**COLLEGE ACADEMIC COUNCIL**

**Draft - MEETING MINUTES**

**November 4, 2024**

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| **Titles/Department**  | **Name**  | **Presence at the meeting** |
| ***Chair***  |  |  |
| Academic | Christopher Dore  | P |
| ***Academic Staff***  |  |  |
| Algonquin Centre for Construction Excellence  | Kenneth Hill   | R |
| School of Advanced Technology   | Laura McHugh  | P |
| 1. *School of* ***Business and*** *Hospitality*
 | *Christopher Dore* | *P* |
| 1. School of Business and **Hospitality**
 | Mark Brennan  | P |
| School of Health Studies  | Crystal O'Connell-Schauerte  | P |
| Faculty of Arts, Media and Design  | Dennie Wrixon | P |
| General Arts and Science /Indigenous Studies/Language Institute  | Tracy Norris  | P |
| Academic Access Center  | Melanie Farquhar  | R |
| 1. School of Wellness, **Public Safety** & Community Studies  | Lisa Roots  | R |
| 2.School of **Wellness**, Public Safety & **Community Studies**  | *Vacant*  |  |
| Algonquin College in the Ottawa Valley (Pembroke Campus)  | Matthew Neadow  | P |
| Counsellors   | John Muldoon  | P |
| Librarians   | Brenda Mahoney  | P |
| ***Support Staff***  |  |  |
|  ITS Project Management Coordinator  | Cinds Chapman  | P |
| ***Students***  |  |  |
| President, Students' Association   | Maria Silveira  | P |
| Vice-President, Students' Association   | Josh Ansaldo  | P |
| Representation from students  | *Vacant*  |  |
| ***Learning and Teaching Services***  |  |  |
| Learning and Teaching Services  | Meagan Troop  | P |
| ***Past Chair***  |  |  |
| Counsellor | Heather Bailey  | P |
| ***Dean***  |  |  |
| School of Wellness, Public Safety & Community Studies  | Jane Trakalo   | P |
| ***Academic Chair***  |  |  |
| Police & Public Safety Institute  | Dominique Germain  | P |
| ***Executive Officio Members***  |  |  |
| Senior Vice President, Academic    | Julie Beauchamp  | R |
| Vice President, Student Services   | Krista Pearson   | P |
| Registrar   | Allison Woram | P |
| AC Online Representative   | Jessica Brown  | P |
| Experiential Learning/Applied Research and Innovation  | Mary Grammatikakis  | P |
| Center of Organizational Learning | Rebecca Volk | R |

* 1. **Welcome from the Chair**
	2. **Approval of the November 4th 2024 meeting Agenda:**

**Motion 11042024-1**

**The Chair called for approval of the of the November 4th, 2024 meeting Agenda. H. Bailey and J. Trakalo seconded. The agenda was approved as presented. Motion passed.**

**1.3 Approval of October 7th, 2024 Minutes.**

**Motion 11042024-2**

**The Chair called for approval of the of the October 7th, 2024 meeting minutes. J. Ansaldo seconded. All in favour. Motion passed.**

**2. Students Association 2024-25 Priorities Overview**

M. Silveira outlined the [2024-2025 Student Association priorities](https://algonquinlivecom.sharepoint.com/%3Ab%3A/t/CollegeAcademicCouncil604/Ef4zkw2OhrtMrjgEydpVykcBcdV0guDgDKNpT5k8T4RpAg?e=tKFedG), explaining that they are grounded in extensive student consultations. She described how the Students Association (SA) Board of Directors works, emphasizing the governance structure and the Board’s role in gathering feedback and developing priorities based on student needs. The SA Board engaged with over 300 students through focus groups, class meetings, and one-on-one conversations. Three key priorities were identified: Academics, Transportation, and Mental Health. Maria elaborated on academic concerns, such as outdated course materials, inconsistencies in teaching quality, and a lack of adequate Co-op support. Additionally, she highlighted challenges in transportation, particularly for students in Ottawa, Perth, and Pembroke, and underscored the need for better communication and resources to address mental health concerns. Maria emphasized that the SA is working closely with college executives to create a detailed action plan by December and invited the committee members to ask questions or collaborate further.

C. Dore remarked that the priorities align well with faculty concerns, though they offer a unique student perspective. J. Trakalo pointed out that some of the SA’s goals seemed quite broad and requested specific examples of what the SA considers high-quality academic programming. In response, Maria explained that the SA intentionally kept the priorities broad to avoid duplicating the college’s efforts and to allow room for collaboration. She shared that the SA is currently in the process of learning about existing college systems and will have a more detailed action plan by the end of the year.

K. Pearson confirmed that there are ongoing, collaborative efforts between the SA and the college. She noted that the SA's priorities are well aligned with new legislative mandates, such as Bill 166, and provided a concrete example of how the SA is engaging with academic development processes. C. Chapman aked whether the SA has access to institutional data like key performance indicators (KPIs) to help shape their priorities. Maria affirmed that the SA uses data provided by the college to inform their decisions and research.

M. Troop expressed interest in accessing the qualitative data collected from student focus groups to better support faculty and improve course and resource development. Maria was open to this idea and shared plans for building systematic reporting, noting that she could share the internal data already available. Meagan appreciated this and looked forward to continued collaboration with the SA, particularly in initiatives involving students as partners.

**3. 2024-2025 CAC Priorities - Review and Discussion**

C. Dore opened a review of 13 proposed Academic Council priorities, asking participants to present their priorities succinctly, highlighting their importance.

1. **Admission Process for Students Requiring CAL Accommodations**: Submitted by Denine Wrixon from the Faculty of Art, Media & Design, this priority highlights the retention issues caused by complex and extensive accommodation requirements, affecting both faculty and students. The aim is to improve communication and create clearer agreements to better manage student needs.

2. **Collaboration Across Programs**: Marc Brennan from the School of Business and Hospitality proposes establishing a structured process for fostering collaboration between programs. The objective is to facilitate beneficial projects like photography students working with business students for LinkedIn headshots.

3. **Policy for Attendance and Late Issues**: Chris Dore, representing various BME faculty members, identifies the need for a clear policy on attendance and lateness, as inconsistencies impact classroom management, especially for part-time faculty who lack formal teaching training. It was noted that this issue is being addressed into the updates of the SA07 Student Conduct Policy.

4. **AI Research and Applications**: Chris Dore emphasizes the importance of continuous research into AI’s impact on academic honesty and the guidance needed for faculty to use AI tools like ChatGPT responsibly. There is also a need to consider appropriate technologies across programs. M. Troop noted that the Learning & Teaching Services lead much of the work on AI, including a Generative AI Task Force work, the Gen AI Guidelines were issued in spring, and the LTS modules will be ready by winter 2025.

5. **Mandatory Use of Browser Lockdown for Exams**: C. Dore, on behalf of Annette Leclair from the School of Business, raises concerns about exam integrity, advocating for a zero-tolerance policy and mandatory use of lockdown software to prevent misuse of technology during exams. M. Troop noted that LTS has conducted Respondus Lockdown Browser Pilot in the beginning of 2024, issued a report, and continues looking into this.

6. **Equivalencies for Transfer Credits**: C. Dore read on behalf of Lisa Roots, School of Wellness, Public Safety & Community Studies, this priority which expresses a concern with the inconsistency in grade standards for external transfer credits. The current requirement for a minimum C grade on external credits, as opposed to more lenient standards for internal transfers, creates barriers for students seeking advanced standing. A. Woram noted that the Registrar’s Office already works on this, reviewing the minimum credits.

7. **Equal Service Standards for Students**: added by Lisa Roots on behalf of Jill Reeves, international students are required to book appointments for certain services, unlike domestic students who can access counter service. The suggestion is to review these policies to ensure equitable service. Krista P. noted they are the same, with the exception of immigration advice.

8. **Awards Ceremony**: added by Lisa Roots on behalf of Jill Reeves, seeking clarification on the future of the awards ceremony, which was canceled this year. There is a need to understand the plan moving forward. There were concerns expressed for it not being a college-wide priority.

9. **Student Awards and Scholarships**: Melanie Farquhar, representing the Academic Access Centre, advocated for more scholarships and awards to boost student success. The priority also emphasizes better promotion to increase student awareness.

10. **Grade Review and Academic Appeals**: Tracy Norris suggested creating a centralized process for grade reviews and academic appeals. Currently decentralized, the system lacks clarity and support, resulting in students not fully understanding the requirements for formal appeals. It was noted that the Academic Integrity Office already works on this priority.

11. **Group Project Issues**: Tracy Norris, on behalf of Media Studies faculty, raised concerns about conflicts and inconsistencies in group project evaluations. The proposal is to establish best practices for assessment and conflict resolution to improve the effectiveness of group work.

12. **Domestic Student EAP Program**: Melanie Farquhar, on behalf of Dmitri Priven, requested the reinstatement of the English for Academic Purposes (EAP) program for domestic students. There is a steady demand, and many are surprised to learn that only the international version is available. A. Woram noticed that EAP is a not-funded program, so domestic students would have to pay the same fee as international students.

13. **Library Budget and Electronic Resources**: Brenda Mahoney outlined the challenges of the library’s transition from print to electronic subscriptions. The ongoing subscription fees, influenced by currency fluctuations, are straining the budget. There is also concern about the lack of funding for new program resources, which impacts access and equity.

The Chair confirmed that the voting process will take place via an online voting form in the period before the December 2nd meeting and asked the priorities’ leaders to provide deeper written explanations of their priorities. he explained that voting would be anonymous, with results discussed at the next meeting. M. Neadow expressed concerns about limited discussion prior to voting, but Chris assured him that further discussion and refinement could occur afterward if necessary. Once the priorities are identified, they will be discussed at the next meeting and the Working Groups will be formed.

1. **Selection of the CAC Executive Committee**

The Chair called for volunteers to form the Executive Committee, emphasizing the need for representatives from student administration, support staff, and academic staff. H. Bailey explained that the committee advises the President, assists with the year-end report, and addresses urgent issues as needed.

Maria Silveira volunteered as the student representative, Cinds Chapman as support staff, Jane Trakalo as the administrator, and Mark Brennan stepped in as the academic staff representative.

1. **Next Meeting Items - Discussion**

No particular items were suggested.

* The meeting was adjourned at 5:35pm ET.