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**MINUTES – *Approved***

**COLLEGE ACADEMIC COUNCIL**

**June 05, 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 | Present |
| School of Business | Judy Puritt | Colette Garvin |
| 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 | Present |
| General Arts and Science | Jonathan Parker | Present |
| Career & Academic Access Centre | Kilmeny West | Present |
| Language Institute | Claire Tortolo | Carl O’Toole |
| Police and Public Safety Institute | Jack Wilson | Sharleen Conrad-Beatty |
| 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 | | Present |
| **Student Representatives** | Victoria Ventura, President, Students’ Association | | Regrets |
| Brett Parnell, Director, Students’ Association | | Present |
| Luke Krolak, Director, Students’ Association | | Present |
| **COL** | Rebecca Volk | | Regrets |
| **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 | Present |
| Vice President, Student Services | Laura Stanbra | Regrets |
| Registrar | Krista Pearson | Present |

**1. Call to Order**

Jeff Ross, Chair, called the meeting to order at 1:05 pm.

**2. Approval of Agenda – June 05, 2017**

Frank Christinck moved the agenda be approved as distributed. Steve Neumann seconded the motion.

**3. Approval of Minutes – May 08, 2017**

Jonathan Parker moved that the minutes of May 08, 2017 be approved as distributed. The motion was seconded by Leslie Wyman.

**4. Business Arising**

**4.1 CAC Sub-committee Update – Policy, By-Law and Procedures**

Kilmeny West and Jonathan Parker thanked everyone for their feedback. The working group is looking for broad consensus of support and will work towards that.

Council was advised that AA02 is under review and there have been recommendations that are under review.

Discussion focused on the creation of standing subcommittees (working groups) to be piloted for the 17-18 academic year as follows:

1. Working Group – Orientation

* This working group’s focus is on establishing and presenting an orientation session for new CAC members.
* The following volunteered to participate on this working group: Jonathan Parker, Kilmeny West, Sherryl Fraser

1. Working Group – Priorities

* This working group’s focus is on the process for setting CAC Priorities for the next academic year (via a survey).
* The following volunteered to participate on this working group: Jack Wilson, Judy Flieler, Steve Neumann, Luke Krolak, and Krista Pearson advised that she would identify a representative from the Registrar’s Office (*Secretary’s Note: the representative was identified as Lynn Shumann).*

1. Working Group – Communication

* This working group’s focus is on developing a communication plan to share College Academic Council activities with the College community.
* The following volunteered to participate on this working group: Krista Pearson, Claire Tortola, Jonathan Parker.

Jonathan Parker moved that the following revised motion be approved. Judy Flieler seconded the motion.

**THAT** the College Academic Council (CAC Working Group - Review of CAC policy and practices 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:

1. That working groups be struck as per Policy AA02 to pilot the implementation of the initiatives
2. That those working groups have the support of current Council members to carry out their work
3. That the Council receive periodic updates from the working groups as requested
4. That in Winter 2019 the Council review the work of the working groups
   1. That the Council vote whether the working groups’ initiatives should formally be added to the appendices of Policy AA02.

All were in favour of the motion.

**4.2 CAC Subcommittee Update – FACs and Priorities**

**4.2.1 Survey**

Judy Flieler presented the revised survey for review. She reviewed the survey with members who supported the survey as presented with suggestions for minor revisions.

**4.2.2 FAQs**

Judy Flieler spoke to the proposed FAQs document and received feedback from Council members.

**5. New Business**

**5.1 CAC Meeting Schedule 2017-2018 (draft)**

Members were advised that the draft meeting schedule was posted to the SharePoint site for information. A proposed date of September 11, 2017 to deliver the Orientation Workshop was added to the meeting schedule.

**5.2 CAC Membership 2017-2018 (draft)**

Members were advised that the draft membership for the next academic year was posted to the SharePoint site for information.

Members whose terms were ending were thanked for their commitment to Council. Jeff Ross thanked members for their support. He encouraged everyone to consider being the Chair next year.

**6. Adjournment**

There being no further business, Claire Tortolo 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 were submitted.*