

**Joint Coordinators' Committee Meeting**

Wednesday, November 14, 2012, 10:30 a.m.

Boardroom, F-216

**Attendance**

Aboud, Brian	Giroux, Stéphane	Pan, James
Adams, Rhys	Greffard, Catherine	Paquette, Michel
Amos, Chris	Grossman, Marlene	Perout, Alena
Barbagallo, Anita	Hanrahan, Caroline	Peternelli, Loris
Belleau, Anthony	Hergott, Sherry	Peters, Dave
Benton, Barrie	Ingerman, Thomas	Photopoulos, Spiridoula
Besner, Mike	Kalina, Wanda	Plante, Julie
Brown, Wilma	Kennedy, Annabelle	Robinson, Louise
Callahan, Larry	Klopp, Richard	Salzberg, Claire
Cohen, Mark	Lamothe, Estelle	Sendbuehler, Michael
Côté, Odette	Laroche, Karl	Siberok, Martin
Da Palma, Maria	LaRocca, Gerry	Thissen, Mechelina
Denis, Frédérique	Larocque, Lyne Marie	Trevino, Xavier
DeNora, Miles	Lozowy, Éric	Tromp, John
DiRenzo, Mauro	Lynch, Marianne	Turbide, Nadine
Douranou, Joanne	Mainville, Jacques	Twardowski, Joe
Ellis, Joanne	McClurg, Patricia	Vallée, Jacky
Fee Taylor, Joan	Moscovitz, David	Van Gin Hoven, Quentin
Gantous, Peter	Newbigging, Stephen	Varano, Sara
Gauthier, Louise	Nyisztor, Diane	Woolrich, Caroline
Gauthier, Martine	Orszagh, Zsofia	Zamora, Humberto
Goldberg, Avi	Pakhomova, Natalia	

**Welcome and Introductions**

Alena Perout, Chair of the Joint Coordinators' Committee, welcomed everyone to the meeting.

**1. Approval of Agenda**

The agenda was approved by consensus with the following changes:

3. Business Arising from the Minutes
  - a. Update on Members' Concerns
    - Fraudulent Medical Notes
5. Members' Concerns
  - Catherine Greffard
7. Varia
  - Yearly Christmas Party

## **2. Approval of Minutes of October 24, 2012**

Page 2 - Parking and Towing – Catherine Greffard requested that a memo go out to the Vanier community to inform members that the parking company was not following proper procedures. Catherine asked to have her request included in the minutes.

Page 8 – Online Formative Assessment – Brian Aboud made a correction in the first sentence to change “conductive” to “conducting” formative assessment.

Page 8 – Online Formative Assessment – Spiridoula Photopoulos made changes to the first paragraph, which she will send electronically.

Peter Gantous made a correction that VCC day is January 17<sup>th</sup>.

The minutes of October 24, 2012 were approved by consensus with the above-mentioned changes.

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

### a. Update on Members' Concerns

- Medical Notes

Martine Gauthier gave a handout to have distributed in each department. This is the procedure that will be followed while the policy for fraudulent medical notes is being finalized. At this time, the consequences for fraudulent medical notes are the same as the consequences for cheating and plagiarism.

Martine emphasized that fraudulent medical notes need to be tracked and that is where the Faculty Dean's office will play a major role. Cases will be reported to the Dean's office where they will be pursued. In the case of a second offence, the office will inform Student Services. This procedure will be a constant communication between the Faculty Dean's office, the teacher and Student Services.

In the handout there is a page that will be used as a cover page. This is a working copy of the cover page and Martine would like the opportunity to have members review and provide comments to help finalize the document.

Julie Plante asked if in addition to the cases being reported to the Faculty Dean's office, cases would be brought to the Registrar's office to have all cases from all faculties filed.

Martine assured that offences would also be reported to the Registrar's office.

Catherine Greffard asked if a student submitted the same fraudulent medical note three times in one day, would it be considered more than a single offence.

Thomas Ingerman said that in terms of cheating and plagiarism, at the Registrar's office it would be considered as a single offence.

Jacques Mainville stated that he thinks if a student uses a fraudulent note more than once it should be treated as more than one offence.

Frédérique Denis said that there should be a consequence for missing a test.

Martine Gauthier replied that for the student, the consequence is not being able to take the test and receiving a zero.

Barrie Benton commented that the student should receive a zero for each missed test but that it should be treated as one offence.

Martine concluded the discussion by saying we are encouraging our students to learn from their mistakes and to grow from them. She does not believe that suspending a student from the college for one fraudulent medical note handed to multiple teachers would be encouraging a learning environment. However, the policy is not yet in place but it is in progress.

- **Parking and Towing**

Catherine Greffard said she is still waiting for a letter to go out to the community about the misbehavior of the parking company.

b. Director General's Mandate's Renewal

Miles DeNora reminded members that the survey finishes this Friday, November 16<sup>th</sup>. He mentioned that some people have had a problem losing the information when clicking to continue. Miles said there is a glitch and to avoid losing information he recommends printing the document or to copy and paste it to Word.

c. Strategic Plan and Student Success Plan

Shirley Pettifer said the committee has been working hard on defining the basic steps and documents. Thanks to the Communications office, the Strategic Plan website is up. The website is a work in progress but Shirley wanted to show the work that has been done on the website thus far.

Shirley continued to discuss the Self-Evaluation of the Strategic Plan as it was quite an undertaking. The committee asked managers to give specific comments on each part of the current Strategic Plan. The entire Self-Evaluation (14 pages) can be found on the

website along. As for the current Strategic Plan, there are no documents posted yet but the Board just approved the proposal last night.

The Environmental Scan will have an incredible wealth of information, especially about students. Shirley stressed the tremendous amount of very interesting data collection the Environment Scan has introduced which will soon be available on the website under "Strategic Plan".

In terms of the Student Success Plan, Shirley reported that the Long Range Planning Committee has been working very hard on creating a new plan. Any query can be sent to Shirley at email address found under "Contact" on the website. The committee is currently working on a consultation draft that can be shared with departments. In addition, the Ministère de l'Éducation, du Loisir et du Sport's (MELS) Strategic Plan has been posted to the website as it has been an important reference in creating a Strategic Plan that reflects the same priorities.

Martine Gauthier added that after speaking to the Board of Directors about the Success Plan, it was agreed that the Environmental Scan has greatly contributed to a better understanding of Vanier's students. This information is crucial to making conscious decisions for the best interest of the students. Martine thanked members who encouraged students to respond to the survey. Over fifteen hundred students replied giving the committee a wealth of information to construct an Environmental Scan. Martine gave an emerging snapshot, explaining that all of this data has been retrieved but they are still working to give the information context and background for a better understanding of how this data can be incorporated into the next Student Success Plan.

Here is a list of some key information retrieved from the survey:  
Vanier's students are...

- Most culturally and linguistically diverse
- Increasingly bilingual (more than parents and teachers)
- Increasingly politically active
- More advanced in IT skills (than parents and many teachers)
- Employed often out of need
- Students are over employed (in terms of student success)
- Mostly from outside Ville St-Laurent (88%)
- Family oriented with heavy family responsibilities

High school grade average is a key indicator of Cegep success and Vanier's high school grade average is the same as the Réseau. Allophone students come in with a higher high school average and have a tendency to graduate in prescribed time. Martine stressed the importance of this information and finding out the reasoning of these statistics. Four years out of Vanier, students are 10 to 13% behind for university graduation. There will be pressure from the Ministry to find out why because there is a financial impact on the school and to the government.

Martine turned the discussion to the survey completed by newly admitted students. New students ranked our top strength as Omnivox and second ranked was the overall level of cegep comfort Vanier provides. Martine noted that this reflects a strong sense of community that Vanier holds and a niche that can be incorporated into the Student Success Plan. The third ranked strength for new students is library space. While priority areas for new students were ranked as follows:

1. Information on loans and bursaries
2. Student schedule
3. Waiting time for admission

These are priorities that new students identified as highly important but lacking information and/or accessibility.

Current students ranked Vanier's strengths as:

1. Knowledgeable teachers
2. Teachers' ability to communicate in language of instruction
3. Tools in the Language Lab

While priority areas that current students identified as highly important but lacking were ranked as:

1. Availability of computers for their use
2. Workload in courses
3. The way teachers explain the subject matter

For this information to become more specific the survey can be filtered by program. These rankings are examples of the important information retrieved from the student surveys.

In addition, current students were asked to briefly define what a "successful student" means to them. Answers were a balance between academic skills and holistic skills for the future. Students want to be successful in all areas of the college and are not solely focused on grade point average. These comments will be collated into themes and used to guide the Student Success Plan.

Marc Cohen asked about the Allophone statistics, he was curious about the division between Allophone, Anglophone and Francophone students, was it self-identified?

Thomas Ingerman replied to say that students are identified either through their SRAM application or by the Ministry. Thomas said the numbers are relatively accurate.

Richard Klopp asked about the distribution between the faculties.

Martine said there was a difference in the distribution because some programs were underrepresented but this will be taken into consideration.

Eric asked if departments could give feedback and Shirley said absolutely, she will propose to the Advisory Committee that a draft go out to department coordinators and bring it back for feedback at the first Joints meeting in January.

Alena Perout closed the discussion while reassuring members this topic will continue to be brought up at all meetings for the rest of the year.

d. Online Formative Assessment

Spiridoula Photopoulos mentioned that some coordinators said they were in favor of the module purchase. Unfortunately, there has not been time to consult and time constraints are forcing us to move forward and get the module and test it out and Spiridoula and Brian would like to know how coordinators feel working with the online module.

Richard Klopp asked about the cost of the module and Spiridoula replied that it is approximately \$32 000 as a one-time fee but there is a yearly update of approximately \$7 000. Spiridoula added that she asked for the option to create individual questionnaires for each department. Also, the Online module is on par with the cost of other Omnivox modules and it is up to the administration and individual departments to make a decision for the purchase.

Barrie Benton raised a concern about the intent of implementing the new module. Is the intent that all departments will use it or will there be flexibility?

Spiridoula replied that it would be up to the administration to decide.

Sara Varano said she thinks this is a wonderful initiative. Everything is moving electronically and in regards to Student Success, the information received from formative assessments is important.

Martine Gauthier thanked Spiridoula and Brian for the initiative and asked Larry Callahan if in regards to IT, he had any concerns.

Larry Callahan did not express any concerns. The online costs are relatively aligned with paper costs and he thought the online module might provide better feedback.

Brian Aboud said they have been experimenting with a module that does not address all of Vanier's needs but they feel that this online module will fix these problems. Brian feels that it is important to all departments to go through proper consultation.

Thomas added that the module has to be evaluated on what it will bring to departments. He thinks it will bring another efficiency and access to more students.

Mechelina Thissen said she would like to see the questionnaire to assess it because with a stage component, formative assessments can differ for Nursing.

Brian About said there would be a generic questionnaire but they would like to purchase the module that includes the option to customize for each department.

A motion of general support was put on the table to see who is in favor of the module.

Sofia said she thinks it is a very good idea, however, her concern was about the maintenance of the program.

Spiridoula replied to her concern in saying that they have tested out the existing module since 2010 and worked with Florent to have all needs addressed with the new module. The main issue with the current module is the lack of confidentiality. As a coordinator, Spiridoula has to compile the information but she is not supposed to be seeing the assessments.

Jacky Vallée said that he would be on board if he were only representing himself and not a department. He would feel more comfortable to have time to consult with his department.

Barrie Benton agreed that he felt it was premature to have a motion.

Catherine Greffard also wanted the opportunity to meet with her department before voting on the motion.

Alena Perout laid a motion to table the motion.

The motion is tabled to the next meeting by majority vote.

#### **4. New Business**

##### a. Fall 2012 Validated Enrollments

Thomas Ingerman pointed out that Vanier has thirty two more enrollments than last year. At this number, the college is full. Thomas reported that the college is presently living a three-year mandate to have additional students. Looking over the numbers, Thomas highlighted that Science had a weak year last year but managed to bring it up this year, Social Science had a five percent increase. For new admissions, Liberal Arts and Music had a substantial decline and Computer Science Technology and Environment and Wildlife Management also experienced a decline.

Catherine Greffard asked if there were declines because of student qualification or a lack of interest in the program. Thomas replied that the declines are a result of both qualification and interest.

##### b. Student Representation on the Joint Coordinators' Committee

Martine Gauthier explained that students approached Academic Council to ask to have student representation at Joint Coordinators' meetings.

Alena Perout gave a brief history that Joint Coordinators' meetings are a Vanier College institution and were created for the purpose of exchanging information. There are by-laws in place that were written in 2010.

Diane Nyisztor added that it was based on the purpose of the meetings as an exchange of information and therefore students were not invited. Diane pulled the by-laws and noted that it states that the meetings are for employees of the college.

Shirley Pettifer mentioned a time when student representatives were invited to meetings in an attempt to inform decisions and share student perspectives. However, their participation faded out because they were less active and less interested.

Diane Nyisztor said she thinks the question came from a misunderstanding of what Joints is. Diane believes the students are under the impression that it is a decision making function and not just an exchange of information.

Avi Goldberg was interested in hearing more about how the students expressed an interest in participating. He believes the question emerged from meetings about the Strategic Plan when students wanted to participate in the presentation to the Joint Coordinators' meeting.

Eric Durling's concern was about moving astray from the purpose of the Joint Coordinators' meetings. Eric thinks students have enough representation on decision-making bodies.

Diane Nyisztor observed that this is a question that is revisited every few years. Putting this motion forward and depending on the outcome, the by-law may have to be changed.

Miles DeNora believes that membership is supposed to be voted on each year. Miles also pointed out that the students on the VCSA are very engaged in all committees and he feels that the request is stemming from a positive place. His concern would be about this level of engagement being carried on each year.

Avi Goldberg suggested inviting students to attend the next meeting to present their request to the committee.

Barrie Benton proposed a consensus instead of a motion in light of considerable reluctance to change the membership.

Miles DeNora said he suggested to the students to prepare a presentation to the committee.

Alena Perout announced that the students will be invited to make a presentation at the next meeting.

## **5. Members' Concerns**

Catherine Greffard raised a concern about a Message in Omnivox (MIO) that she received to inform her that one of her students has a learning disability. Catherine's concern was if it is retrospective and can affect past tests.

Catherine Greffard raised a second concern about people leaving their cars running in the pick-up area. In the least, Catherine would like a sign put up to remind people to turn off their car while waiting.

Martine Siberok reminded the committee about his request to lengthen the computers logout times.

Larry Callahan said he would check into it because the computers are supposed to be set to a fifteen-minute logout.

Larry followed by addressing a concern that members of the community had expressed about the network speed. He mentioned that the network is eight years old and has doubled in size during that time with an increased number of services. Larry said they are waiting for a filed report about what changes and purchases need to be made and in the meantime there will continue to be network slowdowns. He hopes that a significant investment will be made soon to ensure that infrastructure.

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

### a. Academic Council

Not addressed.

### b. Faculty reports

Not addressed.

## **7. Varia**

A Reminder to everyone that the Children's Cultural Holiday Party is on Sunday, December 9, 2012 at 10:00 a.m. Registration is online and price of admission is non-perishable food items.

Sara Varano suggested sending an email to the community to encourage participation.

**8. Adjournment**

Alena Perout adjourned the meeting at 12:28 p.m.

Respectfully submitted,  
Jessica Munro