

# Joint Coordinators' Committee

Minutes, May 4, 2011

## Joint Coordinators' Meeting

Wednesday, May 4, 2011

10:00 a.m. – 12:00 noon

### Attendance

Chris Amos	Caroline Hanrahan	Lili Petrovic
Edward Awad	Don Hetherington	Shirley Pettifer
Helen Babouras	Judy Ingerman	Nick Photiades
Barrie Benton	Thomas Ingerman	Spiridoula Photopoulos
Patrick Bouwman	Maureen Jones	Diane Poudrier
Wilma Brown	Bachar Karkoukli	Mark Prentice
Stephen Byron	Estelle Lamothe	Kelly Purdy
Maria Chiras	Sylvie Lord	Carmine Rossignoli
Mark Cohen	Eric Lozowy	Claire Salzberg
Ron Curtis	Monique Magnan	Michael Sendbuehler
Miles DeNora	Marlene Major	Martin Siberok
Joanne Ellis	Sandi Mak	Xavier Trevino
Stéphane Faubert	Patricia McClurg	Nadia Turbide
Joan Fee Taylor	Lourdes Meana	Joe Twardowski
Gilda Gangai	Rhena Moscovitch	Quentin Van Ginhoven
Louise Gauthier	David Moscovitz	Nancy Wargny
Martine Gauthier	Gisela Mutter	Caroline Woolrich
Stéphane Giroux	Loris Peternelli	

### 1. Approval of Agenda

The agenda was adopted by consensus with two items added under Members' Concerns as well as three under Announcements.

### 2. Approval of Minutes of April 20, 2011

The minutes of April 20 were approved.

### 3. Business Arising from the Minutes

#### a) Update on Members' Concerns

There were no updates on Members' Concerns.

#### b) 2011-2012 Academic Success Grants

Martine Gauthier reported that the list of the approved Academic Success Projects for 2011-2012 was distributed. 28 Student Academic Success Project Proposals were received and 22 of them were approved. A budget of \$50,000, as well as release time of approximately 2.5 FTE, was allocated to the 2011-2012 Academic Success Grants.

Martine announced that for next year, the criteria, which the committee will use for the selection of the grants, would be put out with the call for proposals.

### **4. New Business**

#### **a) 2011-2012 Allocations**

Martine Gauthier reported that the teacher allocation process was in progress. Another CRT meeting to review allocations will take place tomorrow, May 5, 2011. There are some additional changes with the new Collective Agreement. One of the main differences is for those teachers who have four or more course preparations. Peter Ross is invited to the CRT meeting tomorrow. He has been acting as a college advisor, because of his thorough knowledge of the allocation process.

#### **b) Physical Education Adaptive Curricula and Exemptions Policy**

The revised policy, as accepted by the Academic Advisory Committee on April 21, 2011, was presented by Caroline Hanrahan. Caroline reviewed the draft of the proposed Physical Education Adaptive Curricula and Exemptions Policy, comparing it to the existing policy. Caroline explained that the Physical Education Department and the Registrar's Office wanted to put emphasis on the adaptive curricula rather than the possibility of an exemption. To emphasize this, the title was changed so that the adaptive curricula comes first and the exemption second. The main change in the procedure was that a copy of the form to be used was appended to the policy. A few other clarifications were made. Patrick Bouwman noted that it was not reasonable that the student be requested to undergo a second medical examination. A short discussion followed. Caroline asked that all comments and feedback be sent to her via email by May 11, 2011. This policy will be included on the agenda of the next Academic Council meeting.

#### **c) Grades Review Policy**

Caroline Hanrahan reviewed the draft of the proposed changes to the Grades Review Policy. She asked that all comments and feedback be sent to her via email by May 11, 2011 in order to be put on the agenda of the next Academic Council meeting. This policy has undergone significant changes. There was an attempt to make the policy conciser, to make it easier for everybody involved in the grades review process and most importantly for students. In order to shorten the time line, the mark update request was taken out of the policy and replaced by students' MIO or email asking for review of their grade. The Grades Review Request form, which is attached to the policy, was changed considerably. It was written as a guide, with more detailed information.

A discussion ensued with several points being brought up for clarification or minor changes. Mark Cohen noted that the meeting of the English Department would take place on May 13 which is after the indicated deadline by Caroline. He pointed out that this was really a significant policy. The changes were also major and the department needed time to discuss it.

Helen Babouras agreed with Mark. The policy had to be really clear and easy to follow. She expressed her concerns that there was no indicated deadline for the teacher to respond to the student's MIO. Her second concern deals with the period of time that lapses between the mark submission deadline and the deadline to ask for a grade review. In the Fall semester, 15 working days bring us to the first days of classes of the Winter

semester. Some students have stage, that starts right away, which means they cannot attend their stage.

Barrie Benton also made a couple of clarifications. There were also minor changes in wording suggested.

Martine Gauthier shared that she had brought up her concerns about Vanier policies in general to the Director General. She stressed that policies had to be written in a very exact way and that we needed training to be able to write good policies. There will be a trainer and a streamlined process put in place.

After some discussion concerning several of the above issues, the following motion was presented by Mark Cohen and seconded by Helen Babouras: To delay the adoption of the Grade Review Policy until early Fall 2011.

Discussion on the motion followed. Eric Lozowy asked for clarification of the procedure. It was also discussed when is the most appropriate time for an approved policy to be implemented. Martine Gauthier stated that policies like this have usually been implemented in the Fall semester. Caroline asked that all these concerns and comments be sent to her by email by the end of the semester.

The motion was adopted by a majority with 31 in favour, 8 abstentions and 0 against.

### **d) Notice of 2011-12 Chair Election**

The election for the position of Chair of the Joint Coordinators' Committee will take place at the next Joint Coordinators' meeting, the first meeting in the Fall semester.

## **5. Members' Concerns**

### **a) Changes in the Parking Lots for the coming Fall**

Joe Twardowski shared that it has come to his attention that people, who have parking passes for a designated area and if this area is full, may have to pay extra for daily parking. Carmine Rossignoli reported that it also came to his attention that there would be 70 less spots for people who have their decals.

Judy Ingerman explained that even if at the present time you can park somewhere other than where your decal says without being ticketed, in future you would have to park where your decal says. If there is no space available and you park in an unauthorized area, you will be ticketed and possibly towed. Judy stated that there are 6000 potential people here at Vanier and only a couple of hundred parking spaces.

Martine Gauthier stated that parking has become a huge issue. There is the same amount of parking spaces but there are more people wanting decals. We do not have enough parking spaces on campus to accommodate the demand. Martine reported that in the past there were 1.6 decals sold for each parking space. Now 1.3 or 1.4 decals would be sold in order to try to reduce the number of people parking illegally. In the future there will be no parking around the Sports Complex circle, as this is needed for emergency vehicle use only. There will be some additional parking spaces, but not many.

### **b) Security in the Parking Lots**

Joe Twardowski was concerned that last year one car was stolen and there was an attempt to take another from our parking lots. We should be more vigilant. We will follow up at the next meeting in the Fall.

**6. Reports, Announcements and Correspondence**

- a) Academic Council - (see attached report)
- b) Faculty of Social Science, Commerce, Arts & Letters - (see attached report)
- c) Faculty of Science & General Studies – (see attached report)
- d) Faculty of Careers and Technical Programs – (see attached report)

**e) Continuing Education**

Sylvie Lord announced that the Fall Curriculum for Continuing Education Credit courses was presently being circulated to the appropriate coordinators.

**f) Announcements**

**i. Wilma Brown** – Teaching Tips are posted in Intercom every week. Wilma reminded everyone about the four Teaching Workshops which will be held on May 24 and 25: *Designing Courses for Effective Learning; Managing Your Class; Using Databases to Enhance Student Learning; and Integrating Study Skills Across the Curriculum: Panel Discussion*. The workshop registrations are being accepted and collected by Ivanka Hillel.

**ii. Nadia Turbide** – Today, May 4 in the Auditorium A-103 at noon, there will be the TOPS concert which is dedicated to Nancy Wargny. *La Terra Promessa* by Robert F. Jones will be performed on Friday, May 6 at 7:30 p.m. at Église St. Sixte, 1895 de l'Église.

**iii. Don Hetherington** – Today, May 4 in B-502 at noon, there will be a presentation on: *The Life of Rutherford and the Importance of his Discovery*. On Friday, May 6 at 2:30 p.m. in A-548, representatives from Biology, Chemistry and Physics will debate the relevance and level of truth of the controversial Rutherford statement “*All Science is either Physics or Stamp Collecting.*”

**7. Varia**

The Academic Dean, Martine Gauthier, paid honour to both Nancy Wargny and Don Hetherington who will be retiring at the end of June. It has been a real privilege working with them. We wish them well in their retirement.

**8. Adjournment**

The meeting was adjourned at 11:40 a.m.

Respectfully submitted by  
Ivanka Hillel

# Academic Council Report to Joint Coordinators

## May 4, 2011

The April 29, 2011 meeting of Academic Council was not our shortest meeting. We dealt with 5 main points:

1. **Motion on Cheating and Plagiarism:** We passed this, originally put forward by General Studies, (and read at a previous Joints meeting). Basically it reinforces the importance of addressing the problems of cheating and plagiarism, particularly to make sure that our new policy on Cheating and Plagiarism is well publicized, that it is followed—i.e. that violations are reported to the Registrar—and that data regarding violations of the policy and the penalties imposed for these violations be made known to the college community at least once per academic year.
  
2. **Approval of 2 New Courses:**  
*Geography of Food and History Through Film.*
  
3. **International Education:** We approved an agreement between Haute École De La Province de Liège (Belgium) and the Vanier College Business Administration Program. George Dracopoulos has spearheaded this effort
  
4. **Research Policies:** We approved some revisions to the 3 research policies, including a template for the *Application to Conduct Research*. The 3 policies are:
  - Research Ethics Committee Policy
  - Research Integrity Policy
  - Research Involving Human Subjects Policy.A full review of these policies will take place at a later date.
  
5. **Purchase of Building:**  
This item, first raised as a member's concern at the last Joint Coordinators meeting, took significant time.

The Director General presented a chronology of events leading to the decision to present the building purchase proposal—a proposal that included a pedagogical plan, if you will—to the Board of Directors, despite not having first consulted Academic Council.

Academic Council members identified several concerns:

- The Director General (and senior Administration) need to respect and follow the consultation structures we have in place; (some of these are by Vanier tradition—consultation with Joint Coordinators, departments and programs; some, such as Academic Council consultation, are formally required by our own By-law 3);
- This issue needs to be addressed at the Board level as well—Board members need to be informed that they can and should ask for Academic Council recommendations regarding projects with academic and pedagogical implications.
- A Negative Consequence of Failure to Consult: The very limited consultation with only some people in some programs resulted in a failure to access the expertise of teachers in general and in some cases teachers with specific expertise and knowledge pertinent to this

project: issues regarding students on work sites; certification requirements; special permit requirements; cases of CSST interventions.

- THE OVER-RIDING CONCERN that Academic Council wants addressed with urgency is what this building purchase implies and what the consequences are for academic priorities and the management of finite academic resources that affect all of the Vanier Community: the Library renovations, classroom improvement and maintenance, classroom furniture, student space—aspects of teaching and learning that are central to our core mission, but without much bling.

The Library Renovation Project was approved a year and a half ago. To emphasize the importance of this project, Academic Council passed a motion to recommend that the Library renovations be the top academic space priority; and to this effect, we ask that the College Administration provide a concrete timeline for the project. (College Administration in this regard would be the Library Manager and the Academic Dean.)

We intend to follow up on that motion as well as the other concerns we've expressed about this project.

Respectfully submitted,

Shirley Pettifer  
Vice-chair, Academic Council

Faculty of Social Science, Commerce, Arts and Letters  
April 27, 2011  
Summary

1) Electronic Course Outlines

Florent Nunes from IT (Information Technology) presented the new LEA course outline module that will be introduced next semester, Fall 2011.

2) New CI Calculation

Under the new Collective Agreement, a new CI calculation formula will be introduced, which will make having 4 preps very problematic.

3) Arts & Letters Program Revision

Martin Siberok informed FSSCAL coordinators that MELS has plans to revise the Arts & Letters program province-wide. MELS wants it in place by Fall 2013.

4) Library Renovations Motion

In light of the college's many renovation plans, FSSCAL coordinators want to make sure that the renovation of the Library doesn't lose its priority.

Motion from the coordinators of the FSSCAL regarding the Library Renovations:

"The Coordinators of the Faculty of Social Science, Commerce, Arts & Letters wish to reiterate their desire to see the Library renovations as the top academic space priority and would like to receive from the College administration a concrete timeline for this project."

Moved by Maria Da Palma, Seconded by Marlene Major  
Adopted unanimously

## Minutes of April 27, 2011

The Science Curriculum Committee met on April 27<sup>th</sup>. During this meeting we discussed the following items:

- The structure of Rutherford Week which be spread out over two days (May 4<sup>th</sup> & 6<sup>th</sup>). On May 4<sup>th</sup> a presentation will be given during universal break which will highlight the achievements of Rutherford. On May 6<sup>th</sup> a lively debate between the science departments will take place at 2:30 in A 548 on the level of truth to the statement 'All Science is either Physics or stamp collecting'.
- The Science-Commerce Double DEC was approved at the Academic Advisory on April 21<sup>st</sup>. It will now head to Academic Council for approval.
- This year's Arcade Award will go to Kevin Lenton.
- Florent Nunes from Information Technology gave a presentation on the course outline submission module on Omnivox.
- Caroline Hanrahan from the office of Institutional Development gave a presentation on Key Performance Indicators.

## **FCTP Report to Joint May 4<sup>th</sup>, 2011**

The Faculty of Careers and Technical Programs met last on April 27<sup>th</sup>, 2011

The following main items were discussed:

Allocations.

Capital and operating budgets.

Preregistration – a joint meeting is planned with General Studies.

Course outlines – Logistics, advantages, and ramifications of submission through LEA.

Prepared by Patrick Bouwman