

**MINUTES – Approved**  
**COLLEGE ACADEMIC COUNCIL**  
**December 9, 2019**

<b>Chair</b>	Jonathan Parker		Present
<b>Academic Representatives</b>	Algonquin Centre for Construction Excellence	William Roberts	Present
	School of Advanced Technology	Martin Lee	Present
	School of Business	Judy Puritt	James Halls
	School of Health and Community Studies	Rodney Walsh	Jennifer Liberty
	School of Hospitality and Tourism	Enrico De Francesco	Present
	School of Media and Design	Jodi Tilley	Present
	General Arts and Science	Leslie Wyman	Present
	Career & Academic Access Centre	Karen Carr	Regrets
	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	Pat Murphy	Present
	Counsellors	Maria Taylor	Present
Librarians	Maureen Sheppard	Present	
<b>Support Staff Representative</b>	Lisa Lamb		Present
<b>Student Representatives</b>	Deijanelle Simon, President, Students’ Association		Regrets
	May Ghadban, Vice President, Students’ Association		Present
	Michael Wolff, Director, Students’ Association		Present
<b>COL</b>	Rebecca Volk, Manager		Regrets
<b>Past Chair</b>	Judy Puritt		Regrets
<b>Dean</b>	Robyn Heaton, Faculty of Arts, Media and Design		Present
<b>Chair</b>	Erin Stitt-Cavanagh, Allied Health		Present
<b>Ex-Officio Members:</b>	Senior Vice President, Academic	Chris Janzen	Present
	Vice President, Student Services	Laura Stanbra	Regrets
	Registrar	Krista Pearson	Present
<b>Guests:</b>	Jeremy McQuigge, Maggie Cusson		

## **1. Approval of Agenda – December 09, 2019**

Martin Lee moved the agenda be approved as distributed. May Ghadban seconded the motion. All members were in favour.

### **1.1 2019-2020 CAC Work Plan (v.4)**

Jon Parker reviewed the changes to the Work Plan with members. It was endorsed as presented.

## **2. Approval of Minutes**

### **2.1 October 07, 2019**

Enrico De Francesco moved the minutes of October 07, 2019 be approved as distributed. The motion was seconded by Martin Lee. All members were in favour.

### **2.2 November 04, 2019**

Martin Lee moved the minutes of November 04, 2019 be approved as distributed. The motion was seconded by Leslie Wyman. All members were in favour.

## **3. Business Arising**

### **3.1 CAC Annual Report 2018-2019**

The report was tabled at the last meeting providing Council the opportunity to review and provide comment, as appropriate. Frank Christinck moved that Council endorse the report. The motion was seconded by William Roberts. All members were in favour.

### **3.2 AD04 Ordering Course Materials and Core Principles**

Jeremy McQuigge and Maggie Cusson were welcomed to the meeting.

#### **3.2.1 Core Principles**

Jon Parker presented the rationale for the changes to be made to the Core Principles document. Following discussion, Jon Parker moved that the document be endorsed as amended. Leslie Wyman seconded the motion. The majority of members were in favour; no one opposed.

#### **3.2.2 AD04 Course Materials**

Jeremy McQuigge spoke to the revisions to AD04 noting that over 90% of the policy has been changed. Extended discussion followed on a variety of points including multi-term adoption, some of the quirks of ordering, selection versus use of resources and required vs. suggested language.

A motion to endorse the policy was put forward. Eight members voted in favour; two members did not endorse the revised policy; with the remainder abstaining.

### **3.2 Pay-for-Grades Assessments**

Martin Lee reminded Council that, in response to the Ombudsman's concerns regarding students being required to pay for external assessments which contributed 'substantially' to their final grade, that it was recommended that the Council strike a sub-committee to investigate and report back with recommendations to address the issue. Council agreed with this recommendation. The following members agreed to participate on the sub-committee:

Martin Lee  
James Halls  
Krista Pearson, RO representative  
Maggie Cusson  
To be confirmed, LTS representative  
Jon Parker  
May Ghadban

## **4. New Business**

### **4.1 Bonus Marks**

Jon Parker spoke to the need to clarify processes, underlying rationale and compatibility with College policies of the new initiative offered collaboratively by CAL, Counselling Services and the Student Learning Centre. The initiative involves offering bonus marks (not tied directly to Learning Outcomes in a course) when a student participates in a particular workshop offered by the College.

There are concerns related to equity and the awarding of marks that are not reflective of any academic performance. It is not a fair process and does not support academic integrity.

Following discussion, Council agreed to advise participants that this initiative be paused until further notice.

### **4.2 College Quality Assurance Audit Process (CQAPP)**

Maggie Cusson and Shannon Findlay spoke to the College Quality Assurance Audit Process (CQAAP), an institutional-level process that involves the regular and cyclical review of every College quality assurance mechanism. The standards provide the framework for the Ontario's colleges in assessing the extent to which their quality assurance mechanisms meet the established standards. Its purpose is developmental and its intent is to ensure continual improvement. This is a five year cyclical process. Algonquin College's last audit took place in June 2016 and resulted in six recommendations and seventeen affirmations.

The College has received notice that the next audit is 2021 and that the site visit will take place in May 2021. The development of the self-study will begin Spring 2020 and be submitted to the review team no later than March 22, 2021.

The question for Council is how do they wish to be involved? What challenges does the committee anticipate?

**Recall:** January 2020

**5. For review, consultation and recall to next meeting:**

- 5.1 Ombudsman Annual Report 2018-2019
- 5.2 AA28 Essential Employability Skills
- 5.2 AA38 Program Quality Assurance

**6. Adjournment**

There being no further business, Martin Lee moved the meeting adjourn. The motion was seconded by Leslie Wyman. All members were in favour.