

## Joint Coordinators' Meeting

Wednesday, October 8, 2008

10:30 a.m. – 12:30 p.m.

### Attendance

Brian Aboud	Caroline Hanrahan	Diane Nyisztor
George Archer	Subash Handa	Dave Peters
Edward Awad	Roy Hartling	Shirley Pettifer
Marc Bélanger	Serge Hervouet-Zeiber	Julie Plante
Patrick Bouwman	Don Hetherington	Mark Prentice
Wilma Brown	Bachar Karkoukli	Claire Salzberg
Stephen Byron	Renée LeCavalier	Terry Saropoulos
Maria Da Palma	Eric Lozowy	Ray Shankman
Myra David	Marlene Major	Martin Siberok
Nick Deligiannis	Sandi Mak	Arlene Steiger
Miles DeNora	Sevak Manjikian	Xavier Trevino
Sara Engelsberg	Peggy McCoy	John Tromp
Shirley Fee	John McMahon	Nadia Turbide
Joan Fee Taylor	Lisa Millelire	Joe Twardowski
Aurora Flewwelling-Skup	Rhena Moscovitch	Quentin Van Ginhoven
Louise Gauthier	David Moscovitz	Nancy Wargny
Rivka Guttman		

### 1. Approval of Agenda

The agenda was approved with the following changes: item 4.c) moved to the end of the agenda and 5 items added under **Members' Concerns**.

### 2. Approval of Minutes of August 27, 2008

The minutes were approved with the following changes; Item 4.a) on page 2 delete ... *suggested a workshop on Clara...*

Page 3, Item 5.b) Please attend *as the Women's Studies Program will be awarded the FAC prize.*

### 3. Business Arising from Minutes

#### a) 2008-2009 Allocations

John McMahon gave a synopsis of the latest allocation figures that were sent out. There is a current surplus of 7.6 FTE's which will be used in H'09 as the need

arises. The format is now changed to Excel and if there are any discrepancies please let our office know. There was a question concerning the residual teaching and release time, most of which will be used in H'09.

**b) Admissions/Registration**

John McMahon announced that Thomas Ingerman has been hired as the new Registrar. He is an ex-Vanier employee who has been working at Dawson College in the Registrar's Office for the past two years. He will be starting at the college on October 27<sup>th</sup>.

Our validation process is almost completed and once done we will have our final figures.

**c) Update on Members' Concerns**

John McMahon gave updates on some of the concerns brought up.

-We are working on a more efficient system for French Placement Testing as well as Mathematics Testing.

-Sam Kay is looking into the classroom safety issue. Updates are forthcoming.

-Some old equipment that had been standing in the hallway of the N-Building has been removed.

Concern was raised about the F-217 classroom being left off the A'08 scheduling grid. Sevak Manjikian presented a motion that was passed by the FSSCA& L (see attached report) at their meeting that room F-217 be reinstated as a classroom in light of the expanding student population as well as the space shortage. John McMahon outlined the circumstances which led to the classroom not being on the A'08 grid. He explained that initially the room had been considered as a Pedagogical Resource Centre; however, following concerns raised by the Deans, its status was changed to being available if required. He truly regrets if it appears as though there was an intention to deceive. The room is still on a *standby* basis if the scheduling needs it and there were Continuing Education classes scheduled as of the beginning of the semester and currently there are some regular day classes held there. No renovations of any kind were undertaken. After some discussion it was concluded that such issues should be brought to the Academic Space Committee, as is the protocol, for them to recommend a plan of action. The process used was flawed and will be improved; there was no intention on the part of anyone to undermine the needs of the teachers and the students. Other areas are now being looked at for the Pedagogical Resource Centre. Mark Prentice requested that F-207 also be included in any motion that is presented as that room was also used as a classroom until recently.

Arlene Steiger made the motion and seconded by Lisa Millelire that the issue of scheduling in rooms F-217 and F-207 be turned over to the Academic Space Committee to discuss and make recommendation to Academic Council.

**Votes**

For 37

Against 0

Abstentions 5

Motion was passed.

#### 4. New Business

a) Mid-Term Assessments

A letter was sent out to the entire faculty outlining the procedures for the Mid Term Assessments on the new system. The deadline to submit grades is October 24<sup>th</sup>. Students who are at risk will be directed to Student Services.

b) Student Academic Success Grant Applications

There is new funding available for academic initiative projects. This is approximately \$200,000 over what we have already allocated. The application form will be available shortly and the deadline for submissions is mid November.

c) Academic Dean's Mandate

Shirley Pettifer outlined the stages that the review has to go through before being presented to the Board of Directors in November. There will be 3 Performance categories with 6 response levels in each plus one formative question. She noted all the concerns that were raised and will present at the Academic Council meeting coming up. She encouraged teachers to participate and stressed the *anonymity* of the procedure.

#### 5. Members' Concerns

a) Laptops in Class

Nadia Turbide has received some emails from teachers asking what the policy is concerning laptops in the classroom. Our IPESA currently has such a policy and it is generally '*no electronics in the classroom*', teachers may restrict usage.

b) Internet Connection

Mark Prentice finds that the Internet connection in some classes is very slow, is there a way to improve this?

c) Jewish Studies

Ray Shankman invited other departments and teachers to offer courses in the Jewish Studies as a *core* is necessary for the program to survive. It was suggested that the college be proactive in this effort.

d) Smoking

Maria Da Palma expressed concern that there are too many students not obeying the No Smoking areas around the N-Building. It was suggested that we can just remind those students to move away from the building.

e) Field Trips

Eric Lozowy asked if there was a policy concerning field trips. The policy is on the website and will be discussed at the next meeting.

f) Teachers` Absence Reporting

Aurora Flewwelling-Skup wanted to clarify the procedure for teachers reporting of absences so as not to mark the class as cancelled if there is a substitute. Nancy Wargny announced that Steve Hemingway now has all the instructions on the website.

**6. Reports & Correspondence**

a) Academic Council- (see attached report)

b) Faculty Reports

- Faculty of Applied Technologies- no report given
- FSGS –(see attached report)
- F.S.S.C.A. & L. – (see attached report)

**7. Varia**

Caroline Hanrahan informed members that the preliminary report for the IPESA is almost ready and will be posted on the Vanier website once it is completed. She will notify the community when available. She suggested that since the report is lengthy, to check the summaries first.

**8. Adjournment**

The meeting was adjourned at 12:15 p.m.

Respectfully submitted by,  
Nora Boyadjian