

# Joint Coordinators' Committee

*Minutes, Feb. 8, 2012*

---

## **Joint Coordinators' Meeting**

Wednesday, February 8, 2012

10:00 a.m. – 12:00 p.m.

### **Attendance**

Brian Aboud	Joanne Ellis	Loris Peternelli
Rhys Adams	Louise Gauthier	Shirley Pettifer
Chris Amos	Martine Gauthier	Lili Petrovic
Fred Andrews	Stéphane Giroux	Spiridoula Photopoulos
Peter Arella	Catherine Greffard	Mark Prentice
Edward Awad	Marlene Grossman	Kelly Purdy
Anita Barbagallo	Wanda Kalina	Carmine Rossignoli
Barrie Benton	Sam Kay	Michael Sendbuehler
Mike Besner	Estelle Lamothe	Martin Siberok
Patrick Bouwman	Eric Lozowy	Mechelina Thissen
Loïc Boyer	Judy Macdonald	Xavier Trevino
Wilma Brown	Sandi Mak	John Tromp
Maria Bucaro	Patricia McClurg	Nadia Turbide
Mark Cohen	Lourdes Meana	Quentin Van Ginhoven
Odette Côté	Stephen Newbigging	Sara Varano
Ron Curtis	Diane Nyisztor	Caroline Woolrich
Frédérique Denis	Zsafia Orszagh	Arlene Yamamoto
Miles DeNora	Natalia Pakhomova	Humberto Zamora
Mario DiRenzo	James Pan	
Joanne Douranou	Janice Paquette	

### **1. Approval of Agenda**

The agenda was approved by consensus with a few items added under Members' Concerns.

### **2. Approval of Minutes of Oct. 26 and Nov. 16, 2011**

Martine Gauthier noted that the minutes of Oct. 26 were rather a record of that meeting but not formal Minutes of the meeting. Also, she mentioned that the document was disseminated before approval and advised members of the Committee not to circulate the Minutes of a previous meeting before formal approval. The minutes of Oct. 26 were approved by consensus with a couple of minor changes: Shirley Pettifer made reference to page 3, paragraph 4, line 7, and noted that the PES allocation percentages were **not** in fact appended to those minutes. Furthermore, on page 6, paragraph 1, line 1 – the word “only” was deleted.

The minutes of Nov. 16 were adopted by consensus with a few changes: on page 3, paragraph 6, line 2 – the word “student” was replaced by “faculty”. On page 4, paragraph 5, line 5 – Catherine Greffard confirmed that she was not making a statement but rather was asking if plastic bags and soap are biodegradable, and further wanted to have this question answered.

### **3. Business Arising from the Minutes**

#### **a) Update on Members' Concerns**

Mike Besner, Mark Cohen, and Shirley Pettifer were added to the list of speakers under item 5. Their concerns were addressed later in the meeting.

#### **b) Trip Protocol for Montreal Trips**

Judy Macdonald presented more information on the protocol for Montreal trips for teachers. She referred to the International Education website and highlighted four main points of interest under "Day Trips: Montreal/Quebec":

- Formal proposal form
  - Fill out form
  - Print it
  - Obtain required signatures from trip leader, department coordinator, and faculty dean.
- Waiver and Consent Form
  - Students are required to sign this form if they are over the age of 18. If they are under 17, they must obtain signature of parent or guardian.
- Student Itinerary
  - Optional
- Student List
  - Teachers should have a written record of all the names of the students who are going on the trip.
  - Bring the student list on the bus – check off names if making various stops.
  - Important for faculty dean to have a copy of this list to know which students are attending the trip.

Judy noted that children are not permitted on student trips. She closed her presentation by stressing that is important for teachers to follow these trip guidelines as a way of protecting not only themselves and the students, but also the College.

### **4. New Business**

#### **a) Update on Mould Situation in N-Building**

Gilbert Héroux, Director General, presented an update on the mould situation that is currently affecting the N-Building. He began by making reference to the e-mail that was sent on Feb. 3, 2011 to all members of the Vanier community alerting them of upcoming action that will be taking place at the College as a result. He reported that renovations will be done in the N-Building over the course of the summer, starting in May and ending in August. He made note of the extremely short time-line for this project and stressed that patience and cooperation were key during this challenging process.

## Joint Coordinators' Committee

*Minutes, Feb. 8, 2012*

---

He stated that he is fully aware that the College cannot function without this building and that teachers will be continuously informed of the status of the project and relocation of space and activities will be accommodated as needed. Teachers and staff with offices or activities in the N-Building should begin to plan now for the temporary evacuation of the building between May 9 and mid-August, 2012.

Currently, there is twice-weekly testing of the air quality, and Gilbert mentioned that so far the results have been in the acceptable stage. Public Health is working closely with the College during this time, ensuring that good health remains a top priority. He mentioned that John Atkins has been a tremendous resource during this time. He informed that the second phase of testing would be to collect samples of the mould and identify the type of species of mould present in the N-Building. He concluded his presentation by thanking the Vanier community for their patience and confidence and invited the Committee to ask any further questions or concerns they might have regarding this issue.

Quentin Van Ginhoven raised concern that not having access to the N-Building one week before the start of the Autumn 2012 semester is very worrisome and inquired whether the wrap-up date of the renovations could be sooner. Gilbert reiterated that the working time-frame of this project is very tight and it may not be possible to change the date; work may even need to be divided into two shifts during the summer in order for the work to be completed on time. Quentin further asked how computer labs would be re-located – as this would be very difficult during the relocation process. Gilbert responded by saying that he is aware of such concerns, and that shutdown would be in a controlled environment.

Moreover, Sara Varano expressed unease with students completing their final practical exams in May in the Animal Health Technology program and not having access to the labs that hold the necessary equipment needed to facilitate these exams. She asked if shutdown could begin as of May 11, instead of May 8 to give students more time. Gilbert reassured the Committee that as soon as more information becomes available, they will be updated, and also mentioned that a meeting with the Ministry is scheduled for next Wednesday, Feb. 15, 2012.

Sam Kay further acknowledged these valid concerns. He added that this 10-week project is a tremendous and costly challenge for the College. Currently, the N-Building houses over 70 classrooms and labs – if the building does not open on time, it would be disastrous for the College. Every support is needed from the people involved – from the contractors to the teachers. He again stressed that patience is vital.

Martine Gauthier added that discussion is still ongoing regarding the semester start dates for the 2012/2013 Academic Calendar, and that a later date might still be chosen to give more breathing room for this project. Gilbert closed discussion by saying that the renovations project in the N-Building should be viewed as a way of improving and upgrading Vanier's current working environment, and thus essentially for the good of the community and College as a whole.

### **b) Update on Admissions/Registration**

Michael Sendbuehler, Faculty Dean of Career and Technical Programs, filled in for Thomas Ingerman and gave a presentation on the Admissions and Registration comparative statistics for Winter 2012.

1975 applications were received this year compared to 1989 last year – a small difference. There were 571 new students accepted, which was an increase from 545 in Winter 2011. In terms of confirmation,

## Joint Coordinators' Committee

*Minutes, Feb. 8, 2012*

---

503 confirmed their admission to the College and 444 of them actually registered for courses. The total number of day students registered for Winter 2012 is 5884 – just a slight decrease from last year's 5905.

### **c) 2012/2013 Academic Calendar**

Michael Sendbuehler further presented a draft of tentative dates for the 2012/2013 Academic Calendar. He pointed out a few modifications that were made to the draft that were different from the version the Joint Coordinators originally received prior to the meeting:

- VCC Day changed from Tuesday, Nov. 6, to Tuesday, October 16, 2012.
- Mid-Point of semester changed from Thursday, Oct. 18, to Friday, Oct. 19, 2012.
- Christmas break start date changed from Monday, Dec. 24, to Tuesday, Dec. 25, 2012.
- A request to verify the date of Open-House, Saturday, Nov. 3, 2012, was made.

Michael mentioned that there was prior discussion to start Autumn 2012 courses on August 22, 2012, but he said that it would be difficult to start on a Wednesday.

Catherine Greffard inquired why spring break (March 18 – 22) could not be scheduled at the same time as other schools, so as to accommodate staff with children. Michael replied that spring break comes after the mid-point of a semester, so that would mean one week after the mid-point mark.

Mechelina Thissen asked whether this draft would be distributed to teachers; Michael said it would eventually, but first it must go to the Board of Directors for approval.

Moreover, Quentin Van Ginhoven asked why there is no Fall break during the Autumn 2012 semester. Wilma Brown replied that the semester is comprised of 75 days and so there are not enough days to allot to a Fall break period.

### **d) Allocation Model/ 2012-2013 Academic Success Projects**

Martine Gauthier, Academic Dean, presented the Allocation Model for release and information on 2012-2013 Academic Projects. She began by explaining the model's four arteries, as defined by the Collective Agreement. It is comprised of Volet I, Volet II, Volet III, and Volet D.

- **Volet I** – is allocation for teaching and related duties.
- **Volet II** – provides release for coordinators and support for smaller classrooms and program activities as well as events such as festivals and conferences. Teachers and coordinators can apply for release and gain the opportunity to plan ahead for such special events.
- **Volet III** – provides support for Professional Development. This area has not been emphasized in the past. Examples such as participating in the Master Teacher Program (MTP), or taking a course to upgrade one's professional skills, would fall under this category. In addition, topics regarding research and innovation – and projects involving applied research, would also go under Volet III.

## Joint Coordinators' Committee

*Minutes, Feb. 8, 2012*

---

- **Volet D** – provides release for Academic Success projects. A focus might be to improve on areas such as cheating and plagiarism that hinders academic success. Volet D centers on the priorities and practices that teachers would put in action to reach a desired goal relating to academic and student success.

Martine furthermore stated that this model supports and acknowledges the principle behind student success and what it means to be a student-centered College. She informed the Committee that the Allocation Model will be disseminated to coordinators later that week.

Discussion and comments followed the presentation.

Nadia Turbide asked if funds would be separate for research and allocation. Martine replied that there would be a differentiation between the two budgets.

Catherine Greffard asked under which Volet program committees would fall. Martine clarified that program committees would be part of Volet II – release for coordinators in support of such committees and committee activities.

Moreover, Lili Petrovic inquired whether teachers would receive a detailed description of the Allocation Model. Martine responded that the final draft would be distributed to all teachers.

Additional concerns arose as to when the Allocation Model would be implemented. Mark Cohen asked if it would be ready for the Autumn 2012 semester and wondered if that would provide enough time for further consultation and feedback among teachers. He also asked if teachers would need to abide by 80-88 CI. Martine responded that yes, teachers would need to abide by the 80-88 CI, and further stated that Allocation resources is a management prerogative and that the document was discussed at the CRT meeting the previous week; changes were made during the meeting.

Miles DeNora commented that weight of a student in a typical social science class is 0.1.2 FTE for a three-hour course. Thus, the CI formula is not student centered.

Janice Paquette challenged the way in which the Allocation Model was developed, specifically, the lack of teacher consultation. She commented that the document should have gone to the Joint Coordinators' Committee and Academic Council for added input. Martine acknowledged her concern and reassured the Committee that the creation of the Allocation Model was in the interest of the teachers, and thus, for the teachers – the approach, by extension, would be to have a working model that would encompass the philosophy of College.

Discussion ensued as to the main goal of Volet II – support for smaller programs and classrooms. Spiridoula Photopoulos needed some more clarification on which programs would be categorized under Volet II. Eric Lozowy replied that smaller cohorts such as Liberal Arts, Modern Languages, and the technology programs could fall under Volet II. The aim, particularly, would be to provide support to achieve success in certain courses in those smaller programs – courses such as RM (Research Methods), and IP (Integrative Project). The focal point would be to achieve greater student success. Shirley Pettifer noted that in addition to RM and IP courses, English and Physics courses would also be supported. Odette Côté mentioned that she would be meeting with various coordinators next week to discuss this issue.

## Joint Coordinators' Committee

*Minutes, Feb. 8, 2012*

---

Martine Gauthier elaborated discussion on the subject of student success, and what measures should be used in order to achieve this goal. It is not class size that determines success, but rather the different teaching methodologies that are used in the smaller classroom. She stressed that this philosophy should be encouraged. Shirley Pettifer added that teaching workload is also a factor in student success.

Nadia Turbide asked where the funding would be approved; Martine recommended she speak with Odette Côté regarding this query.

Moreover, Lourdes Meana wanted reassurance that all faculties would be treated equally and asked whether some projects could get rejected. Martine replied that equity is crucial, and that projects were eligible as long as they meet the criteria for success at Vanier and resources are available within the College.

### **5. Members' Concerns**

- a.** Mark Cohen reported that some printers are no longer functioning in some teachers' offices and spoke with Chris Amos about this concern. He learned that teachers would no longer have individual printers in their offices, and further asked if this is a new College policy. Chris Amos replied that the goal of the College would be to reduce the number of printers over time; bigger offices should have a central shared printer, while smaller offices would have a common one. However, the issue of confidentiality is a concern having a common machine within departments. He added that the Vanier IT department takes close inventory of all the computers and printers in the College; computers are rotated every five years.
- b.** Mike Besner voiced his concern regarding Vanier's alarm system being deactivated too late, which causes problems for teachers arriving at their classrooms early to prepare – they end up setting the alarm off unknowingly in some cases. He asked if the alarm system could perhaps be deactivated by individual swiping of employee cards in classroom doors. Barry Benton further inquired whether the alarm could be deactivated earlier, for example, at 7:00 a.m. Loïc Boyer responded by saying that the alarm cannot be deactivated simultaneously for the whole college at an earlier time – it can be done when needed for specific times and takes a few seconds to deactivate. Furthermore, Caroline Woolrich wondered why certain classrooms have alarms, while other rooms and departments which are more in need of added security do not.
- c.** Shirley Pettifer stressed the importance of having the reports appended to the JC Committee meeting minutes.
- d.** James Pan brought up the issue of wireless networks not being reliable in certain classrooms which cause computers to freeze. Xavier Trevino also mentioned that the service for programs such as Revit and Photoshop are extremely slow in some labs. Chris Amos said he will have Frank look into this. Chris further noted that the IT Department has submitted a capital request to ensure proper bandwidth control for the computer networking system within the College.

## Joint Coordinators' Committee

*Minutes, Feb. 8, 2012*

---

- e. Stephen Newbigging informed the Committee that the Robotics Competition is in need of judges and should get in touch with him or Don Hetherington, if interested. He noted that neither bilingualism nor knowledge of Robotics is required for the judging process.
- f. Miles DeNora requested that Security discuss matters involving a student discretely with teachers, especially if in front of other students – to only mention their name and not go into any further detail about the incident until they are able to discuss it in private.

### **6. Reports, Announcements, Correspondence**

Mark Prentice informed the Joint Coordinators that he will make sure that all reports from Academic Council, Faculty, and/or others will be appended to the Committee minutes for all future meetings. Such reports will be available at the next meeting, scheduled for Feb. 29, 2012.

### **8. Adjournment**

Mark Prentice adjourned the meeting at 11:55 a.m.

Respectfully submitted,  
Christina Gudzio