

**MINUTES – Approved**  
**COLLEGE ACADEMIC COUNCIL**  
**October 07, 2019**

<b>Chair</b>	Judy Puritt / Jonathan Parker		Present
<b>Academic Representatives</b>	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	Rodney Walsh	Present
	School of Hospitality and Tourism	Enrico DeFrancesco	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	Present
	Algonquin College in the Ottawa Valley	Frank Christinck	Present
	Algonquin Heritage Institute	Pat Murphy	Present
	Counsellors	Maria Taylor	Present
Librarians	Maureen Sheppard	Present	
<b>Support Staff Representative</b>	Lisa Lamb		Present
<b>Student Representatives</b>	Deijanelle Simon, President, Students’ Association		Present
	May Ghadban, Vice President, Students’ Association		Present
	Michael Wolff, Director, Students’ Association		Present
<b>COL</b>	Rebecca Volk		Present
<b>Past Chair</b>	Steve Neumann		Regrets
<b>Dean</b>	Robyn Heaton, Faculty of Arts, Media and Design		Present
<b>Chair</b>	Erin Stitt-Cavanagh, Allied Health		Present
<b>Ex-Officio Members:</b>	Acting Senior Vice President, Academic	Chris Janzen	Present
	Vice President, Student Services	Laura Stanbra	Present
	Registrar	Krista Pearson	Present
<b>Guests:</b>	n/a		

**1. Welcome and Introductions**

Judy Pruitt welcomed everyone to the first meeting of the 2019-2020 academic year. Round table introductions were conducted.

**2. Election of Chair**

Judy Pruitt called for nominations for the Chair position for the 2019-2020 academic year.

Enrico DeFrancesco nominated Jonathan Parker. The motion was seconded by Pat Murphy. Jonathan Parker accepted the nomination. There being no additional nominees, the Council unanimously approved Jonathan Parker as Chair, College Academic Council, for the 2019-2020 academic year.

Judy Pruitt thanked Council for the opportunity to chair for the last year and handed the meeting over to Jonathan Parker.

**3. Approval of Agenda – October 07, 2019**

Judy Pruitt moved the agenda be approved as distributed. Martin Lee seconded the motion. All members were in favour.

**4. Approval of Minutes – June 03, 2019**

Frank Christinck moved the minutes of June 3, 2019 be approved as distributed. The motion was seconded by Jodi Tilley. All members were in favour.

**5. New Business**

**5.1 Council Membership 2019-2020**

The membership list for 2019-2020 was distributed to members for information. Members were reminded that if unable to attend, that an alternate representative do so (reference attendance guidelines in Policy AA02 College Academic Council).

**5.2 Selection of Executive Committee 2019-2020**

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 2019-2020 will be constituted as follows:

- Jonathan Parker, Chair
- Judy Pruitt, Past Chair
- Rodney Walsh, Academic representative
- Robyn Heaton, Administrative representative
- Lisa Lamb, Support Staff representative

- Michael Wolff, Student representative

The role of the Executive Committee is to:

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

### **5.3 Meeting Schedule 2019-2020**

The revised meeting schedule for the 2019-2020 academic year was distributed. With one correction, it will be reposted to the Council SharePoint site (v5).

**Action:** Nancy Makila

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

Policy AA02 was distributed for information.

As per Policy AD01, policies are to be reviewed at least every five years and AA02's review date has passed. As such, a small working group is being struck to review and identify required revisions. Robyn Heaton and Erin Stitt-Cavanagh have agreed to participate. At this time, volunteers from Council are being sought. Enrico DeFrancesco, Judy Pruitt, and Michael Wolff stepped forward. Krista Pearson volunteered to act as a resource.

### **5.5 College Academic Council Annual Report 2018-2019**

Judy Puritt tabled the Council Annual Report for the 2018-2019 academic year. Members were asked to review the document and provide feedback accordingly.

**Recall:** November 04, 2019

## **6. New Business**

### **6.1 Students' Association 2019-2020**

Deijanelle Simon spoke to each of the Students' Association priorities for the 2019-2020 academic year:

1. An elevated presence that demonstrates the role and value of Students Association
2. Effective advocacy to preserve the dignity of International students.
3. A sustainability vision for Algonquin.
4. A College that models its commitment to Truth, Reconciliation and Indigenization.
5. Responsive College policies and processes.

6. Oversight of the Athletics Recreation Centre development and construction.

Following her presentation, it was noted that the SA priorities align well with some of the Council's priorities, as well as College priorities (for example, recommendations pertaining to General Education, the Plagiarism and Student Complaints Policies).

The Students' Association members received questions from Council.

## **6.2 CAC Priorities Survey Results 2019-2020**

Martin Lee reported on the survey process and results to date. In light of low participation rates (59 respondents), Council needs to look at how to do better. It was noted that there was a Communications Working Group struck to support this activity. However, it did not continue its working following the Fall 2017 work stoppage.

**ACTION:** Frank Christinck, Enrico de Francesco, Martin Lee and Sharleen Conrad-Beatty volunteered to form a Survey Working Group with an eye to better communication and timing resulting in an increased response rate.

Following extended discussion, CAC identified the following as possible priorities for the 2019-2020 academic year. It was agreed that members were to take this list back to their constituencies to receive feedback and guidance as to which items should be in the top three.

- Spaces (Physical and Online)
- Ombudsman's report (plagiarism, academic integrity, appeals and review of final grade)
- Language Admission Requirements and Support (International AND Domestic)
  - Work is currently being done
- Three Semesters & 14 week terms
- Book Ordering Process/Learning Resources
- Mental Health/Student Supports

Other comments/concerns were identified as follows:

- Parking Lots – student and staff safety
- Online Learning as it relates mental health

**Recall:** Next CAC Meeting: November 04, 2019

### **6.3 CAC Work Plan 2019-2020**

The Work plan for 2019-2020 was distributed for discussion and review.

### **7. Adjournment**

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