

**MINUTES – Approved
COLLEGE ACADEMIC COUNCIL
June 3, 2019**

Chair	Judy Puritt		Present
Academic Representatives	Algonquin Centre for Construction Excellence	William Roberts	Regrets
	School of Advanced Technology	Charles Nasmith for 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	Regrets
	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
	May Ghadban, Director, Students’ Association		Present
	Michael Woolf, Director, Students’ Association		Regrets
COL	Rebecca Volk		Regrets
Past Chair	Steve Neumann		Regrets
Dean	Robyn Heaton, Faculty of Arts, Media & Design		Present
Chair	Erin Stitt-Cavanagh, Allied Health		Regrets
Ex-Officio Members:	Vice President, Academic	Claude Brulé	Present
	Vice President, Student Services	Laura Stanbra	Regrets
	Registrar	Krista Pearson	Present
Guests:			

1. Approval of Agenda – June 3, 2019

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

Concerns were raised with the addition of AD04 Ordering Course Materials having been posted late Friday, May 31st and members not having sufficient time to review the substantive changes and seek their constituents comments, amendment or concerns and requested the item be deferred until September. C. Brulé explained that policies brought forward to the College Academic Council were to seek their input as a sounding board, once reviewed the owner of the policy would then seek to recognize that input for revisions and then would be forwarded to Chairs Council, Deans and Directors Council and finally the Algonquin College Executive Team for final sign off. K. Pearson confirmed that policies are still in place until they are revised and deferring the review will not negatively impair the practices in the Fall.

ACTION: Chair to table Policy AD04 for the first meeting in September.

C. Brulé noted members would see a different version with track changes made from comments garnered at the Chairs Council and the Deans and Directors Council.

The most recent version to be available to CAC members the Friday before the meeting.

1.1 2018-2019 CAC Work Plan

Judy Puritt reviewed the Work Plan with members.

2. Approval of Minutes – May 13, 2019

Jonathan Parker moved that the minutes of April 01, 2019 be approved as amended. The motion was seconded by Karen Barclay-Matheson. All members were in favour.

3. Business Arising

3.1 14 Week Term Implementation Update

Jim Kyte provided an update on the progress to reduce the term length to include a mid-term break in each semester, provide faculty with SWFs for 35 weeks and review the progression patterns for possible spring-summer offerings. Configurations with GeneSIS have been completed, exempted programs have been identified, review of Policy AA13 is completed, Co-op practices have been updated and the Annual Curriculum Review has been completed. The team has achieved a 6% reduction in program hours, have completed planning for the service areas, the

communication plan is in place and the website with FAQs has been launched. Digital signage started on May 7th and will continue until Day 10 of the Fall term. Faculty have been asked to submit their courses on COMMS by June 14th for final approval by August 1st for Fall courses.

Faculty have been asked to submit their teaching week preferences to their Chair on whether they prefer to teach the first seven weeks or the final seven weeks of the course by September 20th for Chairs to develop a rotational schedule for faculty for the Spring term..

A question and answer session followed:

- Every school is different and some already have robust programming in the Spring while others do not and may not have any courses next year. It's a goal we are all working towards.
- We looked at four other college models and came up with the prescribed model we've adopted and are working towards an equitable solution for faculty as programs are reviewed annually.
- Faculty will not be SWF'd for courses they don't know and if there are no TCHs for that term, no SWF will be created. The time would be used for program development, etc.
- Members were encouraged to speak to their Chair for any program specific questions.
- If faculty are not teaching, they can take the traditional vacation days as they are guaranteed 43 days per year, which can be scheduled consecutively or pieced out.
- We want to ensure that we are consistent across the College.

Action: Jim Kyte to share PowerPoint presentation.

3.2 Required vs Suggested Learning Resources Working Group Report / AD04 Ordering Course Materials

Jonathan Parker spoke on behalf of the Working Group to discuss and vote on the endorsement of the proposed "Core Principles" in regards to the revised policy AD04: Ordering Course Materials. Members were provided with a copy of the policy that included Track Changes made by the members of the Working Group and in particular identifying potential definitions of *required resources* and *suggested resources*. Members discussed the principle of publishers providing a free desktop copy and agreed to amend the statement with publishers to provide a complimentary desktop copy *where possible*.

ACTION: Jonathan Parker moved to approve the amendments. The motion was seconded by Jodi Tilley. All members were in favour. Motion carried.

3.3 2019-2020 CAC Priority Planning

Judy Flieler reported that 59 faculty and support staff completed the survey with Evaluation and Promotion and Teaching Pedagogy scoring high again this year. Areas most in need of attention was Retroactive Accommodations policy and difficulty with international students (language), plagiarism and teaching support for partial load and part time faculty were other key areas.

4. For Information

4.1 CAC Schedule 2019-2020

Meetings for the 2019-2020 academic year have been scheduled for the fourth Monday with no December meeting ensuring there are four meetings scheduled each semester. Of note, the February 24th meeting will need to be amended given this is the Winter mid-term break week. Outgoing members were reminded to transition with their departments and Judy Puritt noted that very few nominations have been received to date.

Action: Members to email Judy Puritt for ballots.

5. Adjournment

Frank Christinck moved the meeting adjourn at 2:56 pm. The motion was seconded by Tara Ettinger. All members were in favour.