

MINUTES – Approved
COLLEGE ACADEMIC COUNCIL
May 13, 2019

Chair	Judy Puritt		
Academic Representatives	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	Judy Flieler	Present
	School of Hospitality and Tourism	Tara Ettinger	Regrets
	School of Media and Design	Jodi Tilley	Present
	General Arts and Science	Jonathan Parker	Present
	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	Regrets
	Algonquin Heritage Institute	vacant	n/a
	Counsellors	Karen Barclay-Matheson	Present
Librarians	Maureen Sheppard	Present	
Support Staff Representative	Lisa Lamb		Deborah Buck
Student Representatives	Deijanelle Simon, President, Students' Association		Present
	May Ghadban, Vice President, Students' Association		Present
	Michael Wolff, Director, Students' Association		Regrets
COL	Rebecca Volk		Regrets
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	Regrets
	Registrar	Krista Pearson	Present
Guests:	Patrick Devey, Dean, Centre for Continuing and Online Learning Jeremy McQuigge, Manager, Course Material Services		

1. Approval of Agenda – May 13, 2019

Martin Lee moved the agenda be approved as distributed. Karen Barclay-Matheson 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 April 01, 2019

Martin Lee moved that the minutes of April 01, 2019 be approved as amended. The motion was seconded by Karen Carr. All members were in favour.

3. Business Arising

3.1 Multi-College Collaborative Model

Claude Brulé provided Council an overview of the Strategic Mandate Agreement (SMA 2) initiative specific to creating greater collaboration amongst Ontario colleges that would make the system more sustainable. The Ministry viewed this initiative favorably and provided seed funding for one year (2018-19) for Algonquin to embark on this initiative.

Algonquin College senior management held discussions with a number of individual colleges and in the end, Northern, Sault and Lambton Colleges chose to participate in this pilot initiative. The pilot kicked off at Northern College in Timmins in August 2018. A framework consisting of: Guiding principles, goals, objectives, governance and reporting was established. Working groups (Academic Services, and Non-Academic Services) and in some cases, sub-working groups were struck and set to work immediately.

The goal of the Multi-College Collaboration Model (MCCM) is to inform and guide system design changes to support the long-term financial sustainability of postsecondary institutions and invest in deliberate experiments that can create new models for, and in support of, teaching and learning and administrative services, all while preserving institutional autonomy. The MCCM seeks to offer consistent quality, choice, and pathways to participating colleges' students. The Model will better serve learners by offering an education that combines the

strengths of different institutions and emphasizes hands-on, experiential learning with pathways to higher credentials that contribute to a learner's life-long learning goals and career progression.

Council was apprised of the objectives and guiding principles of the initiative. An update on the work-to-date was shared.

A question and answer period followed.

3.2 Program Advisory Committee Review Working Group Update

Robyn Heaton spoke to a PowerPoint presentation to provide an update on the work completed to date by the Program Advisory Committee Review Working Group (PACRWG). In 2016, the working group was tasked with providing the Algonquin College Executive Team and the Academic and Student Affairs Committee of the Board of Governors with recommendations to enhance the function of the Program Advisory Committee, their relevancy and their effectiveness. This initiative aligned with the 2017-2022 Strategic Plan's Goal Four: Become an integral partner to our alumni and employers.

The PACRWG submitted an official report with formal recommendation in June 2017. The implementation of said recommendations began in summer 2017 and continues until the end of 2019. The research conducted provided the basis for the counter measures and recommendations that have been put in place that include:

- Creation of a procedural guide with resources and templates (completed)
- Membership and Recruitment plan (in process)
- Orientation for PAC Chairs, members, Academic Chairs and administrative assistants (in process)
- Updated database (in process)
- PAC Steering Committee to be struck (in process)

The implementation and communication plans were reviewed. The PAC Procedural Guide contents were outlined.

A question and answer session followed:

- Council was advised that an end of year event was scheduled for May 24 to thank volunteers and to solicit input for continuous improvement

- It was suggested a second version of the Procedural Guide be created that would be for PAC members only. It would support PAC members in understanding their responsibilities.
- A PAC website is under construction. The next step in this activity is to write stories about the people volunteering to be on the PACs.
- Program Advisory Committees are a distinguishing feature of the College and need to be celebrated. AS well, they need to rejuvenate on a regular basis to ensure we have fresh thinking and connection to the work load.

PACRWG Members included:

- Angela Lyrette, Faculty, School of Business
- Bill Dickie, PAC Chair
- Jane Venus, PAC Chair
- Leslie Kopf-Johnson, Faculty School of Health and Community Studies
- Megan Conway, Chair, Pembroke Campus
- Phil Cole, PAC Chair, School of Media and Design
- Robyn Heaton (Chair)
- Rudy Jones, Faculty, School of Advanced Technology
- Sandra Larwill, Academic Manager, Centre for Continuing & Online Learning
- Shaun Barr, Chair, Construction, Trades and Building Systems
- Nancy Makila, Office of the Senior Vice President, Academic

3.3 AA01 Advisory Committees

Robyn Heaton presented Policy AA01 for review and endorsement by Council. Minor edits were recommended.

Council endorsed the policy as amended.

3.4 AA42 Learning Management System

Patrick Devey spoke revisions to the policy in light of feedback provided subsequent to the previous meeting.

Council endorsed the policy as presented.

3.5 Required vs Suggested Learning Resources Working Group Report

In response to concerns raised by the Student's Association and the Ombudsman, the College's practices related to the Institutional Pay model were reviewed and it was determined that this model would be discontinued and that the Student Pay Model would be reinstated.

Anticipating that Policy AD04 Ordering Course Materials would need to change, a working group of CAC was struck with the intended purpose of identifying potential definitions for 'Required Resources' and for 'Suggested Resources'. Appreciating that the issue is complex and with further recognition that change to one area/process at the College has uneven impacts in other areas, it was determined that the Working Group would define basic core principles that reflect cross-college and cross-campus principles. The intent is that future procedures, processes, revisions, etc. related to ordering course materials consider and apply the core principles, particularly if a resource is considered to be 'required'.

The nine core principles identified by the working group were reviewed and discussed. Feedback and recommendations were provided to be incorporated into revisions to the document.

MOVED by Martin Lee; **SECONDED** by Deijanelle Simon

THAT Council waive the requirement that no final resolution may be passed before at least 20 working days have elapsed.

All members were in favour.

The motion under consideration for the next meeting is as follows:

MOVED by Jonathon Parker; **SECONDED** by Karen Barclay-Matheson

THAT College Academic Council endorse the inclusion of the following *Core Principles*, as an appendix, to Policy AD04: Ordering Course Materials:

1. Value for Money
2. Sustainability: ecologically, financially, institutionally
3. Availability: library loans
4. Transparency and Accountability
5. Accessibility
6. Utility
7. Academic Freedom
8. Publishing with the Principles: The Oxford approach as an exemplar
9. Right To Fail: Bundling and 'required' resources

This motion will be voted on at the next meeting following consultation with constituents, as well as continued refinement of the principles.

RECALL: June 03, 2019

ACTION: Members to provide edits/feedback to Jonathon Parker

3.6 Ombudsman's Report 17-18 Working Group Update

Robyn Heaton provided an update on the work of the Ombudsman's 17/18 Report Recommendations Working Group.

Council were reminded that the Office of the Ombudsman recommended that the College ensures the consistent application of the AA19 Academic Appeal, AA37 Review of Final Grade, AA18 Academic Dishonesty and Discipline, and AA20 Plagiarism policies across the College.

The working group has been struck and meeting dates set. So far, the working group has reviewed the four policies, compared departmental processes and sanctions applied in relation to AA20 and AA18, reviewed policies at other colleges, consulted with other colleges and reviewed the Academic Integrity courses.

Focus has been on three areas: clarity of the policies; oversight and tracking; and best practices.

4. New Business

4.1 Presidential Search

Council was referred to myAC for more information on the Presidential search... There is a link that will allow you to submit any questions or concerns. Members were reminded that this is a Board of Governors' responsibility.

5. Adjournment

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