

**MINUTES – Approved  
COLLEGE ACADEMIC COUNCIL  
November 01, 2021**

<b>Chair</b>	Martin Lee		Present
<b>Academic Representatives</b>	Algonquin Centre for Construction Excellence	Ken Hill	Present
	School of Advanced Technology	Greg Mapp	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	Danielle Allard	Present
	General Arts and Science	Leslie Wyman	Regrets
	Career & Academic Access Centre	Karen Carr	Present
	Language Institute	Carl O’Toole	Syed Javed Kazmi
	Police and Public Safety Institute	Lisa Roots	Present
	Algonquin College in the Ottawa Valley	Barb Clarke	Present
	Algonquin Heritage Institute	Tbc	
	Counsellors	Karen Barclay-Matheson	Present
Librarians	Maureen Sheppard	Present	
<b>Support Staff</b>	Tbc		
<b>Student</b>	Emily Ferguson, President, Students’ Association		Regrets
	Ellen Cotter, Vice President, Students’ Association		Regrets
	Katrina Medina, Director, Students’ Association		Regrets
<b>LTS</b>	Farbod Karimi		Present
<b>Past Chair</b>	n/a		
<b>Dean</b>	Keltie Jones, Pembroke Campus		Present
<b>Chair</b>	Katherine Root, Business Administration Core		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	Lindsay Hinds	Present
	Experiential Learning & Innovation	Kristine Dawson	Present

	Cooperative Education	Dave Hall	Present
<b>Guests:</b>	Rebecca Volk, Director, Centre for Organizational Learning		

**1. Approval of Agenda – November 01, 2021**

The meeting was constituted at 4:32 pm. The agenda was approved as distributed, without objection.

**1.1 2021-2022 College Academic Council Work Plan**

The work plan was reviewed with no changes made.

**2. Approval of Minutes**

**2.1 Approval of Minutes of September 27, 2021**

The minutes of September 27, 2021 were reviewed and edits identified. Maureen Sheppard moved that the minutes be approved as amended. The motion was seconded by Kim Bosch. All members were in favour.

**3. Business Arising**

**3.1 College Academic Council Annual Report 2020-2021**

The Annual Report for 2020-2021 was endorsed by Council at the last meeting. However, it had been agreed that members were to review and submit any concerns at today’s meeting. There were no additional comments or concerns brought forward.

Karen Barclay-Matheson moved that the CAC Annual Report 2020-2021 be approved as presented. Kim Bosch seconded the motion. All members were in favour.

**3.2 College Academic Council Priorities for 2021-2022**

Martin Lee led the discussion on the response to the CAC Priority Survey which will inform the priorities selected by Council to focus on this academic year.

Following extensive discussion and a Survey Monkey vote, the following priorities were established.

**3.2.1 COVID-19 Pandemic**

Concerns were identified as follows:

- Communication regarding return to campus and concerns identified by faculty and staff

- FAQs page does not have the answers to the questions being asked, much of which is around class management, where to teach an online class, voice projection with a mask on. Need a “Return-to-Campus” guide. Suggestion for a “Walk-around Day” for those who have not been on campus since the beginning of the pandemic (faculty who have been on campus since Day 1 would be a great resource. Classroom Management guide could be prepared by Learning and Teaching Services
- AC home page – suggest that the COVID-19 website be a menu item (rather than on the scroll).

**Action:** It was agreed that this item would be a standing agenda item going forward and would be removed from the vote.

**Action:** W22 Guide for Return to Campus for Faculty to be coordinated by Farbod Karimi.  
Volunteers to assist: Kim Bosch, Karen Carr, Jennifer Liberty, Karen Barclay-Matheson

**Recall:** November 29, 2021

The top three priorities were identified as:

3.2.2 IT Supports College Wide

3.2.3 Communication Skills for students

3.2.4 Course Feedback System

The following priorities were put on hold:

3.2.5 Student Records

3.2.6 Streamlining of Exemptions / General Education

**Action:** To agree to next steps for the top three priorities.

**Recall:** November 29, 2021

### 3.3 AA42 Learning Management System

Farbod Karimi spoke briefly to the changes that have been made to policy AA42.

James Halls noted that he had received quite a bit of feedback and will submit directly. However, he did want to point out that the definitions are not matching.

**Action:** Council members to submit feedback / comments to Farbod Karimi by

**Deadline:** Friday November 12, 2021

### **3.3 R3 Project – Invitation to Participate**

Krista Pearson, Registrar, and R3 Project Co-Business Lead presented an informational PowerPoint presentation inviting members to get involved in the project.

The next R3 Speak Up! Session is scheduled for November 16, 2021 and provided the links to register for the session. Everyone is welcome.

Led by the Communications Change Management and Training Team, the Change Champion Network has been launched. Key dates were referenced and Council members were encouraged to participate.

If you have any questions at any times, please contact [R3@algonquincollege.com](mailto:R3@algonquincollege.com). The PowerPoint presentation has been posted on the SharePoint site.

## **4.0 New Business**

### **4.1 Return to Campus W22**

James Halls raised a number of concerns specific to the return to campus for the W22 term looking for clarification on College practice.

#### **4.1.1 Admission to Buildings (entrance locations, delays, procedures)**

Chris Janzen advised that until scheduling is completed, we will not have a picture of when people will be on campus. The message is to give yourself extra time the first week as there will be people who will be new to the process. The College will adjust as needed.

#### **4.1.2 Vaccination Status of International Students (impact on first 3 to 4 weeks of classes)**

Chris Janzen advised that if anyone is not fully vaccinated or does not have a bona fide exemption, they will not be able to go on campus. He provided an example of how we are working with International to address concerns – School of Business Level 01 students will be online until week 7.

#### **4.1.3 Accommodations for Professors who are immunocompromised or had immunocompromised family members**

Chris Janzen reminded Council that you need a bona fide exemption from receiving the vaccine. If you have that, the employee will go through the normal process for accommodation. These will be addressed on a case-by-case basis as per direction from Human Resources.

Chris Janzen asked if any members had been on-campus. Some indicated they had; others that they had not. It was suggested that those who have not, do so once

they have been double vaccinated to get a sense of what it is like. Alternately, they could talk to others who have been on campus for a while in order to get a better sense of their personal safety.

#### **5.0 Policies for review in preparation for November 29, 2021 meeting**

The following policies were distributed for review:

- 5.1 AA32 Algonquin College Library
- 5.2 RE06 Use of Biohazardous and Radioactive Materials in Research and Education

#### **5. Adjournment**

There being no further business, Kim Bosch moved that the meeting be adjourned. Karen Barclay-Matheson seconded the motion. All members were in favour.