

Joint Coordinators' Meeting
Wednesday February 15th, 2017 at 10:00am, Boardroom F-216

Present:

Edward Awad	Joan Fee Taylor	Eric Lozowy	Isabelle Rivest
Meghna Banerjee	Helen Filippou	Marianne Lynch	Louise Robinson
Anita Barbagallo	Lisa Fiorentino	Sevak Manjikian	Nicole Savina-Poirier
McManus	Dale Gallagher	Myriam Mansour	Martin Siberok
Dana Bath	Marie H�el�ene Gratton	Patricia McClurg	Sylvie Tardif
Mireille B�eland	Louise Gauthier	Ilya Meldrum	Mohamed Tavakoli
Marc B�elanger	Marie Gribbon	David Moscovitz	Quentin Van Ginhoven
Stephanie Belmer	Christoph Heldt	Lissiene Neiva	Nathalie Viau
Wilma Brown	Thomas Ingerman	Stephen Newbigging	Peter Woodward
Joanne Cardone	Perry James	Diane Nyisztor	Lisa Yachnin
Antionietta Cociolo	Haritos Kavallos	Natalia Pakhomova	
Elana Copperberg	Danielle Lafaille	Megan Peck	
Gina De Iaco	Estelle Lamothe	Alena Perout	
Isabelle Delisle	Karl Laroche	Loris Peternelli	
Joanne Ellis	Kevin Lenton	Lili Petrovic	
Glen Ethier	Colleen Leonard	Mark Prentice	
Jailson Farias De Lima	Marie Elaine Longpr�e	Kelly Purdy	

1. **Approval of Agenda:** under #5C please add: IPESA pre-consultation. Under #6 please add members' concerns.
2. **Approval of minutes** from December 14th, 2017, please correct the following name: Meghna Banerjee. Minutes approved with no further corrections
3. **Business arising:**
 - a) **Development and Support Opportunities:** (Eric Lozowy): There were 64 proposals received: 26 pedagogical projects, one research project, one accessibility project, 36 student success projects, this is in addition to the 40 projects submitted this past fall, for a total of 112 proposals submitted. Schedule for coordinators: in the next 10 days, all proposals will be evaluated. Friday Feb 24th, preliminary recommendations will be sent to the academic dean. Final decisions will be made by March 2nd. The following day the deans will communicate these decisions with their coordinators. Applicants will receive an official email the following week (~March 10th). Minimal information provided will be the amount of allocation granted. Monetary resources for any projects will be known at a later date.

4. **New Business:**

a)Rendement Scolaire -Update on “Course Success Reports” (Powerpoint presented by Isabelle Delisle and Jane Hudson): There are proposed changes. These changes are tied to the Strategic Plan. Focus will be on equity and student success. The goal is to move to a once per year report and make the reports more useful and engaging. The goal is to include more graphic style content and data. However, before implementing changes, Isabelle and Jane are asking for our input. Timeline: March 2017: collect data, question: how do coordinators use, analyze and share the reports? Based on the results of the questionnaires sent to the coordinators, a draft style of report will be produced. Question: why move to once per year report? Answer: once a year is more feasible. KPIs would be provided in the spring, detailed Course Success Reports would be provided in early August. KPIs go to programs. Course Success Reports go to Departments. The new KPIs will include course success rates (anonymously). Please see attached PDF for more information.

b)AQPC (Eric Lozowy): June 6th-8th, 2017: college is recruiting volunteers. A reminder was sent out to recruit more volunteers. Compensation for volunteers was presented. Please encourage your colleagues to volunteer, if you have specific questions, please direct your questions to Haritos Kavallos.

c)Ped Day Follow Up: (Isabelle Delisle): Ped Days for 2016/2017 have been completed. January Ped Day survey concluded that teachers found it, overall, quite positive. 148 teachers registered, but only 85 attended. (Usually the number of people who attend closely resembles the number who have registered.) This may have been due to a major metro shutdown and traffic accident. The “Netwalking Activity” was overwhelming positive. Suggested themes for next year: Evaluation of student achievement (to assure fairness and equity the context of competency based approach). Key principles for planning: collaborative, interactive, social, dynamic and action based.

d)Open House Follow up (Darren Becker): we had ~3500 people at Open House. This is less than in previous years. However this may have been due to 1) we did have ~900 people at Career Showcase in November and 2) we were late as compared to other colleges for Open House. Communications is working on making the banners more clearly identified with the different programs. We are returning to our old schedule for Open House activities. Open House 2017, will take place, tentatively, on November 4th, 2017. Information evening will tentatively take place on February 6th, 2018. Question: will we have a repeat Career Showcase? The Communications department is entertaining other options for Career Showcase and will call a meeting with the coordinators. Comment: issue raised about the availability of food for volunteers on Open House. There were people who had meal tickets, but when they went to the cafeteria, there was no food left. Follow up with the cafeteria.

e)Learning Commons follow up (power point presented Haritos Kavallos): We are nearing the end of the project. Pictures were presented. Most of the flooring and shelving has been completed. F5 is the floor that will be delivered last, still needs flooring and painting. F5 will contain the group study rooms. D301 (STEM) is the space that is closest to being completed. Overview: 600+ seats, five reservable group study room with projectors, 60 desktop computers, 70 laptops, 40 laptops in versant literacy/workshop rooms, six printers

(five black/white + one color), two audio listening stations, and info desk and quick search stations on each floor. Questions: what is the audio listening station? Access to CDs, plug in headphones. Most of the laptops and computers are being replaced. Question: did we lose/damage a number of books? Insurance is covering this, librarians are working with the faculties to compile a list of books that need to be replaced. Most of the books lost were music and some science books. Delivery date for the new Learning Commons? Timeline: Closing of Temporary Library: March 10th, 2017. Public Opening of the Learning Commons: March 20th, 2017. Inauguration April 2017. During March break, books will not be accessible to students to allow for the transfer of the books from the old library to the new Learning Commons. Question: due to the large amount of dust, will the air quality be tested? Yes, we will be in contact with Joanie Robert for follow up. We need your help! Are you available during the March break? Please come help move books into our new Learning Commons. We would appreciate any help, even if just for a few hours. This announcement will be distributed to teachers and students as well. Will students be hired to do the work? There is a question of budget. This is the reason we are looking for volunteers.

f)Enrolment update: (Tom Ingerman): delete date was February 14th. We are pretty much at the same size as last year: 6006 students, 13 more students than last year.

5. Reports, Announcement and Correspondence

a)Academic Council : none

b)Faculty Reports: none

c)IPESA pre consultation: (Eric Lozowy): requiring feedback from all groups in the college. There is a first “brainstorming” session taking place during UB next week; Wednesday, February 22nd at 12pm in B223. (Ask Eric for his PPT.) Coordinators are strongly encouraged to attend and invite teachers who are available. Brainstorming questions: 1) In your experience where are some of the challenges that you have encountered in using the IPESA. 2) Which sections of the IPESA need elaboration? Which sections are missing and should be included? 3) Is there something that is commonly done in the practice in your discipline that is not in conformity with or that is not taken into account by the IPESA? 4) Are there questions that you have which are not answered in the IPESA? If coordinators or teachers cannot attend, they are encouraged to send their questions/comments to Andrada Muntean. This is just a pre consultation session; there will be two rounds of formal consultation/meetings.

6. **Members' Concern: English Department:** is it possible for a cart of laptops to be available for teachers to sign out for the versatile classrooms? Teachers are specifically requesting a cart able to hold ~20 laptops to be able to transport to the classroom. We would need one cart in the N building and one in the Main building. Eric did speak to Chris Amos. Chris is working on providing laptops available to teachers. Eric will follow up with Chris. Comment from Tom; important issue is that we do not have the capacity to address the computer needs in our college. Issue raised: seems that more and more computers are breaking down. The computers are repaired quickly enough, but they breakdown regularly. Issue raised regarding the lack of an IT technician available in the N building. This makes it

extremely challenging when you have a 8am class (or any class for that reason) in the N building, and there is a technical problem, the technician is 20 minutes away. Danielle will follow up with this issue.

Members' Concern: personal printing budget: teachers are extremely stressed when they running out of money, having to ask their coordinator and/or dean for a "top up". This is a time consuming and stressful process. Is it possible to prorate the amounts to the needs of programs? Comment: what are the teachers photocopying? If they are printing exams, this consumes a lot of money. Suggestion: send your exams and large amount of printing to the print shop and charge to the department. Comment: Coordinators do need a larger sum of money for printing. Eric: message is received, we do need to figure out a better system which works better. We cannot go back to the old system, where teachers were given "carte blanche," teachers/departments were overspending. The deans will consult with the academic dean to work on a better system for allocating printing budgets. This concern will be revisited. Academic dean: printing budget falls under our college operating budget. And we are falling short in our budgets. We cannot work miracles but be assured that we will revisit the issue and address this concern. Since the new system in place, we have cut our printing our budget by half.

7. Adjournment

Meeting adjourned at 11:30am.

Antoinette Cocciolo