**MINUTES – Approved**
**COLLEGE ACADEMIC COUNCIL**
**January 28, 2019**

| Chair | Judy Puritt | | Present |
|---|---|---|---|
| **Academic Representatives** | 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 | Present |
| | 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 | n/a |
| | Counsellors | Karen Barclay-Matheson | Present |
| | Librarians | Maureen Sheppard | Present |
| **Support Staff Representative** | Lisa Lamb | | Present |
| **Student Representatives** | Deijanelle Simon, President, Students' Association | | Present |
| | Karl Houlihan, Director, Students' Association | | Regrets |
| | Madeleine Mei, Director, Students' Association | | Regrets |
| **COL** | Rebecca Volk | | Present |
| **Past Chair** | Steve Neumann | | Present |
| **Dean** | Robyn Heaton, Faculty of Arts, Media & Design | | Present |
| **Chair** | Erin Stitt-Cavanagh, Allied Health | | Present |
| **Ex-Officio Members:** | Vice President, Academic | Claude Brulé | Present |
| | Vice President, Student Services | Laura Stanbra | Present |
| | Registrar | Krista Pearson | Regrets |
| **Guests:** | Farbod Karimi, Manager, Learning and Teaching Services | | |
| | Patrick Devey, Dean, Centre for Continuing and Online Learning | | |

| | Laura Jarrell, Associate Registrar, Registrar's Office<br>Marie Theriault, Manager, Scheduling, Registrar's Office<br>George Cole, Ombudsman |
|---|---|

### 1.    Approval of Agenda – January 28, 2019
Martin Lee moved the agenda be approved as distributed. Karen Carr seconded the motion. All members were in favour.

### 1.1   2018-2019 CAC Work Plan
Judy Puritt reviewed the Work Plan with members. Members confirmed that the document is useful.

Jonathon Parker provided a brief update on the activities of the CAC Working Group on Required vs. Recommended Resources. The group is hoping to identify some key principles or parameters with the intent of bringing recommendations to Council for feedback by the end of the year.

In response to a query from the Chair for members to identify additional items for prioritization, the following agenda items were identified:

- Learner Drive Plan Update, March meeting – Laura Stanbra and Claude Brulé
- Education City, March meeting – Claude Brulé
- MMCM, March meeting – Claude Brulé
- Program Advisory Committees, date to be confirmed – Robyn Heaton

### 2.    Approval of Minutes

### 2.1   November 19, 2018
Karen Barclay-Matheson moved that the minutes of November 19, 2018 be approved as distributed. The motion was seconded by Frank Christinck. All members were in favour.

### 3.    Business Arising

### 3.1   Brightspace
Patrick Devey and Farbod Karimi were welcomed to Council

### 3.1.1  AA42 Learning Management System
The revised policy AA42 Learning Management System (LMS) was presented for discussion. Council was advised that, following a series of faculty and student

focus groups held during the Fall 2018 term, the policy has been reviewed and approved by both Deans and Directors Council and the Algonquin College Leadership Team. Discussion also took place with a variety of College committees.

With the successful migration of over 35,000 courses from six different LMS instances to a single instance this past summer, this policy reinforces the fact that the College will operate and support one LMS (Brightspace by D2L).

The spirit of the policy is to reinforce Algonquin's status as a digital college by setting expectations about the use of the LMS by its main stakeholders: students and faculty. In addition to required elements, the policy suggests a number of best practices that are identified in the appendix to the policy.  Anyone interested in learning more can be redirected to the Brightspace website (www.algonquincollege.com/brightspace) for demonstrations, coaching, and training. The procedures section has been expanded to include additional tasks associated to the use of the LMS by faculty and students. These include topics such as access, training, creation of development shells, creation of new content, and technical issues. Finally, the updated policy addresses the potential security risks associated with the integration of third-party tools to the LMS (e.g., publisher resources). The goal of this section of the policy is to create a digital learning ecosystem that protects student information, fosters a seamless user experience, and provides accurate and timely data to promote academic success.

Areas of importance include Policy Section 4 which identified the required elements.  As well, Procedures 1.5 and 1.6 outlines who has access to the course sites.

Discussion focussed on the pros and cons of procedures 1.5 and 1.6 and the reasons why this would be necessary.  Council indicated there concern about others having access to their courses. It was noted that there other ways to address the reasons for providing access to other than the assigned faculty member.

It was noted that a track-changes version of the policy was not provided which would allow members to compare the old and new versions. As well, Council requested that a solution/revision to procedure 1.5 be brought back.

**Action:** Farbod Karimi, Patrick Devey

### 3.2  CAC Priority – Physical Space for Teaching
Laura Jarrell, Marie Theriault and Dave Donaldson provided a status update on physical space following up on the previous meeting.

Two additional documents were shared with Council. One is a list of the office/classrooms space plan for the next three years. Within that document new classrooms put into use for the Winter 2019 term and proposed new space going forward are identified. The second document provides a snapshot of current planning and prioritization status of space and campus requests.

With respect to enhancing quality timetables, for Winter 2019, the College stopped timetabling after 8:00 pm (unless otherwise requested). The procedure used for this winter term will be implemented going forward.

**Action:** The Registrar's Office will provide data on the reduction of activities scheduled in Fall 2018 versus Winter 2019.

4. **New Business**

4.1 **Ombudsman's Report**
George Cole and Barbara Carswell were welcomed to the meeting.

In accordance with section 3, subsection (3.11) of SA02: Ombudsman, Terms of Reference, the Office of the Ombudsman presents this annual report of the activities and observations of the Ombudsman for the period of May 1, 2017 to April 30, 2018.

The Report was presented to the Ombudsman Review Committee on October 29, 2018 and the Algonquin College Executive Team on November 14, 2018 for a fulsome discussion. The committees accepted the report as written. The report was also provided to CAC as an information item for read-ahead purposes on the November 19, 2018 agenda.

The Ombudsman spoke to the highlights of his annual report. Based on the observations and experience gained from the caseload handled in the reporting period, two recommendations were made:

1. That the College ensures the consistent application of the Academic Appeal, Review of Final Grade, Academic Dishonesty, and Plagiarism policies across the College.
2. That the College reviews existing strategies or initiatives for supporting students during a work stoppage to minimize the potential impact on students, in the event of a future work stoppage.

A question and answer period followed.

It was noted that in response to recommendation 1, the Senior Vice President, Academic will be striking a working group to review the identified policies and their application.

**Action:**   Council members interested in participating on the working group are asked to submit their names to Nancy Makila.

## 5.   Follow-up items from previous meetings

### 5.1   Social Media
Council was advised that the revised Policy SA07 Student Conduct has been posted to the Policy website on myAC.

It was also confirmed that the Student Conduct policy is referenced in the Student Handbook each year.  In the current handbook, policies are covered on pages 49-58, and the Student Conduct Policy is mentioned specifically on page 52. Please see:  https://www.algonquincollege.com/studentsupportservices/files/2018/07/Student-Handbook_2018-2019_final_interactive.pdf

### 5.2   KPI Student Satisfaction Survey Results
Claude Brule advised members that the Ministry of Training, Colleges and Universities has released the 17-18 KPI results today. All results are available on the Ministry website. As well, College results are posted to myAC:  Resources, Academic Area Reports.

### 5.3   14 Week Term Project Update
Claude Brule spoke to a brief status report on the 14 Week Term Project. The report was distributed to members with the agenda.

## 6.   Adjournment
Jonathan Parker moved the meeting adjourn. The motion was seconded by Deijanelle Simon. All members were in favour.