

**MINUTES – Approved  
COLLEGE ACADEMIC COUNCIL  
May 03, 2021**

<b>Chair</b>	Martin Lee		Enrico DeFrancesco
<b>Academic Representatives</b>	Algonquin Centre for Construction Excellence	Ken Hill	Present
	School of Advanced Technology	Gregory Mapp	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	Regrets
	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
<b>Support Staff Representative</b>	Lisa Lamb		Present
<b>Student Representatives</b>	Emily Ferguson, President, Students' Association		Present
	To be confirmed		n/a
	To be confirmed		n/a
<b>COL</b>	Rebecca Volk		Present
<b>Past Chair</b>	Enrico de Francesco		Present
<b>Dean</b>	Robyn Heaton, Faculty of Arts, Media and Design		Present
<b>Chair</b>	Jodi Jaffray, Community Studies		Present
<b>Ex-Officio Members:</b>	Senior Vice President, Academic	Chris Janzen	Present

	Vice President, Student Services	Laura Stanbra	Present
	Registrar	Krista Pearson	Present
<b>Guests:</b>	Maggie Cusson, Dean, Academic Development Mark Leduc, Executive Director, Academic Operations and Planning Joel Nethercote-Devlin, Acting Manager, Student Retention Melissa Staddon, Academic Advising Coordinator Sandra Larwill, Academic Chair, Academic Operations & Planning Julia Huckle, Academic Chair, Academic Operations & Planning		

College Academic Council was advised that Past Chair, Enrico De Francesco would be chairing the meeting. Enrico welcomed Emily Ferguson and congratulated her on her continued role as President of the Students' Association.

**1. Approval of Agenda – May 03, 2021**

The meeting was constituted at 4:30 pm. James Halls requested that the following be added to the agenda: Business Relationship Management for ITS Security. This item was added as agenda item 4.4.

Robyn Heaton moved that the agenda be approved as amended. Karen Carr seconded the motion. All members were in favour.

**1.1 2020-2021 College Academic Council Work Plan**

Enrico DeFrancesco spoke to the current version of the Work Plan. He noted that with the changeover in membership, two new Students' Association representatives are to be identified. As well, there are members who are coming to the end of their terms, noting that a second term is an option for those who completed only one term.

*Recall:* May 31, 2021

**2. Approval of Minutes**

**2.1 Approval of Minutes of April 05, 2021**

James Halls moved the minutes of April 05, 2021 be approved as amended. The motion was seconded by Karen Barclay-Matheson. All members were in favour.

**3. Business Arising**

**3.1 AA02 Academic Council**

Robyn Heaton reported that the membership had been finalized to everyone's satisfaction. The Centre for Organization Learning member will be replaced by a member from Learning and Teaching Services. Rebecca Volk has agreed to continue to attend Council meetings as a guest.

### **3.2 Fourteen vs Fifteen Week Term re: CSI**

Chris Janzen welcomed Maggie Cusson who spoke to the background on the decision to number the Mid-Term Week on course outlines and CSIs. It was noted that the direction is not consistently applied.

The floor was opened for discussion.

- Ken Hill advised the HRAC program needs to return to a 15 week Levels in order to meet its mandate. He also noted that there is no time to prepare courses nor for transitional meetings. Chris Janzen recognized the concerns noting that we need to address the HRAC issue.
- Emily Ferguson noted that the inconsistent numbering of weeks is causing confusion among students.
- The direction on the Course Outline and Mapping Management System is to number the Mid-Term Break Week as 8. If applied consistently, there would not be an issue.
- Sharleen Conrad-Beatty suggested that other than full-time faculty may not be aware of the CSI template and therefore the numbering requirement.

**Conclusion:** College Academic Council endorsed counting the Mid-Term Break Week as Week 8.

**Action:** Chris Janzen to distribute an email speaking to the direction.

### **3.3 R3 Project Update**

Krista Pearson provided an overview of the R3 Project, the purpose of which is to stabilize the Algonquin College Information Technology Infrastructure by replacing the primary system of record, the Student Information System (GeneSIS). This is a large project impacting many areas. The College is currently in the discovery stage. More specific detail will be shared as we move in to the next phases. She noted that communication is important to the success of the project.

## **4.0 New Business**

### **4.1 AA40 Academic Advising**

Mark Leduc, Joel Nethercote-Devlin and Melissa Staddon were welcomed to the meeting. Joel Nethercote-Devlin introduced the subject noting that they have consulted with many groups to ensure receipt of feedback on the revisions to the policy. He noted that the documents were distributed at the last meeting to

provide members the opportunity to review and obtain constituency feedback as appropriate.

Melissa Staddon provided an overview of the changes and opened the floor to questions and comments.

Carl O'Toole noted that the Language Institute does not have a "first year" and wondered what we do with short programs or continuous intake programs with a lot of turnaround. It was noted that David Deveau, Chair, Language Institute has reached out to find a solution. It is on the radar.

The focus of the policy is on programs with a traditional delivery. However, it has been identified as an issue going forward to address AC Online and apprenticeship programs.

Council was advised the intent is to have one Academic Advising system and that there will be integration.

The policy was endorsed as presented.

#### **4.2 AA48 Academic Integrity**

Sandra Larwill and Julia Huckle were welcomed to the meeting. The purpose of this presentation is to provide Council with context and an understanding of the work that has been done to create the new policy prior to review by their respective constituents.

In response to the Ombudsman's 2017-2018 and 2018-2019 Annual report recommendations, policies AA18 Academic Dishonesty and Discipline and AA20 Plagiarism are to be combined into one policy to add clarity and process standardization, as well as system and communication enhancements.

Sandra Larwill and Julia Huckle provided the background and reviewed the policy responding to questions and comments over the course of the presentation. The intent is to create a consistent approach to a variety of circumstances. Training will be provided once the policy has received approval.

It was noted that the ability for faculty to prove academic dishonesty is a barrier. How does the faculty do this? As well, timelines are constrictive, recognizing that there is a balance between department needs and student needs.

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#### **4.3 Priorities Committee 2021-2022**

Martin Lee spoke to the purpose of the Priorities Committees for 2021-2022 which is to create a faculty survey in May for delivery in August to identify priority topics for Council for the next academic year.

James Halls and Greg Mapp agreed to participate on the committee. The intent is to return to the next meeting with a draft of the survey.

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#### **4.4 Business Relationship Management for ITS security**

James Halls spoke to a breakdown in process regarding a request to add an external service to Brightspace.

**Action:** C. Janzen

#### **5. Policies for review prior in preparation for May 31, 2021 meeting**

The following policies were distributed for review:

- AA11 Registration
- AA12 Changes to Original Registration: Course Drop/ADD
- AA15 College Credentials
- SA9 Project Hero Award

#### **6. Adjournment**

There being no further business, Ken Hill moved the meeting be adjourned. Gregory Mapp seconded the motion. All were in favour.