**4.2 Exam Procedures**

J. Aubut, Dean, Academic Development was welcomed to the meeting. She reminded Council that in Spring 2015, concern was expressed by faculty members at College Academic Council regarding the absence of College-wide exam procedures or policies, and in particular student identification challenges relative to religious headwear. A scan of available exam practices within various Faculties/Schools was conducted. Concurrently revisions to AA13 Evaluation of Student Learning were proposed. However, following a discussion with the Ombudsperson and subsequent discussion with Deans and Directors Council on October 27, 2015 an alternative approach is proposed to resolve this concern.

As such, she is asking for CAC representation for a working group that will be tasked with developing generic College-wide exam procedures guidelines.

J. Holmes and J. Flieler agreed to participate.

**5. One Minute Thoughts**

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

* The Students’ Association’s (SA) Board of Directors nomination packages are now available in the SA Office.
* The Library is investigating the use of an LMS widget that allows students to create reading lists for their course(s) on Blackboard.
* A second pilot project related to harm reduction has been launched.
* Consider Christmas shopping at the AC Spa
* On February 14, AC will be participating in the Kiwanis Club Bed Races

**6. Adjournment**

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

***The Library***

B. Mahoney provided the following report:

*EBSCO’s Curriculum Builder: Bringing the Library to your LMS:*

The Library is currently running a trial of a tool that allows faculty to create student reading lists for their courses. These lists of Library resources could be built from within faculty Blackboard accounts. Students enrolled in the course could access the lists from their student Blackboard accounts. The following includes a video and a survey on the product.

<http://algonquincollege.force.com/myAC/EC_CommunityNewsDetail?id=a3hC0000000D9PfIAK&name=New%20Library%20Tool%20Trial.%20We%20Need%20Your%20Feedback!&mkt_tok=3RkMMJWWfF9wsRonuqzOdu%2FhmjTEU5z16uwvX6G%2FgIkz2EFye%2BLIHETpodcMS8tmMK%2BTFAwTG5toziV8R7TFLM1k0cwQXRjq>

The trial Blackboard site (the product will also work inside Canvas but we have not explored that avenue yet) is available until the end of January 2016. If a faculty member would like to participate in a hands on test of the software please contact either Librarian, Brenda Mahoney [mahoneb@algonquincollege.com](mailto:mahoneb@algonquincollege.com) or **Anabella Arcaya** e-Learning and Academic Application Systems Analyst; [arcayaa@algonquincollege.com](mailto:arcayaa@algonquincollege.com)