**COLLEGE ACADEMIC COUNCIL**

**MEETING MINUTES**

**November 27, 2023**

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| **Chair** | Heather Bailey | P |
| **Guest Presenter** | Ben Bridgstock | P |
| **Academic Staff** |  | P |
| Algonquin Centre for Construction Excellence | Kenneth Hill | P |
| School of Advanced Technology | Elizabeth Von Moos | R |
| School of **Business** & Hospitality | Christopher Dore | P |
| School of Wellness, Public Safety and Community Studies | Lisa Roots | P |
| School of Business & **Hospitality** | Mark Brennan | P |
| School of Health Studies | Crystal O'Connell-Schauerte | R |
| School of Media and Design | Brian Asselin | R |
| Academic Access Centre | Melanie Farquhar | P |
| Language Institute | Chinedu Mba | R |
| Pembroke Campus | Matthew Neadow | P |
| Perth Campus | n/a |  |
| Counsellors | n/a |  |
| Librarians | Brenda Mahoney | P |
| **Support Staff** | Pam Auchterlonie | P |
| **Students Association** |  |  |
| President, Students' Association | Abigail Soto Carvajal | P |
| Director, Students' Association | Nishanth Babu Battula | R |
| Learning and Teaching Services | Katherine Root | P |
| **Past Chair** | Kim Bosch | P |
| **Dean** |  |  |
| Faculty of Health, Safety & Community Studies | Jane Trakalo | P |
| **Academic** **Chair** |  |  |
| General Arts and Science & Academic Access Centre | Alana Anderson | P |
| **Ex. Officio Members** |  |  |
| Senior Vice President, Academic | Chris Janzen | R |
| Acting Senior Vice President, Academic AVP | Patrick Devey | R |
| Vice President, Student Services | Laura Stanbra | R |
| Registrar | Krista Pearson / Krista Marsden | P |
| AC Online Representative | Jessica Brown | P |
| Associate Vice President, Experiential Learning & Innovation / Coop Education Representative | Kristine Dawson | R |

1. **Welcome from the Chair:**

The meeting was called to order at 4:30 pm ET.

The Chair H. Bailey welcomed attendees. Two new Members of the College Academic Council were introduced:

- Alana Anderson introduced as Chair of the General Arts and Science and Academic Access Centre.

- Krista Marsden introduced as Acting Registrar.

1. **Approval of the November 27th, 2023, meeting Agenda:**
   1. Approval of **October 30th, 2023**, Minutes.

**Motion 112723-1**

**The Chair called for approval of the November 27th, 2023, meeting Agenda. The agenda was approved with the consideration of adding the discussion about the Academic Plan Memo from the SVPA to the January 29th, 2024, meeting agenda. Motion passed.**

**Motion 112723-2**

**The Chair called for approval of the October 30th, 2023, meeting minutes. All in favour. Motion passed.**

* 1. **CAC Zoom Recording Discussion**

The Chair H. Bailey called for approval of the Council’s meetings to be recorded for the minutes drafting purposes. Seconded by Marc Brennan, Kim Bosch and Ken Hill.

**Motion 112723-3**

**CAC Zoom recording for the for accuracy in minutes with subsequent destruction of recordings after a certain period. All in favour. Motion passed.**

1. **CAC (College Academic Council) Business:**
   1. [New Proposed CAC Priorities, 2023-24](https://algonquinlivecom.sharepoint.com/:x:/t/CollegeAcademicCouncil604/ERLouY1coGNHjzE2IcxSYUUBcYqDD1WaKdTsY5XxcZ5B8w?e=e4GNCF)

Council members were provided with a link to a live survey.  It was requested that members eligible to vote rank proposed CAC priorities for 2023-24.

The [three priorities](https://algonquinlivecom.sharepoint.com/:x:/t/CollegeAcademicCouncil604/EWVJPayboBhLhiB0-nRBFLMBNJZfLifA49qw7ObI9QWDng?e=B0vF4x), which obtained the most votes, were selected to proceed for 2023-24, with responsibilities for each allocated to council members to be Most Responsible Persons (MRP) as follows:

1. **Student conduct and improving communications between students and staff** - Lisa Roots (as a lead), Jane Trakalo, Kim Bosch, Marc Brennan.

**ACTION:** Lisa Rootsto organize a dedicate meeting of the Student Conduct Working group.

1. **Requests for suitable instructional space** - Katherine Root, Heather Bailey, Ken Hill (to be confirmed).
2. **Consistency with English language admissions requirements** - Alana Anderson (as a lead), Heather Bailey, Melanie Farquhar.

The Chair opened a discussion on whether to combine this priority with broader admissions concerns. Krista Pearson and Jane Trakalo advised maintaining a focused approach on specific issues rather than combining priorities. Lisa Roots supported the separation, citing the distinct nature of English testing from other admissions criteria.

H. Bailey addressed the need for updated departmental representation on the Council due to institutional changes. K. Pearson suggested leveraging existing committees, like the Space Committee, for certain priorities to optimize resources and efforts. The Chair emphasized the Council's role in gathering feedback and making informed recommendations to address concerns effectively. H. Bailey highlighted the need to communicate the open nature of meetings and encourage attendance from the college community for broader participation.

**ACTION:**

* The Chair, H. Bailey, to individually email the groups to confirm membership and leadership roles.
* Each group to organize initial meetings to identify a lead, set goals and strategies for addressing their respective priorities.

**3.2 SA04 Response to the Death of a Student Policy –** Presented by Ben Bridgstock.

[**Response to the Death of a Student - Draft Version 8 | Policy | Collibra**](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Falgonquincollege.collibra.com%2Fasset%2Ff2ee48af-7a47-4350-894a-28b1eebce3f8&data=05%7C01%7Cdallawb%40algonquincollege.com%7Ce63d40cd5b294fa0b54708dbe54a8ea5%7Cec1bd9240a6a4aa9aa89c980316c0449%7C0%7C0%7C638355880609204136%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rgwIq%2BCCjgmSUoJ15bddPsdYkru78H783wxrUz87FuY%3D&reserved=0)

Policy revisions discussed, focusing on individual case adaptability, involvement of the Director of Truth and Reconciliation, and updated language for death certificate requirements.

Feedback incorporated; further comments to be directed to B. Bridgstock.

**3.3 SA15 Spiritual Centre Policy -** Presented by Ben Bridgstock.

[**Spiritual Centre - Draft Version 8 | Policy | Collibra**](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Falgonquincollege.collibra.com%2Fasset%2F1dcedc6f-baa6-4dcc-a4af-e32a4c57f302&data=05%7C01%7Cdallawb%40algonquincollege.com%7Ce63d40cd5b294fa0b54708dbe54a8ea5%7Cec1bd9240a6a4aa9aa89c980316c0449%7C0%7C0%7C638355880609204136%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=VL79YDxgMnEbbwWwfDV7HBq3nvX3firp5Ptn2H%2FFEo4%3D&reserved=0)

B. Bridgstock noted that the Policy’s revisions include highlighting the importance of college values, including inclusivity and diversity, clarification on the scope of the policy to include sharing resources and information, and ensuring all activities and events are open to all students, regardless of spiritual or religious affiliation.

Feedback incorporated; further comments to be directed to B. Bridgstock.

**3.4 Open Discussion**

Chris Dore raised concerns about the impact of generative AI on teaching methods and academic integrity. The council agreed to keep this as a recurring agenda item and to gather more information for future meetings. Katherine Root offered to present a state-of-the-union on AI in the next meeting.

**ACTION:** The Council to consider long-term and short-term goals regarding generative AI, possibly setting it as a long-term goal.

**4. Adjournment**

The Chair H. Bailey acknowledged the need to update the Council's department listing due to departmental changes and amalgamations, proposing to keep membership status quo and adjust in the next academic cycle.

The next meeting will include the Ombudsman's report and other items that arise.

The meeting adjourned at 5:42 pm ET. The next meeting is scheduled for **January 29th, 2024.**