

**MINUTES – draft**  
**COLLEGE ACADEMIC COUNCIL**  
**September 26, 2022**

<b>Chair</b>	Kim Bosch	Present
<b>Academic Staff</b>		
Algonquin Centre for Construction Excellence	Ken Hill	Present
School of Advanced Technology	Elisabeth Von Moos	Present
School of Business	James Halls	Present
School of Health and Community Studies	Jennifer Liberty	Present
School of Hospitality and Tourism	Kim Bosch	Present
School of Media and Design	Brian Asselin	Regrets
General Arts and Science	Leslie Wyman	Present
Academic Access Centre	Melanie Farquhar	Present
Language Institute	Chinedu Ihuoma Mba	Present
Police and Public Safety Institute	Lisa Roots	Present
Pembroke Campus	Barb Clarke	Present
Perth Campus	TBC	
Counsellors	Karen Barclay-Matheson	Present
Librarians	TBC	
<b>Support Staff</b>	TBC	
<b>Students</b>		
President, Students' Association	Bolu Olutunda	Present
Vice President, Students' Association	Daniel Larente	Regrets
Director, Students' Association	Gwyneth Jones	Present
<b>Learning and Teaching Services</b>	Jessica Brown	Present
<b>Past Chair</b>	Martin Lee	Present
<b>Dean</b>		
Faculty of Health, Safety, and Community Studies	Jane Trakalo	Present
<b>Chair</b>		
Business Administration Core & Service Courses	Katherine Root	Present
<b>Ex. Officio Members</b>		
Senior Vice President, Academic	Chris Janzen	Present
Vice President, Student Services	Laura Stanbra	Present
Registrar	Krista Pearson	Present
AC Online Representative	Lindsay Hinds	Present

Associate Vice President, Experiential Learning and Innovation/Cooperative Education Representative	Kristine Dawson	Present
Centre for Organizational Learning Representative	Rebecca Volk	Present

**1. Welcome and Introductions**

Martin Lee constituted the meeting at 4:33 pm. He welcomed everyone to the first meeting of the 2022-2023 academic year. Round table introductions were conducted.

**2. Election of Chair**

Martin Lee called for nominations for the Chair position for the 2022-2023 academic year. Leslie Wyman nominated James Halls; James Halls declined the nomination. Kim Bosch self-nominated for the Chair position. There being no additional nominees, the Council unanimously approved Kim Bosch as Chair, College Academic Council, for the 2022-2023 academic year.

**3. Opening Remarks by President**

President Claude Brulé congratulated Kim Bosch for being appointed as the Chair. He provided a land acknowledgement on behalf of the College and welcomed incoming College Academic Council members while acknowledging the efforts of existing members. He noted that, as the College recovers from many of the measures put in place during the COVID-19 pandemic, he is hopeful that members will once again have an opportunity to connect with one another and gain feedback from Colleagues regarding the top priorities selected.

**4. [Approval of Agenda – September 27, 2021](#)**

The Council unanimously approved the Agenda. Martin Lee clarified that there are two groups of members – voting members and ex-officio members (who cannot vote).

**4.1 [CAC Work Plan 2022-2023](#)**

Martin Lee introduced the current Work Plan noting that it currently includes cyclical and/or annual items. He encouraged all Council members to reach out at the next meeting if anyone has questions.

**5. [Approval of Minutes – May 30, 2022](#)**

The Council unanimously approved the minutes.

**6. College Academic Council Business**

### **6.1 Council Membership 2022-2023**

Martin Lee reminded all members that the membership has been [posted](#) to the MS Teams meeting site. He highlighted that the Council is still hoping to recruit Library and Support Staff representatives.

### **6.2 [Selection of Executive Committee 2022-2023](#)**

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 2022-2023 will be constituted as follows:

- Kim Bosch, Chair
- Chinedu Ihuoma Mba, Academic Staff representative
- Katherine Root, Administrative Staff representative
- TBC, Support Staff representative
- Bolu Olutunda, 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.

Martin Lee noted that the Support Staff representative position will need to remain vacant until a Support Staff representative can be determined for the Council.

### **6.3 [Meeting Schedule 2022-2023](#)**

The meeting schedule for the 2021-2022 academic year was reviewed. Martin Lee reminded members to please indicate whether they intend to attend in-person or virtually *prior* to the meeting date.

### **6.4 [Terms of Reference \(Policy AA02 College Academic Council\)](#)**

Policy AA02 was shared for information. All Council members to reach out at the next meeting if anyone has questions.

### **6.5 [College Academic Council Annual Report 2021-2022](#)**

Martin Lee shared the College Academic Council Annual Report for the 2021-2022 academic year. Council members were encouraged to review the document and provide any feedback.

With regard to course evaluations, Kim Bosch noted that a report is likely to come forward in the near future from Academic Operations and Planning in response to a survey. Martin Lee noted that he was not aware of the anticipated report and suggested that it could be discussed at a future meeting.

In response to a query from Leslie Wyman, Martin Lee noted that a “past chair” was not documented in the report as he was the Chair for the past two years.

Kim Bosch moved that the CAC Annual Report 2021-2022 be adopted as presented. The motion was seconded by Jennifer Liberty. All members were in favour.

## **7. New Business**

### **7.1 Students’ Association Priorities 2022-2023**

Bolu Olutunda, President of the Students’ Association spoke to each of the Students’ Association priorities for the 2022-2023 academic year:

1. Increase support for International Students
2. Increase quality housing options in Pembroke and Perth
3. Enhance the knowledge of Mental Health Services to students
4. Improve the academic calendar from the students’ perspective
5. Reinvigorate student life
6. Expand the mandate and effectiveness of the Class Rep System
7. Extend the benefits of the Upass

The Students’ Association members received questions from Council. During discussion, and in response to queries, the following points were noted:

- Kim Bosch queried whether there was an opportunity to connect SA Priority #6 with improvements to the Course Evaluation System noting that many learners in her area are not aware of who their class representative is. She commented that further collaboration with the SA could be beneficial for both learners and the College;
- Leslie Wyman expressed her support of SA Priority #7. In response to a query, Bolu Olutunda noted that students have an opportunity to opt out of health and dental plans prior to a cutoff date. She noted that the student would need to provide proof of insurance as well. K. Pearson added that the College follows all binding directives regarding ancillary fees;
- Kim Bosch noted that further information could be provided to students on AC Day 1 (i.e. where can students catch the bus, where can students

purchase food). She added that faculty is not always apprised of changes to space allocations on campus. She queried whether there could be an opportunity to share these types of changes with faculty;

- Jennifer Liberty thanked Bolu Olutunda for the presentation. She spoke to the need for further supports for International students noting that International students have provided impactful feedback in past years through the class representative system yet are often reluctant to accept these roles;
- Bolu Olutunda advised that the Students' Association is holding a meeting specifically for International students in an effort to provide a "safe space" to share concerns and provide feedback;
- Melanie Farquhar spoke to the value of the AC Café, developed in an effort to guide students to the right resources;
- Chinedu Ihuoma Mba noted that the population of second language learners at the College is quickly growing, adding that many of the College's corporate policies are not easy comprehensible by International learners;
- Bolu Olutunda noted that she has been working closely with Dean Maggie Cusson regarding corporate policies that impact student life. She spoke to the importance of ensuring that policies are easily interpreted by all students; and
- Rebecca Volk noted that the Centre for Organizational Learning (COL) has been working closely with Student Services to develop virtual "knowledge centers" for employees (available on Brightspace) to assist in supporting students.

## **7.2 CAC Priorities 2022-2023**

Martin Lee spoke to the carryover priorities from the 2021-22 academic year noting that the Council may choose to build on these priorities for the current Academic year:

- Student Course Feedback System;
- Communication Skills in Students (catch up on progress from Pilot Program)

Martin Lee welcomed members to suggest further priorities. During discussion, the following points were noted:

- Leslie Wyman suggested that the communication flow on campus continues to be a pain-point noting that there has been no communication from College leadership regarding the Truth, Reconciliation and Indigenization Office. She noted that some members of the College

community are displeased with the lack of communication regarding this office;

- Jessica Brown noted that Learning and Teaching Services has recently hired two Indigenous Pedagogy Consultants (Summer 2022);
- Leslie Wyman noted that Brightspace continues to be a concern (i.e. how names can be removed). She added that this concern was raised at a recent townhall meeting.
- Kim Bosch suggested the following priorities for the 2022-23 Academic year:
  - Desire for an improved process for contract faculty members (gap for Other-Than-Full-Time). These members lose credentials and are cut off from access to their Brightspace shells or Workday;
  - Professional Development opportunities for faculty – difficult for faculty to teach sections in different departments due to the siloed nature of the College;
  - APA Standardization – there are faculty members who do not demonstrate the importance of this standard to their students; as a result, students are not citing properly.
- Jennifer Liberty suggested the following priorities for the 2022-23 Academic year:
  - Timelines/deadlines for various items within the Academic area (i.e. book orderings, loading deadlines, annual curriculum review);
  - Desire for clear returning student processes – currently, off-cycle students need to request to return the following term (prompting the Registrar’s Office to update their status in Genesis). This process needs to be easier for students;
  - Police Checks/Vulnerable Sector checks for International Students – ParaMed is no longer accepting International police checks on an International student’s arrival in Canada; and
- Chinedu Ihuoma Mba suggested that “Requests for Space” be added as a priority noting that some classrooms have a 26 student capacity while the class has 24 students. She noted that this does not allow for collaborative work and remains an ongoing concern.

In response to a concern raised by Bolu Olutunda regarding Indigenous services for students, Laura Stanbra agreed to work with the Students’ Association on this issue offline.

Martin Lee noted that the CAC priorities discussion would continue at the November 7, 2022 College Academic Council meeting for final priority selection.

## **8. New Business**

### **8.1 [Policy AA06 - Prior Learning Assessment & Recognition](#)**

Jessica Brown joined the Committee to provide a brief overview of the proposed updates to Policy AA06 – Prior Learning Assessment & Recognition. She spoke to the following proposed changes:

- Enhancements to the clarity of language, and creation of sub-headings to make the policy easier to read.
- Restriction of PLAR applications to the first four weeks of term to promote completion of a PLAR challenge within the term applied, and to prevent learners from experiencing progression problems due to an ongoing PLAR challenge.
- Removal of requirement for learners to withdraw from a course once their eligibility to challenge it is confirmed. This has proven to be a major deterrent for good PLAR candidates. Further, the eligibility confirmation process has deterred learners that were applying for many challenges that they were not necessarily great candidates for.
- Addition of a process for challenging Degree Breadth courses.
- Clarification of procedure surrounding block PLAR assessments.
- Removal of separate PLAR appeal process in favour of the use of existing appeal policies AA19 and AA37, to increase consistency and create a quicker, simpler preliminary process.

Leslie Wyman commented that the changes will impact faculty workload noting that the proposed changes reflect processes that were in place ten years ago.

James Halls expressed concern with the proposed timelines noting that a student may not be apprised of their results until Week 10 or later.

Martin Lee noted that the Policy would return for further discussion at the next meeting on November 7, 2022.

## **9. Adjournment**

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