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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**January 25, 2016**

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| --- | --- | --- | --- |
| **Chair** | Jeffrey 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 | Mario Ramsay | 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 | 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 | Krista Pearson | Present |
| **Guests:** | Jo-Ann Aubut, Dean, Academic Development  Larry Weatherdon, eTextbook Project Manager, LTS  Sandra McCormick, Chair, Wellness, Research and Innovation  John Muldoon, Counsellor, Counselling Services  Carmen Hust, Professor, Nursing Studies  Connie Powers, Manager, Pension & Benefits, Human Resources  Margaret Lewis, Manager, Organizational Wellness, Compensation and Benefits, Human Resources | | |

**1. Approval of Agenda – January 25, 2016**

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

**2. Approval of Minutes – November 30, 2016**

S. Fraser moved that the minutes of November 30, 2016 be approved as distributed. The motion was seconded by C. Tortolo. All members were in favour.

**3. Welcome to the Registrar**

K. Pearson, Registrar, was welcomed to College Academic Council. Round table introductions were conducted.

**4. Business Arising**

**4.1 eText Initiative**

L. Weatherdon and J. Aubut were welcomed to Council. L. Weatherdon provided an update on the eText initiative.

Digital Resource Portal (DRP): On December 23, 2015, most resources were deployed into the Texidium system using the DRP. All resources are now available to students and faculty. 18,900 or 86% of the deployed resources have be4n picked up as of January 25, 2016. A “new” faculty dashboard has been developed which allows faculty to view a class list showing who has picked up the resources. 110 programs, 415 levels, and 3,800 course sections were involved.

Texidium Update: On December 23, 2016 and again last week, a forced update was pushed out to all 10 Texidium eReading platforms that addressed the majority, if not all, of the issues identified in the survey conducted in the Fall term. The key updates included: page numbers, print solutions, and advanced search functionality. Highlighting and note sharing by faculty will be added mid-February.

A demonstration of the DRP, the DRP Faculty Dashboard, and the Texidium updates was provided. The Powerpoint presentation, which includes snapshots of the various webpages, is posted to the CAC SharePoint site.

Next steps include planning for the Fall 2016 term. Estimates are to be submitted by February 1, 2016 to the Registrar’s Office with the expectation that the costs will be finalized in May. It was noted that the eText fee is an ancillary fee and is not included in the tuition fee. The table (an interactive dashboard screen) was demonstrated.

Tutorials have been made available. However, no one is attending. The three kiosks for providing student assistance were closed early and no one was using them. It is felt that this is because the process is intuitive for both the teacher and the student.

The student opt-out option has been used by only 13 students this term, as compared to approximately 400 in the Fall term. It was noted that, although the opt-out option is supposed to be transparent, students were under the impression that they could not do so. L. Weatherdon will take that into consideration. However, it needs to be understood that if students do opt-out, they will not receive the 50% price point reduction.

L. Weatherdon reported that 14,000 students were surveyed with only 600 responding and all of the responses were negative. J. Wilson noted that he conducted a survey of his own that showed students were not happy with the eText reader, that they were lacking confidence in the technical aspect and that the College was imposing a medium they did not like.

The question under consideration is what the impact of the eText initiative is on learning and recall. J. Aubut reminded Council of the efficacy study underway which should be provide some input on that question. S. Grainger wondered if there was a student focus group created to test Texidium. M. Ramsay received clarification on a couple of questions around printing the eText.

C. Brulé spoke about a student focus group with S. Grainger suggesting that it would be good to be proactive rather than reactive and offered to help get students to participate.

J. Ross thanked L. Weatherdon and J. Aubut for the report.

**5. New Business**

**5.1 Mental Health**

S. McCormick, Chair, Wellness, Research and Innovation; J. Muldoon, Counsellor, Counselling Services; C. Hust, Professor, Nursing Studies; C. Powers, Manager, Pension & Benefits, Human Resources; and M. Lewis, Manager, Organizational Wellness, Compensation and Benefits, Human Resources were welcomed to the meeting.

S. McCormick noted that the presentation would focus on two areas: student mental health and employee mental health/wellness and the initiatives sponsored by the respective committees.

***Mental Health Steering Committee* (MHSC)**

This committee was formed by Student Support Services in August 2013 with the intention of raising awareness of mental illness and on campus mental health resources. As the various areas of the College became aware of the MHSC, areas such as International, Security, Residence and concerned faculty members joined the committee on a volunteer basis. In August 2014, the MHSC developed the “Purple Couch Project” which aligned with the original intentions of the committee and gained community support from Do It For Darren (DIFD) and The Royal Ottawa Hospital. The project was launched in October 2014 and continues to this day providing training to students who join the Purple Couch team and taking the purple couch to various areas of the College to provide information about campus resources. Purple couches exist at the Perth and Pembroke Campuses and are deployed according to the campus needs. The Purple Couch Project is recognized by the Centre for Innovations in Campus Mental Health and was invited to attend the *2nd Annual Schools, Colleges & Universities Summit on Mental Health & Substance Use Summit – June 2015 in Toronto.* This conference was cancelled due to low enrolment during the pending teachers’ strike. Carmen Hust presented the Purple Couch to the Canadian Federation of Mental Health Nurses National Conference – October 2015 in Niagara Falls.

For more information about the Purple Couch project, go to:<http://www.algonquincollege.com/studentsupportservices/the-ac-purple-couch/>

J. Muldoon provided additional information on the student training (objectives and dates), the Kaleidoscope 2015 presentation, and the safeTALK training.

Among a variety of events supported by the MHSC, it organizes two weeks of mental illness/health awareness events. In the Fall term, Mental Illness Awareness Week typically runs the week before Thanksgiving and in the Winter term; Mental Health Awareness Week is scheduled for the week prior to Study Week. The Purple Couch and other awareness activities are presented in high traffic areas of the College, focussing on raising awareness and decreasing the stigma of mental illness. Student Support Service staff/faculty are the main providers for this event.

MHSC has also organized two “Is it just me?” (IIJM?) presentations by the Royal Ottawa Hospital and funded by DIFD. The presentation includes discussions with Dr. Bhatla, Chief Psychiatrist, and other clinical experts on mental illness and the brain. Survivors of mental illness join the clinical team to increase awareness of mental illness in our society. Previously, DIFD provided funding for buses for students to travel to the Royal for similar presentations and a few programs still choose this option.

C. Hust provided an overview of the next MHSC project around unmasking our stories which is a video initiative taken on by a sub-committee of the MHSC. It aims to create a platform presenting video stories that address mental illness and mental health to be shared with the college community. Addressing mental illness and discussing mental health openly are ways to support students, faculty, and staff to be safe, be healthy, and be secure in their place in the community.

The short term goal is to share one Algonquin College employee’s story. It would be shared through a video narrative posted to the college website. The long-term goal of the committee is to create a bank of videoed stories from students, staff, and faculty that present personal experiences with mental illness.

The videos are intended to:

* educate our college community about mental illness—which includes breaking down the stigma associated with mental illness,
* connect people to appropriate helpful resources,
* provide models of resilience and recovery, and
* provide curriculum resources.

***Workplace Wellness Committee* (WWC)**

The WWC was formed in Fall 2014 by Health Services, Human Resources, and Occupational Health & Safety. The committee decided to create a wellness website. Various faculty members have joined the committee and are eager to participate in improving employee health at the College. It is now located within the Human Resources website and has featured yoga demonstrations by President Cheryl Jensen.

C. Powers talked about the five areas in which an individual needs to be doing well to be well: purpose, social, financial, community, and physical and that these are used to populate the HR Wellness website:

<http://www.algonquincollege.com/hr/benefits/wellness/>

She also noted the following resources:

* Starting the conversation and reducing stigma – video on our the Wellness site under “My Mind” in partnership with the Canadian Mental Health Association
* Management Academic course offering “Creating and Promoting Mental Health Wellness” in the workplace (available on the Wellness site).
* SafeTALK and Mental Health First Aid
* Wellness activities
* EAP Lunch and Learn sessions on creating balance, the art of managing conflict, and living well with stress

The EAP Services that are available to employees was also highlighted and a pamphlet distributed to members.

M. Lewis provided Council an update on the new legislation on sexual harassment.

A brief question and answer session followed:

* Discussion focused on what could be done to address a toxic work environment. It was recommended that HR partner with the Union to assist and support employees. It would be necessary to develop a plan to assess the situation. People need to understand that HR is here to support employees and that there are new and confidential supports in place.
* It was suggested that the College embark on a program similar to that of the “Bell Let’s Talk” project.

S. McCormick thanked Council for the opportunity to speak the message about mental health, noting that we need to get more people involved. If anyone has any ideas they would like to bring forward, they would be more than welcomed. Both committees would benefit from additional support and ideas for continuity/future planning in both the student and employee population.

**5.2 SA07 Student Conduct**

The Student Conduct Policy SA 07 is an existing policy which was originally approved in April of 1996. The last review of this policy was in May 2012, and the next mandatory review is scheduled for May 2017. Practical experience with this policy coupled with cases observed at other post-secondary institutions led to an earlier than scheduled review of this policy.

The revisions to this policy are the suggestions of a Student Conduct Working Group composed of current and former members of the student conduct board, representatives from the Students’ Association and Security Services as well as the Ombudsman. Recommendations from a preliminary review by the Senior Vice President Academic have also been incorporated to this draft.

The suggested amendments are substantial and provided with the intent to:

* Ensure the scope of the policy also related to “on line” activity.
* Provide clearer direction to students and members of the College community regarding:
  + Student conduct
  + The processes related to student conduct and appeal hearings
  + Alternative dispute resolution guidelines (new appendix 11)
  + Student rights and responsibilities (new appendix 12)

Council provided feedback documented by L. Stanbra as the policy revisions were reviewed. L. Stanbra thanked Council for their input.

**5.3 SA16 Sexual Assault/Sexual Violence**

Policy SA16 Sexual Assault/Sexual Violence is an existing policy which was originally approved on April 25, 2015. All new policies have a mandatory review after the first year to ensure the policy is meeting its stated purpose. Ideally, the final version of the policy is in place by April 25, 2016. This policy has been developed as part of a provincial initiative, coordinated by Colleges Ontario in 2015, to ensure a consistent approach to sexual assault / sexual violence across all Ontario Colleges. The revisions are the suggestions of a Working Group composed of representatives from the Students’ Association, Security Services, Student Services, Academic Area, Human Resources and the Ombudsman.

The suggested amendments are 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.

Council provided feedback documented by L. Stanbra as the policy revisions were reviewed. L. Stanbra thanked Council for their input.

**5. One Minute Thoughts**

Deferred.

**6. Adjournment**

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

Digital Media and College Libraries – Steps taken to prepare for legislative compliance with the Accessibility for Ontarians with Disabilities Act (AODA) January 1, 2020 Media Deadline:

Two digital sub-committees have been formed:

1. To deal with eResources (databases), and

2. To deal with visual media (DVDs and streaming video).

1. Library eResources Accessibility Project (LEAP)

As a result of the priority research goals established by HLLR (Heads of Libraries and Resource Centres), the AODA Committee, with the support of OCLS, (Ontario College Library Services) have initiated the Library eResources Accessibility Project (LEAP) to develop a shared tool for the Ontario college libraries to collaboratively evaluate the accessibility of library eResources.

1. Best Practice for Video Transcription and Closed Captioning

The AODA Committee will continue to liaise with and support the work of the Digital Media Services (DMS) Working Group to ensure prompt and cost-effective captioning of materials in preparation for the 2020 AODA legislative deadlines.