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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**March 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 | Present |
| School of Media and Design | Steve Neumann | Present |
| General Arts and Science | Jonathan Parker | Present |
| Career & Academic Access Centre | Kilmeny West | Present |
| Language Institute | Claire Tortolo | Present |
| Police and Public Safety Institute | Jack Wilson | Present |
| Algonquin College in the Ottawa Valley | Frank Christinck | Present |
| Algonquin Heritage Institute | Rod Bain | Regrets |
| Counsellors | Sandra Fraser Pross | Present |
| Librarians | Brenda Mahoney | Regrets |
| **Support Staff Representative** | Deborah Buck | | Present |
| **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 | | Present |
| **Chair** | Sherryl Fraser, General Arts & Science | | Regrets |
| **Ex-Officio Members:** | Senior Vice President, Academic | Claude Brulé | Present |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar | Krista Pearson | Present |
| **Guests:** | Maggie Cusson, Dean, Academic Development  Harpreet Singh Sonu, Academic Manager, Curriculum Services  Connie Powers, A/Manager, Organizational Effectiveness, HR  Juliana Hendriks, Net Tuition Project Coordinator  Krisha Stanton, Sr. Manager, Enrolment & Financial Support Services | | |

**1. Call to Order**

Leslie Wyman, acting Chair, called the meeting to order at 4:35 pm

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

Jon Parker moved the agenda be approved as amended. Jack Wilson seconded the motion.

**3. Approval of Minutes – February 27, 2017**

Steve Neumann moved that the minutes of February 27, 2017 be approved as amended. The motion was seconded by Sean Beingessner.

**4. College Academic Council Priority**

**4.1 eCampusOntario Research and Innovation Grants**

Maggie Cusson, Dean, Academic Development was welcomed to the meeting to update Council on the outcomes of the eCampusOntario Research and Innovation Grants initiative and to seek support for carrying out the research. In Fall 2016, eCampusOntario put out a call for proposals for research and innovation projects. Algonquin submitted six (6) projects as lead institution, and were collaborators on two (2) others. eCampusOntario received 135 proposals in total, and 45 were recommended for funding. The College was notified that it was awarded two (2) research projects, and one project as a collaborator.

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| *1. Quality does matter: Exploring the impact of adopting the Quality Matters™ (QM) framework on students and faculty members in technology-enabled courses.*Research Project (theme: quality and innovation) to measure the impact of adopting the Quality Matters™ (QM) framework on students’ perceptions of quality, engagement and satisfaction in technology-enabled courses. The project also aims to measure faculty perceptions of the adoption of QM, the review process and its impact on their course designs. |

*2. Digital textbooks in a public college context: A multi-stakeholder research study exploring the academic and organizational impact of eText at Algonquin College.* Research Project (theme: pedagogical approaches). This project proposes to evaluate stakeholder impact of a digital textbook initiative at an Ontario College, as well as evaluate impact to student learning outcomes.

Both projects will require the support of Deans and Chairs in identifying courses that could be used for course section comparisons, and pre- and post-intervention evaluation. More information and formal calls for course sections and faculty involvement will be forthcoming.

The **timeline** includes the following:

* May – August 2017– pilot of instruments and evaluations; initial stakeholder consultations
* September – December 2017– data collection in selected courses
* January – April 2018– data analysis and final report

Discussion followed:

* The results will be shared with CAC. They will be also be published and made public.
* Updates can be provided to CAC upon request.
* eText updates can be requested at any time.
* Programs will be selected randomly.
* Processes and procedures were discussed.
* The eText Working Group is focused on the mechanics of the practice. However, this research will be looking at the impact on the learning.
* Once the researcher is on board, she or he will be linked in with the eText working.

***Recall:*** To September 2017 meeting either in person or with a written update.

**5. Business Arising**

**5.1 AA06 Prior Learning and Assessment Recognition (PLAR)**

Judy Puritt raised a question about AA06 specific to a student requesting to PLAR a course for which they received a grade they did not like. The Registrar’s Office advised that students can do this and if the PLAR is successful, the first grade would be removed from the GPA calculation (though it will continue to be displayed on the transcript). It was suggested that this appears to undermine the premise of PLAR.

Claude Brulé spoke to the current discussion at Deans and Directors Council. It is important to note that the purpose of PLAR is to recognize prior work experience and learning outside of the classroom. At this time, Deans and Directors Council are discussing whether or not a successfully completed challenge exam should be awarded a CR, instead of a letter grade – A to F. They are further reviewing to ensure that there are no unintentional consequences.

It was noted that the policy directs students to apply for PLAR prior to the course start date and no later than the last date to withdraw without academic penalty. This practice varies in some departments. It was also noted that when dropping the course to PLAR it, a student’s course load status (full-time to part-time) may change and therefore their OSAP could be impacted.

***Recall:*** When remaining issues have been addressed.

**5.2 College Academic Council Subcommittee Update**

Kilmeny West reported on the activities of the CAC Subcommittee struck to examine the policies and procedures of the College Academic Council (CAC). Members of the subcommittee include Judy Flieler, Steve Neumann, Jon Parker, Laura Stanbra, Claire Tortolo, Kilmeny West, and Jack Wilson. They are meeting bi-weekly.

A survey of the current Council members resulted in a participation rate of 65% to date. It will remain open until Tuesday evening for those who have not yet responded. The broad themes identified from the survey results and additional research that would form the characteristics of an effective council include: orientation and certification, adherence to policy, actionable tasks, communication and transparency, discussion and debate, and efficient procedures.

Next steps involve reviewing survey results, reviewing policy, establishing action items, reporting back to Council, Council feedback, revision and approval and forwarding recommendations to oversight bodies for approval, if necessary.

Discussion followed:

* It is hoped that the recommendations will be taken into consideration by the Senior Vice President, Academic’s review working group. A mechanism is needed for the subcommittee to provide input on the Policy AA02.
* In accordance with the five year cyclical review of College policies, AA02 comes up for review in May. As such, the office of the Senior Vice President, Academic (SVPAO) will be creating a small working group to review the policy. It will include two members of the CAC subcommittee. The results will be brought back to Council for feedback.
* The subcommittee should focus on procedures while, the SVPAO’s working group will focus on policy.

***Recall:*** May 08, 2017

**5.3 Faculty Performance Development Program**

Connie Powers, Acting Manager, Organizational Effectiveness, Human Resources provided Council with a current status update on the Faculty Performance Development Program following a presentation on March 2016.

The objective is to provide a formal and consistent program that is supportive, practical, collaborative, and respectful for all stakeholders and to ensure career success for our faculty by providing support and opportunities for professional development and growth. The intent is for faculty to participate once within a three year cycle. It is an opportunity to provide input and have a conversation on the seven competencies and on future professional development. It recognizes faculty professional performance, provides a formal opportunity for reflection and discussion on teaching and learning practices and subject matter expertise, and supports collective accountability through careful, judicious, transparent, and evidence-based faculty performance.

Question and answer period follows:

* Participation is voluntary.
* The program can be started at any time during the year. As such, completed documents can be received in Human Resources at any time during the year
* Part-time faculty do not participate in the program
* Documents are confidential and should be treated as such
* Support Staff have a new process rolling out soon; while, Managers have an annual process related to performance contracts and competencies

The Chair thanked Connie for the update on the program.

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**6. New Business**

**6.1 Policy SA07 Student Conduct**

Laura Stanbra presented proposed changes to the Policy SA07 Student Conduct Policy and asked for input prior to recommending final revisions to the Leadership and Executive Teams. Policy SA07 is an existing policy originally approved in April of 1996 with the next mandatory review scheduled for May 2017.

Practical experience coupled with cases observed at other postsecondary institutions led to an early review of this policy beginning in Fall 2015 with recommendations to the CAC meeting of January 25, 2016. However, shortly thereafter, the review was suspended due to the Ministry mandated implementation of a stand-alone Sexual Assault/Sexual Violence Policy (SA16). The implementation of SA16 was contingent upon new legislation received in May 2016, with Board of Governors approval in December 2016. The intention was to resume policy review of SA07 after SA16 was implemented, as the two policies are closely aligned.

The revisions to SA07 policy are the suggestions of a Student Conduct Working Group composed of current and former members of the student conduct board, representatives from the Students’ Association and Security Services as well as the Ombudsman. Recommendations from the CAC meeting of January 25, 2016, as well as a preliminary review by the Senior Vice President Academic have also been incorporated to this draft. The proposed changes will be presented to the Algonquin College Leadership Team on May 25, and the Executive Team on June 7. Subsequently, the final draft version will be provided to legal counsel for review. A College communique and awareness plan will be launched for the updated policy.

The suggested amendments are substantial and provided with the intent to:

* Update the description of the Purpose of the policy
* Expand the scope of the policy to “online” activity, as well as prospective students, in both cases, if there is a clear and substantive link to the College.
* Ensure definitions of terms align with other more recent College policies.
* Provide clearer direction to students and members of the College community regarding:
  + Student conduct
  + The processes related to student conduct and appeal hearings
  + Alternative dispute resolution guidelines (new appendix 11)
  + Student rights and responsibilities (new appendix 12)

It was suggested that the location of the links to policies on the Algonquin Policies website be reviewed. Policies currently are listed under the departments responsible for the policy as opposed to the topic. For example, the Sexual Assault policy is listed under Student Affairs and perhaps the link should also be under Health, Safety and Security which might be an area a student would search.

Following discussion, it was agreed that an email would be distributed to CAC asking for feedback to be sent to Laura Stanbra with a cc to members.

***Action:*** Laura Stanbra

**6.2 OSAP Transformation and Net Tuition Project**

Krista Pearson advised that this was an information item on the Algonquin College plan to support the Ministry of Advanced Education and Skills Development (MAESD)’s Ontario Student Assistance Program (OSAP) Transformation Project. She introduced Juliana Hendriks, Net Tuition Project Coordinator who presented the topic to Council.

In Spring 2016, the Government of Ontario announced a major redesign of the Ontario Student Assistance Program (OSAP) starting in 2017-18. The MAESD and the Ministry of Finance (MOF) propose to discontinue Tuition and Education Tax Credits (TETCs) and the Ontario Student Opportunity Grant (OSOG). The major changes to OSAP will provide students with access to financial assistance through bursaries and grants at the start of their semester so that the student has reduced costs to pay upfront. Over the years, the Government of Ontario has introduced changes to make OSAP more accessible, which has resulted in more than double the number of students accessing OSAP; however, concerns remain that students from lower income families continue to have lower postsecondary education participation rates than those from higher income families. As a result, the MAESD has advised that it is launching a phased transformation to OSAP. The objectives of this transformation and the principles of net tuition were reviewed.

The implementation phases were presented for information. Discussion focused on the College’s ancillary and incidental fees and how these are impacted by the proposed timelines.

Members were advised that Juliana is available to come to departmental meetings to present on the topic.

***Action:*** CAC

**7. Information Agenda**

**7.1 Academic Affairs Policy Revisions**

Revisions to AA08 Course Load, AA14 Grading System and AA39 Program Progression and Graduation Requirements were shared with Council for information.

**8. Housekeeping Items**

Leslie Wyman provided updates as follows:

* Approved CAC meeting minutes will be posted at the following url: <http://www.algonquincollege.com/vpacademic/college-academic-council-minutes/>
* The next meeting agenda will include a presentation and opportunity to discuss classroom management (one of the CAC 16-17 priorities) as it relates to technology
* Availability of 24/7 ITS Service is still pending

**9. Adjournment**

There being no further business, Jon Parker moved the meeting adjourn. The motion was seconded by Judy Pruitt. 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 March 27, 2017 meeting.