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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**May 14, 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 | Regrets |
| 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 | Amy Kong |
| Language Institute | Claire Tortolo | Present |
| Police and Public Safety Institute | Sharleen Conrad-Beatty | Present |
| Algonquin College in the Ottawa Valley | Frank Christinck | Regrets |
| Algonquin Heritage Institute | vacant | n/a |
| Counsellors | Karen Barclay-Matheson | Present |
| Librarians | Brenda Mahoney | Present |
| **Support Staff Representative** | Lisa Lamb | | Present |
| **Student Representatives** | Deijanelle Simon, President, Students’ Association | | Regrets |
| Karl Houlihan, Director, Students’ Association | | Present |
| Madeleine Mei, Director, Students’ Association | | Present |
| **COL** | Rebecca Volk | | Regrets |
| **Past Chair** | Jeff Ross | | Present |
| **Dean** | Jim Kyte, School of Hospitality and Tourism | | Present |
| **Chair** | Sherryl Fraser, General Arts and Science | | Regrets |
| **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 | | |
|  | Jeremy McQuigge, Manager, Digital Resources, Ancillary Services | | |

**1. Call to Order**

The meeting was called to order at 4:30 pm.

**2. Introductions**

The Chair noted that Council has new representation from the Students Association. He introduced Deijanelle Simon, President, Karl Houlihan, Director and Madeleine Mei, Director. They will be sitting on Council for the remainder of this academic year and for the next. Council members introduced themselves.

**3. Approval of Agenda – May 14, 2018**

Jeff Ross moved the agenda be approved as presented. Karen Barclay-Matheson seconded the motion. All members were in favour.

**4. Approval of Minutes**

**4.1 March 05, 2018**

Jeff Ross moved that the minutes of March 05, 2018 be approved as distributed. The motion was seconded by Judy Flieler. All members were in favour.

**4.2 March 26, 2018**

Karen Barclay –Matheson moved that the minutes of March 26, 2018 be approved as distributed. The motion was seconded by Claire Tortolo. All members were in favour.

**5. New Business**

**5.1 CAC Subcommittee on Required Resources**

Maggie Cusson and Jeremy McQuigge were welcomed to the meeting.

Maggie Cusson noted that following a presentation on the eText Institutional Pay Model at the January meeting of Council, a subcommittee was established to review how resources are used and classified as “required” or “recommended”. The subcommittee met several times to review related College policies, as well as practices at other Colleges. The subcommittee also surveyed program coordinators on the understanding and use of required resources, and digital learning materials. The recommendations and findings from the survey are provided in the Report of the College Academic Council Subcommittee on Required Resources.

The first recommendation proposed a definition of required resources. A lengthy discussion following related to:

* Adaptive learning
* Ability to purchase used books
* Assessments as part of the package
* Affordability of resources
* Student complaints about buying a required resource and never using it
* Situations where the faculty member has no say in the selection of the resource; recognizing that part-time faculty are often happy to have resources made available

Council moved on to discuss the second recommendation related to the Ministry Binding Policy Directive on Tuition and Ancillary Fees direction on assessment. Discussion focused on the Ministry policy, rebates, how to operationalize, and how resource requirements are shared with students. It was suggested that more work is required on this recommendation.

It was agreed that the subcommittee would conduct further work on the definition of required resources based on the comments provided.

Subsequently, Jonathan Parker presented a motion for Council consideration which was amended as follows:

*College Academic Council (CAC) recognizes that the current policies and operating procedures relating to the Institutional Pay Model require further investigation. Specifically, the College’s processes related to the ordering of resources and the manner in which they are being used in the classroom are aligned with the Ministry Binding Policy Directive on Tuition and Ancillary Fees (2003), specifically section 20, subsection V.*

*CAC recommends that Policy AD04: Ordering of Course Materials be amended to include the proposed definition found within the Report of the College Academic Council subcommittee on Required Resources. Additionally CAC advises that the College consider implementation of the subsequent recommendations in order to improve the ordering, distribution and use of course materials.*

The motion will be brought back to the next meeting.

***Action:*** Recall to June 04, 2018 meeting.

**6. New Business**

**6.1 2018-2019 CAC Priorities Survey**

Judy Flieler spoke to the process for obtaining Council priorities for the 2017-2018 academic year. She reminded members that prior to this academic year, Council members reached out to their constituencies following the first meeting at the end of September to obtain feedback about priority issues for each academic year.

In an effort to obtain a greater response from the College Community for the 2017-2018 academic year, Council piloted a new process in June 2017 inviting faculty members to participate in a short online survey. The survey link was available to faculty members between June 5 and June 16, 2017. In total, 40 faculty members responded. However, students and support staff responses were not obtained because, given the short time frame, a method of disseminating the survey to them had not been determined. Common themes were identified and discussed at the September 2017, meeting.

The online survey proved an effective method of obtaining detailed feedback about matters of importance. It was recommended that Council utilize the June 2017 survey questions and responses as a starting point for discussion and that a plan be determined to identify priorities for the next academic year.

Following discussion, it was agreed that the same survey be used and that students would be surveyed now and support staff at a later date.

***Action:*** Judy Flieler, Steve Neumann, Jonathan Parker

**6.2 Orientation 2018-2019**

Deferred.

**6.3 CAC Meeting Schedule 2018-2019**

The proposed meeting schedule for 2018-2019 was reviewed and approved.

**6.4 CAC Membership 2018-2019**

Steve Neumann noted that a number of members will be completing either their first term or their second term this year. He thanked everyone for their participation on Council over the course of their terms and encouraged returning members to consider putting their name forward for consideration as Chair in the new academic year.

**7.0 Next Meeting – June 04, 2018**

**8. Adjournment**

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