

**MINUTES – Approved  
COLLEGE ACADEMIC COUNCIL  
May 02, 2022**

<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 & Community Studies	Jennifer Liberty	Present
	School of Hospitality & Tourism	Kim Bosch	Regrets
	School of Media & 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	Present
	Algonquin Heritage Institute	Tbc	
	Counsellors	Karen Barclay-Matheson	Present
	Librarians	Maureen Sheppard	Present
<b>Support Staff</b>	Tbc		
<b>Student</b>	Bolu Olutunda, President, Students’ Association		Present
	tbc		
	tbc		
<b>LTS</b>	Farbod Karimi		Present
<b>Past Chair</b>	n/a		
<b>Dean</b>	Maggie Cusson, Academic Development		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	Regrets
	Experiential Learning & Innovation	Kristine Dawson	Present
	Cooperative Education	Dave Hall	Present
<b>Guests:</b>	Rebecca Volk, Manager, Centre for Organizational Learning		

	Sandra Larwill, A/Chair, Academic Integrity Julia Huckle, A/Chair, Academic Integrity
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The Chair welcomed Bolu Olutunda, President, Students' Association to Council and congratulated her on her new role. He also welcomed Maggie Cusson, Dean, Academic Operations who is replacing Keltie Jones, past Dean, Pembroke Campus.

**1. Approval of Agenda: May 02, 2022**

The Chair explained the concept of assumed consent if no objection for the benefit of new members to Council. The meeting was constituted at 4:35 pm. The agenda was approved as amended, without objection.

**1.1 CAC Work Plan 2021-2022**

The work plan was reviewed with no changes made.

**1.2 May 30, 2022 Meeting**

The May 30, 2022 meeting is scheduled in case it is required to address outstanding items. Council was asked if they felt it was needed. The following agenda items were identified:

- Consultation on Academic Plan, Kristine Dawson
- Gender Expression, Krista Pearson
- CAC Priorities 21-22

Karen Barclay-Matheson moved that the May 30, 2022 meeting be held as scheduled. Farbod Karimi seconded the motion. The motion was approved, without objection.

**2. Approval of Minutes**

**2.1 Approval of Minutes – April 04, 2022**

The minutes of April 04, 2022 were approved as amended.

**3. Business Arising**

**3.1 ITS Governance Working Group Update**

Martin Lee reported that the working group had met once. He noted that the Academic issues identified by the Council Priorities exercise had arisen over the course of the previous year. They were advised that the Corporate Technology Committee – Stakeholders addresses issues on an ongoing basis. It was agreed that James Halls will take the issues to this group for resolution. He will represent CAC accordingly.

### 3.2 Communication Skills

Martin Lee spoke on behalf of the Communication Skills Working Group. There is concern that both the international and the domestic students' English language skills are not as robust as one would expect.

The ENL1813 Project falls under the purview of Academic Development and was initiated by the English Coordinating Committee. It is a pilot project that attempts to personalize the College's ENL1813 Communications I through diagnostic testing and modularization. In the pilot sections, students whose diagnostic test results demonstrate they have already met some of the learning outcomes taught in the course can earn an exemption from the corresponding module(s). Additionally, the project examines the impact this personalization might have on student learning and success in the course by asking three main research questions: 1) Does the diagnostic test predict success in the modular ENL1813 course better than entrance English scores?; 2) Does the modular ENL1813 format result in better scores/grades than the regular ENL1813 format?; 3) Did students find being able to exempt out of ENL1813 modules beneficial?

Michele Hall is the lead on this project and has been working with Louisa Lambregts to facilitate the project. She spoke to a PowerPoint presentation outlining the outcomes of the project.

Maggie Cusson recognized and thanked Michele for this work.

### 3.3 Student Course Feedback Working Group

Farbod Karimi reported that the working group had met once and they will be following up with the Senior Vice President, Academic and the Dean, Academic Development. At this point they are collecting questions about the survey to determine best practices for faculty and they can use the information provided. So far, the questions submitted are:

- What, exactly, happens with the data? Who decides what happens with it?
- What controls exist for abuse of the system? There ARE reports of offensive comments (but swear words have been filtered out)
- Who determines the questions for the survey?
- Is there a best practices document for faculty/administration on the use of these surveys?

**Action:** Council to forward questions to Farbod Karimi by May 13, 2022.

#### 4. New Business

##### 4.1 AA19 Academic Appeal/AA37 Final Grade Review – Policy Renewal Consultation)

Sandra Larwill and Julia Huckle were welcomed. The purpose of the item is to present Grade Review/Academic Appeal Policies Renewal Working Group recommendations for CAC consultation and feedback.

The purpose of AA19 Academic Appeal (created in 1995) is to provide students with a fair and timely process to appeal decisions that impact the academic standing or progression of students when the grounds for an academic appeal on the basis of either personal bias/unfair treatment, medical, compassionate, and/or course management, are met. The purpose of AA37 Review of Final Grade (created in 1995) is to provide students who believe they were evaluated unfairly the opportunity to request a review of their overall final grade assigned, at the conclusion of the term. This can also include a review of a component of the final grade. Both approved policies were last reviewed in 2016 and due for mandatory review in March 2021.

The review and renewal of the AA19 and AA37 policies is in response to:

- Mandatory five year policy review cycle
- The Ombudsman's Annual Reports for 2017-18, 2018-19 and 2019-20 include recommendations to review the above policies to ensure clarity, alignment, and consistent application across the College
- Student Association 2021-2022 Priorities (Appeal Process Support)

The Policy Working Group Recommendation are detailed in the transmittal for this item. The key policy changes requiring CAC feedback include:

- Transition to a single policy
- Formal grade review to include in term assessment formal reviews and consideration for establishing an assessment weight threshold (e.g. 10%)
- Policy language enhancement sections as identified on pg. 1 of policy draft (separate file)
- Policy process map (separate file; for reference)

A PowerPoint presentation guided the discussion. Concerns were raised on the following points:

- Challenge of individual grades throughout term – impact on workload
- Final grade can be challenged only for mathematical error
- Threshold of grades worth 10% or higher of final grade – impact on grade calculation

**Recall:** May 30, 2022

#### **4.2 CAC Meeting Schedule 2022-2023**

The CAC meeting schedule for 2022-2023 was reviewed and accepted as presented.

**Action:** N. Makila

#### **4.3 CAC Membership 2022-2023**

A status update was shared with members indicating those who have completed two terms and those who have completed one term. This update will be shared with the Faculty Union who will conduct elections to identify new members for the next academic year.

**Action:** N. Makila

#### **5. COVID-19 Pandemic**

Chris Janzen reported that following the distribution of the most recent communication from the President, there is really nothing new to add. As of May 2, 2022, all entrances are open, no proof of vaccination is required and health evaluations will not be conducted. The College community is urged to continue to conduct self-evaluations and if you are not feeling well, stay home. Finally, the mask mandate has been extended until further notice.

Leslie Wyman asked whether there is a requirement for meetings to be on campus or should they be conducted in a hybrid format. Chris Janzen advised that the College does not have the technology for wide-spread hybrid meetings. There is no specific direction for individual or staff meetings. The College asks that it be done in such a way so as to not disenfranchise anyone. People managers will need to find ways to be as inclusive as possible.

#### **6. Adjournment**

There being no further business, the meeting was adjourned at 6:15 pm without objection.