

**MINUTES –Approved
COLLEGE ACADEMIC COUNCIL
November 02, 2020**

Chair	Enrico De Francesco		Present
Academic Representatives	Algonquin Centre for Construction Excellence	Ken Hill	Regrets
	School of Advanced Technology	Martin Lee	Present
	School of Business	James Halls	Present
	School of Health and Community Studies	Jennifer Liberty	Present
	School of Hospitality and Tourism	Enrico DeFrancesco	Present
	School of Media and Design	Tbc	Present
	General Arts and Science	Leslie Wyman	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	Heather Macmillan	Present
	Algonquin Heritage Institute	Pat Murphy	Regrets
	Counsellors	Karen Barclay-Matheson	Present
Librarians	Maureen Sheppard	Regrets	
Support Staff Representative	Lisa Lamb		Present
Student Representatives	Emily Ferguson, President, Students’ Association		Present
	Robert Richter, Director, Students’ Association		Regrets
	To be confirmed		Present
COL	Rebecca Volk		Present
Past Chair	Jon Parker		Present
Dean	Robyn Heaton, Faculty of Arts, Media and Design		Present
Chair	Jodi Jaffray, Community Studies		Present
Ex-Officio Members:	Senior Vice President, Academic	Chris Janzen	Present
	Vice President, Student Services	Laura Stanbra	Present
	Registrar	Krista Pearson	Present
Guests:	n/a		

1. Welcome and Introductions

Enrico de Francesco constituted the meeting at 4:32 pm. He welcomed everyone to the first meeting of the 2020-2021 academic year. Round table introductions were conducted.

2. Election of Chair

Enrico de Francesco called for nominations for the Chair position for the 20120-2021 academic year.

Karen Carr nominated Martin Lee. Martin Lee accepted the nomination. There being no additional nominees, the Council unanimously approved Martin Lee as Chair, College Academic Council, for the 2020-2021 academic year.

Enrico de Francesco agreed to chair the remainder of the meeting.

3. Approval of Agenda – November 02, 2020

Leslie Wyman asked that Process Changes be added to the agenda under item 6.4.

Robyn Heaton moved the agenda be approved as presented. James Halls seconded the motion. All members were in favour.

4. Approval of Minutes

4.1 Approval of Minutes – April 06, 2020

James Halls moved the minutes of April 06, 2020 be approved as presented. The motion was seconded by Karen Carr. All members were in favour.

4.2 Approval of Minutes – May 04, 2020

Martin Lee moved the minutes of May 04, 2020 be approved as presented. The motion was seconded by James Halls. All members were in favour.

5. College Academic Council Business

5.1 Council Membership 2020-2021

The membership list for 2019-2020 was distributed to members for information. It was reviewed and questions regarding the School/Faculty/Institute representation were addressed. 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 2020-2021

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 2020-2021 will be constituted as follows:

- Martin Lee, Chair
- Enrico de Francesco, Past Chair
- To be confirmed, Academic Staff representative
- Robyn Heaton, Administrative Staff representative
- Lisa Lamb, Support Staff representative
- Emily Ferguson, 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.

Recall: November 30, 2020 to identify an Academic Staff representative once all new members are able to attend.

5.3 Meeting Schedule 2020-2021

The meeting schedule for the 2020-2021 academic year was reviewed. With one correction, it will be reposted to the Council SharePoint site.

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 was struck to review and identify required revisions. Robyn Heaton is leading this working group and provided an update on the current status. The working group is meeting on Wednesday to finalize revisions. They are hoping that a student representative would be able to join. Emily Ferguson agreed to join the working group.

Recall: At the request of the Working Group Chair.

5.5 College Academic Council Annual Report 2019-2020

Enrico de Francesco tabled the Council Annual Report for the 2019-2020 academic year. Members were asked to review the document and provide feedback accordingly.

Recall: November 30, 2020

6. New Business

6.1 Students' Association Priorities 2020-2021

Emily Ferguson spoke to each of the Students' Association priorities for the 2020-2021 academic year:

1. Connect the Ottawa, Pembroke, and Perth Campuses
2. Model the College's Commitment to Truth, Reconciliation, and Indigenization
3. Compel the College to recommit to its Social-Economic-Environmental (S.E.E.) Model of Sustainability
4. Support and Maintain Access to Education
5. Ensure proactive student support throughout the COVID-19 Pandemic.

The Students' Association members received questions from Council.

6.2 CAC Priorities Survey Results 2020-2021

Martin Lee reported on the survey process and results to date. Following discussion it was agreed to take the top 4 priorities back to Council members' respective areas for feedback and bring this back to the next meeting.

Action: An email will be sent out to members with information on the four priorities to share with their constituents. Feedback will be discussed at the next meeting.

Discussion focussed on Admissions. Krista Pearson noted that Admission requirements are reviewed during Annual Curriculum Review and are program specific. Members spoke to concerns about students who are not ready for College programs despite meeting admission requirements. There are language challenges both with domestic and international

Recall: November 30, 2020

6.3 CAC Work Plan 2020-2021

The Work Plan for 2020-2021 was distributed for discussion and review. It will be updated once the priorities have been. In the meantime, members were asked if there is anything else that they would like brought forward.

Discussion followed:

- Indigenization

- Robyn Heaton advised that she has a faculty member who could provide good insight.
- Faculty are looking for tangible approaches but also techniques for navigating through difficult situations.
- It was recommended and supported to invite Ron Deganadus McLester to speak with council
- Program Quality Review – once the final report is signed off perhaps Maggie Cusson could be invited to speak to the initiative.
- COVID-19
 - recommended conversation around the impact of the pandemic on teaching and learning – online delivery, safety issues
 - how do we support people coming back to campus; when do we start talking about it
- Health and Safety Update; it would be interesting to hear how diligent the safety community has been for face-to-face delivery

Recall: November 30, 2020

6.4 Process Changes

Leslie Wyman expressed concern about the impact of Process Changes that are not well communicated or made without relevant consultation. An example related to Brightspace shells was discussed. The concern was recognized.

7.0 Corporate Policies

The following policies were tabled with the intent for members to review and bring feedback to the next meeting:

- AA45 Articulation Agreements (new)
- AA27 General Education Courses
- RE01 Research Administration
- RE02 Integrity in Research and Scholarly Activity
- RE03 Research Involving Human Subjects

Recall: November 30, 2020

8. Adjournment

On behalf of Council, Leslie Wyman thanked Enrico de Francesco for taking on the leadership role of Chair, College Academic Council this past year.

There being no further business, Enrico de Francesco moved the meeting adjourn. The motion was seconded by Robyn Heaton. All members were in favour.