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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**May 08, 2017**

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| **Chair** | Jeff Ross | | Present |
| **Academic Representatives** | Algonquin Centre for Construction Excellence | Jeff Ross | Present |
| School of Advanced Technology | Sean Beingessner | Regrets |
| School of Business | Judy Puritt | Present |
| School of Health and Community Studies | Judy Flieler | Present |
| School of Hospitality and Tourism | Mario Ramsay | Tara Ettinger |
| School of Media and Design | Steve Neumann | Regrets |
| 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 | Regrets |
| Algonquin Heritage Institute | Rod Bain | Present |
| Counsellors | Sandra Fraser Pross | Present |
| Librarians | Brenda Mahoney | Regrets |
| **Support Staff Representative** | Deborah Buck | | Present |
| **Student Representatives** | Egor Evseev, President, Students’ Association | | Regrets |
| 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 | | Present |
| **Ex-Officio Members:** | Senior Vice President, Academic | Claude Brulé | Present |
| Vice President, Student Services | Laura Stanbra | Present |
| Registrar | Krista Pearson | Present |
| **Guests:** | Farbod Karimi, Chair, Learning and Teaching Services  Josh Garbo, eLearning and Academic Application Systems Analyst, Learning and Teaching Services  Brent Brownlee, Director, Ancillary Services  Jeremy McQuigge, Manager, Digital Resources, Ancillary Services | | |

**1. Call to Order**

Jeff Ross, Chair, called the meeting to order at 4:35 pm

**2. Approval of Agenda – May 08, 2017**

Sherryl Fraser moved the agenda be approved as distributed. Kilmeny West seconded the motion.

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

Leslie Wyman moved that the minutes of March 27, 2017 be approved as amended. The motion was seconded by Jim Kyte.

**4. College Academic Council Priority**

**4.1**  **Classroom Management and Technology**

Rebecca Volk, Farbod Karimi and Josh Garbo were welcomed to the meeting to provide and discuss support resources for faculty regarding classroom management issues and in particular the distractions/disruptions caused by the use of mobile devices in the classroom.

The transmittal distributed with the agenda provided a listing of Teaching Resources available to support faculty in the classroom. It also pointed to two College policies, SA07 Student Conduct (see policy statement 2) and AA32 Use of Electronic Devices in Class (see policy statement 6), which speak to support for addressing technology distractions.

Josh Garbo spoke to a PowerPoint presentation (posted to the CAC SharePoint site) outlining tips for classroom management, which included:

* Using the technology to win the student over
* Putting practices in place to minimize the distractions, e.g. collecting phones at the beginning of the class
* Spoke to available resources - classroom management probably the biggest issue for faculty
* Don’t confuse technology with teaching
* Establish technology etiquette on the first day of class
* In short, learners need to be engaged.

A brief question and answer period followed.

**5. Business Arising**

**5.1 eText**

Brent Brownlee, Jeremy McQuigge and Farbod Karimi were welcomed to the meeting to provide an update on eText and to address questions surrounding the course adoption timelines raised by Leslie Wyman. Council was advised that there has been no change to the established deadlines for course adoption as outlined in AD04 Ordering Course Materials (reference policy statement 4) for Print Course Materials nor for the dates prescribed for eText adoptions. This information has been communicated on myAC, via email and on the website and is unchanged from regular process.

The Net Tuition Project will have an impact on the adoption process. However, Ancillary Services is participating on the eText Working and the eText Pay Model Working Group, and have provided feedback to the Net Tuition Stakeholder Consultation Group.

It is understood that the Board approval of the Schedule of Fees will need to occur sooner in the year and Ancillary Services is waiting direction should there be required changes. It was noted that the under the OSAP Transformation project, a student with digital resources included in the institutional purchase model could quality for a grant to cover course materials. This is good news for the students.

An update on the Spring 2017 term adoption and distribution process was provided, as well as the rollout timeline for Fall 2017

Discussion followed:

* Concerns were identified with the lack of alignment with SWF dates; as well, as for part-time faculty timelines. There is no easy solution to either although approved course outlines should include the text requirement
* Ancillary Services monitors the system on an ongoing basis to ensure issues are addressed immediately as they arise
* Book ordering procedures will continue to reduce the number of books ordered to align with the number of books historically sold. It was noted that it is easier to address shortages if the resources are digital
* The eText Working Group is looking at ways to align the timelines. For example, 70% of book orders are repeats. If these could be ordered 1x/year for that 70%, there would be more resources available to address the 30% that changes
* The OSAP Transformation and Net Tuition project may result in our considering the need to adopt a budget rather than book.

**5.2 Retroactive Accommodations**

Sandra Fraser Pross reminded members of the Ontario Human Rights Commission directive regarding documentation guidelines and accommodation for postsecondary students with mental health disabilities that was issued in April 2016. At the January 30, 2017 meeting the Centre for Accessible Learning provided an update on the actions being taken by the College to comply with the directive on retroactive accommodations (RA).

The College memo from the Senior Vice President, Academic and Vice President, Student Services was redistributed to members with the agenda. Also distributed was the membership and proposed Terms of References for the Accommodations Advisory Committee. “What You Need to Know about Retroactive Accommodations” workshops are being offered as part of Kaleidoscope and over the course of the May/June period. Departments can invite the Centre for Accessible Learning team to present and discuss the subject a departmental meeting by contacting Trina Budd directly.

Discussion followed:

* The memo provides a framework for addressing this new direction
* The issue is not black and white and will require time to work through
* It was noted that many people have not yet read the memo; how do we address that?
* Documents to support the RA request is required
* The Centre for Accessible Learning (CAL) is creating a form that is intended to facilitate the communication between departments and CAL
* Policy AA21 Deferred Evaluation has very clear language and direction; however, that is not the case at this point for RAs. There is a lot of conversation required to review the student request. It was suggested that it would take about a year to figure this out.
* Challenges exist where an RA is requested after the course is over and the teacher is gone. How do we recreate texts/exams? Challenges also exist for lab courses.
* How far back we are required to go to implement an RA? “Suggested Guidelines for cases of RA” found at the Campus Mental Health website at: <http://campusmentalhealth.ca/webinar/student-accessibility/> has been posted on the SharePoint site. We do not need to go back years and years, tribunal would not support that.

**5.3 CAC Subcommittee Update – Policy, By-Law and Procedures**

Jon Parker and Kilmeny West presented a general summary of the survey findings regarding the policies and procedures of College Academic Council. They reported on the recommendations generated by the working group. Council members will be provided the opportunity to provide feedback on the recommendations and to vote on which recommendations should be made to the working group completed the formal review under the Senior Vice President, Academic.

The purpose of the subcommittee is to review the current CAC policies and procedures. A survey was completed by 19 members of Council. The data clearly identified common themes and the subcommittee based their work on these themes. Members of the subcommittee reviewed the results with Council members

**RESOLUTION**

**MOVED & SECONDED: K. West & J. Wilson**

**THAT** the College Academic Council (CAC) Working Group Review of CAC has presented recommendations that reflect the results of the survey of members and reflect the will of its membership. Further, that the recommendations presented by the Working Group be included in the year-end Report to the President and be given consideration by the mandated review of College Academic Council.

Following discussion, it was agreed that the motion would be tabled to the next meeting. In the meantime, members were asked to provide feedback on the Recommendations on Policy and Procedures to Kilmeny West by May 19, 2017.

***Action:*** Council Members

***Recall:*** Next meeting

**5.4 CAC Subcommittee Update – FAQs and Priorities**

Jack Wilson and Judy Flieler spoke to the work of the FAQs and Priorities Subcommittee. The purpose is to provide an FAQ for new members as part of a proposed orientation process and to streamline and jumpstart the establishment of priorities for the academic year. The subcommittee reviewing the policies and procedures currently followed by CAC asked that a working group develop an online survey and an FAQ for possible implementation this Spring and Fall, respectively.

Council members are asked to provide feedback on the rough draft documents posted on the SharePoint site. Jack Wilson reviewed the documents with Council. The subcommittee would be responsible for launching the survey and managing the responses.

Members were asked to provide feedback on the FAQs and Orientation recommendations to Jack Wilson by May 19, 2017.

***Action:*** Council Members

***Recall:*** Next meeting

**6. New Business**

**6.1 Next Meeting**

Following discussion, it was agreed that CAC would have a final meeting for the academic year on June 5, 2017 from 1-3 pm in the Rosser Boardroom.

**7. Adjournment**

There being no further business, Sandra Fraser Pross moved the meeting adjourn. The motion was seconded by Kilmeny West. 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.

*Library Report submitted by Brenda Mahoney*:

AODA : The Library eResource Accessibility Project (LEAP) was developed within the Ontario College Library network to address the issue of equity of access of library eresources, and to enhance service by establishing accessibility best practices and standards.  LEAP finalized the Accessibility Needs and Assessment Report this spring.

Library Book Exchange – Ottawa Campus/Perth Campus: The library is offering a leisure Reading book Exchange.  Paperback Books are displayed in the hallway of A158 for easy access by readers.

The Algonquin College Library now offers access to trials using one stable link. <http://www.algonquincollege.com/library/digital-resources-trials/>. All trials will be posted to this site for easier access by faculty and students.

A watch Committee has been struck at the Library to evaluate the use and fit of all library eresource subscriptions to ensure that library funds are spent wisely and to communicate content holdings to users more effectively.  The full committee will meet a minimum of 4 times a year.

The Library has a modest budget this year for the purchase of ebooks (when possible) and print materials. Faculty are asked to reach about to their School’s Library Selector no later than the end of May with Selection Requests. School Library contacts can be found here, as well as an online form for making suggestions - <http://www.algonquincollege.com/library/add-to-library-collection/>