

**COLLEGE ACADEMIC COUNCIL**  
**Draft - MEETING MINUTES**  
**April 1, 2024**

|   |                             |   |
|---|-----------------------------|---|
| <b>Chair</b>  | Heather Bailey              | P |
| <b>Guest Presenter</b>                                  | M. Grammatikakis            | P |
| <b>Academic Staff</b>                                   |                             |   |
| Algonquin Centre for Construction Excellence            | Kenneth Hill                | R |
| School of Advanced Technology                           | Elizabeth Von Moos          | P |
| School of <b>Business &amp; Hospitality</b>             | Christopher Dore            | P |
| School of Wellness, Public Safety and Community Studies | Lisa Roots                  | P |
| School of Business & <b>Hospitality</b>                 | Marc Brennan                | P |
| School of Health Studies                                | Crystal O'Connell-Schauerte | P |
| School of Media and Design                              | Brian Asselin               | P |
| Academic Access Centre                                  | Melanie Farquhar            | P |
| Language Institute                                      | Chinedu Mba                 | P |
| Pembroke Campus   | Matthew Neadow              | P |
| Perth Campus  | n/a                         |   |
| Counsellors   | n/a                         |   |
| Librarians  | Brenda Mahoney              | P |
| <b>Support Staff</b>                                    | n/a                         |   |
| <b>Students Association</b>                             |                             |   |
| President, Students' Association                        | Abigail Soto Carvajal       | P |
| Director, Students' Association                         | Nishanth Babu Battula       | R |
| Learning and Teaching Services                          | Katherine Root              | P |
| <b>Past Chair</b>                                       | Kim Bosch                   | P |
| <b>Dean</b>   |                             |   |
| School of Wellness, Public Safety & Community Studies   | Jane Trakalo                | P |
| <b>Academic Chair</b>                                   |                             |   |
| General Arts and Science & Academic Access Centre       | Alana Anderson              | P |

|  |                 |   |
|--|-----------------|---|
| <b>Ex. Officio Members</b>   |                 |   |
| Senior Vice President, Academic  | Chris Janzen    | P |
| Acting Senior Vice President, Academic AVP   | Patrick Devey   | R |
| Vice President, Student Services   | Laura Stanbra   | P |
| Registrar  | Krista Marsden  | R |
| AC Online Representative   | Jessica Brown   | R |
| Associate Vice President, Experiential Learning & Innovation / Coop Education Representative | Kristine Dawson | P |
| Centre for Organizational Learning Representative  | Rebecca Volk    | P |

## 1. Welcome from the Chair

### 2.1 Approval of the April 1<sup>st</sup>, 2024, meeting Agenda:

Motion 04012024-1

The Chair called for approval of the of April 1st, 2024, meeting Agenda. The agenda was approved as presented. Motion passed.

### 2.2 Approval of March 4, 2024 Minutes.

Motion 04012024-2

The Chair called for approval of the of the March 4<sup>th</sup>, 2024, meeting minutes. All in favour. Motion passed.

### 2.3 [Membership 2024-2025 Voting](#)

The members are invited to vote via online survey on the proposed options of the Academic Council membership till April 8<sup>th</sup>, 2024.

## 3. SVPA Update

Chris Janzen provided an update on IRCC Provincial Acceptance Letters allocation. He noted that the majority of the attestation letters, which were not used in the spring, would be used in the fall and winter. However, he warned that 2026 would see a drop-off in enrollments due to no intake of public college private partnership (PCPP) international students. PCPP, a significant source of strategic investment funds, would be concluding, leading to financial implications for future years.

C. Janzen clarified the process and differences between attestation letters and study permits for international students. He explained that the attestation letter is issued to students after they've paid their first semester fees and are required to apply for a study permit. The study permit is initially valid for the program of study duration. However, students can extend their study permit if they transfer to another program or take longer than intended to complete their initial program. He added that the College's success rate for study permit applications is around 70%. Chris also noted that the Deans are currently evaluating which programs and levels can utilize attestation letters to improve the success rate of study permit applications. H. Bailey asked about the possibility of confirming study permit approval before issuing a PAL, to which Chris responded that students cannot apply for a study permit without a PAL.

#### **4. AA36 Field Trip Policy review**

M. Grammatikakis presented the review of AA36 Field Trip policy, emphasizing its purpose to offer learners observational experiences in work settings, distinct from other forms of experiential learning. She outlined that mandatory field trips are included in course outlines, meet specific outcomes, are funded by departments, and led by faculty. Optional field trips enhance learning but aren't mandatory. She mentioned minimal editorial revisions in the policy, mainly in housekeeping items and clarity in policy statements. Additionally, M. Grammatikakis added a procedural update on capturing authorization for transportation in personal vehicles in writing.

H. Bailey questioned the policy regarding the cost implications for students on mandatory field trips. M. Grammatikakis Confirmed that currently, there are no costs to students for mandatory field trips. C. Janzen Mentioned the exception of meals (this is included in the policy).

K. Dawson addressed the deferral of the new Experiential Learning policy review due to pressing issues and insufficient review time.

#### **5. Respondus Lockdown Browser – Students Perspective**

A. Soto Carvajal shared her findings on the lockdown browser pilot, highlighting issues from IT department and student challenges, including lower grades for some due to these complications. She discussed the software's installation difficulties, compatibility issues with old equipment, and questioned its anti-cheating effectiveness. She also reported student feedback on negative software experiences and suggested college-provided laptops as a solution for equitable exam conditions.

L. Roots thanked Abigail for her valuable contributions and insights. C. Mba called for reconsidering student workload to prevent cheating, and A. Soto Carvajal mentioned student views on cheating as a response to perceived unfairness. H. Bailey praised Abigail's work and committed to include the research's outcome into the annual Committee's report to the President.

## 6. Priorities check-in

L. Roots provided an update on the working group focused on student conduct, detailing their investigation into how other colleges manage student behaviour and discussions with faculty and staff about challenges and potential policy improvements. M. Brennan highlighted the value of gathering more data and shared insights from their review of policies at other colleges, noting some have separate student behaviour policies. The group discussed soliciting feedback through surveys and focus groups to better understand faculty experiences and needs.

H. Bailey expressed appreciation for the work done and suggested gathering as much data as possible through various means. L. Stanbra mentioned plans to review the student conduct policy sooner than its 2028 schedule due to related complexities and the need for a comprehensive approach to managing student behaviour within the college's values.

J. Trakalo suggested gathering specific examples from different college sectors to aid in developing recommendations. M. Brennan and L. Roots agreed on conducting both surveys and focus groups to collect diverse inputs.

H. Bailey provided an update on the English language consistency admissions requirement. She noted that while consistency seems to have been achieved independently of the Council's identification of this as a potential issue, the major focus remains on ensuring clear communication of requirements to students, particularly considering their English language proficiency. H. Bailey plans to collaborate with the International Education Center to ensure admissions information is clearly understood by all, emphasizing the importance of accessibility for students with varying levels of English proficiency.

### **Actions:**

1. Student Conduct Working Group will distribute the survey and talking points to their respective constituents and gather feedback by a specific time for the next CAC meeting in May.
2. Facilities will present and answer questions about the instructional space in the next CAC meeting to help faculty understand the process and provide input.

The meeting was adjourned at 5.50 pm ET.