**COLLEGE ACADEMIC COUNCIL**

**Draft - MEETING MINUTES**

**October 7, 2024**

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| **Titles/Department**  | **Name**  | **Presence at the meeting** |
| ***Chair***  |  |  |
|  Counsellor | Heather Bailey   | P |
| ***Academic Staff***  |  |  |
| Algonquin Centre for Construction Excellence  | Kenneth Hill   | P |
| 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  | *Vacant*  |  |
| General Arts and Science /Indigenous Studies/Language Institute  | Tracy Norris  | P |
| Academic Access Center  | Melanie Farquhar  | P |
| 1. School of Wellness, **Public Safety** & Community Studies  | Lisa Roots  | P |
| 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  | R |
| ***Past Chair***  |  |  |
| Academic  | Kim Bosch  | R |
| ***Dean***  |  |  |
| School of Wellness, Public Safety & Community Studies  | Jane Trakalo   | R |
| ***Academic Chair***  |  |  |
| Police & Public Safety Institute  | Dominique Germain  | P |
| ***Executive Officio Members***  |  |  |
| Senior Vice President, Academic    | Julie Beauchamp  | P |
| Vice President, Student Services   | Krista Pearson   | P |
| Registrar   | Krista Marsden  | P |
| AC Online Representative   | Jessica Brown  | P |
| Experiential Learning/Applied Research and Innovation  | Kristine Dawson  | P |

1. **Welcome from the Chair**

**2.1** **Approval of the October 7th 2024 meeting Agenda:**

**Motion 10072024-1**

**The Chair called for approval of the of the October 7th, 2024 meeting Agenda. The agenda was approved as presented. Motion passed.**

* 1. **Approval of May 6th, 2024 Minutes.**

**Motion 10072024-2**

**The Chair called for approval of the of the May 6th, 2024 meeting minutes. All in favour. Motion passed.**

**3. CAC Business**

**3.1 New Members/Council Membership, 2024-2025**

Introduction of council members and their roles. New members welcomed, roles and responsibilities outlined. New members:

* School of Advanced Technology - **Laura McHugh**
* Faculty of Arts, Media and Design - **Denine Wrixon** *(note: joined after October 7th' meeting)*
* General Arts and Science /Indigenous Studies/Language Institute - **Tracy Norris**
* Counsellors - **John Muldoon**
* Support Staff - **Cinds Chapman** (ITS Project Management Coordinator)
* Learning and Teaching Services - **Meagan Troop**
* Academic Chair - **Dominique Germain** (Police & Public Safety Institute)
* Senior Vice President, Academic - **Julie Beauchamp**
* Vice President, Student Services - **Krista Pearson**

**3.2 Chair’s Report 2023-2024 (informational)**

The Chair has noted that the  [2023-24 Annual Report](https://algonquinlivecom.sharepoint.com/%3Af%3A/t/CollegeAcademicCouncil604/Ep8578TZ0a9FtKYJy9DQRB8B-vjscGkGjR8Z7G1v8A82Iw?e=KTVGPg)  was presented to the Council during the May 6’24 meeting. New members can familiarize themselves with the report v

**3.3 Vote on 2024-2025 CAC Chair**

**Motion 10072024-3**

**The Chair called for a vote to appoint the 2024-2025 College Academic Council Chair. H. Bailey nominated Chris Dore. All in favour. Motion passed.**

**3.4 New Proposed CAC Priorities, 2024-25**

H. Bailey explained the purpose and process of setting CAC annual priorities. No propositions for this academic year priorities were submitted yet. There was also mention of the previous year’s priorities, which included instructional space, AI, English language requirements, and student conduct. Marc Brennan and Lisa Roots provided updates on the success of a previous priority involving student conduct and how it led to concrete policy changes.

Members were encouraged to identify new priorities for the coming year, which would later be reviewed and voted on, and to add them to the designated spreadsheet on the CAC Teams site.

The members were also advised to solicit input from their constituents regarding potential priorities for this academic year. C. Dore proposed creating a best practices document to standardize how representatives gather priorities from their areas. M. Brennan shared his method of using Assistants for faculty outreach, and Heather encouraged sharing templates to streamline the process. The group supported developing the document.

Once the priorities are identified, the Working Groups will be formed.

**3.5 Number of meetings in 2024-25 – Discussion**

The group has discussed the number of the Council’s meeting for 2024-25. It was decided to add a meeting on November 4th. The addition of January and April 2025 meetings is to be decided on later.

**4. Policy Review: AA24 Disruption to College Activities (informational)**

The AA24 Policy review was submitted by C. Hahn as an informational item. There were no significant changes to the policy, only minor language edits.

*Post-meeting note*: AA24 Collibra CAC review window is October 10 till October 31, 2024.

**5. Policy Review: AA01 Program Advisory Committees**

J. Beauchamp provided an overview of AA01 policy changes including the representation of cluster PACs, ad hoc PACs, conflict of interest documentation, substitute of ‘Academic Chair’ title with ‘Academic Administrator’, and removal of social events for PAC members from the governance policy. The minimum of PAC meetings was set to one per academic year.

The Council members were encouraged to review the policy and submit their feedback. The AA01 Policy will remain opened for the CAC members feedback in Collibra until October 15, 2024.

* The meeting was adjourned at 5.45 pm ET.