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**MINUTES – Draft**

**COLLEGE ACADEMIC COUNCIL**

**September 24, 2018**

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| **Chair** | Judy Puritt | | Present |
| **Academic Representatives** | Algonquin Centre for Construction Excellence | William Roberts | Present |
| School of Advanced Technology | Martin Lee | Present |
| School of Business | Judy Puritt | Present |
| School of Health and Community Studies | Judy Flieler | Present |
| School of Hospitality and Tourism | Tara Ettinger | Present |
| School of Media and Design | Jodi Tilley | Present |
| General Arts and Science | Jonathan Parker | Present |
| Career & Academic Access Centre | Karen Carr | Present |
| Language Institute | Carl O’Toole | Present |
| Police and Public Safety Institute | Sharleen Conrad-Beatty | Regrets |
| Algonquin College in the Ottawa Valley | Frank Christinck | Present |
| Algonquin Heritage Institute | vacant |  |
| Counsellors | Karen Barclay-Matheson | Present |
| Librarians | Maureen Sheppard | Present |
| **Support Staff Representative** | Lisa Lamb | | Present |
| **Student Representatives** | Deijanelle Simon, President, Students’ Association | | Present |
| Karl Houlihan, Director, Students’ Association | | Present |
| Madeleine Mei, Director, Students’ Association | | Present |
| **COL** | Rebecca Volk | | Regrets |
| **Past Chair** | Steve Neumann | | Present |
| **Dean** | To be confirmed | |  |
| **Chair** | Erin Stitt-Cavanagh, Allied Health | | Present |
| **Ex-Officio Members:** | Vice President, Academic | Claude Brulé | Present |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar | Krista Pearson | Regrets |
| **Guests:** | Jeremy McQuigge  Lynn Schumann | | |

**1. Welcome and Introductions**

Steve Neumann welcomed everyone to the first meeting of the 2018-2019 academic year. Round table introductions were conducted.

**2. Election of Chair**

Steve Neumann called for nominations for the Chair position for the 2018-2019 academic year.

Jonathan Parker nominated Judy Puritt. The motion was seconded by Martin Lee. Judy Puritt accepted the nomination. There being no additional nominees, the Council unanimously approved Judy Puritt as Chair, College Academic Council, for the 2018-2019 academic year.

Steve Neumann thanked Council for the opportunity to chair Council for the last year indicating that it was an honour to do so. He handed the meeting over to Judy Puritt.

**3. Approval of Agenda – September 24, 2018**

Deijanelle Simon moved the agenda be approved as distributed. Karen Barclay-Matheson seconded the motion. All members were in favour.

**4. Approval of Minutes – June 04, 2018**

Deferred.

**5. New Business**

**5.1 Council Membership 2018-2019**

The membership for 2018-2019 was distributed to members for information.

**5.2 Selection of Executive Committee 2018-2019**

As stated in the Terms of Reference, Policy AA02 College Academic Council, the Executive Committee is responsible for reporting to the President and for following-up on Council recommendations. The Executive Committee for 2018-2019 will be constituted as follows:

- Judy Puritt, Chair

- Steve Neumann, Past Chair

- Jonathan Parker, Academic representative

- Erin Stitt-Cavanagh, Administrative representative

- Lisa Lamb, Support Staff representative

- Deijanelle Simon, Student representative

The role of the Executive Committee is to:

* Report to the President annually or sooner, if needed;
* Follow-up on the College Academic Council’s recommendations; and
* Prepare an annual report for submission to the President and the Board of Governors.

**5.3 Meeting Schedule 2018-2019**

The meeting schedule for the 2018-2019 academic year was reviewed. A correction was noted by Karen Barclay-Matheson. The revised schedule will be posted to the Council SharePoint site.

***Action:*** Nancy Makila

**5.4 Terms of Reference (Policy AA02 College Academic Council)**

Policy AA02 was distributed for information. It was noted that the policy is under review.

**5.5 College Academic Council Annual Report 2017-2018**

Deferred.

**6. New Business**

**6.1 Students’ Association 2018-2019**

Deijanelle spoke to seven priorities the Students’ Association will be pursuing this academic year. The Students’ Association members received questions from Council.

**6.2 CAC Priorities Survey Results 2018-2019**

Judy Flieler reported on the survey process and results to date. Discussion focused on how to improve participation rates. As well, Council questioned how to identify the common threads embedded in the results.

Discussion focussed on a range of topics including:

* Potential concerns/issues regarding quality assurance and quality control were discussed – Program Quality Reports / Program Lifecycle / Quality Assurance presentation to Board could be brought to CAC
* Program Councils – same concerns are being identified year to year
* Class Representatives – barriers the SA are discovering to participation
* Centre for Assisted Learning - Retro accommodations – Policy AC01 and Policy AC21 appear to provide contradictory direction resulting in confusion
* KPIs
* Online learning in hybrid courses - feedback indicates that the online portion of hybrid is not strong
* Policies Review

***Action:*** Recall to the next meeting for an in depth review.

**7. Adjournment**

There being no further business, Karl Houlihan moved the meeting adjourn. The motion was seconded by Deijanelle Simon. All members were in favour.