

MINUTES – Draft
COLLEGE ACADEMIC COUNCIL
April 04, 2022

Chair	Martin Lee		Present
Academic Representatives	Algonquin Centre for Construction Excellence	Ken Hill	Regrets
	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	Present
	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	Present
Support Staff	Tbc		
Student	Emily Ferguson, President, Students’ Association		Present
	Ellen Cotter, Vice President, Students’ Association		Regrets
	Katrina Medina, Director, Students’ Association		Regrets
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	Present
	Vice President, Student Services	Laura Stanbra	Present
	Registrar	Krista Pearson	Present
	AC Online	Lindsay Hinds	Regrets
	Experiential Learning & Innovation	Kristine Dawson	Present
	Cooperative Education	Dave Hall	Regrets

Guests:	Rebecca Volk, Director, Centre for Organizational Learning Maggie Cusson, Dean, Academic Development Jeffrey Agate, Associate Director, Student Support Services Julia Huckle, Academic Chair (acting), Academic Operations & Planning
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1. Approval of Agenda: April 04, 2022

The meeting was constituted at 4:35 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

2.1 Approval of Minutes – March 07, 2022

The minutes of March 07, 2022 were approved as distributed, without objection.

3. Business Arising

3.1 CAC Priorities 21-22 – Subcommittees

Martin Lee reported that due to the Work to Rule period, work on the CAC Priorities was paused. As such, the strategy to move forward on these items is to strike small working groups to determine the answers to the questions and concerns identified in the survey conducted last year.

3.1.1 ITS Governance

Discussion focused on ensuring that there is no duplication of work. The working group will consist of James Halls and Martin Lee who will meet with Farbod Karimi, Chair of the Colleges Technology Committee – Academic, to determine next steps.

Action: Martin Lee, James Halls, Farbod Karimi

3.1.2 Communication Skills

There are a number of initiatives currently underway related to communication skills. The survey results seemed to indicate that the concerns are specific to a lack of communication skills upon entry to a program. However, this was not certain. Kim Bosch and Danielle Allard volunteered to participate on the Working Group to identify the scope and confirm current initiatives.

Action: Kim Bosch, Danielle Allard

3.1.3 Course Feedback System

Farbod Karimi, Rebecca Volk and Martin Lee volunteered to participate on the working group to better understand the purpose of the Course Feedback System.

Action: Farbod Karimi, Rebecca Volk, Martin Lee

3.1.4 CAC Priorities 2022-2023

Martin Lee advised members that, as this was his last year on Council, the torch needed to be passed to others who would coordinate the priorities survey and results, as well as to host the Orientation session prior to the first meeting in the Fall term. James Balls and Karen Barclay-Matheson volunteered to participate.

Action: James Halls, Karen Barclay-Matheson, Martin Lee

3.2 **AA13 Evaluation of Student Learning**

Maggie Cusson was welcomed back to Council to complete the discussion and feedback portion of this agenda item which was cut short at the last meeting due to the Work to Rule action. The floor was opened to discussion.

Leslie Wyman referenced the comments she had made on the policy. Specifically, she spoke to concerns about the 40% marker for completion of evaluations by end of Week 5 (Policy 1.8)). This seems too high and suggests that it be removed. Maggie Cusson advised that this request came from the students; that they want more frequency in understanding their progress. Jennifer Liberty added that this was a concern in the School of Health and Community Studies, as well as the need to document in the CSI why the 40% is not met by week 5. James Halls suggested that there would be workload complaints from students under this requirement and wondered how the 40% requirement would impact microcredentials or module courses. Keltie Jones noted that any time you identify a %, you are opening the door to appeals

Procedures 1.3, 1.5 and 1.10 are also done by Coordinators. This will be taken under advisement.

Policy 4.2 indicates that teaching can occur **in during** Final Assessment Week and James Halls recommends that faculty are “strongly advised” not to do so.

Kim Bosch and Maggie Cusson agreed to discuss concerns noted on the Policy off-line.

Maggie Cusson thanked Council for the input.

3.3 AA05 Advanced Standing

Maggie Cusson advised that AA05 is for review and the transmittal indicates the consultation with the Registrar's Office and Learning & Teaching Services. **The** changes reflect an alignment with policies and procedures in the Registrar's Office.

James Halls noted that the terms faculty and professor are used interchangeably. Perhaps it should just simply be faculty.

Jennifer Liberty advised that with respect to Policy Statement 1.1, application deadlines for some program may vary.

There being no further feedback, Maggie Cusson thanked Council.

3.4 AA42 Learning Management System

Farbod Karimi was welcomed to Council to provide feedback to revisions to Policy AA42.

Revisions to Procedure Statement 4.4 raised concerns and a lengthy discussion. The main points were:

- Suggested that instead of "required", say "standardized."
- Students was consistency in where information is located. LMS is supposed to be the one-stop shopping site for courses.
- Suggestion that this revision be made to "Student Access" (Procedure Section 5).
- Council was reminded that the common complaint from students is that Brightspace is not being used consistently. We need to address that.

Additional comments:

- Recommend that Procedure Statement 7.1 be clarified to indicate that the College will conduct the evaluation.
- The Calendar in Brightspace doesn't always work
- There is no policy to say no to surveys conducted on Brightspace.

There being no further input, Farbod Karimi thanked Council.

3.5 AA47 Scholarly Activities

Following on direction from the previous meeting, recommended changes have been made to the policy and redistributed to Council via the SharePoint site.

James Halls noted the use of professor instead of faculty, suggesting that there should be consistency.

Action: N. Makila

4. New Business

4.1 Retroactive Academic Accommodations (AC01 – Appendix 5)

Jeff Agate and Julia Huckle were welcomed. The purpose of this item is to present draft Retroactive Academic Accommodations as an Appendix for policy AC01 – Students with Disabilities for CAC consultation, input, and recommendations.

In response to the Ontario Human Rights Commission’s statement on accommodations for students with disabilities: *“Education institutions need to consider all requests for accommodation meaningfully on an individualized basis. Policies and practices that state or imply that education institutions will not consider requests for accommodation after the completion of a deadline, test, course, etc. raise human rights concerns.”* (Section 8.3.4 Policy on accessible education for students with disabilities, 2018), Algonquin college developed a process for responding to retroactive accommodation requests from students. This practice has caused confusion and frustration for students, Faculty, Academic Administrators and CAL (Centre for Accessible Learning). The number of retroactive accommodation requests has grown from what was initially expected to be a rare exception to over 80 requests per semester.

Following the Ombudsman’s 2017-18, 2018-19 and 2019-20 Annual Report recommendations, the Academic Operations and Planning Chair roles were established in July of 2019 to review of the current processes for determining, implementing, and monitoring retroactive accommodations along with process enhancements was undertaken.

The current method of articulating the process for retroactive accommodations is to review, revise and issue a joint memo from the Senior Vice-President Academic and Vice-President Student Services to the college community each semester. The stated purpose of policy AC01 - Students with Disabilities is to “provide students with disabilities equal opportunity and access to successfully complete a program of study.” It was determined that the addition to AC01 of an Appendix related to retroactive accommodations would formalize the processes and align with AD01 - Administration of College Policies and policy review. As per AD01, all policies are reviewed every five (5) years from the date of the last approval and one (1) year for new policies. The addition of the Appendix will allow for a review of the policy AC01 in its entirety on June 27, 2023.

Jeff and Julia spoke to a PowerPoint presentation. They noted that the Preamble of the Appendix outlines the criteria that must be met to move forward with a Retroactive Accommodation, stressing that a retroactive accommodation cannot be used to replace requirements. They are simply adjustments – a reset. They provided an overview of the procedures and the rationale for the improvements to the process and communication.

The presentation was well received with a minimum of feedback. Members are asked to send any additional comments or suggestions to their attention.

4.2 COVID-19 Pandemic

Chris Janzen reported that there is a communication coming out from the President this week regarding next steps for dealing with the pandemic.

4.3 Student Association Representatives

Martin Lee thanked Emily Ferguson and her colleagues for their participation on College Academic Council year, recognizing that this was their last meeting. He also stressed the importance of having student voices at the table.

Emily indicated that she would the gratitude onto to her colleagues who were unable to attend today. She thanked everyone for the hard work they do for students, noting the importance of this committee to support students. She added that there tenure ends April 31st and that new Students Association representatives will be in attendance at the next meeting.

4.4 Membership

Chris Janzen recognized Keltie Jones and her contribution. She is taking an opportunity back in Nova Scotia and this is her last meeting. He thanked Keltie for her contributions to the College, wishing her the best of luck on her new adventure.

Keltie thanked everyone for all the work they do.

5. For Distribution/Review for Input at the next meeting

5.1 AA19 Academic Appeal / AA37 Final Grade Review – Policy Renewal Consultation

The documents in support of this consultation are posted to the SharePoint CAC site.

Action: Council members

5. Adjournment

There being no further business, the meeting was adjourned at 6:30 pm without objection.