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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**January 29, 2018**

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| --- | --- | --- | --- |
| **Chair** | Steve Neumann | | Present |
| **Academic Representatives** | Algonquin Centre for Construction Excellence | Jeff Ross | Present |
| School of Advanced Technology | Sean Beingessner | 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 | Steve Neumann | Present |
| General Arts and Science | Jonathan Parker | Present |
| Career & Academic Access Centre | Kilmeny West | Present |
| Language Institute | Claire Tortolo | Present |
| Police and Public Safety Institute | Sharleen Conrad-Beatty | Present |
| Algonquin College in the Ottawa Valley | Frank Christinck | Present |
| Algonquin Heritage Institute | vacant |  |
| Counsellors | Karen Barclay-Matheson | Present |
| Librarians | Brenda Mahoney | Present |
| **Support Staff Representative** | Lisa Lamb | | Present |
| **Student Representatives** | Victoria Ventura, President, Students’ Association | | Present |
| Brett Parnell, Director, Students’ Association | | Present |
| Luke Krolak, Director, Students’ Association | | Present |
| **COL** | Rebecca Volk | | Present |
| **Past Chair** | Jeff Ross | | Present |
| **Dean** | Jim Kyte, School of Hospitality and Tourism | | Present |
| **Chair** | Sherryl Fraser, General Arts and Science | | Present |
| **Ex-Officio Members:** | Vice President, Academic | Claude Brule | Present |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar | Krista Pearson | Present |
| **Guests:** | Maggie Cusson, Dean, Academic Development  Farbod Karimi, Chair, Learning and Teaching Services | | |

**1. Call to Order**

The meeting was called to order at 4:35 pm.

**2. Approval of Agenda – January 29, 2018**

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

**3. Approval of Minutes – September 25, 2017**

Jeff Ross moved that the minutes of September 52, 2017 be approved as amended. The motion was seconded by Jonathan Parker. All members were in favour.

**4. Review Agenda**

**4.1 AA32 Electronic Devices in the Classroom**

Maggie Cusson presented the revisions to Policy AA32 to Council. Further revisions were identified as follows:

* Policy statement 4: to be revised to reflect that it is incumbent on students to alert the faculty member in case of special circumstances which might call them out of a class or exam due to an impending emergency
* Policy statement 8: Language to be revised
* Policy statement 9: language to be revised
* Procedure 3: procedures 3.1 and 3.2 to be removed and replaced with language similar to policy statement 4
* Appendix 1 to be removed

***Action:*** Revisions will be made and the policy will be brought back to Council for information.

***Recall:*** March 05, 2018

**5. Business Arising**

**5.1** **eText Institutional Pay Model/Required Course Materials**

Maggie Cusson presented the eText Pay Model (eTPM) Working Group Report and recommendations on behalf of the eTPM Working Group, and to seek input from Council on recommendations specific to required resources.

In Winter 2017, the Working Group was struck to explore the challenges and benefits of the eText institutional pay model in an effort to understand the impacts, and to propose recommendations for an eText fees/adoption model. The draft Report was reviewed with Council focussing on recommendations 6 through 9 regarding:

* A common understanding of required resources identified in courses
* A proposed review of practices for adopting required resources
* A proposal to establish an advisory group for continued oversight of course resources.

Discussion focusing on the use of eText/texts versus OERs, the need for ‘required’ vs “recommended” resources; and the impact of the Net Tuition Billing project on College timelines and resource identification. T

Council indicated that they were interested in participating on a subcommittee that would look at how resources are used and classified as “required” or “recommended”. Jim Kyte distributed a link to AD04 Ordering Course Materials and the Related Material document – “Faculty Guide: Your Complete Bookstore and You”. Victoria Ventura offered to co-Chair with a faculty member. Luke Krolak indicated he would be interested in participating. Krista Pearson advised that it may be possible to identify a resource from the Registrar’s Office.

**5.2 Learning Management System Steering Committee Update**

Judy Puritt, who is a member of the Learning Management System Steering Committee, provided Council with an update on activities to date including the implementation and training planning.

**5.3 Meeting Schedule**

The revised Council meeting schedule for 2017-2018 was reviewed and approved.

**5.4 CAC Priorities 2017-2018**

S. Neumann advised that no additional items were identified subsequent to the September 2017 meeting. Following discussion on priorities for 2017-2018 and in light of the earlier conversation regarding eText, it was agreed that a subcommittee would be formed to examine required resources, recommended resources and other incidental fees as deemed necessary.

***Action:***  Steve Neumann

K. West noted that no Emergency Planning sessions have been offered at the College recently.

***Action:*** J. Flieler advised that she would follow up with the Health and Safety Committee.

**6. New Business**

**6.1 Ombudsman’s Report 20167-2017**

Council members were asked to review the Ombudsman’s Report for the 2016-2017 academic year in preparation for the next meeting. George Cole, Ombudsman, has been invited to talk about the report and to receive questions.

**7. Adjournment**

There being no further business, Karen Barclay-Matheson moved the meeting adjourn. The motion was seconded by Frank Christinck. All members were in favour.