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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**February 27, 2017**

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| **Chair** | Jeff Ross | | Leslie Wyman |
| **Academic Representatives** | Algonquin Centre for Construction Excellence | Jeff Ross | Regrets |
| School of Advanced Technology | Sean Beingessner | Present |
| School of Business | Judy Puritt | Present |
| School of Health and Community Studies | Judy Flieler | Present |
| School of Hospitality and Tourism | Mario Ramsay | Regrets |
| School of Media and Design | Steve Neumann | Present |
| General Arts and Science | Jonathan Parker | Present |
| Career & Academic Access Centre | Kilmeny West | Regrets |
| Language Institute | Claire Tortolo | Regrets |
| Police and Public Safety Institute | Jack Wilson | Present |
| Algonquin College in the Ottawa Valley | Frank Christinck | Present |
| Algonquin Heritage Institute | Rod Bain | Present |
| Counsellors | Sandra Fraser Pross | Present |
| Librarians | Brenda Mahoney | Present |
| **Support Staff Representative** | Deborah Buck | | Regrets |
| **Student Representatives** | Egor Evseev, President, Students’ Association | | Present |
| Lev Kozhevnikov, Director, Students’ Association | | Regrets |
| Abby Sun, Director, Students’ Association | | Regrets |
| **COL** | Rebecca Volk | | Present |
| **Past Chair** | Leslie Wyman | | Present |
| **Dean** | Jim Kyte, School of Hospitality and Tourism | | Regrets |
| **Chair** | Sherryl Fraser, General Arts & Science | | Present |
| **Ex-Officio Members:** | Senior Vice President, Academic | Claude Brulé | Regrets |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar | Krista Pearson | Present |
| **Guests:** | Patrick Devey, Dean, Centre for Continuing and Online Learning  Maggie Cusson, Dean, Academic Development  Farbod Karimi, Chair, Learning and Teaching Services  Linda Crane, Coordinator, Program Coordination  Sophia Bouris, Coordinator, AC Hub & Student Engagement  Sandra Heron, Manager, Student Persistence | | |

**1. Call to Order**

Leslie Wyman, acting Chair, called the meeting to order.

**2. Approval of Agenda – February 27, 2017**

Sherryl Fraser moved the agenda be approved as presented. Judy Puritt seconded the motion.

**3. Approval of Minutes – January 30, 2017**

Jack Wilson moved that the minutes of January 30, 2017 be approved as amended. The motion was seconded by Steve Neumann.

**4. Business Arising from the Minutes**

**4.1 AA30 Program Suspension**

To provide clarification on the amendment to Policy AA30, the original transmittal was revised as follows:

*Policy statement 14 was amended as follows:*

*“Following an ASAC recommendation, a program suspension/cancellation submission may be heard from a stakeholder(s) by the Board of Governors directly, at the discretion of the Board Chair as per the procedures detailed in BGI-03 Communication with the Board of Governors.”*

The Board Process Policies, including BGI-03, can be found at:

<http://www.algonquincollege.com/bog/manual/policies/>

The transmittal was updated on the SharePoint site.

**5. College Academic Council Priority**

**5.1 Blackboard / Learning Management System**

Patrick Devey, Dean, Centre for Continuing and Online Learning and Maggie Cusson, Dean, Academic Development were welcomed to the meeting.

The College’s Learning Management System (currently Blackboard Learn™) is a critical system that is used round-the-clock by students (~20,000) and faculty (~2000). Algonquin’s commitment to providing digital learning resources to students is reinforced by the adoption of Policy AA42 Learning Management System in 2011. The Learning Management System (LMS) is a key component of Algonquin’s digital strategy as it is part of a larger network of integrated systems that help manage and automate various business processes.

Unfortunately, due to several unscheduled outages during the Fall 2016 term, and despite best efforts to mitigate the impact of these problems, stakeholder confidence in the platform’s stability and reliability has been compromised. Furthermore, the LMS software needs a major version upgrade (support for the current version will end in Summer 2017) and the agreement with the current vendor is due for renewal at the end of March 2018.

The governance of the LMS is also a source of confusion among stakeholders. As such the creation of the Learning Management System Steering Committee (LMS-SC) is intended to provide a clear process for consultation and communication going forward, as well as oversight for implementing a new version of Blackboard this summer.

Patrick Devey spoke to a PowerPoint document that outlines the objectives/ deliverables of the LMS-SC, the timelines, and membership. The goal is to have a new LMS in place by September 2018 and therefore an RFP will be issued in June. Maggie Cusson advised that the College is consulting with other educational institutions that have just gone through this process.

Question and Answer period followed.

* Upgrade in the summer will be done with the least impact possible and with consultation with the Academic Area and the vendor
* Implementation dates for Fall 2018 to be confirmed, noting that there needs to be lead time for the migration of data and preparation for the Fall term
* The possibility of Blackboard being the next LMS was discussed
* LMS-SC membership was discussed with the notation that resource people will be linked in as well as representatives from other campuses.

Leslie Wyman thanked Patrick Devey and Maggie Cusson for the update noting that communication is important and that Council can expect to receive updates over the course of the review and implementations.

**6. Business Arising**

**6.1 Bring Your Own Device (BYOD) Initiative**

Farbod Karimi, Chair, Learning and Teaching Services (LTS), was welcomed to the meeting. Leslie Wyman spoke to the concerns identified previously and the specific question regarding BYOD and whether or not it is compulsory. Farbod provided an overview of the history of the BYOD program noting that 95% of students have a device. He provided a reminder of the support provided to students including an LTS loaner program and ITS one-on-one support (45 minute sessions). He asked members to refer students to LTS if they require assistance.

It was noted that when the initiative was in its early days the expectation was that the students would be bringing a laptop. However, with the advances in technology, it is now up to the department, based on the needs of the program, to determine what kind of device would best support the learning experience. There is no means to determine whether or not the department has selected the minimum requirement. However, LTS can assist students with strategies for the purchase of a laptop appropriate to meet their program needs.

It was noted that 30% of students have a Mac and there can be issues related to optimal functionality. Farbod Karimi explained how students can access support to resolve these issue (ITS one-on-one support). Members were referred to the Faculty and Student Survival Guide webpages. The SSG can be found at: <http://algonquincollege.libguides.com/student-survival-guide/> which has an abundance of information for students.

For students in pathway programs (e.g. General Arts and Science), there is an opportunity for them to trade up their device as they move to another program.

***Action:*** Student Services and Learning & Teaching Services to work together to ensure students are aware of the support and services available to them.

Krista Pearson wondered if CTC-A could provide recommendations regarding best practices for informing students of available services. It was agreed to bring the question forward. It was also suggested that perhaps there should be a CAC representative on CTC-A.

***Action:*** Krista Pearson to follow-up with CTC-A.

**6.2 Local 415 Start of Term Survey, Fall 2016**

Jack Wilson reviewed the results of the Local 415 Faculty survey regarding the Fall 2016 semester start up. Questions focused on Orientation (lots of good feedback), eText (after 3 years still problems), Blackboard and Outlook (issues were identified). Overall, 22% said the start-up was worse than in other years, however, 25% said it was better. He noted that it was hoped that the results would help to support activities going forward.

With respect to AC Day 1 (Orientation), it was noted that the Start of Term survey differed greatly from the Student Services survey. Members were referred to the report distributed by Laura Stanbra in February. Linda Crane noted that attendance at AC Day 1 increased to 80% over the previous format. The survey showed that there is momentum to try again. A committee of faculty members is working on this and representation from CAC is welcome.

***Action:*** If any Council member is interested in joining the committee, please contact Linda Crane.

**6.3 Review of College Academic Council**

Jon Parker introduced the recommendation to review and evaluate the efficacy with which College Academic Council (CAC) is meeting its provincially mandated obligations with a view to make the committee more effective in terms of its time and the talents of the committee members. It has been observed that some of the rules governing CAC are not being adhered to. Additionally, during this particular session of CAC, we believe that we may be unable to explore and report on the priorities as defined in the November 2016 meeting of the committee in a comprehensive way that will be to the benefit of our constituents and the broader college community. We would like to explore whether there are systemic issues in the rules and/or procedures that hinder the committee’s ability to meet its provincially mandated and college mandated objectives.

Jack Wilson spoke to the recommendation that CAC strike a sub-committee tasked with reviewing and evaluating the efficacy of the Committee. This could include, but would not be limited to:

* + - * A survey of current CAC members and ex-officio members on their ability to participate effectively and meaningfully and the ability of the Council to operate effectively
      * Exploration of the understanding that members possess regarding the rules and regulations of the committee
      * A review of the sub-committee findings presented to the committee proper, where recommendations, if there are any, would be considered and voted on at a May 2017 meeting

Council discussed the benefits of striking a sub-committee of CAC to review and evaluate the efficacy of Council and make recommendations accordingly. Since Policy AA02 College Academic Council is up for its cyclical mandatory review, it was suggested that the work of the subcommittee be submitted to the group reviewing AA02.

Jon Parker, Jack Wilson, Laura Stanbra and Steve Neumann volunteered to sit on the subcommittee. Anyone else interested in participating are to contact Jon Parker.

***Recall:*** Next meeting

**7. New Business**

**7.1 Exploring Going Cashless**

Krista Pearson spoke to discussions around the possibility of the Registrar’s Office removing cash as a payment option for students.

In early Winter 2016, a Fees Review Working Group was launched to explore the financial impact of Ministry of Advanced Education and Skills Development (MAESD) changes to the Binding Policy Directive on Tuition and Ancillary Fees. This working group was struck in response to changes in student payment behaviours (paying later) and an increase in outstanding balances (fewer students, but more fees owing).

A number of recommendations were approved by the Algonquin College Executive Team in September 2016, including, to explore going cashless (specifically cash payments) potentially for the 2018-2019 academic year.

Four key drivers lay the foundation for moving this initiative forward:

1. *Safety and security for students and staff* as students no longer carrying large amounts of cash and there would be no cash on site in the Registrar's Office
2. *Electronic trail of funds* - along with a payment receipt, debit and online bank payments provide students with a digital record of their payments. No audit trail is available for cash.
3. *Efficiency for students*- payment through online banking decreases wait times for in-person service demand in the Registrar’s Office. Payments can be made anytime, 24-7 without any penalties if payments are bank date-stamped by midnight on the fees due date.
4. *Payment industry best practice* - security and balance processes required for cash reconciliation are significant

Discussion followed. A concern regarding students arriving on the last day with cash only. Council was assured that there would be a procedure in place to handles these kinds of situations.

Krista Pearson thanked Council for the opportunity to present the recommendation and asked that if there is any additional feedback to forward them directly to her attention.

**8. Adjournment**

There being no further business, Jack Wilson moved the meeting adjourn. The motion was seconded by Sean Beingessner. All members were in favour.

**School/Department Reports**

Following are some guidelines for members when preparing their reports:

1. Each Council member is representing their School and reports should reflect School activities.

2. Focus on “good news” items.

3. Share highlights of School Academic Council meetings.

5. Submit electronic copies of your report to the Committee Secretary.

The reports should focus on academic issues identified at School Academic Councils. Usually such items are addressed in conjunction with the Chairs and Deans. However, often these are cross-college focused and as such may be brought forward to the College Academic Council.

No reports provided for the February 27, 2017 meeting.