

**MINUTES – Draft
COLLEGE ACADEMIC COUNCIL
May 30, 2022**

Chair	Martin Lee		Present
Academic Representatives	Algonquin Centre for Construction Excellence	Ken Hill	Present
	School of Advanced Technology	Greg Mapp	Regrets
	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	Regrets
	Academic Access Centre	Karen Carr	Present
	Language Institute	Carl O’Toole	Present
	Police and Public Safety Institute	Lisa Roots	On A/L
	Algonquin College in the Ottawa Valley	Barb Clarke	On A/L
	Algonquin Heritage Institute	Tbc	
	Counsellors	Karen Barclay-Matheson	Present
	Librarians	Maureen Sheppard	Present
Support Staff	Tbc		
Student	Bolu Olutunda, President, Students’ Association		Present
	Daniel Larente, Vice President, Students’ Association		Present
	Pooja		Present
LTS	Jessica Brown		Present
Past Chair	n/a		
Dean	Maggie Cusson, Academic Development		Present
Chair	Katherine Root, Business Administration Core		Present
Ex-Officio Members:	Senior Vice President, Academic	Chris Janzen	Present
	Vice President, Student Services	Laura Stanbra	Regrets
	Registrar	Krista Pearson	Present
	AC Online	Lindsay Hinds	Present
	Experiential Learning & Innovation	Kristine Dawson	Present
	Cooperative Education	Dave Hall	Present
Guests:	Rebecca Volk, Manager, Centre for Organizational Learning		

	Judy Pruitt, Full-Time Professor, Business Administration and Service Courses Laurel Schollen, Academica Group David Veres, Academica Group
--	---

1. Approval of Agenda: May 30, 2022

The meeting was called to order at 3:32 pm. The agenda was approved as amended. Chair Lee acknowledged that it would be his final meeting as Chair and a new Chair would be taking on the role for 2022-23.

1.1 [CAC Work Plan 2021-2022](#)

There were no changes made to the CAC Work Plan 2021-22.

2. Approval of Minutes

2.1 Approval of [Minutes – May 2, 2022](#)

It was recommended that meeting attendance be amended to reflect Katherine Root, Business Administration Core as “Academic Chair” in place of “Chair.”

Lindsay Hinds requested that the attendance be corrected to reflect his attendance.

The minutes of the meeting of May 2, 2022 were approved, as amended.

3. Business Arising

3.1 [Final Report on Gender Expression and Identity Process Review](#)

Krista Pearson reminded members that the topic of gender expression was originally raised as a College Academic Council priority discussion item. She noted that, at the time, members raised the issue of nametags and this was further explored. She advised that, following the completion of an interim report in March 2022, the final report provides an overview of the working group’s progress to date, adding that there is further work to be done. Through the process review, working group members focused on the student experience in identifying processes and that could be improved.

Further, as a part of the process review, it was identified that ongoing education and awareness is required amongst all employees. It was requested that CAC members remind and share with their colleagues that students and employees can also order name tags that display preferred pronouns. Also, to refer students to the Registrar’s Office if they want to request a change.

Krista Pearson reminded members of the employee learning course: Inclusion and Diversity Training (Online, Self-Paced). In response to a request, Krista Pearson agreed to circulate the link to the Inclusion and Diversity Training course to all members;

In response to a query, Krista Pearson noted that the word “testamur” refers to a paper testimony of a student’s credential.

Chair Lee noted that the College’s work on gender identity and expression is ongoing and there is work to be done. He highlighted that the gender neutral washrooms located in the new Athletics and Recreation Centre (ARC) are a welcome addition that has been well received by both students and staff.

3.2 CAC Priorities 2021-22

3.2.1 ITS Governance Working Group Update

James Halls noted that, last year, the ITS course feedback program was introduced. He noted that a small working group was tasked with evaluating and reviewing the success of the program, following the launch.

3.2.2 Communication Skills Working Group Update

David Hall advised that there were no new updates.

3.2.3 Course Feedback System Working Group Update

Cristy Montgomery noted that Academic Operations and Planning (AOP) recently conducted student focus groups and planned to run faculty focus groups in February. Additionally, a survey was circulated; Deans and Chairs will have access to survey feedback following its closure.

Chair Lee queried whether there were questions and/or comments on initial data. Daniel Larente expressed concern regarding the communication to students, adding that many students are unaware of the opportunity to provide feedback. Chair Lee acknowledged that the communication process could be improved.

In response to a query regarding student feedback containing inappropriate language, Chair Lee advised that intervention from the software company [vendor] would be required to filter out and/or identify students who submit inappropriate language/comments.

In follow up to the May 02, 2022 CAC meeting, Chair Lee noted that members were encouraged to provide feedback/suggestions in response to a survey [currently in development] regarding student course feedback (*For Reference - Action:* Council

to forward questions to Farbod Karimi by May 13, 2022.). No verbal feedback was provided from the membership.

3.3 CAC Priorities 2022-23

Carl O'Toole raised an item for future discussion at CAC: *Deadline for Submission of Final Grades for English for Academic Purposes (EAP) to the Algonquin College Language Institute*. He noted that, currently, there is very little time to submit final grades and suggested that this process be reviewed. Danielle Allard added that it can be difficult to assist students who have previously obtained Bachelors Degrees through the process of selecting general education courses. Krista Pearson acknowledged this concern and queried *what would need to be true* in order to extend the current deadline and *what impact would this have on students?*

Chair Lee raised an additional item brought forward by Leslie Wyman: *The Learning Resource ordering deadline is Friday. Has there been any consideration to extend the deadline a week to accommodate the power outage. Some faculty would not have had the chance to review materials appropriately yet.*

Chair Lee noted that the inquiry was raised with the Campus Bookstore and advised that, at this time, they have received 50% of ordering submissions. They are continuing to encourage everyone to submit their requests as costs can increase closer to the end of the semester. He added that the Campus Bookstore is striving to be as accommodating and flexible as possible at this time.

4. New Business

4.1 [Academic Plan Consultation](#)

Christopher Janzen introduced the item noting that there are a series of consultations currently scheduled with the objective of ensuring faculty feedback is included in the Academic Plan. He highlighted that there would be further opportunities to participate in consultation sessions for all members. He spoke to the [Academic Plan Kick-off Event](#) held on Wednesday, May 18, 2022 and noted that representatives from the Academics Group have joined the meeting for the duration of the discussion (Laurel Schollen and David Veres).

Laurel Schollen introduced herself to the Council and noted that the discussion would focus on two questions:

- 1) What are we great at? (Padlet Responses:
https://padlet.com/laurel_schollen/jw2gqggc3a2zrn79)

2) What should we focus on? (Padlet responses:

https://padlet.com/laurel_schollen/skfawyoese80ijkf)

Ms. Schollen noted that the plan will continue to be developed throughout July and August 2022 with the goal of establishing a final plan by Fall of 2022.

Members provided live feedback in response to the queries raised. Members were notified that the padlets would remain open for feedback until Friday, June 3, 2022. Ms. Schollen noted that, if requested, more time would be accommodated. She added that further consultations will be taking place in both in-person and virtual formats and encouraged members to share information about upcoming consultations with their colleagues. A survey would also be circulated to employees to assist in validating prior feedback; all feedback will be themed.

Ms. Schollen concluded the consultation with a request to Members for feedback and/or suggestions for improvement.

5. Adjournment

There being no further business, the meeting was adjourned at 5:13 pm without objection.