

**COLLEGE ACADEMIC COUNCIL
 MEETING MINUTES
 October 30, 2023**

Chair	Kim Bosch	P
Guest Presenter	Phillip Dawe	P
Academic Staff	Alana Anderson	R
Algonquin Centre for Construction Excellence	Ken Hill	P
School of Advanced Technology	Elizabeth von Moos	P
School of Business	Christopher Dore	P
School of Health Studies	Crystal O'Connell-Shuarte	P
School of Hospitality and Tourism	Mark Brennan	P
School of Media and Design	Brian Asselin	P
Academic Access Centre	Melanie Farquhar	P
Language Institute	Chinedu Mba	P
School of Wellness, Public Safety and Community Studies	Crystal O'Connell-Schauerte	P
Police and Public Safety Institute	Lisa Roots	P
Pembroke Campus	Matthew Neadow	P
Academic Access Centre	Melanie Farquhar	P
Language Institute	Chinedu Mba	P
Perth Campus	n/a	
Counsellors	Heather Bailey	P
Librarians	Brenda Mahoney	P
Support Staff	Pam Auchterlonie	P
Students Association		
President, Students' Association	Abigail Soto Carvajal	P
Director, Students' Association	Nishanth Babu Battula	P
Learning and Teaching Services	Katherine Root	P
Past Chair	Martin Lee	R
Dean		
Faculty of Health, Safety & Community Studies	Jane Trakalo	P
Academic Chair		
Business Admin. Core & Service Courses		P
Ex. Officio Members		
Senior Vice President, Academic	Chris Janzen	R
Acting Senior Vice President, Academic AVP	Patrick Devey	P
Vice President, Student Services	Laura Stanbra	P

Registrar	Krista Pearson	P
AC Online Representative	Jessica Brown	P
Associate Vice President, Experiential Learning & Innovation / Coop Education Representative	Kristine Dawson	P

1. Welcome from the Chair:

The meeting was called to order at 4:32 pm ET.

Motion 103023-1
The Chair called for approval of the October 30th, 2023, meeting Agenda. All in favour.
Motion passed.

2. Approval of the October 30th, 2023, meeting Agenda:

Approval of September 25th, 2023, Minutes.

Motion 103023-2
The Chair called for approval of the September 25th, 2023, meeting Agenda. All in favour. Motion passed.

ACTION: K. Bosch to investigate any potential conflict with recording College Academic Council meetings in the future for minute taking purposes.

3. CAC (College Academic Council) Business:

3.1 Vote on 2023-2025 CAC Chair

With many of the Committee members recently being Council Terms, members commented they do not feel the presently have the experience to fulfil the role. Notably C. Dore commented that he would be interested in the Chair role in future years.

Motion 103023-3
The Chair called for a vote to appoint the 2023-2025 College Academic Council Chair. L. Roots nominated Heather Bailey. All in favour. Motion passed.

3.2 Chair’s Report 2022-2023

K. Bosch presented the [Chair’s Report 2022 - 2023](#) to Committee members. Highlighting that the use of Artificial Intelligence has increased in prominence since the COVID – 19 pandemic.

Noting for future reference in reviewing the annual Chair’s Report, the following positions form the CAC Executive team:

- ✓ Chair
- ✓ Past Chair
- ✓ Academic Representative
- ✓ Administrative Representative
- ✓ Support staff
- ✓ Students Association Representative

4. SA (Students Association) Priorities 2023-2024

Student Association President Abigail Soto Carvaja presented the [SA Priorities 2023-2024](#) to Council members.

Below are some highlights of each of the Students Associations Priorities:

- ✓ **Priority 1 Housing:** Increase the diversity of needs in student housing,
- ✓ **Priority 2 Academics:** Create standards, remove discrepancies, and refine Brightspace,
- ✓ **Priority 3 Accessibility:** Ensure accessibility services are consistently available throughout the calendar year,
- ✓ **Priority 4 International:** Add more International Advisors and move the International Education Centre to the Commons building. The relocation will accommodate a larger number of students,
- ✓ **Priority 5 Sustainability:** Create designated smoking and waste management areas,
- ✓ **Priority 6 Transportation:** The Students Association is currently in talks with Perth and Pembroke City Transit. The Student's Association is asking if more accessible and convenient transit for students can be created.

Following the presentation Committee members stressed the importance of ability training, a larger conversation needs to take place on creating uniform process for policy review, and a better system needs to be in place when dealing with aggressive situations ex. conflict resolution and mediation.

Reach out to Abigail if you have any questions or would like more information on the SA Priorities 2023-2024.

ACTION: L. Stanbra is presently looking into awareness initiatives with security and noted whenever in doubt to send incident report please always.

5. New Business:

5.1 [New Proposed CAC Priorities, 2023-24](#)

New Proposed CAC priorities is ongoing. Please reach out to L. Roots, H. Bailey, or M. Brennan if you have any questions about College Academic Council priorities.

ACTION: Prior to the November 27th meeting a survey will be circulated asking Committee members to select their top three priorities for 2023-2024.

5.2 [Policy RE03 Research Involving Human Participants](#)

K. Dawson and P. Dawe presented and requested feedback in Collibra on the proposed revisions to corporate policy RE03 Research Involving Human Participants.

[5.2 CAC Transmittal RE03 - Policy RE03 Research Involving Human Participants.docx](#)

5.2 [AA48 Academic Integrity 1 year effectiveness review](#)

S. Larwill presented and requested feedback in Collibra on the proposed changes to AA48 Academic Integrity policy.

[5.3 CAC Transmittal AA48 Policy Renewal Collibra Internal Review October 30.23.docx](#)

The meeting adjourned at 6:35pm ET. The next meeting is scheduled for **November 27th, 2023.**