

MINUTES FOR JOINT COORDINATORS' COMMITTEE MEETING

Wednesday, November 11, 2009

10:30 am, Boardroom F-216

ATTENDANCE: Brian Aboud, Rhys Adams, Chris Amos, Helen Babouras, Barrie Benton, Martha Bernstein, Gillian Bowman, Patrick Bouwman, Wilma Brown, Stephen Byron, Mark Cohen, Maria Da Palma, Myra David, Nick Deligiannis, Miles DeNora, Zoya Duba, Stéphane Faubert, Gilda Gangai, Louise Gauthier, Caroline Hanrahan, Don Hetherington, Tom Ingerman, Sophie Jacmin, Maureen Jones, Bachar Karkoukli, Estelle Lamothe, Kevin Lenton, Eric Lozowy, Judy Macdonald, Marlene Major, Sandi Mak, Sevak Manjikian, John McMahon, Rhena Moscovitch, David Moscovitz, Gisela Mutter, Diane Nyisztor, Shirley Pettifer, Nick Photiades, Spiridoula Photopoulos, Mark Prentice, Kelly Purdy, Josée Roy, Claire Salzberg, Michael Sendbuehler, Martin Siberok, Nadia Turbide, Joe Twardowski, Quentin Van Ginhoven, Nancy Wargny, Arlene Yamamoto.

1. Approval of Agenda:

Agenda approved with one concern added under item 5 *Members' Concerns* (Online Work Order Forms - Diane Nyisztor) and two announcements added under item 6c *Reports, Announcements, and Correspondence - Others* (Pedagogical Day - John McMahon and Fundraiser -Judy Macdonald).

Mark Prentice mentioned that there will be a temporary halt to the meeting and Agenda at 11:00 am so as to allow all members to attend the Remembrance Day Commemoration Ceremony at the Carrefour.

2. Approval of Minutes of October 21, 2009:

Minutes approved with a few corrections and clarifications:

- 1) Signature is required (i.e. Respectfully submitted by Sandi Mak and Stephen Newbigging).
- 2) Nadia Turbide's name should be added to the attendance list.
- 3) Brian Aboud pointed out that item 3f did not represent his suggested amendment accurately. He proposed rather that it should read: "Brian Aboud expressed concerns about the wording used in the minutes from the last Joints meeting in paragraph 3d. He pointed out that the wording leaves open an interpretation that the promise of a 'full and transparent' IB evaluation report was or was not met. He noted that if the intention of the wording was the latter interpretation (i.e. the promise was not met), it would need an explanation. Shirley Pettifer clarified that that was not the intention of the wording. John McMahon added that in his view the promise had been fulfilled."

3. Business Arising from the Minutes:

- a. **Update on members' concerns:** John McMahon gave an update on concerns regarding the attendance of the Ministry's "Journée de L'Enseignement Collégial" that will take place at Dawson College on Friday, November 27. The various workshops offered on that day will specifically deal with the "reform" students who will be entering Cégep in A10. John confirmed that teachers can get substitutes for their classes so that they can

attend; classes will be covered by the College and the Deans are in agreement regarding absences and substitution for missed classes on that day. Diane Nyisztor asked if reps from the careers and technology programs should attend and John McMahon said yes; the reform will have an impact on the careers and technology programs as well.

- b. Interim Policy for Missed Tests and Assignments:** John McMahon informed members that the policy was officially approved at Academic Council with the following addition between points 3 and 4: "As with any illness, it is the student's responsibility to make up any work missed." An *Omnivox* module for communicating absences due to H1N1 will be set up shortly. Eric Lozowy suggested that another addition be made to the policy; he stated that students should be required to send a MIO to all of their teachers simultaneously so as to prevent student abuse of the policy. Tom Ingerman made it clear that if teachers suspect abuse, they can and should contact the Registrar's Office to make sure students have informed all of their teachers and that their absence is indeed due to H1N1. Miles DeNora suggested that teachers who suspect abuse of the policy should email students and require that they email all their teachers at the same time. John will look into the above-mentioned concerns and suggestions, and he will circulate a finalized version of the policy as soon as possible.
- c. Academic Success Grant Projects:** John McMahon reported that eighteen project requests were submitted for H10. John will look at the projects this week and a final decision will be made next week in regards to the approval of the submitted projects.

4. New Business:

- a. Midterm Assessments:** Judy Macdonald mentioned that midterm assessments were completed by most faculty and 623 at risk or failing students were contacted by Student Services; the at risk or failing students contacted were mostly first-year students who were failing three or more courses. Next year, Student Services will quantify the reasons why these students are at risk or failing. Many students do not know that they can approach their teachers and are ignorant of the fact that various resource centers are available to offer them help. Tom Ingerman mentioned that 94% of the teachers reported midterm assessments this semester but, at the deadline, only 57% had done so. He stressed that it is important that teachers complete these assessments by the deadline; he had to extend the deadline by a week to get the former result.
- b. Status of Joint Coordinators' Committee:** John McMahon mentioned that the status of the committee has been an ongoing issue, more specifically the right to vote of some members and whether or not Joints is a sub-committee of Academic Council. In order to clarify the mission and goals of Joints, as well as its membership (who gets to vote) and its place within the structure of the College, the setting up of a task force or *ad hoc* committee with the above-mentioned mandate was suggested. The committee would be comprised of about six members, ideally from various faculties and departments. Discussion ensued regarding the formation and role of the task force or *ad hoc* committee, and the legalities involved in forming such a committee. Nancy Wargny moved that the following motion be approved: "A task force or *ad hoc* committee should be set up to determine the mission and goals of the Joint Coordinators' Committee, to establish the committee's place within the structure of the College, to

define the membership of the committee, more specifically who gets to vote, to liaise with Academic Council, and to report back to Joints.” The motion was seconded by Michael Sendbuehler. Patrick Bouwman called the vote. Motion was passed with 49 for, 0 against, and 2 abstentions. The task force or *ad hoc* committee members were determined after the vote. The members are: Patrick Bouwman, Diane Nyisztor, Shirley Pettifer, Mark Prentice, John McMahon, Judy Macdonald, and Myra David. John McMahon officially thanked Diane Nyisztor for all her hard work these past few years regarding this issue.

- c. **Library Assessment Report:** Caroline Hanrahan gave an update on the report that was sent to all coordinators via the Deans and Space Committee. She is requesting feedback before the report is presented for approval at Academic Council. She encouraged members to send their feedback to her by December 1.
- d. **IPESA:** Caroline Hanrahan reported that recommendations from last year’s evaluation on the implementation of IPESA were approved by the Board of Directors. Five policies have been targeted for review and revision. Amongst the five is the Cheating and Plagiarism Policy. The Misconduct in the Classroom Policy has been brought to her attention and John McMahon mentioned that this policy must and will be revised. Nancy Wargny stated that the misconduct policy needs attention, more specifically the issue of reporting, which needs to be addressed.

5. Members’ Concerns:

- a. **Online Work Order Forms:** Diane Nyisztor raised a concern regarding the new online work order forms. Only coordinators have access and they are required to fill out the forms, which increases their workload. Diane asked that teachers be allowed to fill out the forms and only a copy for approval be sent to coordinators. Diane was also concerned that there was a lack of consultation on this matter. Arlene Yamamoto took note of Diane’s concerns and will follow-up on her concerns.
- b. **Online Expense Forms:** Diane also mentioned that the expense forms online do not allow for certain exceptions that were made and were possible in the past. John McMahon said he would look into the matter and follow-up on her concerns.

6. Reports, Announcements, and Correspondence:

- a. **Academic Council:** Shirley Pettifer reported that Academic Council met on November 6. Although a few items were tabled, the following items were discussed and/or approved: the H1N1 interim policy, the support for vocational and technical training in English, the revised protocols, the memorandum from Cape Breton University, and the re-direction of non-admitted Science students to other science-related programs. There will be another Academic Council meeting on November 18.
- b. **Faculty Reports:**

Careers and Technical Programs: Patrick Bouwman reported on two meetings. On October 2, difficulties with allocation, the increased workload of coordinators, release

time for special projects, and the library renovations were discussed. On November 4, the admissions procedure was discussed.

Social Science, Commerce, Arts and Letters: Miles DeNora reported that there was a meeting on October 28. Feedback was given for the Library and Needs Assessment report and a presentation on the proposed redesign of the Slavic Studies major was given by Eric Lozowy. A discussion was also held concerning the Ministry's "Journée de L'Enseignement Collégial." Finally, feedback regarding the new web page design was given and forwarded to the Communications Office.

Science: No report given.

General Studies: No report given.

Continuing Education: Wilma Brown reported that the schedule for H10 courses will be up later today. Job postings are now accessible on the website. Faculty members should be reminded to apply.

c. Others:

Tom Ingerman reported that there has been a 37% increase in applications; 1400 first-round applications were received and 500 students will be accepted.

John McMahon thanked everyone involved in the organization of this semester's Pedagogical Day and everyone who attended. Formal feedback is always needed and appreciated. John mentioned that there are evaluation forms available at the Printshop and in the N Building Staff Lounge. He encouraged members to fill out and submit the evaluation forms so as to ensure that workshops that meet the community's needs continue to be offered.

Judy Macdonald thanked all who participated in yesterday's fundraiser to raise money for students in need. There were 30 people from the College who participated in the bake sale (either baked or bought baked goods). A total of \$2000 was raised in four hours.

Don Hetherington invited all to go see the new Science labs during UB.

John McMahon wished everyone Happy Holidays.

7. Varia: No varia.

8. Adjournment: Meeting adjourned at 12:20 pm.

Respectfully submitted by,
Spiridoula Photopoulos.