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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**February 29, 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 | Regrets |
| School of Hospitality and Tourism | Mario Ramsay | Present |
| School of Media and Design | Steve Neumann | Present |
| General Arts and Science | Janna Holmes | Regrets |
| Career & Academic Access Centre | Kilmeny West | Regrets |
| 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 | Regrets |
| **Support Staff Representative** | Deborah Buck | | Present |
| **Student Representatives** | Sara Grainger, President, Students’ Association | | Present |
| Chris Kolberg, Director, Students’ Association | | Present |
| **COL** | Rebecca Volk | | Present |
| **Past Chair** | Leslie Wyman | | Regrets |
| **Dean** | Jim Kyte, School of Hospitality and Tourism | | Regrets |
| **Chair** | Sherryl Fraser, General Arts and Science Department | | Regrets |
| **Ex-Officio Members:** | Vice President, Academic | Claude Brulé | Present |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar | Krista Pearson | Present |
| **Guests:** | J. Aubut, Dean, Academic Development | | |

**1. Approval of Agenda – February 29, 2016**

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

**2. Approval of Minutes – January 25, 2016**

Deferred.

**3. Review Agenda**

J. Aubut advised that the following academic policies were being brought to College Academic Council for review and feedback due to revisions implemented in accordance with the AD01 Administration of Policies 5-year cyclical mandatory policy review date, or advanced due to process changes. Appendix – Summary of Review Rationale and Policy Revisions Table details the circumstances precipitating each review and includes an explanation of the proposed policy revisions, where said revisions extend beyond minor formatting/titling updates.

3.1 AA05 Advanced Standing

The policy revisions were accepted as presented.

3.2 AA18 Academic Dishonesty and Discipline

The policy revisions were accepted as presented.

3.3 AA20 Plagiarism

The policy revisions were accepted as presented.

3.4 AA30 Program Suspension

J. Wilson identified concerns around the timelines identified in the policy. J. Aubut advised that his concerns would be taken into consideration.

***Action:*** J. Wilson to outline concerns in an email to J. Aubut.

The remaining policy revisions were accepted as presented.

3.5 AA37 Review of Final Grades

J. Wilson identified concerns that a grade could be changed by a Chair without consultation with the faculty member. If the policy was not followed, what is the recourse of the faculty member? J. Aubut noted that the concern would be taken under advisement.

*Secretary’s Note:* On ACSIS, under Reports, select Grade Reporting Form (GRF) Report.  The professor can select a term you have a course that you are assigned to. Subsequent grade changes as a result of submission of Grade Change Form and/or discussions with the Chair are reflected in the GRF report as the report pulls data directly from GeneSIS.

The policy revisions were accepted as presented.

3.6 AA38 Program Quality Assurance

The policy revisions were accepted as presented.

J. Aubut thanked Council for their feedback and took the opportunity to provide an update on the College Quality Assurance Audit Process that the College is currently undergoing.

**4. Business Arising**

**4.1 Mental Health Presentation**

Further to the concerns identified as part of the CAC Priorities exercise, J. Ross asked members if they had any further questions surrounding mental health at Algonquin College. No further questions were raised.

**4.2 Exam Procedures Guidelines**

J. Aubut, Dean, Academic Development provided the background on this agenda item and noted the contributions of J. Flieler and J. Holmes who unfortunately had to send their regrets for this meeting.

In Spring 2015, concern was expressed by faculty members at CAC 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/Institutes was conducted. Concurrently revisions to [AA13 Evaluation of Student Learning](http://www.algonquincollege.com/policies/files/2014/08/AA13.pdf?file=2014/08/AA13.pdf) were proposed. However, following a discussion with the Ombudsperson and subsequent discussion with Deans and Directors Council on October 27, 2015, an alternative approach was proposed to resolve this concern which was presented to CAC on December 1, 2015. College Academic Council representation for a Working Group tasked with developing generic College-wide exam procedure guidelines was sought. Janna Holmes and Judy Flieler kindly agreed to work on drafting exam procedure guidelines with J. Aubut.

The Working Group convened and reviewed current practices existing within Schools/Faculties/Institutes for communicating exam procedures. Best practices and/or exemplary documents were identified and commonalities/themes extracted from which the proposed guidelines were drafted. Additionally, the Working Group members’ experiences informed the draft proposed.

At this point, the working group is looking for CAC feedback and direction for next steps in moving forward with the establishment and communication of *Exam Procedure Guidelines and Best Practices for Faculty Members*.

The Guidelines were well received. Next steps will include a review by Deans and Chairs following which the document will be distributed to faculty and will be made available to students. J. Aubut thanked Council for the assistance and feedback.

**5. New Business**

**5.1 Admissions Policy**

This item was identified as a priority by Council as part of the priority setting exercise conducted in the Fall term. Some of the comments made at the time included: language proficiency (ESL preparedness); program fit (are the students prepared for program); admissions process and how to change it; and how do we know if the admission policy or policies are the right ones?

K. Pearson and J. Aubut were invited to present on College level admission requirements and Program level admission requirements, respectively.

K. Pearson spoke to the Ministry of Training, Colleges and Universities’ policy framework that defines the roles and responsibilities of Colleges. It includes the Minister’s Binding policy directives, operating procedures and resource documents. These are accessible at:

<http://www.tcu.gov.on.ca.pepg/audiences/colleges/>

J. Aubut spoke to the Program level admissions criteria and the guidelines documented on Academic Development’s “Program Development, Approval and Implementation Process Guide” which can be found at:

<http://www.algonquincollege.com/program-development/program-development/>

Further details are outlined in the PowerPoint presentation document that is posted to the Council’s SharePoint site.

A question and answer period followed:

* Admission requirements for a program that is offered at more than one campus must be aligned. Changes such as these and specifically, in this case for the Police Foundations program, are determined at the Dean and Chair level. J. Aubut agreed to follow-up regarding ensuring the faculty input is solicited before such changes are finalized.

J. Ross thanked K. Pearson and J. Aubut for the informative presentation.

**5.2 Lock-down Drill**

J. Wilson asked about the lock-drill procedures. Specifically, what do you do if you are in the hallway? C. Brulé advised that as a result of questions, such as this, training sessions have been scheduled and further communication will be provided by the Risk Management team.

**6. One Minute Thoughts**

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

* M. Spears spoke to new mental health initiatives being developed.
* D. Buck spoke to the benefits of the automated student bursary process.
* M. Ramsay encouraged members to participate in the Bachelor of Hospitality and Tourism Management Fundraiser event.
* C. Brulé reminded members about the many additional Event Management fundraiser events scheduled for April; monies raised go towards the $1M goal for the Children’s Wish Foundation.
* J. Ross lauded the Welding team who came in first out of all the Algonquin College teams who participated in the annual Winterlude Bed Races.

**7. Adjournment**

There being no further business, M. Ramsay 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.

No reports submitted for the February 29, 2016 meeting.