

**MINUTES – Approved**  
**COLLEGE ACADEMIC COUNCIL**  
**November 19, 2018**

<b>Chair</b>	Judy Puritt		Present
<b>Academic Representatives</b>	Algonquin Centre for Construction Excellence	William Roberts	Regrets
	School of Advanced Technology	Martin Lee	Present
	School of Business	Judy Puritt	Present
	School of Health and Community Studies	Judy Flieler	Regrets
	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	Present
	Algonquin College in the Ottawa Valley	Frank Christinck	Present
	Algonquin Heritage Institute	vacant	
	Counsellors	Karen Barclay-Matheson	Present
Librarians	Maureen Sheppard	Present	
<b>Support Staff Representative</b>	Lisa Lamb		Present
<b>Student Representatives</b>	Deijanelle Simon, President, Students’ Association		Present
	Karl Houlihan, Director, Students’ Association		Present
	Madeleine Mei, Director, Students’ Association		Present
<b>COL</b>	Rebecca Volk		Regrets
<b>Past Chair</b>	Steve Neumann		Present
<b>Dean</b>	Robyn Heaton, Faculty of Arts, Media & Design		Present
<b>Chair</b>	Erin Stitt-Cavanagh, Allied Health		Present
<b>Ex-Officio Members:</b>	Vice President, Academic	Claude Brulé	Present
	Vice President, Student Services	Laura Stanbra	Present
	Registrar	Krista Pearson	Present
<b>Guests:</b>	Farbod Karimi, Manager, Learning and Teaching Services Laura Jarrell, Associate Registrar, Registrar’s Office		

	Marie Theriault, Manager, Scheduling, Registrar's Office Jim Kyte, Dean, School of Hospitality and Tourism
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**1. Approval of Agenda – November 19, 2018**

Deijanelle Simon moved the agenda be approved as amended. Martin Lee seconded the motion. All members were in favour.

**1.1 2018-2019 CAC Work Plan**

Judy Puritt reviewed the Work Plan with members.

**2. Approval of Minutes**

**2.1 October 29, 2018**

Tara Ettinger moved that the minutes of October 29, 2018 be approved as amended. The motion was seconded by Martin Lee. All members were in favour.

**3. Business Arising**

**3.1 Social Media**

Judy Puritt spoke to concerns regarding social media attacks and the safety of faculty. It was suggested that one way to address student conduct is by redefining "space" to include social media in Policy SA07 Student Conduct. Laura Stanbra noted that there is such language in the revised policy which should be approved and posted within the next two weeks.

It was suggested that any issues that come up are being addressed internally. Robyn Heaton and Erin Stitt-Cavanagh both confirmed that issues related to social media are addressed at the department/school level. An extended discussion followed.

It was noted that once SA07 is posted, Council could invite the Director of Risk Management and/or the Executive Director of Communications, Marketing and External Relations to speak on this topic.

The Student Handbook will be reviewed to determine if there is any language included that addresses behaviour on social media.

**Recall:** Next meeting to confirm policy has been posted.

**4. New Business**

#### 4.1 Learning Management System

Farbod Karimi provided a status report on policy AA42 Learning Management System, noting that the policy is undergoing a thorough review. The policy will be distributed to Council for review via email once it is deemed fit to do so.

**Action:** Farbod Karimi, Nancy Makila

A review of the LMS Training options for learners was provided. Online and In-person support is available for students and for faculty there is Online/Phone and In-person support as well as in-person training opportunities. (*Secretary's Note: The PowerPoint file has been posted to the SharePoint site.*)

The Brightspace website houses a wide range of resources and support for the College Community and can be found at:

<https://www.algonquincollege.com/brightspace/>

It was noted that for the Fall 2018 launch, everyone received training. Faculty continue to provide feedback and LTS continues to tweak the site / training accordingly. As well, both faculty and students were surveyed and the information is currently being analyzed.

Extended discussion followed with Council providing questions, comments and suggestions.

**Recall:** Next meeting for further discussion

#### 4.2 CAC Priority – Physical Space for Teaching

Council has identified 'Physical Teaching Space' as a priority for this academic year so as to better understand the challenges the College is facing. Krista Pearson welcomed and introduced Laura Jarrell and Marie Theriault. They provided an overview of the scheduling process touching on the following topics:

- Guidelines for Course scheduling hours
- Quality Student Timetables (Quality Indicators)
- Program and Course Constraints
- Faculty Scheduling Parameters
- Fall 2018 Scheduling Outcome and process changes going forward

Discussion followed regarding:

- Enrolment noting that it is the basis for building the annual budget. It is expected that numbers will grow but not at the same pace as in previous years

- Scheduling 8 am to 10 pm Mon thru Thu; 8 am to 6 pm Friday; and on weekends
- Six classrooms are coming back online for the Winter 2019 which it is hoped will help address quality issues
- The use and attributed costs for designated space varies from program to program for a variety of reasons
- Labs that are used to capacity
- Impact of scheduling/timetable on students with disabilities – for example back to back classes at opposite ends of the campus

Due to time constraints, it was agreed to continue this discussion at the next meeting focusing on:

- Physical space is available
- When will the new classrooms be brought into use
- What is happening with vacated space at the Ottawa Campus
- Infosilem and its impact on quality timetables

**Recall:** *January 28, 2018*

#### **4.3 14 Week Term Project Update**

Jim Kyte provided an update on the status of the implementation of a 14 week term model effective Fall 2019.

He pointed Council in the direction of the Academic Development 14 Week Term website which provides a lot of information and guidance to faculty:

<https://www.algonquincollege.com/program-development/14week/>

Discussion and questions followed.

**Action:** Council to submit comments/questions to Jim Kyte directly.

**Recall:** Next meeting for update.

## **5. For information**

### **5.1 Status of KPI Results**

Claude Brule advised that the KPI results would be released by the Ministry on November 19, 2018. *[Secretary's Note: The College's KPI Results Dashboard was subsequently posted to the Council SharePoint site.]*

### **5.2 Ombudsman Annual Report 2017-2018**

The purpose of this item is to provide Council with an opportunity for advanced review of the Ombudsman's Annual Report 2017-2018 in preparation for the

January 28, 2019 meeting to which George Cole, Ombudsman, has been invited to answer questions and discuss the report.

**5. Adjournment**

Deijanelle Simon moved the meeting adjourn. The motion was seconded by Tara Ettinger. All members were in favour.