

**MINUTES – Approved
 COLLEGE ACADEMIC COUNCIL
 November 28, 2022**

Chair	Kim Bosch	Present
Academic Staff		
Algonquin Centre for Construction Excellence	Ken Hill	Present
School of Advanced Technology	Elisabeth Von Moos	Present
School of Business	James Halls	Present
School of Health and Community Studies	Jennifer Liberty	Regrets
School of Hospitality and Tourism	TBC	
School of Media and Design	Brian Asselin	Present
General Arts and Science	Leslie Wyman	Regrets
Academic Access Centre	Melanie Farquhar	Present
Language Institute	Chinedu Ihuoma Mba	Regrets
Police and Public Safety Institute	Lisa Roots	Present
Pembroke Campus	Barb Clarke	Present
Perth Campus	TBC	
Counsellors	Heather Bailey	Present
Librarians	TBC	
Support Staff	TBC	
Students		
President, Students' Association	Bolu Olutunda	Present
Vice President, Students' Association	Daniel Larente	Regrets
Director, Students' Association	Pooja	Present
Learning and Teaching Services	Jessica Brown	Present
Past Chair	Martin Lee	Present
Dean		
Faculty of Health, Safety, and Community Studies	Jane Trakalo	Present
Chair		
Business Administration Core & Service Courses	Katherine Root	Present
Ex. Officio Members		
Senior Vice President, Academic	Chris Janzen (Ernest Mulvey Acting)	Present
Vice President, Student Services	Laura Stanbra	Regrets
Registrar	Krista Pearson	Present

AC Online Representative	Lindsay Hinds	Present
Associate Vice President, Experiential Learning and Innovation/Cooperative Education Representative	Kristine Dawson	Present
Centre for Organizational Learning Representative	Rebecca Volk	Present

1. Welcome from the Chair

Chair Bosch constituted the meeting at 4:30 pm.

2. Approval of Agenda: November 28, 2022

Moved by Jane Trakalo, Seconded by Bolu Olutunda,
 THAT the agenda be approved.

- Carried -

2.1 Approval of Minutes – November 7, 2022

Moved by Jane Trakalo, Seconded by Elisabeth Von Moos,
 THAT the agenda be approved.

- Carried –

Chair Kim Bosch commented that Jane Trakalo had raised a query regarding whether the Council would be amendable to offline feedback regarding policies to ensure they continue moving forward through the policy review process. Martin Lee encouraged members to form a subcommittee and/or working group at any time to continue discussions regarding policies.

Kristine Dawson added that, she understood academic policy reviews with various stakeholders in tandem as College Academic Council is not an approval body.

Krista Pearson noted that College Academic Council members have further consulted with their respective schools and/or faculties regarding policies in previous years.

3. CAC Business

3.1 New Members/Council Membership 2022/23

Martin Lee noted that he is currently working with Chair Kim Bosch to recruit new members currently missing from the membership. Chair Kim Bosch noted that a prospective representative from the School of Hospitality and Tourism has been identified and is likely to join the Council as a member in the new year.

4. New Business

4.1 Final Selections - CAC Priorities, 2022-2023

Chair Kim Bosch provided an overview of the Council's final priority selections. She noted that members who are not currently reflected as Most-Responsible-Person(s) (MRPs) or Other-Responsible-Persons (ORPs) are welcome to join a working group at any time in support of the priority. She added that MRPs may be identified organically as working groups carry out their work.

4.2 Policy RE09 Commercialization & RE05 Intellectual Property

Kristine Dawson noted that Policy RE08 *Student Course-based Research Projects Involving Human Participants* was removed from the agenda adding that she would welcome offline feedback. Krista Pearson suggested that the policy return as an information item at a future meeting.

With regard to policies RE09 and RE05, Kristine Dawson noted that presenting the policies at the College Academic Council on November 7, 2022, she received additional feedback from other stakeholders. She reiterated that Policy RE05 Intellectual Property is an existing policy that will require only minor revisions to align with RE08. She highlighted that Colleges Ontario created a template for Policy RE08 that could be adapted by other Ontario Colleges. She added that there is a Ministry requirement to have a Commercialization Policy in place by the end of December 2022.

Krista Pearson reminded members of the requirement that all new policies undergo a mandatory review within a year.

James Halls noted that there is a contradiction in Section 2.5 of Policy RE05 which states that "the College will be the owner of the IP" which Sections 4 and 6 state that the parties will ensure that a written agreement sets out their respective rights in the IP in the work, and any terms relating to the sharing of risk and revenue from the exploitation of the work. He highlighted that the sections may be interpreted differently. Kristine Dawson agreed to review the section further in light of this feedback.

4.3 New Policy AA49 – Electronic Student Records & Retention

Krista Pearson provided an overview of Policy AA49 – Electronic Student Records and Retention. During discussion, and in response to queries, the following points were noted:

- Policy AA42 Learning Management System does not define the retention of records, it refers only to a “practice” around record retention;
- The Policy was developed following the selection of a vendor for the new College-wide Student Information System;
- Chair Kim Bosch commented that the “Electronic Student Record Retention Schedule” was very easy to digest;
- Krista Pearson noted that, in determining the retention schedule, an analysis was conducted on how frequently specific records were accessed, pulled etc. to better understand the frequency of use, while being mindful of the workload for frontline staff who may need to access certain records more quickly than others;
- James Halls noted that Section 2.1.2 refers to both “Personal Email Address” and “Email Address” and requested clarification with regard to whether one of these referred to a “College” email address. Krista Pearson agreed to follow up on this;
- Krista Pearson highlighted that applicant records are separate from exemption records;
- With regard to Registration Records, James Halls expressed concern regarding this retention timeframe noting that it would be difficult to do a longer-term analysis. Krista Pearson agreed to look into the type of requests the College currently receives regarding this data to better inform this retention timeframe;
- In response to a comment from Ernest Mulvey regarding whether International students are challenged to prove that they’ve completed 50% or more of their studies face-to-face, Krista Pearson noted that this retention timeframe can be changed from 3 years to 4 years if necessary; and
- In response to a query from Heather Bailey, Krista Pearson noted that when a record is “archived,” it will be stored in Laserfiche (record will not be destroyed).

Krista Pearson welcomed further feedback offline noting that the Policy will be reviewed by the Algonquin College Executive Team (ACET) in January 2023.

4.4 [Policy AA19 – Academic Appeal](#)

Sandra Larwill and Mark Leduc joined the Council seeking feedback regarding Policy AA19 Academic Appeal. She highlighted the proposed changes noting that the purpose of the changes is to allow for greater inclusivity and editorial enhancements. During discussion, and in response to queries, the following points were noted:

- Chair Kim Bosch queried the meaning of the term “compulsory conditions” noting that the Policy does not clarify the meaning of this. Sandra Larwill agreed to reflect further on this language;
- James Halls noted that Section 2.2 C) should clarify that the College is responsible for ensuring the learner is aware of financial implications of their decisions. He also highlighted formatting errors in this section of the policy;
- In response to a query from Chair Kim Bosch, Sandra Larwill noted that two members of the Students’ Association have been engaged in the policy review process for readability;
- Bolu Olutunda queried whether students could receive a verbal overview of the appeal process as some students may not be aware of the policy and/or have questions about the policy. Jane Trakalo noted that the Ombudsman is available to discuss the appeal process with learners and Deans/Chairs are also pleased to speak with learners about this process;
- Sandra Larwill highlighted that guides and resources (as well as visual maps) will be developed to ensure learners comprehend and understand the policy language as well as their roles and responsibilities;
- Chair Kim Bosch commented that while students need to be aware of their rights, they also need to be aware of steps related to advocacy;
- Katherine Root noted that many learners do not approach the Ombudsman in advance of their appeal committee hearing. Learners can sometimes appear unsure as to how to address an appeal committee or what to include in a verbal presentation;
- Jane Trakalo highlighted that “working days” can contribute to confusion, noting that this discussion has come up in other recent policy reviews. She recommended that consistent language be used in all corporate policies and suggested the term “business days” with a definition of what a “business day” means;
- In response to a query from Chair Kim Bosch, Sandra Larwill clarified that the policy has been reviewed for its use of inclusive pronouns; and

- Sandra Larwill highlighted that the policy draft has some outstanding formatting changes to be completed as well as AODA compliance.

Sandra Larwill welcomed further offline comments and feedback from members.

5. Adjournment

The Council was adjourned at 6:01 pm.