

MINUTES – Approved
COLLEGE ACADEMIC COUNCIL
March 01, 2021

Chair	Martin Lee		Present
Academic Representatives	Algonquin Centre for Construction Excellence	Ken Hill	Present
	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	Danielle Allard	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 Klein-Horseman (Macmillan)	Regrets
	Algonquin Heritage Institute	Pat Murphy	Present
	Counsellors	Karen Barclay-Matheson	Present
Librarians	Maureen Sheppard	Present	
Support Staff Representative	Lisa Lamb		Present
Student Representatives	Emily Ferguson, President, Students’ Association		Present
	Robert Richter, Director, Students’ Association		Regrets
	To be confirmed		n/a
COL	Rebecca Volk		Present
Past Chair	Enrico de Francesco		Present
Dean	Robyn Heaton, Faculty of Arts, Media and Design		Present
Chair	Jodi Jaffray, Community Studies		Regrets
Ex-Officio Members:	Senior Vice President, Academic	Chris Janzen	Regrets
	Vice President, Student Services	Laura Stanbra	Present
	Registrar	Krista Pearson	Present
Guests:	Maggie Cusson, Dean, Academic Development Lauren Draper, Quality Assurance Audit Project Manager		

	<p>Mark Leduc, Executive Director, Academic Operations and Planning</p> <p>Cristy Montgomery, Manager, Institutional Analytics and Planning</p> <p>George Cole, Ombudsman</p>
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1. Approval of Agenda – March 01, 2021

The meeting was constituted at 4:30 pm. Leslie Wyman advised that she would like to add the 15 week/14 week term change to the agenda. It was agreed to defer this item to the next meeting. The agenda was approved as distributed, without objection.

1.1 2020-2021 College Academic Council Work Plan

The work plan was reviewed. Council were encouraged to bring forward any items they would to address.

2. Approval of Minutes

2.1 Approval of Minutes of January 25, 2021

Deferred.

3. Business Arising

3.1 AA02 Academic Council

Robyn Heaton presented an update on the review of policy AA02 and next steps. Council expressed concern about adding three administrative members.

Action: Robyn Heaton to consult with the Senior Vice President Academic and will come back to CAC with an update.

4.0 New Business

4.1 College Quality Assurance Audit Process (CQAAP)

Maggie Cusson and Lauren Draper were welcomed to Council. Lauren Draper spoke to the PowerPoint presentation previously distributed.

The College is in the process of finalizing the draft self-study report to be submitted to the Ontario College Quality Assurance Service (OCQAS) in advance of the site visit occurring June 2nd-4th, 2021. The findings of this self-study report, as well as some information in preparation for the June site visit, are being shared with members of the College Academic Council, including a timeline of key deliverables moving forward

The CQAAP is an institutional-level process that involves the regular and cyclical review of every college quality assurance mechanisms. The standards provide the framework for 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. The CQAAP is a process established by the Ontario College Quality Assurance Service (OCQAS), and is recognized by the International Network of Quality Assurance Agencies in Higher Education (INQAAHE) as being an agency that meets the Guidelines of Good Practice.

The College has drafted the initial version of the self-study document, which is due to be submitted to OCQAS to be reviewed by a panel of auditors on April 5th, 2021. The College will then begin preparations to host a comprehensive three-day virtual site visit on June 2nd-4th, 2021, that includes external reviewers meeting with Board of Governors members, senior executive and senior leadership, Program Advisory Committee members, faculty, staff and students.

While the preparation for the audit is led by Academic Development, for the 2021 self-study, a College-wide committee was struck to provide input into the narrative and evidence. The Committee members are aligned to the standards and requirements of the CQAAP, and included representatives from across the College.

Based on input from committee members, an initial draft of the CQAAP self-study was completed, with 72 affirmations (strengths and areas for improvement) established for the College. In addition to the draft self-study, Academic Development is working through an initial draft of the Current State of Quality Assurance. This follow-up report is intended to revisit progress identified within the CQAAP 18-month follow-up report, reviewing progress on affirmations and recommendations emerging from the 2016 audit.

Additional finalization of the report will include input from the eight (8) programs selected to provide evidence of all of the standards and requirements of the CQAAP. The programs used in the CQAAP are the following:

1. Computer Engineering Technology - Computer Science-OCAD
2. Baking And Pastry Arts-OCC
3. Welding and Fabrication Techniques- OCC
4. Interactive Media Design-OCD
5. Business – Agriculture- OCD
6. Veterinary Technician- OCD
7. Building Information Modelling-Lifecycle Management- OCGC
8. Regulatory Affairs - Sciences–OCGC

With the site visit coming up in June 2021 we ask that committee members please consider the information presented, including items in preparation for the site visit and the findings of the self-study report. Invitations will be sent to members where needed this month for briefings occurring in May to prepare further for this site visit.

A question and answer period followed.

- Faculty Performance Review was noted as a current process that is not being followed as it is onerous. We will be looking at how other colleges are completing this task to inform changes. Other than Full-time Faculty Performance Review is also under consideration.
- Program Quality Review process is under review to ensure it is embedded in our practices. The plan is to launch the revised process in the Spring 2021 term.
- With respect to the programs selected to participate in the audit, the Ontario College Quality Assurance Service makes a random selection. The College reviews the list and may push back in some cases, for example, if a program is not currently running. Communication with the Chairs (program owners) has been minimal until now. As the College moves closer to the audit date, June 2-4, 2021, communication with Chairs and Coordinators will become more robust.

4.2 Student Experience Survey Results – Fall 2020

Mark Leduc and Cristy Montgomery were welcomed to speak to the results of the Student Experience Survey conducted in Fall 2020, October 28 to November 02. The purpose of the survey was to better understand how engaged the students were. An extended version of the PowerPoint presentation was distributed prior to the meeting.

Cristy Montgomery reviewed the survey results with Council. Overall, there was a 70% satisfaction rate with the remote/online learning experience along with an 84% likelihood of returning for the Winter 2021 term.

4.3 Office of the Ombudsman Annual Report 2019-2020

George Cole, Ombudsman, was welcomed to present the Office of the Ombudsman's Annual Report, 2019-2020. As in previous years and consistent with SA02: Ombudsman, Terms of Reference, the Office of the Ombudsman presents

this annual report of its activities and observations for the period of May 1, 2019 to April 30, 2020.

In the 2019-2020 reporting period, the Office of the Ombudsman opened 539 files. Of these, 456 were student files, 79 non-student files (*comprising staff, faculty, and the Algonquin College Students' Association*), and 4 files involved other stakeholders. These 539 total files amounted to 1304 concerns for which the Office of the Ombudsman provided a broad spectrum of services to advance the overall success of the learning and working experience at Algonquin College.

The Office of the Ombudsman has presented this report to the Algonquin College Executive Team (ACET), the Joint Chairs, Deans & Directors Council, and scheduled to do a similar presentation to the Academic and Student Affairs Committee (ASAC).

The Office of the Ombudsman recommends:

- A review of the policies on Academic Appeal, Review of Final Grade, Academic Dishonesty, and Plagiarism to ensure their clarity, alignment and consistent application across the College.

A question and answer period followed with discussion focusing on Academic Integrity and the different ways to design tests to address this. Concerns were identified with the “go forward only” design as it may negatively impact some students.

5. Policies for review prior to the April 05, 2021 meeting

The following policies were distributed for review:

- AA09 Transfer of Academic Credit (Internal)
- AA10 Transfer of Academic Credit (External)

6. Adjournment

There being no further business, the meeting was adjourned, without objection.