COLLEGE ACADEMIC COUNCIL
MEETING MINUTES
March 4, 2024

Chair	Heather Bailey	P
Guest Presenter	Maggie Cusson, Sandra Larwill, Krista Pearson	P
Academic Staff		
Algonquin Centre for Construction Excellence	Kenneth Hill	R
School of Advanced Technology	Elizabeth Von Moos	P
School of Business & Hospitality	Christopher Dore	R
School of Wellness, Public Safety and Community Studies	Lisa Roots	P
School of Business & Hospitality	Mark Brennan	P
School of Health Studies	Crystal O'Connell-Schauerte	P
School of Media and Design	Brian Asselin	P
Academic Access Centre	Melanie Farquhar	
Language Institute	Chinedu Mba	R
Pembroke Campus	Matthew Neadow	P
Perth Campus	n/a	
Counsellors	n/a	
Librarians	Brenda Mahoney (Patti Kim replacing)	R
Support Staff	Pam Auchterlonie	R
Students Association		
President, Students' Association	Abigail Soto Carvajal	P
Director, Students' Association	Nishanth Babu Battula	R
Learning and Teaching Services	Katherine Root	P
Past Chair	Kim Bosch	R
Dean		
School of Wellness, Public Safety & Community Studies	Jane Trakalo	P
Academic Chair		
General Arts and Science & Academic Access Centre	Alana Anderson	P
Ex. Officio Members		
Senior Vice President, Academic	Chris Janzen	R
Acting Senior Vice President, Academic AVP	Patrick Devey	R
Vice President, Student Services	Laura Stanbra	P
Registrar	Krista Marsden	P

AC Online Representative	Jessica Brown	P
Associate Vice President, Experiential Learning & Innovation / Coop Education Representative	Kristine Dawson	P
Centre for Organizational Learning Representative	Rebecca Volk	R

1. Welcome from the Chair

1.1 Approval of the March 4, 2024 meeting Agenda:

> **Motion 03042024-1**
> **The Chair called for approval of the of March 4, 2024, meeting Agenda. All in favour. Motion passed.**

1.2 Approval of January 29, 2024 Minutes.

> **Motion 03042024-2**
> **The Chair called for approval of the of the January 29, 2024, meeting minutes. All in favour. Motion passed.**

1.3 Discussion and vote on the CAC membership list

H. Bailey initiated the discussion on reviewing the College Academic Council membership for the upcoming academic year, considering organizational changes. A. Anderson mentioned the use of a single term to represent various programs, highlighting the possibility for adjustments. M. Brennan, representing the School of Business and Hospitality, argued for maintaining separate representatives for the Hospitality and Business areas due to their differences and limited interactions, emphasizing the challenge of effective feedback from a divided faculty.

H. Bailey acknowledged Marc's points, recognizing the value of topic experts and proposed further consideration on representation for Wellness, Public Safety, and Community Studies, along with the Academic Access Center. K. Root inquired about the integration of the Academic Access Center into one seat for consistency. A.Anderson reflected on the distinctiveness of departments and the challenge of broad group representation. M. Farquhar opposed consolidating Faculty of Media Arts and Design, Academic Access Center, and Language Institute representation into a single person, stressing the need for diverse perspectives.

J. Trakalo discussed the reorganization of General Arts and Science programs, suggesting a reevaluation of AC Online representation. M. Neadow supported including AC Online as a voting member due to collaborative education delivery across campuses. J. Brown clarified that AC Online facilitators are contractors, not academic staff, suggesting their representation might require a different category. L. Roots expressed uncertainty regarding the proper representation

for Wellness, Public Safety, and Community Studies due to limited outreach due to having just one academic representative.

The discussion concluded with reflections on various faculties' representation needs, considering physical location differences, faculty interactions, and thematic ties.

Decisions:

1. There was a consensus on maintaining distinct representatives for significantly different areas, such as Business and Hospitality, to ensure effective feedback and representation.

2. The council debated AC Online's role and decided to further evaluate their representation, considering their status as contractors. The possibility of categorizing their representation differently from academic staff was discussed.

3. A plan was made to organize a survey for voting outside the meeting to thoughtfully consider adjustments to the council's composition, aiming for more inclusive and representative decision-making processes.

2. **Generative AI - Teaching and Learning**

K. Root started the presentation by highlighting the transformative impact of Generative AI on education and the workplace, emphasizing the need for exploration, collaboration, and setting clear expectations for AI tool usage. The Fall initiatives by Learning and Teaching Services (LTS) were reviewed, including AI resource updates, faculty consultation sessions, and pilot projects like the Respondus LockDown Browser.

Feedback from faculty revealed mixed reactions to Generative AI, from excitement to apprehension, focusing on challenges such as academic dishonesty, increased workload, and the need for clear policy guidance. Plans were outlined for future initiatives, including Generative AI 101 sessions and professional development opportunities.

The establishment of a Generative AI Task Force aims to support faculty and students, ensure comprehensive resources, and facilitate effective communication within the college community. Positive feedback on the Respondus LockDown Browser pilot was noted by M. Brennan, while A. Soto Carvajal raised concerns about download requirements, which K. Root addressed, confirming no reported security risks.

The discussion concluded with an emphasis on the proactive steps the college is taking towards integrating Generative AI, with recommendations for council members to engage in professional development sessions, facilitate program-level discussions, and update curriculum and assessments to reflect Generative AI considerations.

3. Generative AI - Academic Integrity

S. Larwill, Senior Manager of Academic Integrity, shared insights on the impact of generative AI on academic integrity. She highlighted the rising trend in allegations of academic misconduct related to generative AI misuse and emphasized the importance of educating both faculty and students on responsible and ethical use.

S. Larwill detailed various education and outreach initiatives, including efforts to enhance AI literacy and develop fair investigation practices for GenAI misuse. Strategies for analyzing submissions and ensuring students' understanding and proper use of GenAI tools were discussed. The presentation concluded with an emphasis on ongoing education to navigate the complexities of generative AI in academic settings.

4. Policy AA22 – Student Participation in Athletics or on the Students Association Board of Directors

M. Cusson addressed the College Academic Council to discuss updates to Policy AA22, which focuses on student participation in athletics, on the Students' Association Board of Directors, and extends to consider military activities for military members. The policy, last approved on March 5, 2019, was under review to include 'planned' missed evaluations and refer to policy AA21 for unplanned missed evaluations. Consultations were held with key stakeholders, including S. Larwill for academic appeal considerations, faculty, the Students' Association, Deans, Chairs, and military personnel to gather feedback and consider extending the policy's scope to be more inclusive of military members.

M. Cusson highlighted the effort to make the college's support for military members explicit, which includes accommodating training exercises without encompassing long-term deployments. The proposal also aims to clarify language around planned missed evaluations and the possibility of pursuing a stand-alone military or reservist policy.

M. Cusson invited further feedback from Council members, emphasizing the desire to address any additional comments by the end of the week on Collibra.

5. Policy AA23 – Faculty Consultation with Students

Maggie Cusson discussed Policy AA23 Faculty Consultation with Students, which aims to provide students with access to faculty for out-of-class assistance, as stipulated in the Academic Employees Collective Agreement. No major edits were proposed, only minor language cleanups and the addition of a resource by Learning and Teaching Services (LTS) on conducting productive office hours.

M. Cusson highlighted the need for consistent terminology across policies, particularly in terms of referring to teaching staff. The feedback included input from various stakeholders, including M.Leduc for academic advising considerations and the Students Association. There was an

acknowledgment of the need to clarify terms like "faculty" and "professor" to ensure inclusivity and consistency. Suggestions included defining a term at the start of each policy to encompass all teaching members inclusively.

H. Bailey highlighted the need for clear rules on recording lectures, suggesting detailed procedures for all students, especially those with accommodations. She proposed defining processes for recording, retention, and deletion to ensure uniform application across the college.

H. Bailey suggested defining a term in Collibra that could be inclusively applied to all teaching members at the beginning of policies. P. Kim, shared B. Mahoney's preference for using "professor" due to librarians being under the faculty agreement, thus affecting their inclusion under current drafts. M. Cusson acknowledged the consideration of using "faculty member" as a less defined, more inclusive term, indicating openness to this approach for consistency across policies. M. Cusson invited further comments on finding an inclusive term for all who teach, with an emphasis on clarity and the potential listing of all roles for accountability.

6. Policy AA32 – Use of Mobile Computing Devices in Class

Maggie Cusson discussed Policy AA32 on the use of mobile computing devices in class, aiming to replace punitive language with positive guidelines on device use and to future-proof the policy for new technologies. Consultations included faculty feedback and discussions with student and accessibility representatives. The policy seeks to encourage constructive use of mobile devices for engagement in the classroom.

M. Cusson acknowledged the feedback, noting the possibility of adding a detailed section on lecture recordings to balance a positive approach with clear guidelines. She committed to revising the policy language based on comparative analysis and stakeholder discussions, especially around enforcement challenges.

7. Policy AA35 – Confidentially of Student Records

K. Pearson addressed the College Academic Council regarding Policy AA35 Confidentiality of Student Records. The review process began in August 2023 and involved consultations with various groups, including the Registrar's Office team, student information sharing working group, Deans, and Chairs. The policy aims to protect personal information of students, with minor updates including references to Ontario Learn and adjustments to terminology for inclusivity.

H. Bailey inquired about the handling and storage of information collected by the Refund Exception Committee. K. Pearson explained that details from refund exceptions are noted in GeneSis in a vague manner for privacy, accessible only to a few staff in the Registrar's Office, and not uploaded to LaserFiche. Efforts are made to minimize the collection of personal information. Only essential details are recorded, and access to this information is restricted to the fees coordinator and the Associate Registrar.

J. Brown highlighted the need for a centralized system to track approvals for third-party access to student records, suggesting that the upcoming R3 system might address this issue. P. Kim echoed the need for clarity on information sharing to support student success, suggesting guidance from the R3 project or sooner. K.Pearson mentioned a possible amendment to include procedural documents as appendices and acknowledged the need to ensure compliance with health record regulations.

The discussion revealed a desire for more specific guidance on managing student information, suggesting potential areas for policy enhancement. Krista welcomed further feedback and indicated openness to extending the review period for additional input.

8. **Priorities check-in**

H. Bailey facilitated a discussion on council priorities, specifically addressing developments in AI and instructional space allocation. The AI task force's progress was acknowledged as a positive step forward since AI was designated a priority. Bailey proposed keeping AI as an open priority for continued observation and adjustments based on evolving developments.

Regarding instructional space, H. Bailey and K. Root explored this priority further, including a discussion with Leigh-Ann Johnson, Manager, Curriculum and Scheduling, and possibly involving Facilities colleagues in a future meeting to provide insight into the space allocation process. This aims to enhance understanding and communication among faculty regarding space allocation.

L. Stanbra introduced a task force focused on classroom usage and timetable scheduling, aiming to assess what's working, identify challenges, and propose long-term solutions for classroom scheduling and usage. She invited interested parties to contribute their input via email.

The council also discussed student conduct and communication policies, with L. Roots, M. Brennan, and J. Trakalo updating on their progress. They are compiling data from other colleges to see how Algonquin's approach compares, focusing on policies around classroom management and addressing behaviors that don't meet certain thresholds. H. Bailey suggested that the student conduct group could present their findings and recommendations in an upcoming meeting.

The meeting was adjourned at 6.11PM ET.