

Joint Coordinators' Committee Meeting
Wednesday, September 18, 2013 10:30 a.m.
Boardroom, F-216

Attendance

Aboud, Brian	Goldberg, Avi	Peternelli, Loris
Amos, Chris	Greffard, Catherine	Photopoulos, Spiridoula
Barbagallo, Anita	Grossman, Marlene	Plante, Julie
Belleau, Anthony	Hanrahan, Caroline	Robinson, Louise
Benton, Barrie	Heldt, Christoph	Roffey, Heather
Bernard, Anne	Ingerman, Thomas	Sendbuehler, Michael
Boyer, Loïc	Klopp, Richard	Seymour, Keith
Caberlin, Martin	Lamothe, Estelle	Siberok, Martin
Caldwell, Evangeline	Lozowy, Eric	Tardif, Sylvie
Côté, Odette	Macdonald, Judy	Tavakoli, Mohamed
Denis, Frédérique	Magnan, Monique	Thissen, Mechelina
DeNora, Miles	Mainville, Jacques	Tiepoh, Moses
Der Aprahamian, Isabelle	McClurg, Patricia	Trevino, Xavier
Diner, Brandee	Mitchell, Jennifer	Turbide, Nadia
Douranou, Joanne	Newbigging, Stephen	Vallée, Jacky
Ellis, Joanne	Nyisztor, Diane	Vandergrift, Vanessa
Gagné, Philippe	Orszagh, Zsofia	Varano, Sara
Gangai, Gilda	Pakhomova, Natalia	Woolrich, Caroline
Gantous, Peter	Pan, James	Zamora, Humberto
Gauthier, Louise	Paquette, Michel	
Gauthier, Martine	Perout, Alena	

Welcome and Introductions

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

1. Approval of the Agenda

The agenda is approved with the following three additions;

4. New Business

c) Catherine Greffard "Dérangement 21"

5. Member's Concerns

- a) Jacky Vallée
- b) Julie Plante
- c) Estelle Lamothe

6. Reports, Announcements and Correspondence

- b) Announcement by Judy Macdonald
- c) Announcement by Brandee Diner

2. Approval of Minutes of May 8, 2013

Unanimous approval of the minutes.

3. Business Arising from the Minutes

a) Election of 2013-2014 Chair

Eric Lozowy nominated Alena Perout for 2013-2014 Chair. Miles DeNora seconded the nomination. Alena Perout was elected the 2013-2014 Chair of the Joint Coordinators' Committee by a unanimous vote.

b) Update on Online Formative Teacher Evaluations

Spiridoula Photopoulos updated members on the survey that was given to teachers and students for feedback on the online module. Spiridoula mentioned that there was a 71% participation rate in the survey. Spiridoula outlined that most participants voted to make the change to the online module. Teachers said that the quality of feedback from students on the online module was the same, if not better. Spiridoula remarked that the students who were against the change to online assessments identified that it was because of a lack of access to a home computer or internet. Spiridoula said that the English department was pleased with the online module and this semester ten or eleven departments will be testing it out.

Caroline Hanrahan was impressed by the participation rate of the survey. Caroline asked if Spiridoula had an indication for the reason for the high response rate. Spiridoula felt that the high response rate may have been because the survey was concerning Omnivox which students consider to be an important tool.

Martine Gauthier asked if Continuing Education students were included in this survey. Spiridoula responded that some of the English teachers were given the option to survey their Continuing Education classes and some teachers did. However, there was no separation in the data collected between daytime and Continuing Education students. Martine asked if this survey can be done for Continuing Education students as well and Spiridoula confirmed that the survey can also be done for Continuing Education students.

Richard Klopp asked how we will be moving forward from here. Spiridoula responded that the online module will again be tested out this semester and a decision will be made for the use of the Skytech online module by March 1, 2014.

Moses Tiepoh asked where the results will be displayed. Spiridoula assured that the results of the assessments will be kept confidential and do not go to the administration.

Barrie Benton asked if the online module would be compulsory for teachers to use. Martine Gauthier responded that as a part of the transition to online she did not believe it would be made compulsory right away; however, the administration would encourage the use of the online module.

Martine Gauthier was asked if there was a timeline for the use of the online module. She responded that a decision will be made by March 1, 2014 and if the decision is to use the module, she believed it would be made available for the Fall 2014 semester.

Evangeline Caldwell asked if the evaluations would be optional or mandatory for students on Omnivox. Spiridoula confirmed that the evaluations would be optional to avoid blocking students from the other services on Omnivox.

c) Motion re Security Training for First Response

Evangeline Caldwell introduced the motion that was proposed at the FSSCAL Coordinators' meeting on September 11, 2013. The motion was; "FSSCAL recommends that our security officers should have basic first aid training including how to intervene in cases of psychological distress". This motion was moved by Evangeline Caldwell, seconded by Humberto Zamora and a unanimous vote in favor at the FSSCAL Coordinators' meeting. Evangeline followed by bringing this motion to the table at the Joint Coordinators' Committee meeting. Evangeline explained that this motion arose from an experience she had a few semesters ago with a teacher who was in distress and security did not make the first response to the situation.

Odette Côté mentioned that she invited Loïc Boyer to the meeting to take part in this discussion.

Loïc Boyer explained that as a College policy, all security agents are required to have first aid training. Recently, the training has increased from eight to thirty-two hours.

James Pan asked if there was a renewal period for an agent's training. Loïc confirmed that the training is done by Red Cross and must be renewed every three years.

Evangeline Caldwell stated that in light of the information from Loïc, herself and Jacky Vallée would like to withdraw the motion on the table. Evangeline continued by acknowledging her appreciation for the hiring of female security guards. Evangeline feels that having female security guards may create a greater sense of comfort for some staff and students.

Odette Côté concluded the discussion by thanking Evangeline and Jacky for bringing this concern about security to the table. Odette expressed that these concerns are important for the administration to be aware of and she encouraged members to approach their deans for support in the future.

4. New Business

a) Update on Fall 2013 Enrollment

Thomas Ingerman presented the application statistics for Fall 2013. Thomas explained that overall the numbers have been very consistent and we are down one percent from last year. The total applications in Fall 2013 were 9642 versus 9471 in Fall 2012.

Jacques Mainville asked how Vanier stands in comparison to Dawson and John Abbott. Thomas replied that Dawson and John Abbott were both down slightly as well. However, despite the drop, all colleges are at full capacity.

James Pan asked if there were any changes to the caliber of the applicants to the technology programs. Thomas responded that the data for each specific program will only be released after the validation period and will be released in October. Caroline Hanrahan added that the overall high school average of our admitted students is on par with the Réseau which was an improvement from being two points below the Réseau in 2011.

b) Presentation on LCAD Project

Maggie McDonnell and Karen White made a presentation to update members on the data they have collected for the LCAD project.

Presentation:

- Themes in Literature:
 - Writing as learning
 - Curricular emphasis on literacy and communication skills across disciplines = improvement in learning across all disciplines
 - Lack of explicit instruction in LC skills & discouraging literacy rates
 - Importance of including LC in the context of discipline
- Literacy and Communication Across Disciplines:
 - Reading
 - Writing
 - Listening comprehension
 - Oral presentation and discussion skills

Maggie and Karen presented a chart of the literacy and communication skills to display the ranking of importance for teachers and students. Karen outlined the large disparity between the perceived importance for each group. Martine Gauthier added that employers and universities see these skills as very important and in terms of essential skills; our students need to have these skills. Maggie mentioned that part of the problem for students is that they are not fully grasping the concept and use of each of these skills.

Brian Aboud asked how the data for this survey collected. Karen responded that students received a survey on Omnivox and teachers through Zarca.

Maggie discussed the role of the English department in language and communication skills. She explained that there was a gap between the perception and reality of the role and mandate of the English department. Aligning teachers, language and non-language, and students' perception is part of the work that the LCAD project will be working towards.

Karen explained that Maggie and her were presenting to the Joint Coordinators because they are looking for the help of coordinators for the project's next steps. Karen and Maggie would like to have coordinators complete a small survey to collect feedback on the project. They would also like to have a few focus groups with teachers to find out what they believe the college could do to help teachers and students learn and apply LC skills.

Martine Gauthier pointed out that she saw the extended version of the presentation and the data that Maggie and Karen have collected is excellent. Martine continued to mention that in terms of direction, this will be a main project. The ministry has also insisted that we must focus on

language proficiency which will make this a priority for the academic sector and the College as a whole.

Caroline Hanrahan said that one of the things that this data does highlight is the need for programs to place a greater importance on the skills students need to accomplish to be successful on the jobsite and in university. To stress this importance, program advisory committees will be creating an exit profile for students when they leave Vanier.

Evangeline Caldwell mentioned that fifteen to twenty years ago there was a similar project and she was wondering if there was any remaining data that could still be useful. Judy Macdonald added to the discussion on the work that had been done on the project in the past and expressed the Learning Centre's enthusiasm towards the LCAD project.

Sara Varano asked about an appropriate percentage of a grade to be reserved for language. Sara explained that in her Animal Health Technology courses, twenty to thirty percent is reserved for language. Maggie replied that twenty to thirty percent is very good for a technology program.

Karen and Maggie explained that it is imperative that the importance of language proficiency across all disciplines is transmitted to the students. Karen added that it will also be important that teachers in all disciplines feel comfortable grading on LC competencies.

Julie Plante expressed her understanding that the responsibility for teaching these LC competencies does not rest solely on the English department but she asked whose responsibility it is. Martine responded that according to the Ministry, it is every teacher's responsibility and the support system. Martine said that the College recognizes the resources and support that teachers will need from the College.

Michael Sendbuehler commented that the coordinators for the career programs, the discussion for exit profiles has begun and he pointed out that literacy across the curriculum is an important factor to be considered.

c) Dérangement 21 (Disruption 21)

Catherine Greffard explained that the government is trying to lower Cégep teachers' pay rank to below high school and elementary teachers. Catherine asked that coordinators include this item on the agenda of every meeting to raise awareness. Catherine pointed out that even the Fédération des Cégeps agrees with the union opposing this new ranking.

Catherine continued to explain the government's justification that Cégep semesters are shorter and teachers spend less time in the classroom. In addition, they believe that only a Bachelor's

degree is required for a Cégep teacher. Catherine encouraged members to take part in the opposition if they believe this justification to be incorrect.

5. Member's concerns

Julie Plante asked if it would be possible for teachers to have a regular update for coordinators or teachers to track their photocopying spending. Martine Gauthier agreed that teachers should have access to track their spending on photocopies and she would find out how this tracking could be done. Chris Amos confirmed that tracking your budget is an option on the photocopier for anyone with an ID card. Chris said that he would send out instructions on how to access your account on the photocopier.

Jacky Vallée raised a concern about the delayed response for service requests. Jacky had requested that exposed nails on a desk in a classroom be fixed and it took two years for it to be fixed. Jacky raised a second concern about teacher autonomy with computers in the classrooms. Chris Amos responded to this concern by suggesting that any teacher who would like access to something on the computer just needs to submit a request to the Help Desk to have it installed.

Estelle Lamothe had a concern about the protocol for classrooms being locked. Estelle found there was an inconsistency in the procedure for teachers to have classrooms unlocked. Loïc clarified that this is a concern to be addressed by the Service department. Richard Klopp added that to unlock the labs in the N building teachers make a call to Security to inform them that they will be opening the classroom. Loïc confirmed that for the time being teachers do need to continue to make the call to Security prior to unlocking the room.

Sylvie added to the concern regarding Security stating that the intercom system has a poor connection and is not working very well. Loïc assured that the issue would be addressed.

Spiridoula Photopoulos requested that a reminder be sent to all teachers to remind them about the fifteen minute courtesy time before classes for teachers to prepare. Martine Gauthier confirmed that a reminder would be sent out.

Mohamed Tavakoli inquired about the delay for ID cards at the IT center. Mohamed was asked to leave his ID card for two days to gain access. Loïc responded that they are aware of the delay and they are working toward making the process more effective so that employees no longer have to leave their ID cards.

6. Reports, Announcements and Correspondence

a) S.T.A.R. Program

Didier Brûlé-Champagne briefly described the S.T.A.R. program that has been created to recognize student involvement. To be eligible for the program students will have to put in sixty hours of volunteering and/or community involvement. The hours will be accounted for over the duration of one semester and then students will be asked to submit a brief application form to Student Services at the end of the semester. Didier explained that this program acknowledges involved students and rewards them with recognition on their transcript. Didier asked that coordinators inform their departments about the program and encourage students to get involved in the program.

Richard Klopp asked how the students' involvement would be authorized. Didier responded that as part of the application a student will be required to have a signed confirmation from a supervisor.

Barrie Benton asked if it would be possible to have a document sent out to all students in the College to inform them about the program. Thomas Ingerman said that information about the program is posted on the Splash page but it would also be possible to send out a document via Omnivox. Didier concluded the discussion to say that the deadline for students to make an application is December 11, 2013.

Judy Macdonald announced that members interested in a faculty or student mobility grant should contact Jennifer Joseph in International Education for information.

Brandee Diner advised members that she had recently been approached in regard to looking for staff or students interested in taking part in a biological research station in Belize. Brandee would be meeting with the directors of the program to find out if Vanier College is a suitable candidate. Brandee asked that anyone interested in being invited to the talk should email her.

Martine Gauthier briefed members on matters that are going on in the Réseau. Martine updated members on Bill 14 that is no longer a main item but is still being discussed. Martine explained that in terms of the anglophone colleges there is a sense of responsibility to support the French language. There is discussion of a History of Québec course that will take the place of a complementary course.

Evangeline Caldwell asked if the Ministry was considering an alternative to removing a complementary course and Martine responded that there is little discussion at the moment about alternatives.

Miles DeNora reported for Academic Council. He asked if it was okay to move this up the agenda – if the situation warranted it, in order for the Joint Coordinators' Committee to have more time to address the items.

7. Varia

None.

8. Adjournment

Meeting adjourned at 12:37 p.m.

Respectfully submitted,

Jessica Munro