

**MINUTES – Approved
COLLEGE ACADEMIC COUNCIL
November 29, 2021**

Chair	Martin Lee		Present
Academic Representatives	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
	Academic Access Centre	Karen Carr	Present
	Language Institute	Carl O’Toole	Present
	Police and Public Safety Institute	Lisa Roots	Present
	Algonquin College in the Ottawa Valley	Barb Clarke	Regrets
	Algonquin Heritage Institute	Tbc	
	Counsellors	Karen Barclay-Matheson	Present
	Librarians	Maureen Sheppard	Regrets
Support Staff	Tbc		
Student	Emily Ferguson, President, Students’ Association		Present
	Ellen Cotter, Vice President, Students’ Association		Present
	Katrina Medina, Director, Students’ Association		Present
LTS	Farbod Karimi		Present
Past Chair	n/a		
Dean	Keltie Jones, Pembroke Campus		Present
Chair	Katherine Root, Business Administration Core		Present
Ex-Officio Members:	Senior Vice President, Academic	Chris Janzen	Regrets
	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
Guests:	Rebecca Volk, Director, Centre for Organizational Learning		

1. Approval of Agenda: November 29, 2021

The meeting was constituted at 4:34 pm. The agenda was approved as distributed, without objection.

1.1 CAC Work Plan 2021-2022

The work plan was reviewed with no changes made.

2. Approval of Minutes

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The minutes of November 1, 2021 were approved as distributed, without objection.

3. New Business

3.1 Employee Learning

Rebecca Volk shared a power point presentation on Supporting Employee Learning & Development for review of Council members. She discussed the various programs and services offered; and resources available at the Centre for Organizational Learning for College employees. There were no further questions raised and Council members are asked to reach out to Rebecca individually.

3.2 Student Mental Health

Karen Barclay-Matheson provided a presentation with two purposes: To inform CAC members of invisible issues that some students face so they can inform their constituents; and To highlight where faculty can get support for students who are struggling with mental health. Students, both domestic and international, are frequently left alone to reach out for help. She referred members to the student support menu in Brightspace that has a complete listing of mental health and accommodation options, as well as other supports. She also provided a contact list noting that accommodation services fall under Policy AC01, however AA21 could also be an option.

3.3 SA16 Sexual Assault

Ben Bridgstock provided an update on the changes made to the policy. These amendments will help create a safer environment for students attending all publicly assisted colleges and universities, as well as private career colleges. These changes will help shield students from irrelevant questions during sexual violence investigations at institutions and ensure that they can safely bring forward complaints without fear of disciplinary action. This policy was developed as part of a directive issued by the Provincial Government. Efforts to establish a policy was coordinated by Colleges Ontario in 2015, to ensure a consistent approach to sexual assault /sexual violence across all Ontario Colleges.

It has been highlighted that there will be changes made to the current employee training to reflect the changes made to the policy. This is crucial not only for current employees but also for new employees who may not be aware of the support available.

Council stressed that it is crucial to include a clear statement on College responsibilities and rights. Introduction of a potential working group for sexual violence preventions was also discussed.

3.4 RE06 Use of Biohazardous and Radioactive Materials in Research and Education

Kristine Dawson provided an update on the revisions made to the policy. The proposed revisions are aimed at creating more clarity of process and responsibility; better alignment with Responsible Conduct of Research requirements for research involving biohazardous and radioactive materials; and directly linking this policy with the comprehensive processes and requirements laid out in the College's Biosafety Program. The Council had no objections with the changes made but further suggested that a better definition be given for the term 'radioactive material'.

Policy is endorsed.

Action: Kristine Dawson will proceed with modifications on the language and definitions.

3.5 AA31 Algonquin College Library

John Ellis provided an update on the policy which has been reviewed to provide clear information to students, staff and faculty on the purpose and scope of the Algonquin College Library. This policy is designed to provide clarification and direction to assist library patrons use and navigate the library. There were minor changes reviewed with the Council including updates on Definitions, Policy, Procedures, Related Materials and Policies formatting changes. Council also discussed the potential of having several spaces made available within the College as a 'Library Source'.

Action: John Ellis will proceed with the modifications as suggested.

4. Business Arising

4.1 COVID-19 Pandemic

Farbod Karimi briefly presented on the College's return to campus initiatives with the current wave of the pandemic. The Faculty Winter 22 FAQ link was shared to the Council <https://www.algonquincollege.com/lts/return-to-campus/> The FAQs highlighted were run through with various stakeholders in College and they were amalgamated accordingly.

Council members discussed the potential of having a Return to Campus guide solely for faculty and to provide training possibilities as a means of support. Council further stressed that there should be uniformity in information and available in a centralized area.

Action: Farbod Karimi will take note of the discussed information. Rebecca Volk volunteered to share by email the Health and Safety document on COVID-19 prepared by Colin Bonang.

4.2 CAC Priorities 2021-2022

4.2.1 IT Support College Wide

Council members are to identify critical IT issues with regards to systems and processes, set timelines, accessibility

Action: To outline questions addressed before reaching out to IT for answers in email - led by James Halls, Karen Carr and Martin Lee.

4.2.2 Communication Skills for Students

Council members emphasised that some students, both domestic and international do not possess the necessary communication skills as required in admission. There is a need to revisit the College admission process to look for consistency for better admission criteria.

It is suggested that the Council could potentially invite a speaker who would be able to give a clearer and better understanding on this issue.

Action: Krista Pearson will connect with Maggie Cusson on this and will bring forward to the next in February.

4.2.3 Course Feedback System

This involves the evaluation of student course feedback on course teaching by faculty. The Council stressed that these evaluations should clearly reflect on the actual teaching deliverables.

Students do not necessarily show interest in participating on the Course Feedback System, hence a discussion with Student Association on ways to promote this was also discussed.

5. Adjournment

There being no further business, Kim Bosch moved that the meeting be adjourned and Farbod Karimi seconded the motion. All members were in favour.