

**ACADEMIC COUNCIL
MINUTES**

Wednesday, May 31, 2006, 9:00 a.m., room N-186

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

Regrets: D. Gallagher, C. Hanrahan, J. Masterson, J. Naggar, J. Paquette

Non-members: G. Archer, T. Bell, S. Block, S. Brunet, S. Choksi, M. De Nora, H. Dedic, R. Guttman, J. Macdonald, D. Nyisztor, G. Quinn, O. Ravi, M.-H. Sabbagh, D. Tessier, N. Wargny

1. Approval of the Agenda

P. Ross made the following suggestions for changes: move item 5. a) after item 1 to allow the incoming Council members to leave the meeting if they so wished after the election of the Vice-chair; table the election of the Alternate Vice-chair to the first meeting in the Fall as stipulated in the By-law No. 3; and move 3. b) after 5. c). to allow discussion of the Policy on International Training, Cooperation and Exchanges to take place prior to the item on the Democratic Republic of Congo project.

H. Erdogan questioned whether it was fair to proceed with the election of the Vice-chair since the membership for 2006-2007 was not yet complete, with the two professionals, the support staff representative and one student representative missing. It was agreed to go ahead since, according to By-law No. 3, the Vice-chair is elected from among the faculty members before June 15 and since release time is involved.

The agenda with these changes was then approved by consensus.

2. Election of 2006-2007 Vice-chair

The Vice-chair informed the committee that only the incoming members for 2006-2007 were allowed to vote on this item. He then asked the incoming members to introduce themselves.

R. Herrera, seconded by G. Bulgarea, nominated I. Stavrianos for the position based on the latter's experience on Council. I. Stavrianos accepted the nomination. The nomination was approved unanimously.

The incoming members were invited to stay if they so wished but informed that they could not vote on the other agenda items.

3. Approval of the Minutes

a) April 7, 2006

The minutes of April 7, 2006 were approved by consensus.

b) April 28, 2006

The minutes of April 28, 2006 were approved by consensus.

3. Business Arising from the Minutes

a) Attendance Guidelines

P. Ross distributed copies of a revised document with changes suggested by the Academic Advisory Committee. He confirmed that A. Perout had been informed of the proposed changes. He then briefly walked the committee through the modifications made to the document stressing the fact that these guidelines had been written with the objective of being flexible while ensuring some equity across the board. D. Villemaire, as the student advocate, stressed the importance that a department reaches consensus on attendance to ensure fairness among the students.

Discussion followed and several concerns were raised. One of the main concerns raised was that the wording of the sentence under *Department/Program Responsibilities* - to “submit for approval” to the Faculty Dean - did not give recognition to faculty in the process and to the collaborative work between the faculty, the department and the Faculty Dean. P. Ross noted that faculty was answerable to the department and the department to the Faculty Dean. After several suggestions for change to the wording, it was agreed to replace the sentence with the following : “*A Department/Program must consult with the Faculty Dean before implementing a departmental attendance policy*”. The issue of the necessity for students in some programs to attend a minimum of classes to be able to pass versus the fact that in a competency-based education, a student cannot fail a course only because of his/her absence came up again. The paragraph under *Attendance: Expectations* was reworded accordingly by adding “participation and contribution” to “preparation and comportment” as performance criteria as in the first document and by inserting “by means of his/her graded work throughout the semester” in the second paragraph after “has achieved the competency of a course”. Another suggested change was to add “Faculties” to “Departments and Programs” in the introduction.

Several other concerns were discussed such as fraudulent notes of absences, misplacement of students in French courses, religious holy days and the extra work created for teachers in case of absence of students for exams or classes.

In light of the many issues raised, E. Durling suggested to table the item. It was pointed out that the committee had worked and consulted widely on the issue and that the

guidelines once approved could always come back to Council for discussion if necessary.

It was moved by S. Hervouet-Zeiber and seconded by P. Ross that Academic Council accept and recommend to the College for approval the Attendance Guidelines with the changes made.

P. McCoy called the question.

In favour - 10

Against - 0

Abstentions - 3

P. Ross thanked the committee members and the departments for their work.

b) Guidelines for Evaluating the Implementation of IPESAs

P. Ross distributed for information purposes copies of the CEEC's *Guidelines for evaluating the implementation of IPESAs* since all colleges will be required to do so next year. He particularly drew the members' attention to the questions to be addressed on the last page of the document. Colleges will be invited to send representatives to training sessions to be organized by the CEEC in Montreal and Quebec City.

c) Formative Assessment

E. Durling announced he was withdrawing the motion deposited at the last meeting and making a new motion with the last sentence excluded as the Policy on Formative Assessment clearly stated the College's responsibility to provide resources to the departments for formative assessment.

It was moved by E. Durling and seconded by H. Erdogan that:

Whereas all departments participate in Formative Assessment of their members;

Whereas new teachers have particular difficulties interpreting their Formative Assessment results and modifying certain methods or techniques;

Whereas the objective of Formative Assessment is ideally to provide teachers with as many tools as possible to improve their teaching;

Academic Council moves that past and future recipients of the Teaching Excellence Award be encouraged to become involved in Formative Assessment by being available to new teachers for the purpose of meeting them in groups or individually through organized or informal activities.

In favour - 10
Against - 0
Abstentions - 3

4. **Reports, Announcements and Correspondence**

a) Joint Coordinators
Tabled.

b) Long Range Planning Committee

P. Ross reported that, although the committee did start late this year, it met three times and came up with some important areas to be looked into by the College in the future. He briefly went over these areas as outlined in the report distributed. P. Ross also suggested the same membership be kept as much as possible on next year's committee.

c) IT in Teaching and Learning Committee

J. Macdonald, as Chair of the committee, briefly went over the membership of the committee. She then reported that the committee had focused on its mission to help teachers integrate information technology in the teaching and learning process and with this in mind, had put out a survey to all teachers in the Winter semester on Information Technology in the Classroom. The results of the survey are on the College web site under *For Teachers Only*: it includes names of approximately 15 teachers willing to help colleagues in this field as well as a section on the benefits of using IT in the classroom and solutions to various IT problems. The committee also organized an IT forum which was very successful. The committee is recommending to hold this IT forum at next year's Ped Day and to get the committee's membership finalized as early as possible in the year to be able to start working earlier. P. Bouwman seconded this suggestion and urged the Chair and the V.C.T.A. to speed up the process so as to get committees functioning as soon as possible in the new year. E. Durling and R. Herrera spoke in favour of keeping the same membership for next year. H. Erdogan suggested to name the members for a two year term to which P. Bouwman raised a point of order.

Discussion followed. Following a question from E. Durling on the costs of projectors in the classroom, P. Ross explained that for the past few years, the College has been setting aside a certain amount of capital investment on an yearly basis for IT needs. These will be revised based on the recommendations of the committee and of the Coordinator of LITC. A. Yamamoto added that there will be a new viewing room on the 5th floor of the N building and that more carts have been ordered.

A few suggestions were made to the committee such as to study the effect of the use of IT on pedagogy and to contact Marielle Beauchemin at Vanier and Denise Barbeau from

Concordia's Centre for the Study of Learning and Performance for their expertise in the field.

G. Bulgarea announced that Dawson College was holding an IT forum on June 6. There is no charge but participants have to register ahead of time.

d) SRAM Report

P. Ross reminded Council that a motion had been passed at a previous meeting to postpone the final decision on SRAM until all information on the registration process was available. A final report hence will come to Council in the Fall after validation and a recommendation as to whether to continue with SRAM will have to be made prior to June 2007. P. Ross then invited the Registrar to present her report.

D. Tessier walked the members through her interim report on the experimentation with SRAM. She also addressed special issues such as the duplicate acceptances with Dawson explaining that 439 students confirmed with Vanier and only 60 students had confirmed at both places. She particularly underlined how efficient and fast the acceptance process had been with SRAM and reported that approximately 40% of the applicants had applied online. She then answered questions from the members.

E. Durling then announced that two faculty members of the Oversight Committee, H. Dedic and S. Block, would like to present a report. E. Durling reminded Council that this sub-committee was struck by Council at the February 3 meeting.

P. Ross objected to such a report stating that this committee was not a sub-committee of Council. He explained that the Director General had not agreed to Council's motion and that, with the agreement of the VCTA, an ad hoc committee had been formed instead, consisting of the Academic Dean, the Registrar and representatives of the three Faculties, M. Belanger, H. Dedic, S. Block and A. Insleay.

After considerable discussion, it was agreed to vote on whether to have the report or not.

In favour - 9

Against - 2

Abstentions - 2

H. Dedic presented the report and the recommendations on behalf of the faculty members of the Oversight Committee. In answer to the recommendations made in the report, P. Ross cautioned Council to make a distinction between administrative issues and academic issues and not to substitute itself for the College on the first ones. E. Durling spoke in favour of the recommendations and of the continuity of the committee's work. H. Erdogan asked that his thanks to the faculty members of the committee be noted in the minutes.

R. Herrera stated that this report should be brought back to Council for discussion at the beginning of next year.

e) Others

G. Archer distributed copies of a report from the Space Committee listing in order of priority the projects recommended by the Committee. He reported that the committee had agreed that projects involving legal, security and health issues should take precedent. He then briefly went through the list of projects and answered some concerns from the members.

5. **Main Business**

a) 2005-2006 Teaching Excellence Award

P. Ross announced that, since the committee had not received any complete applications, there was no Teaching Excellence Award winner for this year. However, the committee has unanimously nominated Miles De Nora “Rookie of the year” as a “newcomer to the Vanier Faculty who has particularly demonstrated innovation, creativity and ability in teaching.”

There was a round of applause for Miles who had been invited to the meeting.

b) Policy on International Cooperation, Exchanges and Training

J. Macdonald, who had been delegated by the Director General to lead the project, briefly went over the process followed in the development of this policy. She particularly stressed the openness of the process, the interest of the community in it, the large feedback received and the committee’s work. She further confirmed that the document presented today to Council for a recommendation for approval had been passed by both the Academic Advisory and the Joint Coordinators’ committees.

Discussion followed. Highlights of the discussion were:

- It was pointed out that at one of Council’s meetings, it had been suggested to develop such a policy once the College had acquired proper experience through an international project. It was noted that although the College had not yet gone through such a project, a lot of feedback on the issue had been provided by the discussions held at various fora on the Saudi Arabia project.
- D. Villemaire suggested that one of the first principles listed be that such projects should enhance our student educational experience.

- P. Bouwman raised some concern with principles c) and d) and their implication that military and police agencies are all bad and NGO's good. He suggested to change the wording of c) and to delete d). Other members expressed support for these principles.
- P. Bouwman suggested that a footnote be added to Responsibility D. c) indicating that the protocol was to be developed.
- There was some discussion on procedure 5.c) regarding the consultation process with Academic Council. E. Durling reported that the V.C.T.A. Association Council at its May 18 meeting had unanimously passed that the following amendment be added to the item: "That such consultation is initiated early enough to permit substantive discussion across the Vanier community."

Some members expressed their concern that Academic Council make substantial changes to a document that had gone through proper consultation. After further discussion, it was agreed to consider D. Villemaire's and E. Durling's additions as well as P. Bouwman's comment on the protocol as friendly amendments but to vote on his suggestions for changes under the principles.

It was moved by P. Bouwman and seconded by P. Ross to change principle 3 c) of the Policy on International Cooperation, Exchanges and Training to the following: "Vanier should favour partnerships with educational institutions, organizations and agencies where the goal is training or technological transfer."

In favour - 3
 Against - 7
 Abstentions - 2

It was moved by P. Bouwman and seconded by P. Ross to delete principle 3 d) from the Policy on International Cooperation, Exchanges and Training.

In favour - 1
 Against - 10
 Abstentions - 2

It was moved by H. Erdogan and seconded by E. Durling that Academic Council recommend to the Board of Directors for approval the Policy on International Cooperation, Exchanges and Training with the friendly amendments made.

P. Ross noted that policies, aside from the IPESA and the IPPE, did not have to go to the Board of Directors for approval. The mover of the motion asked that the motion be kept as is.

The motion was then voted on and approved unanimously.

The Vice-chairperson thanked J. Macdonald for her presentation.

5. c) Democratic Republic of Congo Project

J. Macdonald addressed four issues raised by the project:

- *Security of the people involved in the project*

J. Macdonald confirmed that the project was not taking place in a potentially dangerous area of Congo and that she had received confirmation from the institution that the area was safe. She assured Council safety was a priority for the College and that no one would be sent there in case of a conflict. She further informed the committee that the Canadian Embassy had confirmed their cooperation with Vanier in ensuring the safety of people working there.

- *Top down project*

J. Macdonald briefly went over how the process had evolved. She particularly explained that the Director General had learned of this project at the last moment and hence that a proposal had to be made very quickly. An Advisory Forum will be struck as of the Fall to encourage ideas to be brought forward.

- *Benefits for the College*

J. Macdonald stated that this project would benefit students, faculty and staff in developing their awareness of international cooperation and improving their intercultural and international skills.

- *Budgets*

In answer to the concerns raised with this project in light of the upcoming budgetary cuts, J. Macdonald went over the budget provided by CIDA for such projects stressing in particular that the coordination of the project and the training of staff were covered in the budget and would not come from the College. The budget is available on the CIDA website.

It was moved by P. Ross and seconded by P. Bouwman that Academic Council endorse the Democratic Republic of Congo project in principle.

The following two suggestions were agreed to as friendly amendments: delete “in principle” and add “and recommend it to the Board of Directors for approval.”

J. Macdonald then answered a few questions from the members concerning budget and safety. E. Durling suggested that the College look into extra insurance for the people sent to the Democratic Republic of Congo.

The motion as amended was approved unanimously.

5. d) Standing and Advancement Policies

i. *Nursing*

G. Archer presented the revised Nursing standing and advancement requirements based on the revised Standing and Advancement Policy. He confirmed that the document had been passed through the necessary channels and had been revised based on the feedback received. G. Archer and R. Guttman, Coordinator of Nursing, then answered some questions from the members, confirming in particular that the issue of having the French HSA course in the fourth semester was being addressed.

It was moved by P. McCoy and seconded by P. Bouwman that Academic Council recommend to the College the approval of the Nursing Standing and Advancement Policy.

Approved unanimously.

ii. *Early Childhood Education*

G. Archer presented the document as adapted to the revised Standing and Advancement Policy and confirmed that the same procedures had been followed with respect to consultation on the document.

It was moved by P. Bouwman and seconded by A. Yamamoto that Academic Council recommend to the College the approval of the Early Childhood Education Standing and Advancement Policy.

Approved unanimously.

G. Archer thanked the coordinators and the academic advisors for their work on the documents.

6. Varia

The Vice-chairperson thanked all members for their work and support throughout the year.

M. Starenky, on behalf of Council, wished P. Ross a happy retirement.

7. Adjournment

The meeting adjourned at 1 p.m.

Respectfully submitted,
Wanda Kalina