

Joint Coordinators' Meeting
Wednesday, April 15, 2009
10:00 a.m. – 12:00 noon

Attendance

Brian About	Gilbert Héroux	Dave Peters
Chris Amos	Serge Hervouet-Zeiber	Shirley Pettifer
Edward Awad	Don Hetherington	Spiridoula Photopoulos
Marc Belanger	Thomas Ingerman	Mark Prentice
Willie Brown	Bachar Karkoukli	Claire Salzberg
Stephen Byron	Sam Kay	Terry Saropoulos
Larry Callahan	Stephanie Laett	Michael Sendbuehler
Maria Chiras	Eric Lozowy	Hilda Schwartz
Myra David	Judy Macdonald	Martin Siberok
Nick Deligiannis	Marlene Major	Arlene Steiger
Miles DeNora	Sevak Manjikian	Xavier Trevino
Hodé Erdogan	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
Paul Fournier	David Moscovitz	Nancy Wargny
Louise Gauthier	Stephen Newbigging	Arlene Yamamoto
Marleigh Greaney	Diane Nyisztor	Alhan Zahrai
Subash Handa		

1. Approval of Agenda

The agenda was approved with the following additions: 1 item under **New Business**, 4.c) **Guidelines for Faculty Offices**, four items under **Announcements**.

2. Approval of Minutes of March 25, 2009

Minutes were approved with the following change, under item 5.a) Also, students'... should start a new paragraph and read *She was also concerned that students'...*

3. Business Arising from the Minutes

a) Update on Members' Concerns- Security

Paul Fournier gave an update on the security issues at Vanier. The N-Building is now covered by cameras, the intercom system and the front door swipe cards are working well. There will be new emergency procedure signage all over the College in the Fall. The N-Building has some special needs during the evacuation process, i.e. children from ECE, animals from the Animal Health Clinic, and handicapped students from the West Island Rehabilitation Centre. There will be new signs posted indicating emergency related information. We need volunteers in that building to help with evacuation, teachers

will be asked to volunteer. There will be a police exercise in the exterior of the N-Building on May 16, 23 and 30th simulating crowd control/riot situation. He then gave an overview of the Vanier Emergency Plan. He outlined what should be done in case of emergencies such as fire; a drill will be done in September, as well as extreme cases of violent attacks. In some cases there may be a lock down and if so, you will be only allowed to leave after police do their investigation. Do not respond to any fire alarms in such a situation. Currently the classrooms do not have intercoms or phones and information cannot be relayed. However the College is looking into the possibility of installing an intercom system throughout the College.

There will be an awareness campaign in the Fall using posters, similar to the ones that McGill has done, to give basic instructions during emergencies. These will be posted in the College and will be put in the student agenda. There are plans to have an open forum in Fall'09 in the auditorium to inform all staff on security at Vanier.

Sevak Manjikian asked how we are to know whether a fire alarm is real. If we are in a lockdown we may not have any way of confirming except through personal cell phones, security personnel or other factors during the emergency.

Stephanie Laett wanted clarification of the meaning of the short alarm and the continuous alarm in the N-Building. The N and H Buildings have a warning signal (short) that sounds before the general alarm (continuous) to leave the premises.

Peggy McCoy suggested that prevention is very important. Please report any problems to prevent further incidents.

Paul Fournier reported that there has been an increase in fainting etc in the classrooms. If this happens please empty the classroom of students, make sure the patient is comfortable and call security. An ambulance will be called.

b) Academic Policies – John McMahon

This issue was discussed at Academic Council and a committee will be set up by Fall'09 to begin the review process. Once we are up to date, 5 or 6 policy reviews will be done every year.

c) Academic Success Projects – John McMahon

There were 34 projects submitted for consideration and of those 21 were approved, 4 were refused or redirected to other funding sources and 9 are still under review. The final list as well as the progress of the 9 outstanding projects will be available for the next meeting. Aurora Flewwelling-Skup noted that the letter she received advising her of the decision did not contain enough information. It just referred the reader to talk to their Dean for more info. The time constraint did not allow for detailed letters to be sent to all project presenters.

4. New Business

a) Email Services – Chris Amos

Chris Amos informed members that there will be a new email system in place in Fall'09. Each individual account will now have a capacity of 2 GB per account and there will be an exchange based server – Outlook and web based Outlook. The email addresses will be maintained and an alias created. There was a question from Mark Prentice if the Internet will be faster with the new system, yes we will have 2x the bandwidth in September. The system will be available in early August. Myra David inquired if any email addresses will

be available to retirees, the storage space is very expensive but the issue is being looked into.

Marleigh Greaney elaborated that there will be presentations to introduce the system on May 6 & 8 as well as multiple training sessions during the week of August 17th. All the information concerning the training will be sent out before July via email. There was a concern that staff will not be able to benefit from the August sessions, there will be other dates set up.

b) IT Skills – Marleigh Greaney

Marleigh Greaney gave a presentation on the results and recommendations of the IT Skills survey of our students. She thanked all the people who responded. The recommendations will be emailed to the Joint Coordinators' Committee for their input and a final draft will go to Academic Council at the end of May. Stephanie Laett noted that there is a need for new students to have an orientation course. David Moscovitz asked if there can be more time given to the Library study course. He feels two hours is not enough. Louise Gauthier noted that there are complementary courses that students can take advantage of.

c) Guidelines for Faculty Offices – John McMahon

The document from FSSCAL concerning the Faculty Offices was discussed. Miles DeNora said that the FSSCA&L felt there was a need for such a document and have recommended some changes to it (attached). Sam Kay sees no problems with the recommendations except there may be an issue with Fall hires that do not continue in January, what office space do we give them? He will be looking into this.

Stephen Newbigging inquired if there would be space for Continuing Education teachers. Willie noted that they already have space in the B-wing with desks, computers and a photocopy machine.

Mark Prentice was concerned about the workload/job language used.

Quentin Van Ginhoven asked if anything could be done to take some of the new faculty installation needs from the program coordinators. Sam is working on easing some of this responsibility.

5. Members' Concerns

6. Reports, Announcements and Correspondence

a) Board of Directors

The following items were discussed:

- i. IB will be offered in Fall'09 but the issue may be brought back after the completion of the Program Evaluation
- ii. The creation of a Board sub-committee to study Bill 110 was tables
- iii. 2009-2010 Academic Calendar was approved
- iv. Mandarin Chinese courses were approved
- v. SRIC contract for services in FH and Finance was approved
- vi. Graduate List was approved

b) Academic Council (see attached report)

c) **Faculty of Science & General Studies (see attached report)**

d) **Faculty of Social Science, Arts and Letters (see attached report)**

e) **Faculty of Careers and Technical Programs (no report given)**

f) **Continuing Education**

- i. Wilma Brown will soon be sending out the Continuing Education preliminary schedule for Fall '09, please provide your feedback as soon as possible. Postings for Fall will begin in May.

g) **Announcements**

- i. **David Moscovitz**- Andy Nulman will be speaking today at 2:00 p.m. during *Careers@vanier* day. Please attend.
- ii. **Don Hetherington**-There will be a lecture during UB on April 29 'What Darwin Didn't Know', it will be very interesting, please attend.
- iii. **Stephen Newbigging**- Trip to NY in April was very successful. Thanks to all the chaperones, Faculty Deans, Peggy, Judy and especially Sevak.
- iv. **Nadia Turbide**- This year's Big Band Concert on April 20th will honour 'Women at Vanier'. There will be a reception in the Student Mall prior to the concert at 6:00 p.m. The CBC will be recording some of the concert to be broadcast on the May 4th 'Music Monday' program. Ranee Lee will be hosting and singing with the J.L. Big Band as well, there will be the Vanier Big Band. There will be speakers, door prizes, scholarships and *La Scena* magazine will be giving out a free CD and magazine issue to all that attend.
- v. **Nancy Wargny** – The 16th Annual Kleinmann Holocaust Symposium will take place April 20-24th. Thanks to Neil Caplan for all the hard work.
- vi. **Xavier Trevino**-3 Arch Tech students have won *Chapeau, les filles* awards.

7. **Varia**

a) **2009-2010 Election for Chair**

Diane Nyisztor presented two options for the election process for 2009-2010 Chairperson: email the nominations and vote during meeting or present nominations and vote at next meeting. It was decided to do both the nominating and voting at the May 6, 2009 meeting.

Rhena Moscovitch raised the question of the membership list and voting rights of members. Diane and John are aware of this issue and are, along with Shirley, looking into the historical data. If the data is not available, a decision regarding the role & membership of Joint Coordinators will have to be taken.

8. **Adjournment**

The meeting was adjourned at 11:45 a.m.

Respectfully submitted by

Nora Boyadjian