

**ACADEMIC COUNCIL  
MINUTES  
Friday, April 7, 2006, 1:00 p.m., Room N-186**

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Present: A. Assaf, P. Bouwman, G. Bulgarea, E. Durling, H. Erdogan, D. Gallagher, C. Hanrahan, R. Herrera, S. Hervouet-Zeiber, P. McCoy, J. Naggar, J. Paquette, J. Plante, P. Ross, M. Starenky, I. Stavrianos, D. Villemaire, A. Yamamoto

Regrets: J. Masterson

Non-members: G. Archer, B. Chandler, L. Gauthier, L. Meana, C. Salzberg, M. Siberok, D. Tessier

**1. Approval of the Agenda**

P. Ross asked that item 3. c) 2006-2007 Enrollment Projections be moved to 3. a). Since there were a few members late, it was agreed that the item should stay where it was so that it could be discussed when most members were there.

The agenda was then approved by consensus.

**2. Approval of the Minutes of March 17, 2006**

Tabled.

**3. Business Arising from the Minutes**

a) Standing and Advancement Policy

B. Chandler presented the latest draft of the revised policy. The policy has been streamlined as much as possible according to the suggestions made at Council, with guidelines and the Animal Health Technology program additional requirements approved at the last meeting as appendices. Any program making changes or updating their requirements for good standing and advancement in the program will have to bring these to Council for a recommendation for approval by the College.

B. Chandler and P. Ross then answered a few questions from the members. There was particular concern that the students understand the documents. A. Assaf confirmed that she had talked to some students and that the requirements for Animal Health Technology were clear for students in the program. B. Chandler added that D. Villemaire had been consulted on the wording to make it as clear as possible for students. P. Ross also

reminded Council that these documents would be explained to the students at orientation.

It was moved by A. Yamamoto and seconded by C. Hanrahan that Academic Council recommend to the College for approval the revised Standing and Advancement Policy.

B. Chandler asked that “ which replaces the old Standing and Advancement and Review Board policies” be added to the motion as a friendly amendment.

The motion as amended was voted on: in favour - 15; against - 0; abstention - 1.

b) Attendance Guidelines

Tabled in the absence of N. Wargny and A. Perout. S. Hervouet-Zeiber also informed Council that the meeting of the French and Modern Languages with C. Hanrahan and N. Wargny to reach a compromise was scheduled for the following week.

c) 2006-2007 Enrollment Projections

P. Ross presented a revised document on next year’s enrollment projections. The document has been revised based on the feedback received at the last meeting and the A06 projected enrollment has been adjusted accordingly to the same figure as A05.

It was moved by P. Ross and seconded by C. Hanrahan that Academic Council recommend to the Board of Directors for approval the Revised Autumn 2006 and Winter 2007 Enrollment Projections.

Discussion followed. H. Erdogan, J. Paquette, G. Bulgarea and E. Durling had the same questions and concerns raised at the last meeting and stated the importance for the College to present more realistic projections because of the impact on allocations, the hiring of teachers, the quality of the education delivered when classes are too large and ultimately, student success. They also asked to be informed about the real deficit encountered this year as it was felt that the issue could not be discussed without this information. P. Ross raised a point of order stating that enrollment projections were discussed at Council but that allocations was an item pertaining to the CRT.

In light of the concerns raised and of the fact that a recommendation from Council on this topic was not compulsory, R. Herrera, E. Durling and G. Bulgarea spoke for putting off the item until after the CRT when information on the deficit would be known. C. Hanrahan spoke in favour of the projections presented stating that they had been done carefully and that having to open sections and hire new teachers was better than having to inform some that they had no workload.

P. Ross called the question.

In favour: 8; Against: 6; Abstentions: 2.

J. Paquette, E. Durling, H. Erdogan, G. Bulgarea, S. Hervouet-Zeiber and A. Assaf asked that their names be recorded in the minutes as having voted against the motion.

#### **4. Reports, Announcements and Correspondence**

##### a) Joint Coordinators

P. Bouwman reported that the following items were discussed at the March 29<sup>th</sup> Coordinators' only meeting:

- the structure of "Joint Coordinators";
- Cegep@distance;
- technology, electronic classrooms, etc.;
- the Green Team: 3R Program;
- multilevel students in French courses;
- SRAM: letters of intent.

##### b) Admissions Process

D. Tessier reported that the total number of applications was 4121. All decisions and acceptances have been made.

SRAM will accept only online applications as of the Autumn 2007 semester. SRAM has also completed an online section whereby letters of intent can be submitted. In answer to J. Plante's concern that this might not be the best way to submit a letter, D. Tessier reassured her that the requirements will be made clear in the guidelines.

##### c) Others

P. Ross reported that the Long Range Planning Committee had met twice and will be updating Council on the issues discussed at a future meeting.

The Board of Directors' meeting scheduled for April 11 has been postponed to April 18.

P. Ross suggested that the Council meeting scheduled on May 19 be postponed to May 26 as he has another commitment on May 19. The item will be discussed at the next meeting.

#### **5. Main Business**

##### a) Sustainability Major

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L. Meana presented the Sustainability Major proposal and the proposed new Economics course, *The Economics of Sustainable Development*, which had to be developed for the program. She reported that this was the sixth Major to be offered in Social Science where

courses are offered along thematic lines and students pre-registered in these courses. She then explained that after working on several options for the program grid, the one presented seemed the best with students at the beginning of the program grouped with International Studies students and then offered the choice of three streams in the second and third semesters. L. Meana further stated that the number of students expected to register for the program at the beginning would probably be small but that, as with other Majors, it would grow with time.

It was moved by P. Ross and seconded by S. Hervouet-Zeiber that Academic Council recommend to the College for approval the Sustainability Major and *The Economics of Sustainable Development* course.

L. Meana then answered some questions from the members. In answer to J. Naggar's question about the lack of an environmental sciences course in the program, L. Meana confirmed that this would be covered in the geography courses. She also explained to A. Yamamoto that the lack of a common course in the 3<sup>rd</sup> semester had been decided upon to allow more flexibility in the registration process. B. Chandler suggested that the program might get together with the Ecological Technology program for guest speakers, clubs, experiments, trips to the Field Station, etc.

Several members expressed their support for Majors in general and welcomed the idea of this new Major. P. McCoy stated that there should be interest on the part of students in this area as 1200 students had responded to the questionnaire on sustainability compared to 100 staff and faculty members.

The motion was then voted upon: In favour - 15; against - 1; abstention: 0.

b) Arts and Letters Program Evaluation

P. Ross informed Council that N. Wargny could not be present at the meeting and invited S. Hervouet-Zeiber, Coordinator of Modern Languages, and M. Siberok and C. Salzberg, Coordinators of Communications, to speak to the evaluation of each profile.

S. Hervouet-Zeiber spoke first. On behalf of the two profiles, he first thanked all involved in the process mentioning in particular N. Wargny for her invaluable help, P. F. Lan Chow Wing, P. Kingsmill, N. Soukiassian, the program evaluation committee members and P. Ross for his support.

S. Hervouet-Zeiber then reported that the Modern Languages program evaluation, although a daunting process, had been most enriching and useful in making the department realize the value of the program and its ties with General Studies. The results were extremely positive and the evaluation will make the program even better than it is. S. Hervouet-Zeiber then briefly walked the members through the summary of the report, highlighting the following points:

- the mentoring program and its positive impact on the retention rate, the high rate

- of success in the first semester and of re-registration in the third semester;
- the peer tutoring program: its effectiveness in increasing the success rate of students with difficulties and its positive impact on the tutors themselves;
- the consistency of the program with the College Mission Statement and Declaration of Intent on International Cooperation, Exchanges and Training;
- the large expertise of the teachers in the program;
- the mix of newer and of more experienced teachers in the department which helps transmit the history of the department;
- the recommendations and concerns of which several have already been or are being addressed.

S. Hervouet-Zeiber then answered a few questions from the members. Several members expressed their appreciation of the program and of the work done. A couple of suggestions were made such as to involve the peer tutors in the evaluation process and to extend the mentoring program to other programs in the College.

M. Siberok then presented the Communications program evaluation. He first thanked all who had been involved in the evaluation, C. Salzberg and particularly N. Wargny who had done a lot of the interpretation of the data collected. Although not an easy task, the evaluation had been a positive exercise in that it had permitted himself and C. Salzberg as newer teachers to learn more about their department and to identify the strengths and weaknesses of the program. M. Siberok then briefly went over the highlights of the evaluation:

- The uniqueness of the program as it does not “stream” students in specific profiles but offers them courses in four interrelated disciplines.
- The coherence of the program.
- The follow up given by teachers to students with difficulties.
- The expertise of the teachers.
- The concern raised with the decline in applications for the past few years.
- The very high level of satisfaction of students in the program; 97% of the students surveyed would recommend the program to friends or relatives.

M. Siberok then went over some of the recommendations made in the report regarding the curriculum - adding new courses such as digital photography - , program management, student support, human resources, technology improvements and a recommendation that the College provides a resource person to work on program evaluations across the College.

M. Siberok then answered some questions from the members. P. Bouwman commented on the quality of the program.

It was moved by R. Herrera and seconded by P. Bouwman that Academic Council endorse the Creative Arts, Literature and Languages Program Evaluation report as presented and recommend it for approval to the Board of Directors with the

understanding that the College will review all recommendations and take action as appropriate. Academic Council also congratulates the people and departments who worked on the program evaluation for their excellent work.

Approved unanimously.

S. Hervouet-Zeiber asked the members who did not need their copy of the report to return it to him for departmental use.

c) Complementary Courses in Computer Science

L. Gauthier, Coordinator of Computer Science, presented three new complementary courses in Computer Science, *Introduction to Java*, *Introduction to Linux* and *Introduction to PowerPoint*. She also distributed updated information on the content and evaluation guidelines for each course to replace the last page of the package distributed on each course. She stated that it was important for the Department to adjust its offerings to the constant changes in the computer science field and confirmed that the three courses had been approved by the appropriate instances.

In answer to some questions, L. Gauthier confirmed that there was a large variety of students who could take these courses and explained the rationale for offering a 45-hour PowerPoint course.

It was moved by P. Ross and seconded by J. Plante that Academic Council recommend to the College the approval of the following three complementary courses in Computer Science: *Introduction to Java (420-HTJ-VA)*; *Introduction to Linux (420-HTL-VA)*; and *Introduction to PowerPoint (420-HTP-VA)*.

Approved unanimously.

**6. Varia**  
Nil.

**7. Adjournment**  
The meeting adjourned at 4:10 p.m.

Respectfully submitted,  
Wanda Kalina