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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**June 04, 2018**

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| **Chair** | Steve Neumann | | Jeff Ross |
| **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 | Regrets |
| General Arts and Science | Jonathan Parker | Present |
| Career & Academic Access Centre | Kilmeny West | Hoda Atwa |
| Language Institute | Claire Tortolo | Present |
| Police and Public Safety Institute | Sharleen Conrad-Beatty | Judy Manherz |
| 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 | | Deborah Buck |
| **Student Representatives** | Deijanelle Simon, President, Students’ Association | | Present |
| Karl Houlihan, Director, Students’ Association | | Preet Savsani |
| 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  Ernest Mulvey, Director, International Education Centre  Anna Choudhury, Manager, International Student Integration  Christine Peachey, Manager, International Partnerships & Programs | | |

**1. Call to Order**

The meeting was called to order at 1:05 pm.

**2. Approval of Agenda – June 04, 2018**

Karen Barclay-Matheson moved the agenda be approved as amended. Frank Christinck seconded the motion. All members were in favour.

**3. Approval of Minutes**

**3.1 May 14, 2018**

Madeleine Mei moved that the minutes of May 14, 2018 be approved as distributed. The motion was seconded by Deijanelle Simon. All members were in favour.

**4. Consent Agenda**

**4.1 SA07 Student Conduct**

Laura Stanbra spoke to this consent agenda item outlining the proposed changes to the policy asking for input prior to the document being presented to the Leadership and Executive teams.

Council endorsed the recommended revisions.

**5. Business Arising**

**5.1 CAC Subcommittee on Required Resources**

Maggie Cusson and Jeremy McQuigge were welcomed to the meeting. Maggie Cusson provided a recap of discussions to date regarding the definition of required resources presented in the Report of the College Academic Council Subcommittee on Required Resources.

A revised definition was presented for discussion.

At the last meeting, CAC members reviewed the proposed definition, as well as the suggested language regarding the need for students to purchase digital learning tools. It was suggested that additional information was required, particularly with respect to course material adoptions and associated categories of fees, as well as suggested amendments to the definition itself. The subcommittee met this Friday. Discussion followed and the proposed motion was further amended.

The College Academic Council endorsed the following motion:

**MOVED** by Jon Parker and **SECONDED** by Claire Tortolo

**THAT** College Academic Council support the proposed amended definition of required resources presented by the IPM Sub-committee for the purposes of supporting the College in operationalizing the move away from the eText Institutional Pay Model.

The Council endorses this definition for the period of the Summer of 2018, solely for the purpose of assisting Ancillary Services in operationalizing the replacement model. Upon review in the Fall of 2018, the Council should consider:

* Whether the definition and subsequent operational recommendations meet the needs of all relevant stakeholders, including faculty, students, Ancillary Services, and any others
* Whether amendments are needed to the definition based on the findings presented in Fall 2018 by the relevant college areas working to replace the Institutional Pay Model
* Whether there needs to be clarification to policy AD04, pertaining to Ordering Course Materials, that will assist and support faculty in the processes surrounding selection and adoption of required resources
* Any additional matters related to IPM, as the Council sees fit

The definition proposed reads, as follows:

*Required resources, which can be in the form of texts, articles, modules, PowerPoints, etc., are vital materials/tools to ensuring that students are able to acquire the learning outcomes for a given course. While ultimately respecting the student’s right to acquire these resources, lack of these are likely to impede the student's chance of success. In selecting required resources, faculty should ensure that these resources:*

* *are necessary for students to be able to successfully complete a course*
* *form part of the curriculum and/or formative or adaptive learning\* assessment strategy for the course*
* *significantly enrich the student learning experience*

*\*Adaptive learning is defined as “a way of delivering learning materials online, in which the learner’s interaction with the previous content determines (at least in part) the nature of the materials subsequently delivered. The process is automated, dynamic, and interactive. Its purpose is to generate a personalized learning experience” (Kerr, 2016, p. 88)*

Council was thanked for their work, support and effort.

**4.2 Orientation for New Members**

Members indicated that they felt the Orientation session that was held in September prior to the first meeting of the academic year was very helpful and supported the proposal to continue to offer the session in the future.

**5. New Business**

**5.1 Volunteers to Assist with 2018-2019 CAC Priorities Survey**

Judy Flieler reported that the Priorities Survey for 2018-2019 had been distributed to students and thanked Laura Stanbra and Lynn Schuman for their assistance. The Faculty survey will go out this week.

At this time, she is looking for volunteers to help review the data. If interested in doing so, members were asked to contact Judy Flieler directly.

***Action:*** All members

**5.2 International Education Strategy Refresh**

Ernest Mulvey, Director, International Education, Anna Choudhury, Manager, International Student Integration, and Christine Peachey, Manager, International Partnerships & Programs were welcomed to Council to conduct an interactive session focused on a refresh of the International Strategic Plan.

Feedback was provided as the session progressed.

**6. Adjournment**

There being no further business, Sean Beingessner moved the meeting adjourn. The motion was seconded by Jonathan Parker. All members were in favour.