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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**April 04, 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 | Present |
| 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 | Regrets |
| Librarians | Brenda Mahoney | Present |
| **Support Staff Representative** | Deborah Buck | | Present |
| **Student Representatives** | Sara Grainger, President, Students’ Association | | Present |
| Chris Kolberg, Director, Students’ Association | | Regrets |
| **COL** | Rebecca Volk | | Present |
| **Past Chair** | Leslie Wyman | | Present |
| **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 | Regrets |
| Registrar | Krista Pearson | Present |
| **Guests:** | J. Aubut, Dean, Academic Development  M. Cusson, Chair, Academic Development  A. Sovani, Chair, Hospitality and Tourism  H. Singh-Sonu, Manager, Curriculum Services  M. Besner, Curriculum Services Consultant | | |

**1. Approval of Agenda – April 04, 2016**

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

**2. Approval of Minutes**

**2.1 January 25, 2016**

J. Wilson moved that the minutes of January 25, 2016 be approved as distributed. The motion was seconded by J. Holmes. All members were in favour.

**2.2 February 29, 2016**

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

**3. Review Agenda**

J. Aubut advised that the following academic policy was 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. Appendix – Summary of Review Rationale and Policy Revisions Table details the circumstances precipitating the review and includes an explanation of the proposed policy revisions, where said revisions extend beyond minor formatting/titling updates.

**3.1 AA06 Prior Learning Assessment and Recognition (PLAR)**

Council noted that the policy is silent on a timeline for when an application to PLAR a course may be submitted. For example, students have been known to apply for a PLAR in Week 15 of a course so as to avoid a failing grade. The concern will be addressed going forward. The policy revisions as presented were accepted.

**4. Business Arising**

**4.1 Efficacy Study**

J. Wilson asked after the status of the Efficacy Study. J. Aubut advised that it is still in progress and that it is expected that a final report will be received within the next month.

***Action:*** J. Aubut

**5. New Business**

**5.1 Bachelor of Hospitality and Tourism Consent Renewal**

As part of the initial review by the Program Evaluation Committee of a degree program in the Consent Renewal process, it is a requirement noted in the Postsecondary Education Quality Assessment Board (PEQAB) Handbook that the report and action plan are disseminated to a variety of relevant members of the College.

M. Cusson noted that the Bachelor of Hospitality and Tourism Management (BTHM) program is nearing the end of its period of consent. As such, the process of degree consent renewal has begun in accordance with the PEQAB Program Evaluation Standard. Distributed to members prior to the meeting is a report on the findings of the Program Evaluation Committee site visit of November 20, 2015.

A. Sovani spoke to the findings specific to strong faculty, improving the co-op experience and support for scholarly activities. The application seeking a Renewal of Ministerial Consent will be submitted to the Ministry of Training, Colleges and Universities by May 12, 2016.

A brief question and answer period followed specific to the findings.

**5.2 HOQAS / Blackboard Course Template**

H. Singh-Sonu and M. Besner presented the Blackboard TM Template that supports the Hybrid and Online Quality Assurance Standards (HOQAS) adopted by the College and discussed opportunities for Curriculum Services to support the applications of the HOQAS template to enhance the quality of hybrid and online courses across the College.

M. Besner walked members through the template. It was noted that the template can be customized and that it is AODA compliant. By providing consistency within program courses, it makes it easier for the student to navigate. The template can be used for all course in instruction modes, f-2-f, online and hybrid.

A question and answer period followed. Some concern was identified about the possibility of an increased workload for a program coordinator, although this was not necessarily agreed with. Overall, there was support for this direction. It was recognised that this is a best practice. Increased awareness is being sought through professional development activities, my AC, and Lunch and Learns.

**5.2 Hybrid/Online Course Instruction Mode (HOCIM) Working Group**

R. Heaton, Chair of the HOCIMWG, provided an update on the work conducted to date by the Working Group.

The Working Group was established at the end of 2015 with a mandate todevelop a framework that will provide clear guidance, direction and support to faculty and staff regarding the design and delivery of Algonquin College’s hybrid and online learning environments.Members are very passionate about this work.To date, the focus has been on the following tasks:

* Determine the faculty hybrid and online Course Instruction Modes (CIM) development and delivery competencies, and their association to elements of the Professor of the 21st Century.
* Environmental scan of existing resources to support development of hybrid and online courses sections.
* Identify best practices for adoption of the Hybrid Online Quality Assurance Standard (HOQAS).
* Review and identify best practices to support the hybrid/online CIMs.

The Working Group reviewed the HOQAS process and the template developed to align with HOQAS and support hybrid development. They liked the template and the navigation tools. Time has been spent on reviewing the elements that make a strong hybrid/online course from a pedagogical point of view. A clear review of definitions related to online instruction was also developed.

April 2016 Tasks:

* Review of existing professional development activities for hybrid and online course instruction modes to determine if gaps exist
* Establish the requirements for a repository of best practice hybrid/online CIM exemplars.

It was noted that the final recommendations will come to Council for review.

**5.4 Kaleidoscope Conference, 2016**

R. Volk reminded Council that the conference will be held May 9-11, 2016 this year. The theme is “AC Success: Our Actions Make a Difference”. The Kaleidoscope Working Group is working with Strategic Enrolment Management Committee to focus on student success. Areas of the College we do not normally hear from are participating this year. The three keynote speakers have been confirmed:

* Dr. Vincent Tinto: "Student Success Does Not Arise By Chance."
* Claude Brulé, Senior Vice President, Academic: “Algonquin by the Numbers”
* Alex Scantlebury:“Student Success: From the Corner to the Classroom”

A preview of the workshops to be offered will be posted on April 11, 2016 and registration will run from April 19 to 17, 2016.

**6. One Minute Thoughts**

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

* L. Wyman: 2016 General Arts and Science Student Showcase, April 20, 2016
* D. Buck: 2016 Media/Design Programs Showcases, April 2016
* S. Neumann: Horticultural Garden Centre opens May 10 until the end of October
* S. Grainger: The results of the SA Elections for 16-17 are in. Egor Evseeve (Advertising and Marketing Communications Management) is the 16-17 SA President and Charlene Dygos (Business Administration) is the 16-17 SA Vice President
* M. Ramsay: The Executive Chef for the Trudeau family is a graduate from the Culinary program.
* C. Brulé: Spoke to the support the College provides our student and staff in light of the circumstances of the previous week.
* J. Ross: 26 students/apprentices from Algonquin College will be participating in the Ontario Technological Skills Competition from May 2-4, 2016 in Waterloo.

**6. Students Association Representatives**

This being the last meeting that S. Grainger will be attending, J. Ross extended a thank you for the positive and fulsome engagement that the President and Director, Chris Kolberg, brought to the table over the course of the academic year.

**7. Adjournment**

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