

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BOARD OF GOVERNORS REGULAR MEETING
PUBLIC SESSION AGENDA**

Date: Wednesday, January 9, 2013
 Time: 6:00 p.m.
 Location: Community Room
 Gordon Willey Building, A144

Pages

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. ADDITIONS/DELETIONS TO THE AGENDA**
- 4. CONFLICT OF INTEREST DECLARATIONS**
- 5. PRESENTATIONS**
 - 5.1 Construction and Hoisting Techniques Program (Darrin Caron, Principal/Dean, Whitby Campus)
 - 5.2 Campus Safety (Tom Lynch, Director, Campus Safety) 3 - 3
 - 5.3 Whitby Campus Phase III Update (R. APRILE) 4 - 13
- 6. CONSENT AGENDA**

DETERMINATION OF ITEMS REQUIRING SEPARATE CONSIDERATION
CIRCLE THE ITEMS YOU WISH TO CONSIDER SEPARATELY:

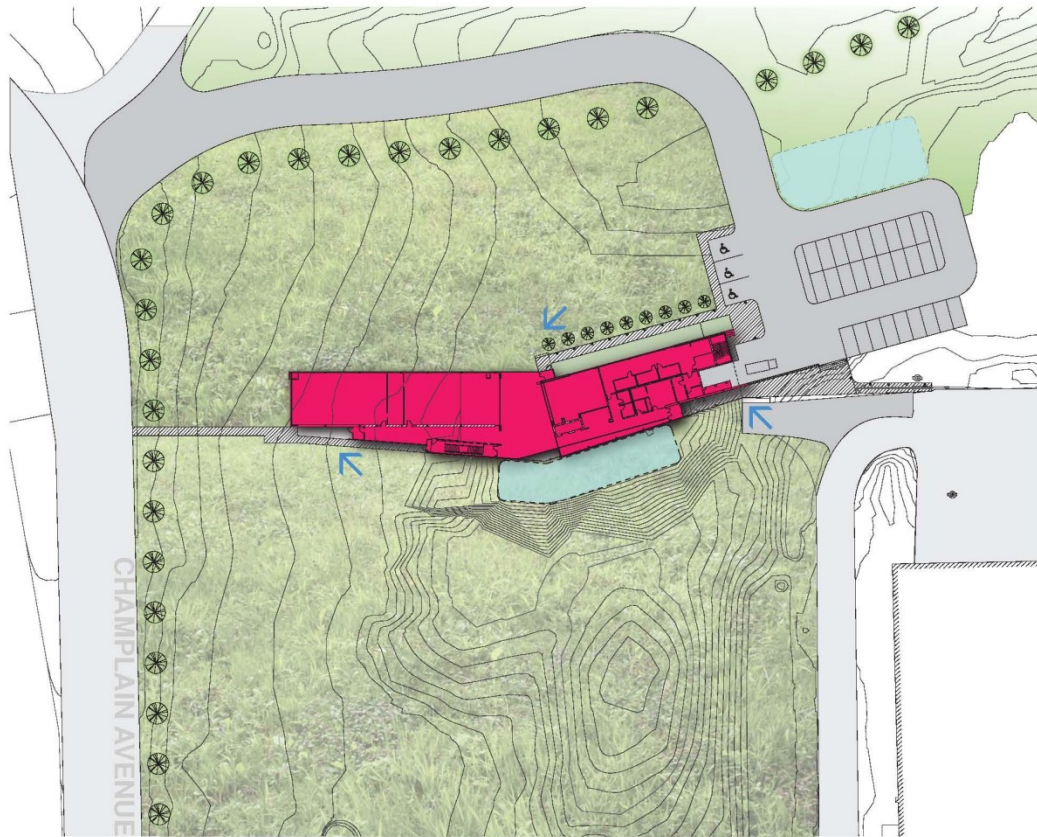
7.1, 10.0, 11.1, 11.2
- 7. APPROVAL OF PREVIOUS MINUTES**
 - 7.1 Minutes of the Regular Meeting (Public Session) of November 14, 2012 14 - 21
- 8. ACTIONS ARISING FROM PREVIOUS MINUTES**
- 9. CHAIR`S REPORT**
- 10. PRESIDENT`S REPORT** 22 - 25
 - 10.1 Ireland Report 26 - 37
- 11. COMMITTEE REPORTS**

11.1	AUDIT AND FINANCE COMMITTEE (M. SIMPSON)	
11.1.1	Audit and Finance Committee Report No. 4 of December 4, 2012	38 - 38
11.2	EXECUTIVE COMMITTEE (F. WU)	
11.2.1	Executive Committee Report No. 3 of December 18, 2012	39 - 40
11.3	GOVERNANCE REVIEW COMMITTEE (G. CUBITT)	
11.4	NOMINATING COMMITTEE (M. NEWELL)	
12.	CONTINUING BUSINESS	
13.	NEW BUSINESS	
13.1	Law Clerk Advanced Fast Track Program (J. ROBINSON)	41 - 48
14.	OTHER BUSINESS	
14.1	Program Advisory Committee Minutes (J. ROBINSON)	49 - 141
15.	INQUIRIES AND COMMUNICATIONS	
16.	UPCOMING EVENTS	
16.1	Board of Governors and Program Advisory Committee Annual Event - February 6, 2013, Campus Dining Room	
16.2	Spring Open House - March 23, 2013, Oshawa and Whitby Campuses	
17.	MOVE TO IN-CAMERA SESSION	
18.	ADJOURNMENT	

Active Threat

- Prevention
 - STAT & ETAT
 - DRPS
 - Education/Orientation/Communication
- Mitigation
 - Public Place – Access
 - Signage
 - Procedures
 - Emergency Mass Communication Tool (PA & CIRENS)
 - Practical application – Lockdown Exercises
 - EMRT Response and After Action Reports
 - Proactive Security Procedures/Initiatives
 - Capital investment into Security Infrastructure

Durham College Centre for Food Construction Update



Current Status

Major Milestones Reached

- Structural Steel Complete
- Concrete floors Poured
- Site servicing complete

Trades on Site

- Electricians
- Sheet Metal
- HVAC
- Drywall

Landscape Design Tender

- RFP issued November 20
- 26 landscape firms attend site meeting
- 19 landscape proposals received December 4
- Short listed to 4
- Interviews of final 4 in progress
- Contract award end of January

Conceptual Drawing of Restaurant on Second Floor Hot Lab and Bake Lab on Lower Floor



Construction to date of Restaurant on Second Floor

Hot Lab and Bake Lab on Lower Floor



North Elevation View from Car Dealership



Second Floor Cooking Lab



Basement Mechanical Room



Second Floor Classrooms



Mechanical Penthouse



**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BOARD OF GOVERNORS
PUBLIC MINUTES**

Date of Meeting: Wednesday, November 14, 2012
Location: Community Room
Gordon Willey Building, A144

Members Present: Franklin Wu, Chair
Dan Borowec
Ron Chatterton, Vice-Chair
Thomas Coughlan
Garry Cubitt
Kevin Dougherty
Joanne Dykeman
Darren Fisher
Carlee Fraser
President Lovisa
Michael Newell
Donna Raetsen-Kemp
Mary Simpson
Judith Spring
Sanjay Surendran
Pierre Tremblay

Absent: Doug McKay

Secretary: Karen Graham

Senior Staff: Scott Blakey
Nevzat Gurmen
Donna McFarlane
Judy Robinson
Tony Doyle

1. CALL TO ORDER

The meeting was called to order at 6 p.m.

2. INTRODUCTION OF GUESTS

Karina Scali, student; Kevin Baker, dean, School of Interdisciplinary Studies & Employment Services; and Fiona Richards, director, International Education.

3. ADDITIONS/DELETIONS TO THE AGENDA

None noted.

4. CONFLICT OF INTEREST DECLARATIONS

Governors Cubitt and Simpson declared a conflict of interest for item 14.2 Durham College/Durham Regional Police Agreement renewal, as they are employees of the Regional Municipality of Durham.

5. PRESENTATIONS

Kevin Baker advised that the Community Integration through Co-operative Education (CICE) program is for students with intellectual or learning disabilities. Students take academic courses with modified curriculum for four semesters that lead to a certificate. Kevin introduced CICE student Karina Scali, recipient of the Queen Elizabeth II Diamond Jubilee Medal. Karina noted that she is honoured to be recognized for her volunteer efforts and shared her experience as a student focusing on the area of Early Childhood Education. She noted her increased confidence; experience living in residence; commuting independently via transit to her home on weekends and looking forward to obtaining gainful employment and volunteering once she finishes school.

5.1. Internationalization Strategy – 2012/13

Fiona Richards made a presentation regarding historical and projected international enrolment numbers and noted our current international enrolment at 304 students; challenges with rapid growth and reduced diversity; marketing and recruitment; local, primary and emerging markets; importance of a short turnaround for admissions processing and agent management. Fiona noted the changes in the International office since June, including redefined roles; new agent contract; tightening procedures; engaged new partners; student support such as pre-departure seminars, airport pickup, temporary housing arrangements etc.;

sessions for faculty to integrate international students into their classrooms; new withdrawal and refund policy; and recruitment in new source markets. Immediate priorities include diversifying the student population; new electronic system; increased application turnaround; educate staff; conversion campaigns and implementation of the Struthers Report.

6. ITEMS FOR DISCUSSION

6.1. Generative discussion – Economic impact of the college and its partnerships within Durham Region

The Board chair and Donna McFarlane welcomed an opportunity to continue the generative discussion from the retreat. Donna referenced the notes from the previous discussion such as the recent meeting with local politicians and discussions around partnerships, entrepreneurship, international, and further development with health care; and continuing to look at our private-public-partnership capacity. The chair noted that the leadership team needs to hear informal input from the Board. No further discussion noted.

7. CONSENT AGENDA

The Chair presented the consent agenda.

Items 12.3.1, 13.1, 14.2, 14.3 and 16.1 were separated from the consent agenda.

Items 8.1, 12.1.1, 12.1.2, 12.2.1, 12.2.2, 14.1, 14.4 and 15.1 were included as part of the consent agenda.

Moved by Governor Cubitt

Seconded by Governor Tremblay

That items 8.1, 12.1.1, 12.1.2, 12.2.1, 12.2.2, 14.1, 14.4 and 15.1 be approved as part of the consent agenda.

CARRIED

8. APPROVAL OF PREVIOUS MINUTES

8.1. Minutes of the Regular Meeting (Public Session) of September 12, 2012

Moved by Governor Cubitt

Seconded by Governor Tremblay

That the minutes of the public meeting of the Durham College Board of Governors held September 12, 2012 be approved.

CARRIED

9. ACTIONS ARISING FROM PREVIOUS MINUTES

None noted.

10. CHAIR'S REPORT

None noted.

11. PRESIDENT'S REPORT

President Lovisa referenced the 14-per cent enrolment growth for the Fall; 15-per cent increase for January and the system average of 3.3. percent. Governor Chatterton highlighted the request by Prime Minister Stephen Harper to meet with Minister Finley and the subsequent request by the Minister to facilitate a roundtable to explore solutions for a national apprenticeship strategy.

Moved by Governor Dougherty Seconded by Governor Chatterton

That the President's report for October/November 2012 be received for information.

CARRIED

12. COMMITTEE REPORTS

12.1 AUDIT AND FINANCE COMMITTEE

12.1.1 Audit and Finance Committee Report No. 2 of October 3, 2012

Moved by Governor Cubitt Seconded by Governor Tremblay

That Audit and Finance Committee Report No. 2 of October 3, 2012 be approved.

CARRIED

12.1.2 Audit and Finance Committee Report No. 3 of October 30, 2012

Moved by Governor Cubitt Seconded by Governor Tremblay

That Audit and Finance Committee Report No. 3 of October 30, 2012 be approved.

CARRIED

12.2 EXECUTIVE COMMITTEE

12.2.1 Executive Committee Report No. 1 of October 3, 2012

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Executive Committee Report No. 1 of October 3, 2012 be approved.

CARRIED

12.2.2 Executive Committee Report No. 2 of October 30, 2012

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Executive Committee Report No. 2 of October 30, 2012 be approved.

CARRIED

12.3 GOVERNANCE REVIEW COMMITTEE

12.3.1 Governance Review Committee Report No. 1 of September 19, 2012

Governor Tremblay requested an opportunity to point out the internal Board election recommendation included in the Governance Review Committee Report. No further discussion noted.

Moved by Governor Dougherty Seconded by Governor Cubitt

That the Governance Review Committee Report No. 1 of September 19, 2012 be approved.

CARRIED

13. CONTINUING BUSINESS

13.1 Program Quality Assurance Process Audit (PQAPA) Update

Judy Robinson overviewed the process and importance for us to identify areas we want to develop. Additionally, it was noted that the process will transition to an accreditation of the entire college in 2015.

Moved by Governor Fraser Seconded by Governor Newell

That the Durham College Board of Governors receives for information this update regarding PQAPA.

CARRIED

14. NEW BUSINESS

14.1 Key Performance Indicators (KPI) Timeline

Moved by Governor Cubitt

Seconded by Governor Tremblay

That the Durham College Board of Governors receives for information the Key Performance Indicators (KPI) Timeline.

CARRIED

14.2 Durham College/Durham Regional Police Services Agreement (renewal)

Governors Cubitt and Simpson declared a conflict of interest and did not vote. Governor Chatterton requested information regarding the use of space. Nevzat Gurmen advised that the current lease has been in place since 2002 and is due to expire. The college values its partnership with the Durham Regional Police Services and the space totalling 13,720 square feet is used for classrooms and a training area. The new agreement includes an increase in lease cost and more collaboration for our Police Foundations program.

Moved by Governor Chatterton

Seconded by Governor Dougherty

That the Durham College Board of Governors approves the Durham College/Durham Regional Police Services Agreement (renewal).

CARRIED

14.3 New Program Approvals

Governor Simpson noted that all of the new programs are hosted by Durham and another college and questioned how that works. Judy Robinson advised that the programs are offered through the School of Continuing Education at Durham and also offered online through the OntarioLearn consortium. The curriculum was jointly created with Fleming College. Both Durham and Fleming own the curriculum and other colleges can offer by paying us a fee. OntarioLearn is an online consortium of all colleges and is delivered via the provider Embanet. OntarioLearn's annual registration is at 70,000; Durham College registrations encompass 14 per cent and we own one quarter of the curriculum.

Moved by Governor Tremblay

Seconded by Governor Dougherty

That the Durham College Board of Governors approves the program of instruction for post-secondary certificates Children's Mental Health, Sustainable Local Food and Construction Estimator.

CARRIED

14.4 Approval of Board Goals for 2012-2013

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Durham College Board of Governors approves the Board Goals outlined for 2012/2013.

CARRIED

15. OTHER BUSINESS

15.1. Program Advisory Committee Report

Moved by Governor Cubitt Seconded by Governor Tremblay

That the Durham College Board of Governors receives this Program Advisory Committee report for information.

CARRIED

16. INQUIRIES AND COMMUNICATIONS

16.1 Multi-year Accountability Agreement (MYAA)

Governor Tremblay enquired about the audit process for the data. President Lovisa advised that the numbers are self-reported but are pulled from audited report requirements. Durham is comparable to other colleges; we receive all of our hold-back funds and that this is a credibility piece for the college.

Moved by Governor Newell Seconded by Governor Spring

That the Durham College Board of Governors receives the 2011-2012 MYAA Report Back report for information.

CARRIED

17. UPCOMING EVENTS

Annual Scholarship Ceremony will be held on November 22; New Governor Orientation will be held November 24 at the Colleges Ontario conference; and the Annual Board Appreciation Event will be held on December 12.

18.&19. MOVE TO IN-CAMERA SESSION and ADJOURNMENT

The public session recessed at 7:20 p.m.

Moved by Governor Spring

Seconded by Governor Fraser

That the Durham College Board of Governors move into an in-camera session to discuss items under Durham College By-law No.1 (11-001) Section 22.3 (a) items of corporate business respecting human resources, litigation or contractual matters; items under Durham College By-law No.1(11-001) Section 22.3 (a) items of corporate business respecting contractual matters together with matters covered under the Freedom of Information and Protection of Privacy Act - items under Section - 17. (1) (c) Third Party; Section 15 Relations with Government; and Section 21 Personal Privacy.

CARRIED



Franklin Wu
Board Chair

Karen Graham
Board Secretary

BOARD REPORT

Action Required:

Public: ☒
In-Committee: ☐

Discussion ☒
Decision ☐

DATE: January 9, 2013

FROM: Don Lovisa

SUBJECT: President's Report

Our Students:**Donors and students celebrate academic success**

- One of the most rewarding events on campus each year is our annual scholarship ceremony to recognize the academic excellence of our students. This year, 184 students earned scholarships valued at a combined \$135,000. The ceremony also brings many of our donors to campus to personally present their awards and connect with the recipients of their gifts. It truly is rewarding to see donors learn first-hand how their gifts are impacting the lives of our students.

We Heart DC students

- Members of the leadership team joined colleagues from across campus this week to kick off the winter semester by welcoming students to the winter semester with a cup of hot chocolate. The idea stemmed from a new I Heart DC Committee that is looking at ways to further the college's popular I Heart DC initiative and further strengthen connections with students. Thousands of cups were served to a very appreciative student body, many of whom were arriving on campus for the first time as their programs have January start dates.

Our People:**Faculty and leadership team meet for annual retreat**

- As part of an annual tradition to set aside time away from campus to connect with faculty, the senior leadership team recently met with a group of professors for a strategic discussion about the college and where we should be focused moving forward. Faculty from each of our academic schools joined other academic leaders for the discussion, which considered the college's draft strategic mandate agreement and opportunities for our growth in the years ahead. These sessions continue to be very valuable to all of us and we are always so appreciative of the discussions and viewpoints offered. We created two 'Wordles' at the end of this report to give you an idea of their thoughts.

Growth on the agenda at Employee Town Hall

- More than 200 faculty and staff attended in person or watched online as we held a special mid-year Employee Town Hall to discuss enrolment growth in the years ahead. As the college prepares to hit its 10,000 enrolment goal this September – two years ahead of target – the senior leadership team wanted to start a discussion with all employees about why we must continue to remain a growth college. Continuing to grow allows the college to generate the additional revenues required to provide new services to students and also ensure we are introducing new programs in areas critical to the economy. The Town Hall generated lively discussion and we welcomed the feedback as we begin the process of establishing new targets and allocating the space and resources required to meet this need. At our February Board meeting I will share further details and rationale for the advantages to continuing to be a growth college.

Our Business:

Irish trip provides valuable information

- A senior leadership delegation from Durham College and UOIT travelled to Ireland recently to tour a number of members within the Institutes of Technology Ireland (ITI). The trip was designed to better understand the Irish model of academic laddering, which sets out clear paths and guidelines that allow students to seamlessly move from credential to credential. We are working to establish a model with UOIT that would allow students to move from the apprenticeship level to PhD studies. The trip proved to be very beneficial in terms of understanding the model and getting to explore other opportunities for partnerships. We were also thrilled to be able to meet with a graduate from the Durham College Electromechanical Engineering Program, who has taken advantage of a memorandum of understanding between the ITI and Ontario colleges that sees opportunities for Ontario graduates to study in Ireland.

Strategic plan development continues along

- Planning continues toward the development and approval of the college's next Strategic Plan. Building on the success of our recent Strategic Mandate Agreement (SMA) process and the decision to continue to be a growth college, the next plan will set the high-level objectives required to guide our college from April 1, 2013 through to 2016. Over the past number of months, more than 300 staff and faculty have attended SMA or strategic plan input sessions to offer their thoughts on what they feel should be strategic priorities for the college in the years ahead. We will update the board further in January as we continue to move forward.

Our Community:

Federal minister welcomes feedback on key post-secondary issues

- I was very pleased to be able to help bring together a panel of educators and industry leaders from across Canada recently for a discussion in Ottawa with Diane Finley, federal minister of Human Resources and Skills Development. The visit came about at the encouragement of Prime Minister Stephen Harper after we had a discussion this summer in Oshawa about the need for greater national collaboration and resources for the post-secondary sector. Our meeting with Minister Finley included representatives from colleges across the country, Colleges Ontario, the Association of Canadian Community Colleges, and the Canadian Manufacturers and Exporters. The discussion centred on the national skills gap and apprenticeship training, the need for a national post-secondary strategy and an expanded strategy on college innovation and research. The minister extended our meeting by more than an hour beyond what was scheduled and was very receptive to the ideas and suggestions advanced. We are looking forward to hearing back from her.

Campus community delivers for families in need

- The generosity of faculty and staff came shining through once again as the annual campus Holiday Food Drive made a lasting impact on 130 families. More than \$15,000 was raised to provide assistance to 90 Durham College and UOIT student families supporting 168 children, along with a further 17 students living away from home and 40 families in the community. The drive is sponsored by Durham College, UOIT, Your Student Association (SA) and the Kinsmen Club of Oshawa. We are very fortunate to have Governor Kevin Dougherty and his wife, Pat Vale-Dougherty providing tremendous leadership for this drive on campus each year.

Representing Durham College at:

- Meetings of the Ontario Council on Articulation and Transfer;
- Meetings of the Durham Learning and Business Innovation Park (dLAB); and
- The launch of the Think and Drive road safety campaign.

How faculty view Durham College today:



How faculty see Durham College in three years:



Ireland

Durham College
UOIT

Student Opportunity

- Senior leadership delegation from Durham College and UOIT tour a number of members within the Institutes of Technology Ireland (ITI).
- Trip designed to better understand Irish model of academic laddering – clear paths and guidelines to allow students to seamlessly move between credentials.
- Work underway to establish model with UOIT that would allow students to move from the apprenticeship level to PhD studies.

- Trip proved to be very beneficial in terms of understanding the model and exploring other opportunities for partnerships.
- Met with graduate from the Durham College Electromechanical Engineering Program, who has taken advantage of a MOU between the ITI and Ontario colleges that sees opportunities for Ontario graduates to study in Ireland.

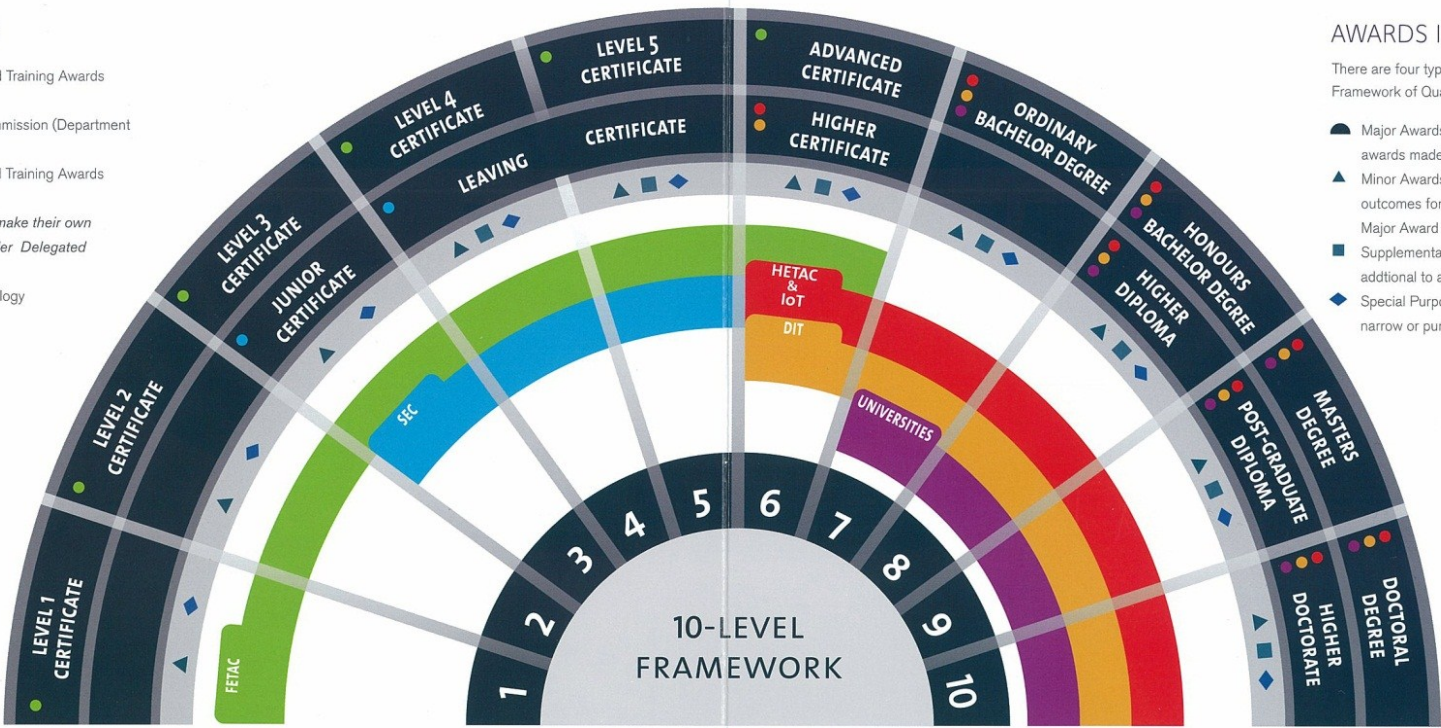
Dublin
 Blanchardstown
 Dundalk
 Athlone
 Limerick
 Cork
 Kilkenny



NATIONAL FRAMEWORK OF QUALIFICATIONS

AWARDING BODIES

- FETAC - Further Education and Training Awards Council
- SEC - State Examinations Commission (Department of Education & Science)
- HETAC - Higher Education and Training Awards Council
- IoT - Institutes of Technology (*make their own awards at specified levels under Delegated Authority from HETAC*)
- DIT - Dublin Institute of Technology
- Universities



AWARDS IN THE FRAMEWORK

- There are four types of award in the National Framework of Qualifications:
- Major Awards: are the principle class of awards made at a level
 - Minor Awards: are for partial completion of the outcomes for a Major Award
 - Supplemental Awards: are for learning that is additional to a Major Award
 - Special Purpose Awards: are for relatively narrow or purpose-specific achievement.

Irish Innovation Method

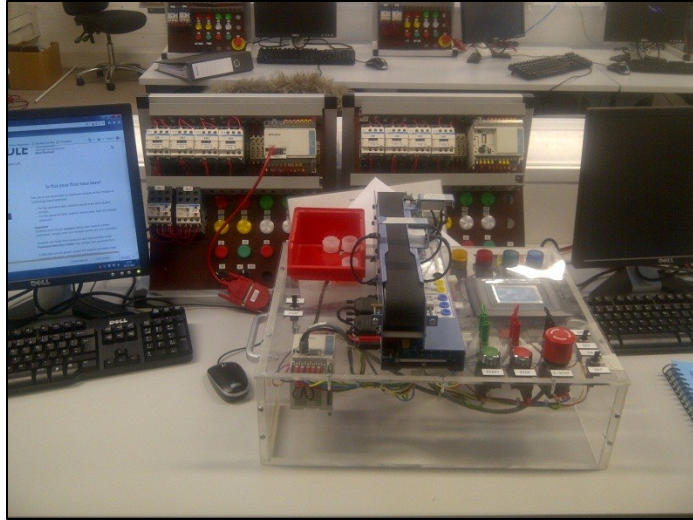
LIC



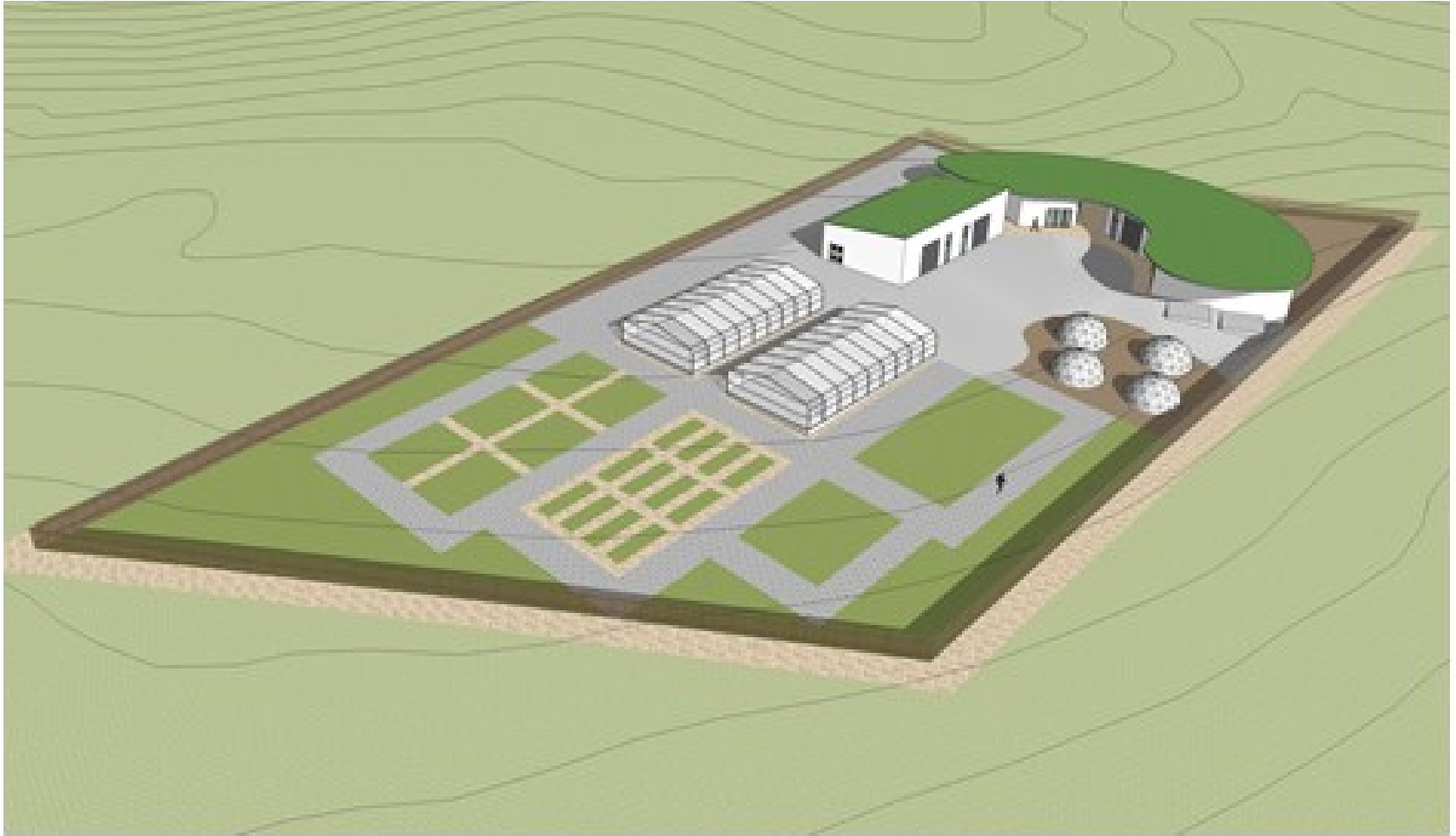
Blanchardstown- LINC



Blanchardstown- LINC



Blanchardstown- Proposed New Horticulture Facility



Athlone Institute of Technology



Rubicon Centre - CIT



Sharing a pint with a good partner and friend.



PUBLIC AUDIT AND FINANCE COMMITTEE REPORT NO. 4
MEETING OF DECEMBER 4, 2012
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR
CONSIDERATION AT ITS PUBLIC MEETING
HELD JANUARY 9, 2013

THE AUDIT AND FINANCE COMMITTEE, AS A RESULT OF ITS MEETING
HELD ON DECEMBER 4, 2012 RECOMMENDS AS FOLLOWS:

1. Whitby Phase 3 Expansion Project Status Report

Nevzat Gurmen reported that the full building permit is to be received next week, slabs are being poured and construction will continue over the winter. The project is on schedule and on budget.

2. Whitby Campus Road Extension Land Agreement

The Municipality of Durham Region is requesting a portion of Durham College's land to allow for an access road to connect to the planned extension of Consumers Drive. The Consumers Drive extension will pass to the north of the Centre for Food. Construction will likely take place in 2016. President Lovisa noted that all adjacent land owners have reached the same agreement with the Region for the road allowance.

All of which is respectfully submitted,

Mary Simpson, Chair
Audit and Finance Committee
December 4, 2012

PUBLIC REPORT OF EXECUTIVE COMMITTEE
REPORT NO. 3 OF MEETING OF DECEMBER 18, 2012 TO
THE DURHAM COLLEGE BOARD OF GOVERNORS FOR
CONSIDERATION AT ITS PUBLIC MEETING
HELD JANUARY 9, 2013

THE EXECUTIVE COMMITTEE, AS A RESULT OF ITS MEETING
HELD ON DECEMBER 18, 2012 RECOMMENDS AS FOLLOWS:

1. Expense Reports – October, November and early December, 2012

President Lovisa's expenses were reviewed and approved by the Executive Committee.

ACTION: That the expense reports for October to early December 2012 be approved.

2. Thoughts from the 2012 Colleges Ontario conference

Governor Chatterton summarized the points on his memo of December 10, 2012. Discussion focused on benchmarking, balanced score card, and advocacy cards. Governor Chatterton suggested that the Board consider sending one or two seasoned governors to other college's board and committee meetings to observe their practices and share information on our Board's most effective practices with the intention of improving board practices across the college system. This would require thoughtful consideration of confidentiality, how best to maximize the benefit to the boards involved among other factors; would also need to be discussed with The College Employers Council of Ontario Governors' Review Committee.

ACTION: Governor Chatterton to draft overview of initiative and discuss with President Lovisa; bring recommendation back to Executive Committee.

President Lovisa noted that KPI information is most useful for Board oversight, but only provided annually.

ACTION: President Lovisa and the College's senior leadership team to determine best practices around college scorecards and bring to the Board on an annual basis.

President Lovisa showed scatter graphs used to evaluate academic programs and described the many factors contributing to the metrics used to identify programs that are doing well and those that need to be reviewed to determine how to improve performance. Analysis is based on three-year trends.

PUBLIC REPORT OF EXECUTIVE COMMITTEE
REPORT NO. 3 OF MEETING OF DECEMBER 18, 2012 TO
THE DURHAM COLLEGE BOARD OF GOVERNORS FOR
CONSIDERATION AT ITS PUBLIC MEETING
HELD JANUARY 9, 2013

ACTION: President Lovisa to provide an overview of this process to the Board.

The College is developing an advocacy card for Governors; a prototype will be presented at the next Board meeting.

3. Board Meeting Annual Schedule

The committee considered the frequency of board and committee meetings scheduled for the remainder of the fiscal year in light of the Board's business requirements. Regularly scheduled meetings – as we have in place now - are preferred. Should there be no or few time-sensitive agenda items, meetings can be cancelled. Whenever possible, meetings of committees with overlapping membership should be scheduled back-to-back on the same day to make most efficient use of governors' time. President Lovisa extended an open invitation for Executive Committee members to suggest changes to this practice.

All of which is respectfully submitted,

Franklin Wu, Chair
Executive Committee
December 18, 2012

BOARD REPORT

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: January 9, 2013

FROM: Don Lovisa, President

PREPARED BY: Michelle Cole, Manager, Program Development and
Quality Initiatives

**SUBJECT: Advisement of a New Delivery Model for the Law Clerk
Advanced Program**

A. Purpose

To advise the Board of Governors of the new fast-track delivery model of the following post-secondary program of instruction for the May 2013 intake:

1. *Law Clerk Advanced – Fast Track*
 - Duration: 3 semesters
 - Credential: Durham College Advanced Diploma
 - School of Justice & Emergency Services

B. Background

With a focus on providing students with academic opportunities to enhance their knowledge and continue their education, the School of Justice & Emergency Services is eager to offer this new fast-track program to recent graduates of the Paralegal program. The following report describes the proposed new fast track delivery model of the Law Clerk Advanced program, that will provide academic pathways and meaningful employment opportunities for Paralegal graduates, contribute to Durham College's enrolment growth, and meet the labour market needs of our community.

It is the role of the Durham College Board of Governors to ensure that programs of instruction are developed and implemented consistent with provincial standards where they exist; ensuring that all new and modified postsecondary programs of instruction lead to one of the following credentials – Durham College Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, or Ontario College Graduate Certificate.

The Board will request validation that the programs of instruction conform to the Credentials Framework and are consistent with accepted college system principles, that such credentials are awarded to students on successful completion of their respective programs of instruction, and are consistent with the Credentials Framework.

We confirm that Durham College is in compliance with all Minister's Binding Policy Directives noted above, for programs of instruction.

C. Discussion/Options

The premise for creating this fast-track program is to offer Paralegal diploma graduates with a greater scope of practice.

Paralegal students are educated primarily in the areas of administrative law, including Landlord and Tenant, Workplace Safety and Insurance, Provincial Offences and Small Claims Court. The program of study developed for the Law Clerk Advanced – Fast Track program will provide paralegal graduates the opportunity to enhance their breadth of Family Law, Real Estate, Wills and Estates, and Corporate Law and better prepare them for careers in the legal field.

This fast-track delivery option will provide advanced standing to students who have successfully completed and graduated from any Paralegal diploma program that is accredited by the Law Society of Upper Canada since 2008. Furthermore, there are bridges established through current articulation agreements with UOIT for the Law Clerk Advanced and Paralegal programs for which these graduating students would be eligible.

See attached addendum for details on program learning outcome, essential employability skills, and program of study.

D. Financial/Human Resource Implications

No new full-time faculty or additional classroom space will be required to deliver this program. Costs to deliver the Fast Track program will be related to marketing the program and the need to hire one part-time faculty in the first semester (May and June). In the second semester, students will join the existing cohort of Law Clerk Advanced students and this aligns well with our plans to fill vacant seats due to possible modest attrition.

E. Implications for UOIT (if applicable)

None anticipated.

F. Recommendation(s)

That the Durham College Board of Governors receive the Law Clerk – Advanced Fast Track program summary for information.

Ontario College Advanced Diploma

Law Clerk - Advanced – Fast Track for Paralegal graduates

Proposed program title: Law Clerk Advanced – Fast Track	
Proposed credential:	Advanced Diploma
MTCU Code:	62611
Name of dean submitting the request:	Stephanie Ball
Proposed date of implementation:	May 2013
Date of review by PPRC committee:	November 21, 2012
Year 1 enrolment:	10-20 students
Number of Semesters	3 semesters beginning in May 2013
New or replacement program (if replacement program, indicate current program title)	New fast-track delivery model of existing Law Clerk Advanced program
Number of faculty required:	Using existing full-time faculty and one new part-time faculty
Flexible delivery (meets or exceeds)	Meet flexible delivery with approximately 7% online
Proposed Tuition	\$3,799 (total for 3 semesters)

1.0 APPROVAL STAGES:

Check (v)	Approval Stage
✓	New concept paper reviewed by Dean
N/A	Labour Market Assessed
N/A	Student Demand Assessed
✓	New Program Proposal Document Reviewed by Manager, Program Development and Quality Initiatives; and Dean
N/A	Budget reviewed by Manager, Planning and Reporting; Manager, Program Development and Quality Initiatives; and Dean
N/A	Budget approved by Vice President – Finance and Chief Financial Officer
✓	Reviewed by Program Proposal Review Committee
✓	Approved by Vice President - Academic
✓	Approved by Credentials Validation Service
	Reviewed by President
	Approved by Board of Governors

2.0 PROGRAM OVERVIEW:

The Law Clerk Advanced – Fast Track program will provide students with the theory and practice of law in areas such as corporate, family, litigation, wills, estates and real estate. Other

specialized areas of law will include criminal law, intellectual property, municipal, land planning, ethics and professional responsibility, insurance, administrative and securities law.

Students will have the opportunity to work on practical, hands-on projects in class and in the workplace.

VOCATIONAL PROGRAM LEARNING OUTCOMES:

☒ MTCU Program Standard (Feb. 2012) ☐ Program Description ☐ Neither

Vocational program learning outcomes must be consistent with the requirements of the Credentials Framework for the proposed credential.

The graduate has reliably demonstrated the ability to:

1. Support the needs of clients and legal professionals through the use of accurate terminology and professional communication strategies, both orally and in writing.
2. Complete all work within routine and unexpected time lines and limitation periods within the legal environment.
3. Use current and relevant electronic and print resources proficiently, within the legal environment, to conduct legal research, to assist with file and evidentiary management, to facilitate communication and to generate legal documentation, in compliance with current regulations and procedures.
4. Research and summarize the presenting legal issues, applying knowledge of substantive and procedural law to support the legal team and draft the appropriate legal documents.
5. Integrate rules of procedure to support best legal practices.
6. Conduct oneself professionally in adherence to the guidelines of the Law Society of Upper Canada.
7. Perform and, where appropriate, delegate clerical and administrative duties for the operation of a variety of legal environments.
8. Outline strategies for ongoing professional development to ensure continuing competence and career growth as a Law Clerk.
9. Act equitably and justly with diverse populations*.
10. Provide support for legal professionals in courts and administrative tribunals within the legal system.
11. Initiate effective interpersonal relations, including conflict resolution and team building skills, in a legal environment.

Admission Requirements

- Graduates from a Paralegal diploma program that has been accredited by the Law Society of Canada since 2008.

3.0 PROGRAM OF STUDY:

Semester	Course title and brief course description
1	Contracts This course will build on the concepts introduced in the Torts and Contracts course. Students gain a greater understanding of contracts by examining impeachment, interpretation and contract enforcement. Other topics include contract breaches and the ensuing rights and responsibilities.
1	Real Estate Fundamentals Students will develop the knowledge and skills necessary to conduct online title searches using Teraview, will draft requisition letters to remedy title defects and discharge encumbrances which can cloud title. Students will examine legal descriptions, plans of subdivision and reference plans to assist in the search process.
1	Family Law 1 Students gain an understanding of the rights and obligations of spousal couples and their children in Ontario. Students will examine the roles of the various parties involved in family law proceedings in Ontario.
2	Civil Litigation 1 This course introduces the learner to the civil litigation process in Ontario. An ability to apply the Rules of Civil Procedure is critical to the efficient conduct of litigation. In this course, the learner will study an overview of the process of litigation from commencement to the end of a trial.
2	Automated Law Office Procedures III This course provides students with a continuation of legal office procedures and hands-on opportunities to learn and apply basic and advanced word processing, spreadsheet, electronic mail, and time-management features to a wide variety of legal office documents and procedures. Practical applications will include correspondence and documents often produced in a legal office. In addition, students will receive training in litigation templates and a review of online legal research applications. Keyboarding skills will be further developed for speed and accuracy.
2	Family Law II The basis for marriage, co-habitation, separation, divorce, custody and access, division of family property and support are studied in accordance with relevant legislation. Students will prepare various family law documents in accordance with the Ontario Family Law Rules using DivorceMate software.
2	Commercial Transactions This course builds on the knowledge and skills introduced in CANADIAN LAW (LAW 1307) CONTRACTS I (LAW 1200) AND CONTRACTS II (LAW 2201). Students review the substantive law of commercial transactions and creditors' rights. Topics include the sale of goods, consumer protection, insurance, guarantee, bailment, agency and employment law, negotiable instruments, secured transactions, bankruptcy, bulk sales and construction liens.
2	Real Estate File Management In a hands-on fashion, students develop the skills needed to effectively close real estate transactions in Ontario. Students draft simulated real estate transaction documents using Teraview electronic registration and legal software.
2	Wills and Estate Administration I This course focuses on powers of attorneys, wills and estate administration

	together with relevant course procedures. Students learn about the Substitute Decisions Act and learn the rationale for having powers of attorneys and wills.
2	Land Planning & Municipal Govt. Students learn about the municipal government's role, particularly in land planning. They examine Section 50 of the Planning Act, which regulates land division. As well, students prepare consent and variance applications and review the land division and development regulation processes.
3	Civil Litigation II Learners will continue to work through the states of a civil litigation matter in Ontario with emphasis on the procedural rules contained within the Rules of Civil Procedure, processes and documents. Emphasis is placed upon the practical aspects involved in bringing and proceeding through the steps in a civil action in Ontario.
3	Corporate Law II This course prepared students to function effectively as law clerks. Students learn the provisions and filing requirements of the Ontario Business Corporations Act, and the Corporations Information Act. As well, students learn to organize a non-offering Ontario corporation, the required searches for financing and litigation purposes, due diligence conducted by a law clerk and the procedures for these tasks.
3	Wills and Estate Administration II Students continue their learning of the Succession Law Reform Act and the procedures required for administering an estate. Emphasis will be on the preparation of documentation required in accordance with the rules.
3	Securities/Intellectual Property This course prepares students to function effectively as law clerks. Students learn the provisions and filing requirements of the Ontario Business Corporations Act, and the Corporations Information Act. As well, students learn to organize a non-offering Ontario corporation, the required searches for financing and litigation purposes, due diligence conducted by a law clerk and the procedures for these tasks.
3	Immigration An introduction to immigration law will be provided. Preparation of basic documentation for a variety of applications by those wishing to come to Canada will be learned.
3	Field Placement III During the third semester of fast track, Law Clerk Advanced students complete a placement, applying their knowledge and skills. Placement experience depends on employer's needs; however every effort is made to place students in a setting that matches their abilities, expectations and interests. At the completion of their placement, employers evaluate students' performance and students evaluate their placement experience.

4.0 STRATEGIC ALIGNMENT:

- The program complements existing programs offered by the School of Justice and Emergency Services;
- The School has the expertise to develop and deliver the program;

- The fast-track delivery model offers advanced standing to graduates of an accredited Paralegal diploma program; and
- The opportunity to continue their education with UOIT through the current articulation for Law Clerk – Advanced and Paralegal programs.

5.0 CAREER OUTCOMES:

Students who successfully complete the Law Clerk Advanced Fast-Track program have access to the following career options:

- | | |
|------------------------------|---|
| - Bank | - Government ministry or agency |
| - Bankruptcy clerk | - Insurance company |
| - Corporate legal department | - Legal assistant or researcher |
| - Corporate services clerk | - Litigation law clerk |
| - Court clerk/administrator | - Office management |
| - Criminal law clerk | - Provincial and municipal legal department |
| - Family law clerk | - Real estate law clerk |
| - Financial services clerk | |
| - Title searcher | |

Accounting Membership List

Name	Title	Organization
Committee Chair		
Paula Van Kessel	Manager	Ritchie Shortt & Tully LLP
External Committee Members		
Ben Dionne	Teacher	All Saints CSS DCDSB
Brenda Arsenault	CFO	McGraw-Hill Ryerson
Ann Fattori	Operational Coordinator	Ontario Ministry of Finance
Colin Davies	Intermediate Accountant	McGraw-Hill Ryerson
Grant Gervais	Director of Finance	Manufacturing & Technology Centre
John Rycroft	Financial Services Manager	Durham Regional Police Service
John VanSteinburg	VP, Finance	Kerr Industries Limited
Judy Darling	Head of Guidance	O'Neill C.V.I.
Kacy Gibney	Staff Accountant	EmergiTel Inc.
Mike Harvey	Assistant Controller	Gerdau Ameristeel
Brenda Lynch	Financial Analysis	EHC Global Inc.
Linda Robbins	Accounts Payable	Northwood Developments
Catherine Millar	Business Development Manager	CGA Ontario
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Christine Kift	3 rd Year Accounting	
Katelynn Higdon	3 rd Year Accounting	
Charlotte Heath	Graduate	School of Business, IT & Management
Rose Macfarlane	Graduate	School of Business, IT & Management
Elected Faculty/Staff Representatives		
Denise Cook	Professor, Accounting Program Coordinator	School of Business, IT & Management
Joe Pidutti	Professor	School of Business, IT & Management
Pat Sauve	Professor	School of Business, IT & Management
Cheryl Wilson	Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Amy Serrano	Office Assistant	School of Business, IT & Management

Attendees October 22, 2012:

*External Members

Present: *B. Dionne, *B. Lynch, *C. Millar, *C. Foley, *C. Davies, *D. Jones, *G. Gervais, *K. Gibney, *P. VanKessel (Chair), *R. Macfarlane (recent graduate and now working in the field), *C. Heath (recent graduate and now working in the field), J. Bathe, and V. Gilham

Regret(s): *A. Fattori, *B. Arseneault, C. Wilson, *J. Roycroft, *L. Robbins, *S. Morrison, C. Kift (3rd year student), K. Higdon (3rd year student)

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. Minutes of March 21, 2012 were approved.
2. **Industry trends indicate:** there will no longer be a merger of CA, CGA and CMA in Ontario. Europe is still an issue – companies are in the process of buying into or bailing out others; acquiring existing companies until the euro becomes more stable.
3. The job market is extremely competitive; grads need to keep updated on relevant skills.
4. Employers like to see that employees are continuing education after college graduation (improving excel skills, payroll courses, etc.) Spelling and grammar are key components to an applicants' resume.
5. **College/School Update and Program Update:** Major growth mode-growth rate is at 14.2%. International Business Management and Recreation & Leisure are new programs running this year. Beginning in Sept. 2013 – Culinary Management, Information Systems Security, and Special Events Planning
6. **Student Voice:** Accounting Society – it is a challenge to get participation from members. Planning a networking seminar at the end of November. Society is interested in holding a CGA/CMA question & answer panel; work is ongoing. Approval for funding has not yet been received. More experience with excel in first and second year would be beneficial.
7. **ONCAT Transfer Agreement:** Starting next year students can choose any General Education course they wish to take. College to college agreement – the first two years of the program of study are aligned so that a student can transfer from college to college smoothly. Any three-year advanced Accounting diploma allows entry into year three of certain universities; universities are asking students to "reach back" and take calculus. This does not apply to UOIT.
8. **Dual Credit Update:** Guidance counselors need to communicate and advertise the dual-credit option. Currently students obtain the info about this option by asking.
9. **Update on CGA equivalencies:** Everything is ready; new course code names; new programs; evaluations are good. Any issues have been rectified. C. Millar is looking to have office hours on campus, including UOIT.

RECOMMENDED ACTIONS

1. Explore sending a team of students to the CGA case competition. George Brown will host the event this year. It will cost \$320 for the team to participate.
2. Send updated program of studies to the PAC
3. Next meeting – Monday, March 4, 2013, 5 p.m. Room TBA
4. Adjournment 7 p.m.

STATUS OF RECOMMENDATIONS FROM March 21, 2012 MEETING

1. Increase student exposure to Excel: Faculty are making efforts to ensure that students are being challenged and Excel is being used in assessments; use will continue through to third year. First test in Tax course is completely on Excel.
2. Field placement: One day per week is too disruptive. April field placement cannot be switched but the students' schedules can be tailored to industry needs.
3. CGA equivalencies are continuing to be investigated.
4. Integration of financial analysis into the program: Relevant case studies have been found and will be used to help prepare students for Business Finance II.

REPORT PREPARED BY: Amy Serrano

DATE: November 20, 2012

DRAFT REVIEWED BY DEAN: Dec. 11, 2012

SIGNATURE:



APPROVED BY CHAIR: Paula VanKessel

SIGNATURE: Through email on Dec. 18, 2012

Advanced Law Enforcement & Investigations Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Lisa Robles	Nuclear Security Training Technician	Ontario Power Generation
External Committee Members		
Mark Gilbert	Program Coordinator	Youth Connections
Gary Hasenhindl	Program Coordinator	Youth Connections
Ted Knight	S/Sgt.	Durham Regional Police
Wyatt Johns	Program Director	Youth Connections
Kevin McAlpine	Chief	Port Hope Police
Ken Polley	Assistant Crown Attorney	Ministry of the Attorney General
Chris Priebe	Nuclear Response Force	Ontario Power Generation
Colin Thompson		Durham Regional Police
Neil Weaver	Vice President, Operations	Total Security
Anne Weber	Office Manager	Ministry of the Attorney General
Darren Reid	Nuclear Security Operations Manager	Ontario Power Generation
Steve Ruttan	Resourcing & Specialized Training	Ontario Power Generation
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Diji Ayodej	Alumni	Durham College
Ryan Noble	Advanced Law Student	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Charlene Di Danieli	Professor	Durham College
Neil Gonsalves	Co-Coordinator/Professor	Durham College
Bonnie St. George	Co-Coordinator/Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
None		

Attendees (October 11, 2012):

*External Members

Present: *D. Ayodej, C. Di Danieli, N. Gonsalves, *.G. Hasenhindl, *L. Robles,, R. Noble, B. St. George, M. Tapper (for S. Ball)

Regret(s): *M. Gilbert, *W. Johns, *K. McAlpine, *K. Polley, *D. Reid, *S. Ruttan, *C. Thompson, *A. Weber, *T. Knight, *C. Priebe

Recording Secretary: T. Kennington/M. Bartosik

KEY POINTS OF DISCUSSION

1. The minutes of June 20, 2012 were approved by L. Robles and seconded by N. Gonsalves. Carried.
2. **Industry Trends:** OPG's pertinent legislation the *Public Works Protection Act* is being rescinded and new replacement legislation, currently Bill 33, will be implemented by the provincial government. University of Toronto Campus Security is hiring. Communication skills, both written and verbal are extremely important in the field of law enforcement.
3. **Program Review:** A structured student focus group needs to be organized to ask definitive questions about the program. A stakeholder focus group also needs to be developed and limited to one PAC member and a number of external people from industry that have no relationship with our program.
4. **PAC Membership:** The current membership needs to be reviewed and members are to provide suggestions for new contacts from industry and/or for this committee. Members have been invited to bring forward contact names of those in the field for the focus group or to be a member of this committee but not both.
5. **KPI Results:** The KPI results indicated that math was identified as an area for improvement in the program. Math is currently not offered in the program but may need to be offered to ensure that our students have the essential skills necessary for writing agency exams. Results of the KPI may be skewed due to lack of communication to students to select "not applicable" for the program.
6. **Field Placement:** Over the summer, OPG, DRPS and OPP cancelled their involvement as host agencies for our students for the fall term. Contacts will continue to be maintained throughout the summer in order to ensure that placements are still available for students in the fall. However the school cannot control the decisions of the host agencies.
7. **Strategic Mandate Agreements:** MTCU directed all colleges and universities to prepare a report outlining those institutions' priorities and highlights that distinguish each institution from the others. Durham College, Trent and UOIT jointly submitted a document that included hybrid and on-line learning for all students. This information is now available online.
8. **Program Update:** The program is meeting the needs of the students and is unique in that our students can potentially obtain six certificates before graduation. Writing and math skills are critical skill to entering any law enforcement occupation. Courses for these skills are currently under review for next year.
9. **KPI Update:** KPI questions needed to be explained in more detail to students. Math scored low on the KPI survey but math is not offered as part of this program. Students needed to understand the difference between an applicable and non applicable KPI question and how to answer the questions appropriately. Based on feedback, students would prefer in-class instruction and lectures and not online instruction.

RECOMMENDED ACTIONS

1. Committee members to bring forward names of new contacts in the field to N. Gonsalves or B. St. George.
2. An invitation to G. Fisher, Director of Campus Safety at Scarborough Campus to join the committee will be extended by N. Gonsalves.
3. Follow-up with current members that have not been attending by N. Gonsalves
4. Proposal to combine PAC meetings with like programs that share many of the same members was proposed by S. Ball and M Tapper will follow-up.
5. A program meeting to be held this fall to address KPI concerns on developing writing skills and providing feedback on progress by B. St. George.
6. Durham College's strategic mandate agreement to be brought forward at the next meeting by B. St. George.
7. Program team to review hybrid delivery of fitness courses by K. Phillips and program team.
8. Program team to familiarize students with KPI questions prior to the administration of the surveys
9. Advisory members to provide names of external stakeholders for program review focus group to N. Gonsalves or B. St. George.

STATUS OF RECOMMENDATIONS FROM (June 19, 2012) MEETING

1. The program review is currently under way and committee members will be kept informed as to its progress by B. St. George and N. Gonsalves on an ongoing basis.
2. A meeting is to be set up with T. Knight of the Police Learning Centre to discuss opportunities for our students to interact with DRPS officers by N. Gonsalves is complete.
3. The committee continues to seek new members and ask that the names of prospective members be forwarded to B. St. George.
4. The creation of a math course will not be pursued.
5. Program meeting minutes to be distributed to all the PAC members in order for them to be kept informed of program activities by B. St. George and will be an ongoing item.

REPORT PREPARED BY: T. Kennington/M. Bartosik DATE: October 22, 2012

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper

SIGNATURE:  _____

APPROVED BY CHAIR: L. Robles

SIGNATURE:  _____

Advertising Membership List

Name	Title	Organization
Committee Chair		
Murray Christensen	VP, Radio Sales	Astral Media
Andrew Martin	Production Artist	Identica Branding
External Committee Members		
Alex Berube	Project Manager	Adbloc Media
Trina Boos	President	Boost Agents
Kimberley Burchiel	Print Production Supervisor	Leo Burnett
Amanda Desouza	Writer/Producer	M:30 Communications
John Dowds-Hotts	Art Director	John Street (FCB)
Elaine Garnett	General Sales Manager	Corus Entertainment
Hayley Higgins	Digital Vendor Asset Coordinator	Shoppers Drug Mart
Maria Maynard	Account Executive	Bimm Communications
Mike Needler	Media Associate	Mindshare
Josh Rachlis	Copywriter	Leo Burnett
Rob Rock	President	Social Media Learning
Stesha Roy	Media Supervisor	Mindshare
Sue Ploughman	VP, Sales and Marketing	PPFD
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Brittney Brenner	Year 3 Advertising	Durham College
Vanessa Oishi	Year 3 Advertising	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Greg Murphy	Dean	Durham College
Charlotte Hale	Associate Dean	Durham College
Dawn Salter	Coordinator	Durham College
Kevan Drinkwalter	Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Tara Burt	Year 3 Advertising	Durham College
Taylor Hreljac	Year 3 Advertising	Durham College
Robert Lewis	Year 3 Advertising	Durham College
Sandra Meader	Continuing Education Officer	Durham College

Attendees October 17, 2012:

*External Members

Present: *Trina Boos, Charlotte Hale, Greg Murphy, Dawn Salter, *Josh Rachlis, *Robert Rock

Regret(s): *Alex Berube, *Kimberley Burchiel, *Murray Christenson, Kevan Drinkwalter, *Elaine Garnett, *Hayley Higgins, *Andrew Martin, *Maria Maynard, *Mike Needler, *Stesha Roy

Guest(s): Kasi Bruno, Israel Diaz, John McHugh, Heather Morrison, Jennifer Stein

Recording Secretary: D. Salter, Coordinator, Advertising Program

KEY POINTS OF DISCUSSION

1. Minutes of May 15, 2012 were not approved as there wasn't a quorum.
2. **Industry trends** indicate: strong ideas still come first, adding that technology is simply the means for bringing an idea to life, creative types must work directly with strategists and vice versa.
3. **Employment:** members explained that when hiring, most employers are more concerned with how well a candidate will fit into the company's culture and thrive as part of their team. This is a departure from how creative candidates are evaluated, which historically had been on the basis of awards won and academic success. It was noted that students should begin to think of themselves as a brand, applying the above principles to their own self-promotion within the industry. It has become easy to identify which students come from certain schools by their books as they have a template approach. This is something educators must avoid and instead encourage students to build portfolios representative of who they are.
4. **Curriculum:** the importance of collaboration and personal branding, adding that students should try to get as much direct experience in the industry as soon as possible and be taught interview and preparation skills. Marketing programs should prepare new grads to discuss their career aspirations and be able to demonstrate their passion for the business.

RECOMMENDED ACTIONS

1. Research and develop a Post Graduate Certificate in Interactive Advertising, PAC members to provide feedback to D. Salter (faculty).
2. Recommend adding more student branding in the curriculum.
3. Next meeting – Thursday, June 6, 2013. 6:00 p.m. Toronto D. Salter will confirm location.
4. Adjournment 4:30 p.m.

STATUS OF RECOMMENDATIONS FROM May 15, 2012 MEETING

1. Members reviewed the proposed 2 year Program of Study and provided feedback.
2. Members provided feedback to D. Salter on using Adobe Flash or HTML 5.

REPORT PREPARED BY: D. Salter

DATE: October 17, 2012

DRAFT REVIEWED BY DEAN: Greg Murphy

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE: _____

Biotechnology Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Crystal Richardson	Research Technologist	Cameco
External Committee Members		
Name	Title	Organization
Geeta Bhat	Assay Development Manager	Fio Corporation
Mikeisha Boyd	Microbiology Technologist	Virox Technologies Inc.
Christi Bristow	Senior Product Development Associate	Luminex Molecular Diagnostics
Shane Climie	Principal Consultant	Popper and Company
Lyndsey Darnley	Sales and Marketing	Vetlink
Julia Green-Johnson	Professor, Faculty of Science	UOIT
Graham Henderson		Luminex Molecular Diagnostics
Nicolle Lainsbury	QC Technologist – Data Entry	Pro-Lab Diagnostics Inc.
Sarah McBride		Luminex Molecular Diagnostics
Dimitrios Melegos	Teacher	Dunbarton High School
Jenn Rae		
Martin Skulnick	Research Technician	Pro-Lab Diagnostics Inc.
David Wicks	Supervisor, Pilot Mfg. Group	Therapure
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	Organization
Noorhajan Begum	Alumnus	Durham College
Rebecca Massimi	Alumnus	Durham College
Nicole Ottley	Student – year 3	Durham College
Elliott Stripp	Student – year 3	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Maureen Calhoun	Associate Dean	Science & Engineering Technology
Joy Lavergne	Program Officer	Science & Engineering Technology
Joyce Myers	Program Coordinator	Science & Engineering Technology
Sue Todd	Dean	Science & Engineering Technology
Bruce Trieselmann	Professor	Science & Engineering Technology
Nadia Trieselmann	Professor	Science & Engineering Technology

REPORT PREPARED BY: Amy Derald

DATE: November 22, 2012

MINUTES REVIEWED BY: Crystal Richardson

DATE: November 26, 2012

Attendees – November 20, 2012

*External Members

Present: *G. Bhat, *M. Boyd, *J. Green-Johnson, J. Myers, *N. Lainsbury, N. Ottley, R. Massimi, S. Todd, *D. Wicks

Regret(s): N. Begum, *C. Bristow, M. Calhoun, *S. Climie,*L. Darnley, *G. Henderson, *S. McBride, *D. Melegos, *J. Rae,*C. Richardson, *M. Skulnick, B. Trieselmann, N. Trieselmann

Recording Secretary: A. Derald

KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** S. Todd chaired the meeting and asked members to introduce themselves.
2. **Advisory Bylaws Reviewed:** S. Todd reviewed the program advisory committee bylaws with the members. Details included having quorum for each meeting, program meetings twice a year, and the chairs role.
3. **Additions to the Agenda:** The agenda was accepted as is.
4. **Approval of Minutes from June 14, 2012:** R. Massimi approved. N. Lainsbury seconded.
5. **External Membership Information Sharing/Industry Trends:** M. Boyd stressed the importance of students learning business and communication skills in order for advancement. Projecting professional etiquette, multitasking, helping others, taking initiative, and being able to adapt to changes will help graduates succeed in the industry. G. Bhatt mentioned the diagnostic industry is now requiring employees to access data as soon as possible. Students should be able to find this information and understand the importance of documenting in a notebook. The industry is seeing an increase in employment in the research and development field. Students should be able to understand what data should look like, analyze, and understand the trending data and root cause. It was recommended students take part in a capstone project involving working independently with data.
6. **College/School Update:** 169 of the 300 international students on campus are enrolled in Science and Engineering Technology programs. Enrolment numbers include:
 - Fast track - 9 domestic and 14 international
 - Year one - 32 full time and 3 part time
 - Year two - 27 full time and 1 part time
 - Year three - 20 full time and 2 part time
7. **Program of Studies for 2013-2014:** Adding Organic Chemistry II to the program was recommended due to more work available in the instrumentation area and students struggling in the second semester of Spectroscopy and Chromatography. Pharmacology course was added to the curriculum due to more employment opportunities in that field. The Instrumentation course will be going back to having the lecture and lab together in the same semester. The Quality Assurance course was removed as a mandatory general education elective (GNED) as GNED courses cannot have any of the program outcomes tied into it. The program team is currently looking in to where they can shave extra hours as the average recommended program hours is 21. It was recommended the program get rid of the biology course in the first semester and make it an entrance requirement. Students who apply without having the biology requirement could enroll in academic upgrading prior to commencing the program. A. Derald to send Analytical Instrumentation, Analytical Chemistry I and II, Statistics, and Organic Chemistry course outlines to advisory members to see which areas can be combined.

8. **Program Review:** The program review is well under way. This Ministry of Training Colleges and Universities (MTCU) has provided new program standards, however there are not many changes. An initial audit was mapped to vocational learning outcomes. A student focus group was conducted and will be shared once data has been evaluated. The external auditors group has been scheduled for December.
9. **Program Name Change:** The program name has been changed to Biotechnology Advanced. The "Advanced" will reflect that it is a three year program.
10. **Lab Move:** The Biotechnology lab was moved from UB4050 to I210 and has been revamped to accommodate its own cell culture lab. I210 is a little more generic because it is shared with other programs. It was recommended the program team have students evaluate the space and collect their feedback.
11. **Pathways Update:** The pathway into the Bachelor of Science at UOIT without bridging is in process. J. Myers is currently working on a pathway into the MedLab program at UOIT's Bachelor of Health.
12. **Career Night:** The program team would like to have its own career night in January. Anyone who is interested in discussing their career with students are asked to contact J. Myers.
13. **Student Voice:** Students found there was a large increase in the amount of students in the third year of the program due to the fast track. J. Myers advised that the fast track students will have separate labs from the third year students in the winter semester.
14. **Continuing Education Update:** Continuing Education representative not available.
15. **Future Meeting Date:** Tuesday, June 11th, 5:00 P.M.
16. **Meeting Adjourned:** 7:19 P.M.

RECOMMENDED ACTIONS

1. Discuss with M. Calhoun the importance of contract faculty using rubrics. **ACTION BY: S. Todd**
2. Look into providing a capstone project involving working with data. **ACTION BY: Program Team**
3. Look into adding Organic Chemistry II into the curriculum as well as possible areas where hours can be decreased. **ACTION BY: Program Team**
4. Review the course outline sent by A. Derdall to see if there are any areas that can be combined. **ACTION BY: Advisory Committee**
5. Collect student feedback on lab space. **ACTION BY: Program Team**
6. Schedule a career night and contact J. Myers if interested. **ACTION BY: J. Myers/Advisory Committee**

STATUS OF RECOMMENDATIONS FROM *June 14, 2012* MEETING


1. Communications faculty have been encouraged to teach students how to be independent, find important resources, and work unsupervised.
2. Analytical Chemistry labs now have more space for students to hang their bags and move around. Might need to look at running later classes in the future,
3. J. Myers is currently waiting on the results from surveys from students. DC Connect is now being used by faculty and is being audited to ensure they are keeping it updated. Rubrics are being used more often by full time faculty, S. Todd to discuss with M. Calhoun the importance of contract faculty using them as well.
4. A career night is the process of being scheduled for January.
5. Pharmacology has been added to the curriculum. Program team still looking into adding Organic Chemistry II.

6. Program Advisory Committee Assessment form completed and summarized.

REPORT PREPARED BY: Amy Derald

DATE: November 22, 2012

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:  _____

APPROVED BY CHAIR: Crystal Richardson

SIGNATURE: _____ Crystal Richardson _____

Chemical Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Mark Hersey	Section Mng - Engineering Training (RET)	Ontario Power Generation
External Committee Members		
Ina Ciobotea		EcoLab
Greg Johnston	Site Manager	Rohm & Haas-Dow Chemical
Lori Cater	Human Resources	Cameco
Sarah Pearce	Recruiting Administrator	Molycorp
Ian Hartford	Section Manager, Environment Compliance	Ontario Power Generation
Diane Hruska	Guidance Counselor	Eastdale Collegiate
Ken McCormack	Chemical Technician	Ontario Power Generation
Andrew Pearce	Senior Recruiter	SGS
Mike Sheedy	VP-Technical Development	Eco-Tec Inc.
Craig Thompson	Laboratory Technologist	McAshpalt Industries
Elected Student/Alumni Representatives		
Samantha Barnes	3 rd year Chemical Eng Tech	Durham College
Shaunna Frawley	2 nd year Chemical Lab Tech	Durham College
Cole French	3 rd year Chemical Eng Tech	Durham College
Michael Hayes	3 rd year Chemical Eng Tech	Durham College
Elected Faculty/Staff Representatives		
Laura Benninger	Professor	Science & Engineering Technology
Maureen Calhoun	Associate Dean	Science & Engineering Technology
Dave Duncan	Professor	Science & Engineering Technology
Tanya Jessup	Professor	Science & Engineering Technology
Joy Lavergne	Program Officer	Durham College
Joyce Myers	Program Coordinator	Science & Engineering Technology
Terry Rigby	Field Laboratory Technologist	Durham College
Corrie Stender	Program Coordinator	Durham College
Gregg Taylor	Professor	Science & Engineering Technology
Sue Todd	Dean	Science & Engineering Technology
Guests/Unelected Faculty/Staff		
Colin Davidson	Plant Manager	Molycorp

REPORT PREPARED BY: Amy Derald

DATE: November 9, 2012

MINUTES REVIEWED BY: Mark Hersey

DATE: November 14, 2012

Attendees November 8th, 2012:

*External Members

Present: S. Barnes, L. Benninger, M. Calhoun, D. Duncan, S. Frawley, C. French, M. Hayes, *M. Hersey, T. Jessup, *G. Johnston, J. Myers, *A. Pearce *S. Pearce, T. Rigby, C. Stender, G. Taylor, S. Todd

Regret(s): *L. Cater, *I. Ciobotea, *I. Hartford, *D. Hruska, J. Lavergne, *K. McCormack, *M. Sheedy, C. Thompson

Guest(s): *C. Davidson

Recording Secretary: A. Derald

Note: Some items were not discussed as members were required to attend the Chemical Engineering Career Night for students. Bylaws, Program of Studies, and School Update were emailed to members along with the minutes.

KEY POINTS OF DISCUSSION

1. **Welcome & Introductions:** M. Hersey welcomed committee members and asked everyone to introduce themselves.
2. **Advisory Bylaws Reviewed:** Program Advisory Committee Bylaws were emailed to members.
3. **Additions to the Agenda:** There were no additions to the agenda.
4. **Acceptance of the Agenda:** The agenda was accepted.
5. **Approval of Minutes from June 14, 2012:** G. Taylor accepted. S. Pearce seconded.
6. **External Membership Information Sharing/Industry Trends:** C. Davidson mentioned that the next 6-7 years there will be an increase in employment opportunities in the mining industry. The quality of Durham College graduates from this program is excellent. More companies are looking for technologists with the hands on experience that graduates receive in college. Members mentioned it would be valuable to add a section on chemistry of metals as well as an electrical component. HSC Chemistry was recommended as a software tool for process simulations and flow sheets.
7. **College/School Update:** Program enrolment and new program information was emailed to members. Chemical Laboratory Technician program will now be a separate program advisory committee beginning spring 2013.
8. **Program of Studies for 2013-2014:** The program of studies for 2013-2014 was emailed to members.
9. **Student Voice: placement:** Students felt it was important to add an electrical component to the program as it is required for admission to university. Statistical Methods in Quality Control is not challenging or relevant to the industry. Students would like the AutoCAD course to be in line with Industrial Chemical Processes for a possible capstone project. Field placement information wasn't communicated effectively with third year students as they didn't know to check DC Connect for information on when sessions would be held. Students felt the Industrial Chemical Processes class is similar to what they've completed in the first two years of their studies.
10. **Additional Agenda Items:** N/A.
11. **Future Meeting Date:** Thursday, May 16th.
12. **Meeting Adjourned:** 6:18 P.M.

RECOMMENDED ACTIONS

1. Look into adding chemistry of metals in the Materials course. **ACTION BY: D. Duncan**
2. Find a way to incorporate an electrical component into the program once the new program standards become available. **ACTION BY: Program Team**
3. Develop a separate Chemical Laboratory Technician program advisory committee for spring 2013. **ACTION BY: T. Jessup**
4. Look into the feasibility of having the AutoCAD course with the Industrial Chemical Processes course for a possible capstone project. **ACTION BY: Program Team**
5. Determine a way to better communicate Field Placement sessions with the third year students. **ACTION BY: Program Team**
6. Discuss the new training module for WHIMIS at the next program advisory committee meeting. **ACTION BY: M. Calhoun**
7. Discuss recommendations for Industrial Chemical Processes content from Molycorp at the next program meeting. **ACTION BY: Program Team**
8. Map Industrial Chemistry, Materials, and Industrial Chemical Processes for consistency in inorganic chemistry. **ACTION BY: Program Team**
9. Contact S. Pearce to schedule a tour with Molycorp. **ACTION BY: D. Duncan**
10. Follow-up on including instruments previously mentioned (TOC, in-line monitoring) in the second year instrumentation course as well as incorporating radiochemical techniques in the Nuclear course. **ACTION BY: D. Duncan & L. Benninger**
11. Find first and second year students to attend the spring 2013 meeting. **ACTION BY: J. Myers**

STATUS OF RECOMMENDATIONS FROM JUNE 14, 2012 MEETING

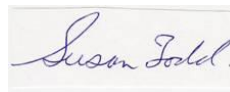
1. The option for students to have an extended field placement was added to the field placement course outline.
2. New training module for WHIMIS was purchased but is not yet complete. This item will be revisited at the next meeting.
3. Chemical Engineering will undergo a full program review in the spring of 2013. Results will be shared in the fall of 2014.
4. S. Pearce distributed recommendations from her coworkers at Molycorp on content that should be included in Industrial Chemical Processes (INDC 6100). These documents will be discussed at the next program meeting.
5. Excel applications has been added to the Analytical Chemistry and Statistical Methods in Quality Control course.
6. Program team to map the following courses for consistency in teaching inorganic chemistry: Industrial Chemistry, Materials, and Industrial Chemical Processes.
7. The Ministry of Training Colleges and Universities will be publishing new program standards in the spring. The program team will see what is required and then determine where a basic electrical course will fit.
8. The AutoCAD course is now separate from other programs and reflects what Chemical Engineering students will see out in the field.
9. Bridges from the two year to three year program were evaluated by T. Jessup and were determined to be incompatible.
10. D. Duncan to follow up with S. Pearce on scheduling a tour with Molycorp.
11. D. Duncan and L. Benninger to follow up on including instruments previously mentioned (TOC, in-line monitoring) in the second year instrumentation course as well as incorporating radiochemical techniques in the Nuclear course.
12. S. Pearce provided a document with suggestions and contacts of potential committee members. J. Myers to look for first and second year students to attend the spring 2013 meeting.

REPORT PREPARED BY: Amy Derald

DATE: November 9, 2012

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:



APPROVED BY CHAIR: Mark Hersey

SIGNATURE: Approved November 14th VIA email.

(PAC name) Membership List

Name	Title	Organization
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Committee Chair

Sheila Stevenson	Program Manager	Ministry of Health and Long Term Care
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External Committee Member

Name	Title	Organization
Donna McAlister	Executive Director	DREN
Lisa Koivula	Educational Assistant	Ajax High School
Marion Smith	Teacher (ME Program)	Henry Street High School
Cathy Windfeld	Employment Support Specialist	ODSP
Cindy McCullagh	Parent of Graduate	
Lynn Connaty	Parent of Graduate	
Leslie Yeates	Vice President	Hobb & Company
Earle Bass		Harmony Heights PS
Sharon Burgess		Community Living APW
Greg Booth	Facilities Manager	Town of Ajax
Don Oliver	General Manager	Staples

**Elected Student/Alumni
Representatives**

Year/Program/Alumni

Stephen Johnson	Graduate
Asha Khan	2 nd year

Committee Position

Staff & Faculty Representatives

Name	Title	Department
Karen Anderson	Program Liaison/Field Placement Office	Durham College
Kevin Baker	Dean	Durham College
Liz Campbell	Field Placement Officer/LF	Durham College
Ann Conroy	Admin Coordinator	Durham College
Bev Neblett	Associate Dean	Durham College

**Guests/Unelected
Faculty/Staff**

Title

Organization

Ann Conroy	Administrative Coordinator	Durham College
Linda Lyons	Learning Facilitator	Durham College
Carly Humphries	Co-op Student	DSW program Durham College

ATTENDEES: October 17, 2012

Present: *Leslie Yeats, *Sheila Stevenson, Karen Anderson, Liz Campbell, *Lynn Connaty, *Stephen Johnson, Kevin Baker, Ann Conroy, *Lisa Koivula, *Donna McAllister, *Cindy McCullagh, Bev Neblett, Ashna Khan

Regret(s): Sharon Burgess, Earle Bass, *Marion Smith, *Greg Booth *Cathy Windfeld

Guest(s): Linda Lyons, Asha Khan

Recording Secretary: Ann Conroy

KEY POINTS OF DISCUSSION

1. Capitalizing on CapABILITIES that is a full day conference with Expo on November 30, 2012.
2. Business is picking up leading to increased opportunities for employment.
3. Program of Studies revisions were discussed.
4. Dual Credit proposal has been submitted for the program.
5. Increasing enrolment for 2013.
6. Possible opportunities for program delivery in northern Durham.
7. Discussion about graduates returning to the program for another year.
8. The Provincial CICE conference will be hosted at the college in May 2013.
9. A second year student received a Queen Elizabeth II Diamond Jubilee medal in October.

RECOMMENDED ACTIONS

1. Discuss with Admissions the process for prioritizing applicants (new applicant vs graduate).
2. Present the final version of Marketing material for the program.

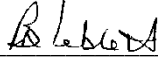
STATUS OF RECOMMENDATIONS FROM *May 2, 2012* MEETING

Revised Program of Study was implemented in September 2012.

REPORT PREPARED BY: Ann Conroy

DATE: November 2, 2012

DRAFT REVIEWED BY DEAN:

SIGNATURE: 
Bev Neblett, Associate Dean

APPROVED BY CHAIR:

SIGNATURE: _____

Community Services (ADMH & SSW) Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Douglas Matheson	Senior Lead	CMHA Durham
External Committee Members		
Mark Graham		Peterborough CMHA
Scott Jones	Director, Addiction Treatment Program	Harbour Light
Kim Lepine	Director, Mental Health and Specialized Geriatrics	Community Care Durham
Paul McGary	Director, Mental Health and Pinewood Centre	Lakeridge Health
Jack Vanderluit	Coordinator	Durham Mental Health Services
Garfield Bembridge	Executive Lead	CMHA Toronto
Brenda McGowan	Program Coordinator	Community Services & Child Studies Foundations
Elected Student/Alumni Representatives		
Yolanda Sang	ADMH Alumni	
Jessica Murray	ADMH Student	
Lisa Palmer	SSW Alumni	
Ron Sherwin	SSW Year 2 Student	
Samantha McAllister	ADMH Student	
Deanna Visconti	ADMH Student	
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Ken Lomp	Faculty/Coordinator	Addictions & Mental Health
Randy Uyenaka	Faculty/Coordinator	Social Service Worker Program
Donna Boyd	Program Coordinator	Continuing Education
Dan Blomme	Faculty	Addictions & Mental Health
Guests/Unelected Faculty/Staff		
Lisa West	Practicum Officer	School of Health & Community Services
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

Attendees (September 25, 2012):

*External Members

Present: *P. McGary, *K. Lepine, *D. Matheson, *G. Bembridge, D. Boyd, S. Sproul, K. Lomp, B. McGowan, D. Visconti (ADMH Pickering Cohort)

Regret(s): C. Burke, R. Uyenaka, D. Blomme, *J. Vanderluit, *M. Graham, *S. Jones, *M. Graham, *D. Rogers

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of April 24, 2012 were approved by P. McGary and seconded by D. Matheson. Carried.
2. B. McGowan provided a report on the new Community Services & Child Studies Foundations program.
3. Election of Chair: Doug Matheson (CMHA Durham) was elected as the new Chair for the Community Services Program Advisory Committee.
4. Field Placement: Several new SSW placement opportunities were identified including the new Abilities Centre and WindReach Farms. This is more demand that students for ADMH placements.
5. Program of Study: 2012 SSW students are the first cohort to start new program of study – modified to become GenEd compliant.
6. Opening of New Pickering Learning Site in collaboration with Centennial College. ADMH program is currently being offered at this location.
7. Positive growth in student enrolment at Durham College. Currently 9,200 students with a goal of 10,000 by 2014. The School of H&CS currently has 1,235 students enrolled across all of our programs.
8. New programs being offered in September 2013 – OTA/PTA and Activation Coordination Gerontology.

RECOMMENDED ACTIONS

1. E-mail Spring 2012 KPI's to Committee Members.
2. K. Lomp to provide update on College of Mental Health Therapists.
3. Next meeting – December 18, 2012, 3:00-5:00 pm, SW106 Boardroom.
4. Adjournment 4:50 pm.

STATUS OF RECOMMENDATIONS FROM APRIL 24, 2012 MEETING

1. B. McGowan and D. Blomme have been added to the membership list.
2. The Terms of Reference were e-mailed to the Membership and anyone interested in the Chair role were asked to contact S. Sproul.

REPORT PREPARED BY: Sandra Thomson

DATE: November 20, 2012

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR: Douglas Matheson

SIGNATURE:

Doug Matheson

Computer Systems Technician/Technology Membership List

Name	Title	Organization
Committee Chair		
Keith White	IT Director	Oshawa Clinic
External Committee Members		
Andrew Sutton	Network Consulting Engineer	Cisco
Derek Goreski	Systems Engineer	Cisco
Mauro Lollo	Services Engineer	
Neil Groat	Network & Systems Administrator	Watermark Insurance Services Inc.
Stefan Kolesnikowicz	Security Infrastructure Administrator	Symantec
David Martin	Instructor	Maxwell Heights Secondary School
Andrew Kelly	Manager of Technical Services	Lakeridge Health
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Jason Patten	3 rd Year, CST Program	
Sarah Clements	3 rd Year, CSTY Program	
Cody Hardy	2 nd Year, CSTY Program	
Elected Faculty/Staff Representatives		
Ramzanali Jaffer	Program Coordinator/Professor	Computer Systems Program, School of Business, IT & Management
Stephen Franks	Professor	School of Business, IT & Management
Danny Aniag	Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Karl Alexander	Lab Technician/Alumni	School of Business, IT & Management
Adrian Lupea	Technical Consultant	Durham College
Josh Lowe	Networking Lab Technician/sessional instructor	UOIT
Amy Serrano	Office Assistant	School of Business, IT & Management

Attendees October 1, 2012:

*External Members

Present: *David Martin, *Keith White (Chair), *A. Kelly, J. Lowe, R. Jaffer, K. Alexander, J. Patten, S. Clements; J. Bathe; and V. Gilham

Regret(s): *A. Sutton, *D. Goreski, *M. Lollo, *N. Groat, *S. Kolesnikowicz, C. Hardy, S. Franks, D. Aniag, A. Lupea

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. Minutes of April 10, 2012 were approved by R. Jaffer and K. Alexander
2. **Industry trends** indicate virtualization is growing. There is a push from the server side to the desk-top. Knowledge of Storage Area Networks is valuable; students should have a basic understanding of policy/security groups. New grads are not expected to have advanced knowledge – foundations are important.
3. **Students getting experience in the hospital** – in future have students go through the hospital setting via coop/field placement
4. **College/School Update and Program Update:** Strong enrolment – CPA/CSTY=165 students; Pickering Learning site is open (shared with Centennial College).
5. **Student Voice:** Students are in discussions with R. Jaffer about hosting an event such as “capture the flag” which was an event held by UOIT, and it deemed successful. This would be a great opportunity for students to be made aware of the programs and have fun.
6. **Additional Agenda Items:** Two full-time instructors have been added to the CST faculty team; students are invited to an “open classroom” where students can speak with faculty about issues in the program – work in progress; Graduation numbers are skewed because those who have not graduated after two years have moved to three years but the graduate numbers do not reflect this. We will be taking our own internal survey to clarify the graduate numbers; development of the Information Systems Security Program is going well. It is a one year post-graduate certificate. There is a push for the international market.

RECOMMENDED ACTIONS

1. Report back on what is happening with CISCO migration and Junosphere to be undertaken by R. Jaffer and faculty
2. Update on Program review to be undertaken by R. Jaffer and J. Bathe
3. Update on incentives for the professional speaker series and capture the flag events to be undertaken by R. Jaffer and faculty
4. Update on status of the dual-credit program with Maxwell Heights
5. Update on equipment to be undertaken by R. Jaffer and faculty
6. Next meeting – Monday, February 4, 2013 at 6 p.m. Room TBA
7. Adjournment: 10:10 a.m.

STATUS OF RECOMMENDATIONS FROM April 10, 2012 MEETING

1. Junosphere – investigate additions to existing program – waiting to see what the new direction/development may be. DC is ready in terms of equipment.
2. Details on dual-credit with Maxwell Heights are still in the process of being finalized. The lab can hold up to 24 students. Promote to students that they can take our three-year program and put it towards two years at UOIT.
3. David Martin has joined our PAC from Maxwell Heights Secondary School.
4. Report back on entire curriculum process - discussed in additional agenda items in #6 of “Discussion”.

REPORT PREPARED BY: Amy Serrano

DATE: October 20, 2012

DRAFT REVIEWED BY DEAN: Dec. 3, 2012

SIGNATURE:



APPROVED BY CHAIR: Keith White

SIGNATURE:



Court Support Services Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Catherine Dutton	MAG Court clerk/Registrar OCJ	Durham Courthouse
External Committee Members		
Seaneen Collins	CTSS Supervisor	Durham Courthouse
Jenna Couvier	MAG Courtroom Clerk OCJ	Durham Courthouse
Shirley Brodie	Manager	Provincial Offences Court
Colette Dwyer	Manager, Court Operations	MAG
Brian Garrah		MAG
Sarina Kashak	Acting Director	Court Operations, Central E
Katrina Mulligan	Justice	Durham Region
Sue Reck	President	Durham Reporting & Med.
Marie-Noelle Renoux	Court Reporter	MAG
Allan Rowsell	Justice	Durham Region
Paulette Scheme		MAG, Ottawa
David Salmers	Justice	Durham Region
Karen Sparkes		Professional Court Reporter
Tony Ventura	Workforce Policy & Plan. Coord	MAG
Lynne Wagner	Director	Court Operations, Central E
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Michelle Giovanetti	Student-CTSS	Durham College
Cathy Young	Alumni	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball		
Josie Fogal		
Debbie Miller		
Lesley Wagner		
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Lloyd Passey	Alumni	Durham College

Attendees (November 7, 2012):

*External Members

Present: *C. Dutton, K. Gatchell (for S. Collins), M. Giovannetti, D. Miller, M. Tapper (for S. Ball)

Regret(s): *J. Couvier, *C. Dwyer, *J. Fogal, *L. Fortier, *B. Garrah, *S. Kashak, *R. McNeill, *K. Mulligan, *S. Reck, *M.-N. Renoux, *A. Rowsell, *D. Salmers, *P. Scheme, *K. Sparkes, *T. Ventura, L. Wagner, *L. Wagner

Guest(s) *L. Passey

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. Minutes of May 9, 2012 were approved by D. Miller and seconded by C. Dutton. Carried
2. **Current Trends:** The Ministry of the Attorney General requires applicants to have 50 wpm; the Provincial Offences Office requires 60 wpm.
3. **Private Sector:** The professional court reporter group are interested in setting up an orientation session of the private sector for interested students in the winter semester.
4. **Program of Studies:** The Communications course to be moved into the first semester and a Career Preparation course for second semester has been proposed.
5. **Student Resumes:** The Ministry of the Attorney General Recruitment Centre reported that the students' resumes should be at least 5 pages in length including a cover page as many resumes are scanned for key words for the selection of applicants.
6. **Background Checks:** The public sector requires that applicants have a clean criminal background check or full pardon in order to be hired, however, minor infractions would be considered depending on the nature of the position.
7. **Field Observations:** There are more opportunities now within Ontario for the students and some are administrative rather than court support. However, the provincial offences offices in Toronto do not take students.
8. **Employment Opportunities:** Our Hired Career Services is now also being used for job postings and currently there is more hiring going on in the court support field.
9. **Mock Interviews:** It is a valuable component in our program and would like to have the Provincial Offences office involved.
10. **Student Voice:** There is some discouragement within various student groups about the value of some of the courses. The program, however, has provided the skill sets that can be utilized in any industry or field and is evidenced at the interview/testing stages.
11. **Enrolment:** Overall, the program has maintained enrolments between 25-30 students in both the September and January intakes.
12. **French Language Program:** Waiting to hear from the Ministry before moving forward.

RECOMMENDED ACTIONS

1. A field observation orientation session of the private sector for interested students will be set up for the winter semester by D. Miller and K. Sparkes.
2. The requirement for five-page resumes in the private sector will be investigated by K. Gatchell.
3. A meeting will be scheduled between D. Miller and M. Tapper regarding changes to the Communications course outline to include the students' submission of five-page resumes for their resume book.
4. The proposed move of the Communications course to first semester and a new Career Prep course for second semester will be discussed with D. Miller and M. Tapper as well as with ISES.
5. Two sets of resume books will be generated: one for the September group and one for the January Start group to be coordinated by D. Miller.
6. The wording regarding criminal background checks that are currently used in various other programs will be investigated by D. Miller for inclusion in the college calendar and program guide.
7. A draft in-house DC Oath of Allegiance will be created by D. Miller for discussion with M. Tapper.
8. Opportunities for field observations in the provincial offences offices will continue to be pursued by D. Miller.

9. K. Gatchell will follow up with the Provincial Offences Office/Court Services on their participation in the mock interview process with our students.
10. The importance and relevance of all the courses will be reinforced by the faculty.
11. The committee members will be kept informed of program activities that occur throughout the academic year by D. Miller.

STATUS OF RECOMMENDATIONS FROM (May 9, 2012) MEETING

1. A morning session with a full agenda will be set up for those students interested in a field observation of the private sector and will be implemented next semester with K. Sparkes and D. Miller.
2. The students will be required to submit 5 page resumes including a cover letter for the resume booklets to meet the application expectations of the public sector.
3. The Computers/Court Technologies course now includes basic and advanced processes for proper keyboarding positions and typing speeds and will be continued in the Court Monitor II course in the winter semester by the professors teaching the courses.
4. Court support functions within tribunal and hearing settings will be investigation by D. Miller
5. Currently there are 30 graduates utilizing the private Facebook site for sharing of information such as jobs and job interview tips administered by D. Miller.
6. Approval was given for the inclusion of a statement regarding criminal background checks as a requirement for the court to be inserted in next year's college calendar by D. Miller.
7. The students Oath of Allegiance forms were forwarded to J. Couvier for the courts, however, they are not required in the provincial offences courts as the students take the oath in their courts.
8. The Field Observation course outlines did address the students' Oath of Allegiance forms for the host agencies.

REPORT PREPARED BY: M. Bartosik

DATE: November 8, 2012

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper

SIGNATURE: _____



APPROVED BY CHAIR: C. Dutton

SIGNATURE: _____



Culinary & Hospitality Management Membership List

Name	Title	Organization
Committee Chair		
Ron Subden	Executive Chef	Oshawa Golf Club
Kelly O'Brien (Co-Chair)	Clubhouse Manager	Oshawa Golf & Curling Club
External Committee Members		
Don Andrews	Owner/Operator	Tin Mill Restaurant
Kevin Anyan	General Manager/Owner	Kings Court Catering
Bob Brown	Program Facilitator SCWI/SHSM	Durham Board of Education
Sharon Doyle	Manager	Taunton Mills LTC Facility
Penny Johansen	Owner/Manager	Chatterpaul's
Penny Kertsos	Owner	Pimentos Restaurant
Georg Krohn	Hospitality Consultant	
Faybian Palmer	Director of Food Services	Aramark Food Services
Stacey Ritchie	OYAP and Pathways Coordinator	Durham Catholic District School Board
Mary Solomon	Production and Retail Manager	Ontario Shores Centre for Mental Health Sciences
Kevin Thompson	Hospitality Educator	Durham District School Board
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Matthew Hawkins	2, Culinary Skills	
Sarah Nicholls	1, Culinary Skills	
Christina Faas	2, Hospitality Management	
Elected Faculty/Staff Representatives		
Robert Grieve	Program Coordinator (HOSM)/Professor	School of Business, IT & Management
Dave Hawey	Professor	School of Business, IT & Management
Peter Lee	Professor/Culinary Lab Technician	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Judy Spring	Dean	School of Business, IT & Management
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Amy Serrano	Office Assistant	School of Business, IT & Management
Pamela Dunn	Event Planner	Durham College – Communications, Marketing, and External Relations
Sandy Smiles	Project Officer	Durham Region Local Training Board
Michelle Cole	Manager, Program Development and Quality Initiatives	Office of Research Services and Innovation
Rhonda Daley	Program Officer	School of Interdisciplinary Studies

Attendees November 19, 2012:

*External Members

Present: *D. Andrews, *D. McKay, *G. Krohn, *J. Frazer, *K. O'Brien (Co-chair), *R. Subden (Chair), *K. Anyan, *P. Johansen, *S. Doyle, *F. Palmer, Dean – J. Spring; Associate Dean – J. Bathe, Year 2, Hospitality student – C. Faas; Year 1, Culinary Skills student – S. Nicholls; and Program officer – V. Gilham

Regret(s): *B. Brown, *D. Leung, *K. Thompson, *M. Solomon, *P. Paboudjian, *P. Kertsos

Guest(s) Event Planner – P. Dunn; Project officer – S. Smiles; Program officer - R. Daley

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. The minutes from January 25, 2012 were accepted.
2. **Industry trends indicate:** The food truck industry is growing and pulling business away from larger restaurants. Menus are more diverse; portion sizes are being reduced – better quality rather than larger portions. Restaurants are combatting this competition by providing food trucks on the street (Boston Pizza). A contributor to this is the fact that food costs are rising due to droughts.
3. Gastronomy is growing.
4. Knife skills are the most valuable for graduates to possess.
5. Creativity is lacking. Restaurateurs are looking for employees who “think outside the box”.
6. **College/Program update:** Whitby, Phase 3 is progressing well – on time and on budget. For the 2013-2014 academic year, there will be approximately 150 students needing field placement. Current students are encouraged to find their own placement.
7. The School of Business will be offering Level 2. PAC members are encouraged to sign their apprentices with the intention of attending Durham College in September.
8. **Continuing Education Update:** Running Food Service Worker program (six subjects); undergoing formal review; next fall there will be more interesting courses offered.
9. **Student Voice:** Students would like more lab time and demo time. Students are interested in learning more about allergies and special menus. Students build good relationships with faculty. One student was offered a paid job opportunity on the front end of the Fairmont in Jasper, Alberta during field placement.
10. **Focus Group – Event Management:** Investigating to start in Sept. 2014; one-year graduate certificate program. Presentation skills should be a focus-thread through most of the programming. The ability to deal with volunteers is a huge aspect of event planning.
11. **Focus Group – Hospitality Skills:** Investigating to start in September 2014: after one year of program completion a student can leave with a credential. Culinary Skills students can take year two of Culinary Management at Fleming College since our Centre for Food is not yet open. Approval for the one year certificates (including graduate certificate) – D. Andrews, seconded by K. Anyan. Unanimous.
12. **Survey (S. Smiles):** Want to identify the gaps; PAC membership to send S. Smiles email addresses.

RECOMMENDED ACTIONS

1. Present program of studies to finalized
2. Review expanding membership – two separate PACs
3. Brochure to hand-out to advertise PAC – T. Wiseman
4. Email PAC terms of reference to PAC members – A. Serrano
5. Investigate: making Durham College website link available on K. Anyan's website (check with Communications and Marketing)
6. Email campus summary with minutes – A. Serrano

STATUS OF RECOMMENDATIONS FROM January 25, 2012 MEETING

1. Make copies of the MTCT – PAC feedback forms to be distributed to PAC members – completed by R. Grieve

REPORT PREPARED BY: Amy Serrano

DATE: November 29, 2012

DRAFT REVIEWED BY DEAN: Dec. 11, 2012

SIGNATURE:



APPROVED BY CHAIR: Ron Subden (Co-Chair)

SIGNATURE:

Kelly O'Brien (Co-Chair)

Dental Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Jane Laniel	Dental Hygienist	
External Committee Members		
Jennifer Gill	Vice-President	ODAA
Mary Ito	Dental Hygienist	Independent Practitioners
Dr. Peter Yao	Dentist	Harmony & Brooklin Village Dental Care
Erin Hawkins		Durham Region Oral Health Division
Maureen Embleton	Dental Assistant	Durham Region Oral Health Division
Dr. Dennis Daigle	Orthodontist	Private Practice
Elected Student/Alumni Representatives		
Tristeese Smith	Year 1 student	Dental Assistant
Kelsey Trudell	Year 1 student	Dental Hygiene
Karen Lamb	Alumni	Dental Assistant
Catherine Hayes	Alumni	Dental Hygiene
Danielle Ritchie	Alumni	Dental Reception & Administration
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	Durham College
Carol Burke	Associate Dean	Durham College
Gillian Dunn	Faculty/Coordinator	Durham College
Kim Stever	Faculty/Coordinator	Durham College
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
Mary Sich	Practicum Officer	Durham College

Attendees (October 12, 2012):

*External Members

Present: *M. Ito, *M. Embleton, *K. Lamb, G. Dunn, K. Stever, *J. Laniel, C. Burke, T. Smith, K. Trudell

Regret(s): S. Sproul, *Dr. D. Daigle, *Dr. P. Yao, *J. Gill, M. Sich, M. Noble, *N. Vandergaast

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of May 11, 2012 were approved by J. Laniel and seconded by M. Embleton. Carried.
2. Opening of New Pickering Learning Site in collaboration with Centennial College. ADMH program is currently being offered at this location.
3. Positive growth in student enrolment at Durham College. Currently 9,200 students with a goal of 10,000 by 2014. The School of Health & Community Services has 1,235 students enrolled across all of our programs.
4. New programs being offered in September 2013 – OTA/PTA and Activation Coordination (Gerontology).
5. 36 DRA students, 73 DA students (3 international) and 49 DH students.
6. 5th Annual Mouthguard Clinic being held November 8th.
7. DA Accreditation completed March 25, 2012, with great success.
8. Student Voice meetings are held two times a year – Fall and Spring.
9. Gift from the Heart – Saturday, February 9, 2013 – one day event which allows Registered Dental Hygienists to give back to their communities by providing no cost dental hygiene care. Courtesy of Independent Dental Hygiene Practitioners.

RECOMMENDED ACTIONS

1. Suggestion was made that Durham College offer Con Ed courses for Dental Assisting students.
2. Next meeting – Friday, May 10, 2013, 12:00 – 2:00 pm.
3. Adjournment 1:30 pm.

STATUS OF RECOMMENDATIONS FROM MAY 11, 2012 MEETING

1. Election of Chair is required. Members were asked to express their interest to S. Sproul by e-mail.
2. As per report provided by J. Gill, the student rate for ODAA membership will remain at \$40.

REPORT PREPARED BY: Sandra Thomson

DATE: November 27, 2012

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR: J. Laniel

SIGNATURE:



Digital Photography and Video Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Dave MacIntosh – Digital Video	Video Producer	CBC National TV News
Tim McGhie – Digital Photography	Advertising Photographer	Tim McGhie Photography
External Committee Members		
Mike Berube	Photographer	Freelance
John Davidson	Photographer	Freelance
Mark Forester	Documentary Cameraman	Discovery Channel
Ian Goodall	Photographer	Freelance
Cesar Juarez	Owner	Studio Six Photography
Bernie Leroux	Film Director/Cameraman	Freelance
Brian Stephens	Portrait Photographer	Green Gecko Photography
Tom Szuba	Owner/President	Tom Szuba Photography
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Tyler Burr	Year Two, Digital Video	Durham College
Shelly Kowalski	Year Two, Digital Photography	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Al Fournier	Coordinator, Digital Photography	Durham College
Charlotte Hale	Associate Dean	Durham College
Mark Johnson	Coordinator, Digital Video	Durham College
Greg Murphy	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Sandra Meader	Continuing Education Officer	Durham College

Attendees November 26, 2012:

*External Members

Present: *Mark Forester, Allan Fournier, Charlotte Hale, Mark Johnson, *Cesar Juarez, *Bernie Leroux, *Dave MacIntosh, *Tim McGhie, Greg Murphy, *Brian Stephens, *Tom Szuba

Regret(s): *Mike Berube, *John Davidson, *Ian Goodall

Guest(s): Tyler Burr, Shelly Kowalski, Sandra Meader

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. Minutes of June 14, 2012 were approved by B. Leroux and seconded by M. Johnson with a change to 6.1.8 – Digi-tech – technicians do work on computers and are responsible. Carried.
2. **Industry trends:** the blending of photography and video is becoming more prominent, selling yourself and your work, “the pitch” needs to be addressed more in class; the un-bundling of TV stations is an ongoing concern for jobs and wages, industry is shrinking on a broadcast level but the creative side of the industry is taking off; Sony F55 new camera \$35,000 and the F5 - \$25,000, the use of websites and social media, shooting “fusions” is becoming more popular, copyright law changed in Canada, Advertising photographers now own their images. New app on iPhone called “Digero live” – turns a phone into a live camera.
3. **School Updates:** 7 new studios created, 5 are fully functional
4. **Student voice:** would like to see more business skills in the program, explore business laws/bookkeeping, would like to see more family portraiture taught within the program, would like to see models brought in for students to shoot, more simulated situations as opposed to real world clients, practical testing at the end instead of the portfolio would be well received. The studios need to be looked at for proper lighting and noise control. C134 – loud ventilation, C117 – need the carpet removed, product shoot studio – too small.

RECOMMENDED ACTIONS

1. Recommend showing how the audio course has been changed to the PAC.
2. Recommend that students choose clients in the community that are not-for-profit.
3. Recommend students are taught how to vet and understand compilation contracts. Teach them how to build their own contracts, as well as understand and protect intellectual property.
4. Recommend the program explore Go-Pro camera.
5. Recommend exploring Wi-Fi devices and other peripherals to control lighting.
6. Recommend that the course descriptions for general education courses be clear on the website.
7. Recommend splitting the two programs into separate PAC meetings for the second hour of every other PAC meeting.
8. Recommend that students entering the video program will be required to have a DSLR, but will no longer be required to have a camcorder.
9. Next meeting: Wednesday, May 15th, 2013
10. Adjournment 8:10 p.m.

STATUS OF RECOMMENDATIONS FROM June 14, 2012 MEETING

1. Adding more audio capture in the photo program is still on-going. The audio course has been re-vamped for the next year.
2. More flexibility has been given to the students in choosing their assignments, and their clients. This was completed in the fall semester and was reported to be very successful.
3. Photography and audio have been added in second semester through a project called 1000 pictures. This was completed.
4. Teaching students to create images in the camera has been achieved.
5. More feedback from the professors is still on-going; the use of DC-Connect is starting to be utilized with positive results in some courses.

REPORT PREPARED BY: A. Desaillier

DATE: November 26, 2012

DRAFT REVIEWED BY DEAN: Greg Murphy

SIGNATURE: 

APPROVED BY CHAIR: Dave MacIntosh

SIGNATURE: via email

Developmental Services Worker Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Catherine Pink	Director	Participation House Project Durham Region
External Committee Members		
Leeanna Cliff	Human Resources Manager	Community Living Durham North
Christine Robinson	Human Resources Manager	Community Living Durham North
Kim Nevilles	Manager	Kerry's Place Autism Services
Lisa Binns	Manager	Kerry's Place Autism Services
Wendy Holliday	CPP Supervisor	Community Living Ajax/Pickering/ Whitby
Doris Maniocco	Human Resources Manager	Community Living Oshawa/ Clarington
Terri Gray	Director, Operations	Community Living Oshawa/ Clarington
Cindy Mitchell	Facilitator	Durham Association Family Respite Services
Elected Student/Alumni Representatives		
Siobhan Hall	Second Year Student	DSW Program
Paige Anderson	First Year Student	DSW Program
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Mary Helen Leddy	Faculty	DSW Program
Kay Corbier	Faculty	DSW Program
Karen Anderson	CICE Program Liaison	Durham College
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
Lisa West	Practicum Officer	Durham College

Attendees November 22, 2012:

*External Members

Present: K. Corbier, *K. Nevilles, M.H. Leddy, P. Anderson, *C. Robinson, K. Anderson, *C. Pink, S. Hall, S. Sproul, *W. Holliday

Regret(s): C. Burke, *C. Mitchell, *L. Reilly, *L. Binns, M. Noble, *T. Gray

Guest(s): L. West

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of June 20, 2012 were approved by K. Anderson and seconded by S. Sproul. Carried.
2. S. Sproul welcomed K. Corbier as new full-time faculty with the DSW program.
3. Opening of New Pickering Learning Site in collaboration with Centennial College. ADMH program is currently being offered at this location.
4. Positive growth in student enrolment at Durham College. Currently 9,200 students with a goal of 10,000 by 2014. The School of H&CS currently has 1,235 students enrolled across all of our programs.
5. New programs being offered in September 2013 – OTA/PTA and Activation Coordination Gerontology.
6. Open House was held on November 10, 2012.
7. Scholarship Ceremony on November 22, 2012.
8. New CSCSF Program (Community Services and Child Studies Foundations) Program – one year certificate for students considering ECE, DSW, CYW or SSW program.
9. Undergoing PQAPA (Program Quality Assurance Process Audit) in April 2013.
10. Enrolment for September was 44 first year students and 29 second year students. Enrolment for September 2013 will increase to 45 students due to an increased demand for the program.
11. Second year students are currently completing their third semester/7 week field placement in School, Community Service Support and Residential settings.
12. K. Corbier has made arrangements with the Quality Assurance Measures training website administrators to have our students complete the training online. Students will submit documentation supporting their completion of the training to M. Osborne, Documentation Officer. The student will be able to print off certificate and bring with Criminal Reference Check to placement.

RECOMMENDED ACTIONS

1. S. Sproul to extend an invite to Jonathon Gale at Clarington Central to join DSW Program Advisory Committee. Additional invites will be extended to Christian Horizon and Stewart Homes.
2. Next Meeting – May 23, 2012, 9:00 – 11:00 am in the SW106 Boardroom.
3. Adjournment 10:20 a.m.

STATUS OF RECOMMENDATIONS FROM JUNE 20, 2012 MEETING

1. B. McGowan's presentation postponed to the Spring meeting.

REPORT PREPARED BY: Sandra Thomson

DATE: December 11, 2012

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR: Catherine Pink

SIGNATURE:



Electrical Technician Membership List

Name	Title	Organization
Committee Chair		
John Vickery	Owner	Vickery Electric

External Committee Members

Name	Title	Organization
George Smith		IBEW353
Jack Sanders	Owner	Townsend Electric
John Wabb		CUSW
Dennis Poort		OPG
Stacey Ritchie		Durham Catholic District School Board
Jill Frazer		Durham District School Board

**Elected Student/Alumni
Representatives**

Name	Year/Program/Alumni
Fritz Babida	Year 1
Kevin Noordstra	Year 2

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
Bill Chilton	Electrical Professor	Durham College
Dave Dewar	Electrical Program Coordinator	Durham College
Rodney Deline	Electrical Program Coordinator	Durham College
Darrin Caron	Dean/Principal	Durham College

**Guests/Unelected
Faculty/Staff**

Name	Title	Organization
Joy Lavergne	Program Officer	Durham College
Mary Collins	Associate Dean	Durham College
Peter Forint	Project Manager	Durham College
Nathalie Stutt	Admissions Clerk	Durham College
Jana Forsyth	Employment Advisor	Durham College

Attendees October 22, 2012:

*External Members

Present: John Vickery*, John Wabb*, Dennis Poort*, Stacey Ritchie*, Jill Frazer*, Fritz Babida, Kevin Noordstra, Bill Chilton, Dave Dewar, Darrin Caron

Regret(s): George Smith*, Jack Sanders*, Rodney Deline

Guest(s): Peter Forint, Joy Lavergne, Mary Collins, Nathalie Stutt, Jana Forsyth

Recording Secretary: Mary Pearce

KEY POINTS OF DISCUSSION

1. The ratio rates as identified by the College of Trade were discussed.
2. Hiring rates in the industry have been slow.
3. Construction on Centre for Food is underway.
4. Exam prep week for advanced apprentices is now being offered.
5. Plumbing and Electrical Techniques one year certificate programs starting Jan. 2014.
6. Some programs moving from Oshawa beginning Sept. 2013. Specifics have yet to be announced.
7. Research update on current projects. The research department would like to have more students involved.

RECOMMENDED ACTIONS

1. New chair to be elected in Spring 2013, John Vickery stepping down after 3 years.

STATUS OF RECOMMENDATIONS FROM May 2012 MEETING

2. Vickery Electric employees take an Electrical Fundamentals course through Continuous Education.
3. No move on the passing rate in post secondary as per Darrin Caron.

REPORT PREPARED BY: Mary Pearce

DATE: November 5, 2012

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR: John Vickery

SIGNATURE: 

Electronics Advisory Membership List

Name	Title	Organization
Committee Chair		
Tom Bradbury	Senior Director, Production Engineering	Bell Media
External Committee Members		
Leah Franklin	Teacher	Durham District School Board
Richard Haze	Electrician	St. Mary's Cement
John Herd	Instructor, Control Maintenance	Ontario Power Generation
Pierre Hinse	Engineer, Wind Tunnel	UOIT
Will MacAlpine	Instrumentation & Control Technician	Whitby Cogeneration I.P.
Dave Palachik	Network Design Consultant	Tyco Integrated Security
Andrew Phillips	Nuclear Operator	Ontario Power Generation
Dennis Poort	Control Maint. Training Technician	Ontario Power Generation
Gary Schissler	Sales Engineer	OSYS Healthcare Corp.
Theo Selles	President	Integrity Works
Scott Stewardson	Director, Technological Maintenance	CBC
Brad Titchener	Facility Manager	Sanofi Pasteur
Theo Welter	Regional Sales Engineer	A Tech Instruments

**Elected Student/Alumni
Representatives**

Year/Program/Alumni
Justin Reddin
3, Electronics Technology

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
Pravin Patel	Coordinator/Professor	Durham College
Susan Todd	Dean	Durham College
Tony van Schyndel	Professor	Durham College

**Guests/Unelected
Faculty/Staff**

Name	Title	Organization
Louis Bertrand	Professor	Durham College
Linda Dillon	Administrative Coordinator	Durham College
Lauren Fuentes	Professor	Durham College
Rao Gorantla	Professor	Durham College
Dave Schuett	Professor	Durham College

Attendees October 3, 2013:

*External Members

Present: L. Bertrand, *T. Bradbury, L. Fuentes, R. Gorantla, * P. Hinse, *D. Palachik, P. Patel, *A. Phillips, J. Reddin, D. Schuett, S. Stewardson, S. Todd, T. van Schyndel

Regret(s): L. Franklin, R. Haze, J. Herd, W. MacAlpine, D. Poort, G. Schissler, T. Selles, B. Titchener, T. Welter

Guest(s):

Recording Secretary: L. Dillon

KEY POINTS

1. **Welcomes and Introductions** – T. Bradbury welcomed members to the meeting.
2. **Additions to the Agenda** – NA
3. **Previous Minutes** – The minutes of February 15, 2012 were approved by P. Hinse and seconded by L. Dillon. Carried.
4. **External Membership Information Sharing**

The following comments were made by members:

- Boxes are being bought with less programming but there is a need to verify that the box is working. There is a need to understand process (configuration skills) and install a program in the box or configure boxes.
- More programs are at a systems level.
- Transistors and routers being phased out.
- Traditional electronics is needed and specialists in power.
- Discrete Technology and C Technology will be gone in 5-6 years and replaced with microcontrollers and PLCs.
- Relevant content needs to be taught first, and then learn about the technology.
- Need to understand systems and networking, becoming software driven. People hired need more programming at a systems level.
- Students need to become educated in software.
- Security—understand networking, media streaming, lighting and acquisition intrusion. Analogue is gone.
- Employers want people that have practical and theoretical knowledge.
- Employers are looking for specialized graduates.
- OPG wants a hybrid graduate.
- Fuel and upgrades being looked at.
- Social media is being used for feedback.
- Mass notification is the buzz word for communication – it's not core Electronic Technology with wireless.
- Intrusion through 3D is being done.
- C Programming is related more to engineering.
- Huge resources will be needed for wireless in Technology but there are regulations that accompany it.

5. College/School Update

Enrolments. Enrolment tipped 1200 students which included the new Energy Management and Horticulture programs. Students who completed the bridge to UOIT did well making them more desirable to employers. Architecture and Food and Farming programs are new and being offered at the Whitby Campus next year.

Capital – Capital was raised as a concern. \$300,000 was received for labs in the past year. Money and trainers have been built into the capital plan with trainers being integrated into other technologies. Wireless technology will need huge resources. S. Todd will look at wireless standards and provide wireless information to the Research Office. The dean noted that the facilities in Science and Technology far exceed facilities in other colleges that she has visited.

New programs such as Pharmacy Technician, Electrical Engineering Technology/Technician and Smart Building Technology are being investigated at this time. However, college space and funds for new resources are limited. The college has met its enrolment targets earlier than expected.

Digital Media Technology – The new program will consist of 5 new courses that are different from the Electronics Technician program. Specialties and options such as an electronics stream, electricity stream or certificates stream were discussed. The Ministry will be contacted to see if they support streams or options. Canadian Certifications should also be looked at to see if the new program covers them.

Draft Electrical Engineering Technologist/Technician Program - The Program of Studies was distributed. It was felt that the new program was a good bridge to UOIT and a Whitby program. Career paths are very different from the current Electronics Technology program. Graduates need to be diverse enough to be hired in all sectors. Course suggestions noted in the meeting will be reviewed for possible implementation. Feedback will also be received from Ontario Power Generation (OPG) and the Focus Group. The program will be presented to OPG on October 18th and a Focus Group will be created in November 2012.

6. Student Voice

- Electronics is a very skilled trade.
- Bell Canada is doing installs and repairs and wants Electronic Technicians with installation skills.
- Electronic Technologists do the designing and implementation of new technology.
- Troubleshooting labs need to be included in every course. "Hands on" teaches troubleshooting.
- Telecommunications, AutoCAD and automation are really good courses.
- Improvements are needed in the C Programming course.
- At a systems level, seeing problems would help students.
- The program does not touch Nuclear Power but students have a good knowledge of it.
- There is not a straight answer on where people go when graduating (this is shown through the Graduate Employment information from Career Services).

7. Next Meeting - Wednesday, February 13, 2013, 6:00 p.m.

8. Adjournment – 8:40 p.m.

RECOMMENDED ACTIONS

- 1) S. Todd (dean) to look at wireless technologies and provide wireless information to the Research Office.
- 2) Digital Media Technology - S. Todd (dean) will contact the Ministry to see if they support specialties options or streams. Canadian Certifications should also be looked at to see if the new program covers these.
- 3) Draft Electrical Engineering Technologist/Technician Program – Look at including courses such Project Management, License Operations or wireless as a graduate certificate program.
- 4) S. Todd to contact the Ministry to see if they support specialties or options in the Electrical Engineering Technology/Technician program.
- 5) A. Phillips to look at OPG's curriculum and compare it to the curriculum outlined in page 26 of the before October 18th.
- 6) S. Todd to establish an Electrical Engineering Technologist/Technician Focus Group in November.
- 6) The C Programming course will be reviewed by the program team for improvements.

STATUS OF RECOMMENDATIONS FROM February 15, 2012 Meeting

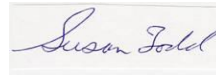
- Faculty met in the spring and discussed C Programming – completed
- Mix and Mingle Event - completed
- Research Office Presentation emailed to members - completed

REPORT PREPARED BY: Linda Dillon

DATE: December 14, 2012

DRAFT REVIEWED BY DEAN: Susan Todd

SIGNATURE:



APPROVED BY CHAIR: Tom Bradbury

SIGNATURE:



Entrepreneurship & Small Business Membership List

Name	Title	Organization
Committee Chair		
Scott Carpenter	President	Carpenter Pacific
External Committee Members		
Dianne Gallo	Consulting Manager	BDC
Gordon Mackey	CEO	Whitby Chamber of Commerce
James Kemble	President	FishRecruit
Lorna Weston-Smyth	Painter and Urban Artist	Specialty Paint Finishes
Marie McTasney	President	Moxie Trades Ltd.
Sue Pitchforth	President	Let's Do Lunch
Teresa Shaver	Executive Director	(BACD) Business Advisory Centre Durham
 Elected Student/Alumni Representatives		
Brandon Trepanier	Year/Program/Alumni	
	1	
Sarah Oliver	1, Compressed	
Jessica Harquail	1, Compressed	
Ryan Belmonte	Alumni	
 Elected Faculty/Staff Representatives		
Jay Fisher	Program Coordinator/Professor	
Marc Ford	Professor	
 Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Amy Serrano	Office Assistant	School of Business, IT & Management

Attendees November 15, 2012:

*External Members

Present: *C. Osborne, *J. Kemble, *L. Weston-Smyth, *M. McTasney, *S. Carpenter (Chair), *S. Small, *R. Belmonte (Alumni), First-year compressed students – J. Harquail, S. Oliver, Associate Dean – J. Bathe, and Program Officer – V. Gilham

Regret(s): *D. Gallo, *G. Mackey, *S. Pitchforth, *T. Shaver, B. Trepanier

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. **Industry trends indicate:** “Silver tsunami” – there will be a surge of people (baby boomers) who will be leaving the industry thus creating many new opportunities for others.
2. People in skilled trades are desperately needed. Accommodations are being made for those going into skilled trades. There are not enough young people going through trades to supplement those retiring.
3. People are specializing and becoming more valuable; skills such as graphics/photography/bookkeeping/administrative assistants. Expertise in one skill is valuable.
4. Recent graduates want to start their own business, which is great, but one must work for someone else in order to be able to deliver as an entrepreneur. A graduate certificate in BESB would be fantastic.
5. There is a move toward a free-lance market. Employers cannot always afford to hire full-time staff but they can afford to freelance the work.
6. **Student Voice:** Compressed option is challenging. Classes such as Entrepreneurship, which is taken at the beginning of the program, should be taken near the end in order to get the full benefits from that course. Another example is COMP III is taken before COMP I and II which makes it difficult for students. A class that could demonstrate to students how to run an online business would be beneficial.
7. **Durham College Incubator services and involvement by BESB:** New businesses can get the education/support/space to help their business grow – The City of Oshawa – CORE 21 (collaboration of the services in one brand). DC has an incubator space that is underutilized, under marketed, and needs sponsorship. Investigate teaming up with existing incubator programs (not necessarily educational). Let's help students while they are still in school. Possibly look at offering an optional year three.
8. **New courses for 2013-2014:** Three major curriculum change proposals made.
9. **Field placement program:** Make field placement program into mentorship program with small business owners. Start the process in September of year two and the mentorship relationship will continue through until April – 80 hours spread over an eight-month period.

RECOMMENDED ACTIONS

1. Spring meeting: Workshop to discuss in detail the new courses and course outcomes – to be taken on by PAC membership
2. Investigate dual-credit: Introduction to Business Management – to be taken on by J. Fisher
3. Follow-up on incubator services
4. Future meeting date: March 25, 2013, 5 p.m. Room: TBA
5. Adjournment 7:45

STATUS OF RECOMMENDATIONS FROM May 9, 2012 MEETING

1. Review program of study and make recommendations: Curriculum change proposals made, will be in effect for Sept. 2013
2. Further analysis on course-level outcomes.
3. Mentorship program: Discussed in “Key point of discussion #9”

REPORT PREPARED BY: Amy Serrano

DATE: November 25, 2012

DRAFT REVIEWED BY DEAN: Dec. 11, 2012

SIGNATURE:



APPROVED BY CHAIR: Scott Carpenter

SIGNATURE:



Environmental Technology Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Lorelei Hepburn	President	The Environmental Factor Inc.
External Committee Members		
Kevin Bailey	Environmental Compliance	Cameco Corporation
Ronald Bell	Retiree (Senior Air Policy Advisor)	Ontario Ministry of Environment
Fran Bolton	Operations Technician	Durham Region Works Department
Adam Cochrane	Chemical Technician	Ontario Power Generation
Amanda Huxter	Manager	GFL Environmental Corporation
Mike Kopansky	Manager	Miller Compost
Rebecca Peters	Superintendent, Compliance & Licensing	Cameco Corporation
Sandra Thomas	District Supervisor (Acting)	Ontario Ministry of Environment
Dan Moore	Aquatic Resource Analyst	Central Lake Ontario Conservation Authority
Elected Student/Alumni Representatives		
Kristy Last	2 nd year Environmental	Durham College
Jordan Taylor	3 rd year Environmental	Durham College
Nick Van Pelt	3 rd year Environmental	Durham College
Ben Wheeler	3 rd year Environmental	Durham College
Elected Faculty/Staff Representatives		
Maureen Calhoun	Associate Dean	School of Science & Engineering Technology
Joyce Myers	Program Coordinator	School of Science & Engineering Technology
Ross Stevenson	Professor	School of Science & Engineering Technology
Sue Todd	Dean	School of Science & Engineering Technology
Katherine Wilson	Professor	School of Science & Engineering Technology
John White	Professor	School of Science & Engineering Technology
Joy Lavergne	Program Officer	Durham College

REPORT PREPARED BY: Amy Derald

DATE: November 1, 2012

MINUTES REVIEWED BY: Lorelei Hepburn

DATE: November 5th 2012

Attendees – November 1, 2012

*External Members

Present: *K. Bailey, *A. Huxter, K. Last, J. Myers, *R. Peters, J. Taylor, *S. Thomas, S. Todd, N. Van Pelt, B. Wheeler, J. White, K. Wilson

Regret(s): R. Bell, F. Bolton, M. Calhoun, A. Cochrane, L. Hepburn, M. Kopansky, J. Lavergne, D. Moore, R. Stevenson

Recording Secretary: A. Derald

KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** The chair was unable to attend. K. Wilson welcomed members and asked everyone to introduce themselves
2. **Advisory Bylaws Reviewed:** S. Todd reviewed the program advisory committee bylaws with the members. Details included having quorum for each meeting, meeting twice a year, and the chairs role.
3. **Additions to the Agenda:** K. Wilson would like to discuss Career Night.
4. **Acceptance of the Agenda:** A. Huxter accepted. S. Todd seconded.
5. **Approval of Minutes from June 14, 2012:** K. Bailey approved. A. Huxter seconded.
6. **External Membership Information Sharing/Industry Trends:** There will be many technician jobs available soon. The Ministry is looking for graduates with project management experience, understanding of policies, and able to communicate with stakeholders and the general public.
7. **College/School Update:** Enrolment in Environmental Technology for first year included 29 fulltime students, 24 in second year and 24 in third year. Laboratory space has moved and been reorganized. Horticulture Technician and Energy Management and Sustainable Building Technology began its first semester in September. Architectural Technology and Food and Farming are set to begin September 2013. The Instrumentation lab has received a new Microwave Plasma Atomic Spectrophotometer.
8. **Program Review/GIS Course Outline Development:** The Ministry of Training Colleges and Universities has developed a new standard with new learning outcomes. The program has been mapped to identify areas of change which will include more Geographic Information Systems (GIS), project management, and emergency response.
Committee members who may know of someone who is able to write the course outline for GIS and possibly teach 3 hours a week during the fall semester are asked to contact S. Todd.
The program requires two external auditors (cannot be graduates) from industry to come in for two days and meet with staff and students and develop a report on their findings. A. Huxter and S. Thomas will provide K. Wilson with contact information of coworkers who might be suitable for this task.
9. **Program of Studies for 2013-2014:** The program team is looking to remove Spectroscopy II and Chromatography II and replacing it with Project Management and Emergency Preparedness and Response. This logistics of this will be further discussed at the next program meeting.
The following recommendations were made:
 - Adding an extra Organic Chemistry course
 - Adding a unit of Environmental Bill of Rights (EBR) to the Environmental Regulations course
 - Adding a unit on stakeholder groups to the Community and Environment courseA. Derald to send course descriptions to advisory members to review.
10. **Student Voice:** Students would like to see the lab manuals updated as well as have the Instrumentation lecture and lab combined as opposed to lecture one semester and lab the next.
11. **Continuing Education Update:** Not available.
12. **Additional Agenda Items:** Careers Night will occur during the third week of January. Members who would like to participate are asked to email K. Wilson. A. Derald to book a room and order refreshments once K. Wilson has selected a date.
13. **Next Meeting:** Thursday, March 14th, 2013 at 5:00 P.M.
14. **Meeting Adjourned:** 7:30 P.M.

RECOMMENDED ACTIONS

1. A. Huxter and S. Thomas to provide contact information to K. Wilson of potential auditors.
2. S. Thomas to provide contact information to K. Wilson of a coworker with GIS experience.
3. Program team to meet and discuss the logistics of replacing Spectroscopy II and Chromatography II
4. A. Derdall to send course descriptions to advisory members for review.
5. Members who would like to participate in Career Night are to contact K. Wilson

STATUS OF RECOMMENDATIONS FROM JUNE 14, 2012 MEETING

1. Analysis of environmental samples in Spectroscopy and Chromatography is pending.
2. C. Stender has received feedback for the Ecology course and it is set to begin January 2013.
3. New courses to be embedded into the Environmental program are still being discussed among the program team.
4. Potential new courses to replace Spectroscopy and Chromatography include Project Management and Emergency Preparedness and Response.
5. Program Advisory Committee Assessment form was filled out and a summary of the responses shared with the members.
6. Trends identified by advisory members will be discussed at the next departmental meeting.
7. Environmental Technology program application trends were reviewed and discussed with advisory members.

REPORT PREPARED BY: Amy Derdall

DATE: November 1, 2012

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE: _____



APPROVED BY CHAIR: Lorelei Hepburn

SIGNATURE: _____

Lorelei Hepburn

Fire Life Safety Systems Technician Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Kirk Harris	President	Harex Inc.
External Committee Members		
Julie Hutchinson Marzinotto	WHSC Staff Representative	ARC Fire Services
Cecil Mackesey		Workers Health & Safety Center
Richard Sylvester	Vice President	Canadian Fire Alarm Assoc.
David Toland	Contractor	Trinity Fire Protection Inc.
Rick Kurelo	Operations Manager	Harex Inc.
Jarod Regan	Senior Fire Alarm Technician	Harex Inc.
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Vince Tripp	1 st Year Student	Durham College
Elected Faculty/Staff Representatives		
	Title	Organization
Stephanie Ball	Dean	Durham College
John Webster	Coordinator/Professor	Durham College
Bryan Ward	Professor	Durham College
Guests/Unelected Faculty/Staff		
	Title	Organization
Beth Weckman	Professor, Fire, Science & Engineering	University of Waterloo

Attendees Wednesday (October 24, 2012):

*External Members

Present: S. Ball, M. Tapper, J. Webster, *B. Weckman, *K. Harris, *C. Mackesey, V. Tripp

Regret(s): *J. Hutchinson Marzinotto, *R. Sylvester, *P. Schuster, *S. Penna, *T. Dorgan, *D. Sylvester, *D. Toland, , *R. Kurelo, *J. Regan, *R. Williams, B. Ward

Guest(s) B. Weckman

Recording Secretary: T. Kennington

KEY POINTS OF DISCUSSION

1. Minutes of April 18, 2012 were approved by S. Ball and seconded by J. Webster. Carried.
2. **Industry Trends:** There are many opportunities in the fire industry. The fire laws in Canada will become tougher with the new fire code being released in 2014. The engineering focus of the program is extremely important in terms of protection, code and potential in achieving accreditation to work all over the world. Students should be trained in the science that creates the fire and how they can control it, rather than fighting the fire. This is a risk management business as it is about the containment of fire. It will be the jurisprudence of the company, property managers, etc., that everything is done to ensure health and safety management, engineering, etc.
3. **Capital and Space:** Budget numbers will be submitted soon for program funding. A location for a lab has yet to be determined for the second semester. Space at the Whitby Campus is being investigated.
4. **Program of Studies:** The Mathematics course is currently being reviewed as a foundation course towards a pathway to university for students who want to pursue further education. The Fire and Safety Regulations of Canada course will focus on legal aspects and litigation and liability. Field placement will occur during the final semester for 100 hours and will be a competitive process.
5. **Enrolment:** The current enrolment of 35 students exceeded the projected enrolment. There are a significant number of students in the program who are Pre-Service Firefighter graduates.
6. **Student Voice:** The students have developed their own Facebook group and are supportive of one another by posting tests and other reminders, etc.
7. **Election of Chair:** Kirk Harris, President Harex Inc., was elected as the new Chair of the Fire Life Safety Systems Technician Program Advisory Committee.
8. **New Committee Member:** Beth Weckman, Professor, Fire, Science & Engineering, University of Waterloo has agreed to participate on the committee.

RECOMMENDED ACTIONS

1. A tour of the lab and classroom facilities of the Fire, Science & Engineering department of the University of Waterloo for students and PAC members will be arranged by J. Webster for March/April.
2. The development of a new lab will continue to be pursued by S. Ball and J. Webster.
3. Mathematical questions will be developed regarding areas of combustion and energy prior to the Waterloo visit by the Mathematics professor, H. Milburn and J. Webster.
4. Field placement opportunities are currently being investigated for our students by J. Webster.
5. The Risk Management course materials that cover real life challenges and policies will be reviewed by S. Ball.
6. S. Ball will draft a program of studies for a fire & Life Safety Systems Technician graduate certificate program for feedback by the committee members.

STATUS OF RECOMMENDATIONS FROM *April 18, 2012* MEETING

1. WHSC approved the course delivery of up to 30 students.
2. As the enrolment exceeded 30 students, the collapsing of one lab was not required.
3. The telephone call campaign was successful in the confirmations for the program.
4. The words 'For Technology; was removed from the course name, C-Programming.
5. Suggestions by the committee members on marketing/promoting the program is an ongoing action item for J. Webster.
6. The program's course descriptions were forwarded to S. Todd for review for any similarities in content with her school's programs.
7. Visits to Seneca and George Brown colleges and CFAE have yet to be scheduled.
8. A panel of employers including Harex to discuss job opportunities for start-up orientation has yet to be set up.
9. Invitations were sent out for a representative from CFEA and IBW to participate on the advisory committee had been completed.

REPORT PREPARED BY: T. Kennington/M. Bartosik

DATE: November 6, 2012

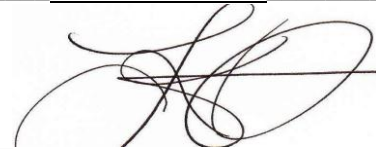
DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE:



APPROVED BY CHAIR: K. Harris

SIGNATURE:



Fitness & Health Promotion Membership List

Name	Title	Organization
Committee Chair		
Barb Gormley	Owner	Custom Fit
External Committee Members		
Erica Mittag	Fitness Coordinator	Courtice Community Complex
Geoff Berenz		Athletic Training Professionals Inc.
Marianne Schlottke	Supervisor of Fitness Services	Town of Whitby
Stephanie Medford		Goodlife Fitness
Toni Johnston	Fitness Consultant	
Leeson Clifton	Registered Massage Therapist	Whitby Massage Therapy Clinic
Wendy Robinson		City of Toronto & The Running Room
Catharine Fairweather	Fitness Programmer	Municipality of Clarington
Amanda Hall	Program Coordinator	YMCA
Nancy Tanner	Volunteer Coordinator	Durham Family YMCA
Carol Talbot	Co-Owner	Anytime Fitness, North Ajax
Angie Wood	Fitness Coordinator	FLEX Fitness Centre, Durham College
Jodie Walker	Kinesiologist	The Village of Taunton Mills
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Darren Idle	2 Year/Fitness & Health Promotion	Durham College
Kalen Authier-Henry	Alumni	Durham College
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Olga Labaj	Faculty/Coordinator	Fitness & Health Promotion Program
Mike Longo	Faculty	Fitness & Health Promotion Program
Guests/Unelected Faculty/Staff		
Mary Sich	Practicum Officer	School of Health & Community Services
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

Attendees (September 20, 2012):

*External Members

Present: *B. Gormley, *C. Talbot, *E. Mittag, *S. Medford, O. Labaj, C. Burke, *A. Wood, S. Sproul
D. Idle, K. Authier-Henry

Regret(s): *L. Clifton, *M. Schlottke, M. Longo, *A. Hall, *T. Johnston, *J. Walker, *W. Robinson,
*G. Berenz, *C. Fairweather, *N. Tanner

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of May 2, 2012 were approved by E. Mittag and seconded by S. Medford. Carried.
2. Election of Chair: Barb Gormley (Custom Fit) was elected as the new Chair for the Fitness & Health Promotion Program Advisory Committee.
3. New Full Time Faculty member – Lorri Taylor brings 9 years of part-time FHP experience with Loyalist College.
4. Currently have 119 first year students and 58 second year students.
5. All new equipment at the Durham College FLEX Centre as well as circuit for beginners.
6. Opening of New Pickering Learning Site in collaboration with Centennial College. Our Addictions and Mental Health Program is currently being offered at this location.
7. Positive growth in student enrolment at Durham College. Currently 9,200 students with a goal of 10,000 by 2014. We currently have 1,235 students across all of our programs.
8. New programs being offered in September 2013 – OTA/PTA and Activation Coordination Gerontology.
9. Capital purchases received: skeletons and removable muscles on limbs which will be a huge asset for functional anatomy and other practical courses.
10. Durham College has a new Learning Management System, DC Connect, a Desire2Learn system by RIM.

RECOMMENDED ACTIONS

1. Discuss FITS Program Review currently underway.
2. Next Meeting – May 1, 2013, 2:00-4:00 pm, SW106 Boardroom
3. Adjournment 4:00 pm

STATUS OF RECOMMENDATIONS FROM (May 2, 2012) MEETING

1. S. Sproul reviewed the KPI results.
2. O. Labaj to recruit new Year 1 student representative.
3. O. Labaj will post list of potential field placement opportunities for Year 1 students to review on DC Connect.

REPORT PREPARED BY: Sandra Thomson

DATE: November 20, 2012

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR: Barb Gormley

SIGNATURE:



Foundations in Art & Design and Fine Art Membership List

Name	Title	Organization
Committee Chair		
Donna Raetsen-Kemp	Executive Director	Station Gallery
External Committee Members		
Peter Blake	President	Aftershock Creative Inc.
James Campbell	Executive Director	Visual Arts Centre
Joseph Catalano	Artist	Freelance
Darlene Cole	Artist	Freelance
Danielle Crosby	Commercial Illustrator	Freelance
Jeremy Desjardine	High School Teacher	Bowmanville H.S.
Lynn Dooly-Marek	Artist	Freelance
Jessica Field	New Media Artist	Freelance
Gary Greenwood	Artist	Freelance
Linda Jansma	Curator	Robert McLaughlin Gallery
Francis Muscat	Sculptor	Freelance
Margaret Rodgers	Artist	Freelance
Ruth Rodgers	Painter	Durham College
Pete Smith	Artist/Professor	Freelance/Durham College
Todd Tremeeer	Painter/Printmaker	Freelance
Craig Wildman	High School Teacher	O'Neill Collegiate
Olex Wlasenko	Curator	Station Gallery
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Sarah Brooks	Year 2 Fine Art	Durham College
Molly Cross	Year 2 Fine Art	Durham College
Jamie McFarlane	Year 1 Fine Art	Durham College
Tyler Stevenson	Year 1 Foundations in Art & Design	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Charlotte Hale	Associate Dean	Durham College
Jo-Ann Jordan	Professor	Durham College
Herb Klassen	Coordinator, FAD	Durham College
Sean McQuay	Coordinator, Fine Art	Durham College
Greg Murphy	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Steven Evans	Professor	Durham College
Sandra Meader	Accounting Education Officer	Durham College

Attendees October 1, 2012:

*External Members

Present: *Peter Blake, *Joseph Catalino, *Dani Crosby, Charlotte Hale, Jo-Ann Jordan, Herb Klassen, *Linda Jansma, Sean McQuay, Greg Murphy, *Francis Muscat, *Margaret Rodgers, *Peter Smith, Tyler Stevenson, *Craig Wildman

Regret(s): Sarah Brooks, *James Campbell, *Darlene Cole, Molly Cross, *Jeremy Desjardin, *Lynn Dooly-Marek, Steven Evans, *Jessica Field, Jamie McFarland, Sandra Meader, *Donna Raetsen-Kemp, Ruth Rodgers, *Todd Tremere, *Olex Wlasenko

Guest(s): N/A

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. Minutes of May 3, 2012 were approved by S. McQuay and seconded by M. Rodgers. Carried
2. **Dual Credit:** Exploring dual credit proposals for 2013 was discussed, have been approved for one course at the Uxbridge campus.
3. A discussion around CARFAC (Canadian Arts Representation-Le Front des Artistes Canadiens) and the implications for Canada ensued.
4. **Industry Trends:** Articulations and collaborations with inter-departments in science and medicine were discussed. Raising the profile of the program and the school within the high schools in and around the GTA.
5. **Admissions:** Promoting that this program has the most studio hours (relative to other schools) is a huge selling feature to potential applicants. The idea of introducing pre-enrollment portfolio requirements was discussed. Possible scholarships for high school students would help generate more interest in the program.
6. **Space Update:** 8 new studios were created for fall 2012 in the School of Media, Art & Design.
7. **Articulations:** On-going discussions between our programs and OCAD regarding possible articulations
8. **Student Voice:** Fine Art students shared they would like to see more traditional fine arts techniques taught. Students would like to see DC connect utilized more effectively by the professors.
9. **Continuing Education:** Suggestion of offering life drawing classes through Con Ed. during the evenings and weekends.

RECOMMENDED ACTIONS

1. Recommend a detailed understanding of the ACDC student card is highlighted in the program pages for FAD and Fine Arts.
2. Publish a comprehensive list of exhibitions that the students can and will be participating in.
3. Recommend going forward that the FAD/Fine Art committee is two subcommittees that will meet once a year together and once a year split with the option to come together on the same evening. Motion: M. Rodgers Seconded: C. Wildman.
4. Recommend that faculty utilize DC Connect more for posting assignments.
5. Explore using vacant studio space for community outreach allowing groups to offer art and design classes and events where appropriate.
6. Next meeting – Tuesday, May 14, 2013, 6:00 p.m. room TBA.

STATUS OF RECOMMENDATIONS FROM MAY 3, 2012 MEETING

1. G. Murphy met with SOMAD executive about encompassing the SOMAD awards with the juried art show; the dates do not align with the Juried Art show dates.
2. Moving the art show to the Station gallery earlier was explored, S. McQuay shared that students would need to install the show at the Station gallery on April 12th and 13th. The opening would be April 18th ending April 28th. This will conflict with the Juried Art show on campus.
3. Explore new gallery memberships for the students were completed. Memberships for the RMG have been prepared for the students; this will allow the students full access to the RMG art library.
4. Explore new teaching strategies and the students more will be brought forward to the next program team meeting by H. Klassen.

5. Update on High school visits was completed. C. Hale spoke how the high school visits have been a successful initiative. C. Wildman shared that the visits in his high school motivated some students to come to Durham College.
6. The exploration of community projects for the student's to exhibit their work is still on-going.
7. A clear definition of splitting the committee into two separate committees was completed.

REPORT PREPARED BY: Alanna Desallier

DATE: October 11, 2012

DRAFT REVIEWED BY DEAN: G. Murphy

SIGNATURE: 

APPROVED BY CHAIR:

SIGNATURE: via email

Game Development Membership List

Name	Title	Organization
Committee Chair		
Courtney Hilbig	Art Director	Digital Leisure
Michelle Trahan	3D Artist	Pixel Entertainment
External Committee Members		
Clement Chan	Freelance Animator	9 Story Entertainment
Nick Cross	Storyboard Artist	
Scott Heatherley	Games Animator	Toon Box Entertainment
Joey MacDonald		Ubi Soft
Ryan Miller	Founder and President	Conjured Graphics
Robbie Tasker		SoHo VFX
Ian Zamojc	Freelance	
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Matt Csenar	Year 3 Game Development	Durham College
Mat Gervais	Year 3 Game Development	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
John Goodwin	Professor, Game Development	Durham College
Matthew Grabinsky	Coordinator, Game Development	Durham College
Charlotte Hale	Associate Dean	Durham College
Greg Murphy	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Edin Ibric	Professor, Game Development	Durham College
Sandra Meader	Continuing Education Officer	Durham College

Attendees (November 19, 2012):

*External Members

Present: John Goodwin, Christopher Gould, Matthew Grabinsky, Charlotte Hale, *Courtney Hilbig, *Joey MacDonald, *Ryan Miller, *Robbie Tasker,

Regret(s): *Clement Chan, *Nick Cross, *Scott Heatherley, Sandra Meader, *Michelle Trahan

Guest(s): Matt Csenar, Mat Gervais

Recording Secretary: S. Leaming-Conroy, Administrative Assistant

KEY POINTS OF DISCUSSION

1. C. Hilbig approved the minutes and welcomed members of the committee.
2. The agenda was accepted by R. Miller and seconded by J. Goodwin. Carried.
3. The minutes from May 14, 2012 were approved.
4. C. Hilbig noted that Digital Leisure will be attending the DC Job Fair.
5. J. Goodwin mentioned that removing Flash to incorporated UI may be beneficial.
6. J. Goodwin was a guest speaker at DIG London 2012 and at the conference HTML 5 was introduced to the program.
7. A discussion was held regarding admittance into the program including portfolio workshop days, and that this process may need to a little more strict and perhaps incorporate a test for applicants, but program team would like to keep the portfolio aspect for applicants. A new Portfolio event has been created for the School of Media, Art & Design and was held on November 27th & 29th.
8. Reconfiguration of existing space in B110 and B111 is being explored to better meet the needs of the Game program.
9. PAC membership emphasized the importance of drawing for the students and recommended having additional extra curricular opportunities for life drawing through evening studio sessions, Con Ed or workshops.
10. **Student voice:** Students would like to see more focus on Highpoly that would be efficient for the workplace.
11. J. MacDonald noted that light mapping would have also been an important part of the curriculum, including texturing to further develop artistic skills and to allow a stronger fundamental understanding of these important principles that would enhance the student's work in the industry.
12. R Miller noted that the Summer Shorts program has been a valuable introductory pathway to the program.
13. Senior students noted that lab usage was lower than expected from the junior level students however having the ability to have access to the Game labs 24/7 was considered very important.

RECOMMENDED ACTIONS

1. Use of UV Mapping, normal baking and projection mapping could be added to the curriculum.
ACTION BY: PROGRAM TEAM
2. Adding more UI and Tricount to the curriculum. ACTION BY: PROGRAM TEAM
3. Program Team and C. Hale will continue to cross market high schools with Summer Shorts.
ACTION BY: PROGRAM TEAM & C. Hale
4. Portfolio process – PAC members to provide input/feedback to streamlining portfolio process to online.
5. Explore opportunities for extra-curricular drawing sessions for Game students and other MAD programs that could benefit and possibly serve a remedial function ACTION BY: M Grabinsky & C Hale
6. Explore adding more material creation and shader development into the curriculum. ACTION BY: PROGRAM TEAM
7. Continue efforts to market and promote the program through high school visits and special events through MAD i.e. MAD Spring Workshops. C Hale to provide a list of regional high schools with art & technology programs to M. Grabinsky. ACTION BY: Program Team

8. More critiques and feedback on work. ACTION BY: PROGRAM FACULTY
9. M. Grabinsky will reincorporate the Work in Progress page (WIP).
10. Deep freezing in the labs need to be addressed with Durham College IT department. ACTION BY: PROGRAM TEAM.
11. PAC members would like to see more focus on reference finding, and utilizing Tricount more than Polycount.
12. Next meeting – May 13, 2013
13. Adjournment 8:40 p.m.

STATUS OF RECOMMENDATIONS FROM (May 14, 2012) MEETING

1. Software requests have been submitted and pending approval and funding, upgrades will move forward.
2. Incorporating more business practices into the curriculum to address specific needs of the contract/freelance worker in the creative sector remains ongoing.
3. Game Development program was promoted for Durham College as J. Goodwin spoke at both Digifest and DIG London. Made a bigger impact having a rep from the college speaking.
4. Integrating Real Time VFX into the curriculum remains ongoing. Speaker at DIG London was doing cloud pointing and taking it into Real Time VFX and motion software.
5. Have started making more of a connection with traditional art and pre-production. Drawing remains to be important into evaluation across the production courses. First year drawings have been stronger than in the past.

REPORT PREPARED BY: Stacy Leaming-Conroy

DATE: Monday November 19, 2012

DRAFT REVIEWED BY ASSOCIATE DEAN:

SIGNATURE:



APPROVED BY CHAIR: C. Hilbig

SIGNATURE: via email

Golf Facility Operations Management Membership List

Name	Title	Organization
Committee Chair		
Scott Paterson	General Manager	The Royal Ashburn Golf Club
External Committee Members		
Alex Maggiacomo	General Manager	Whitevale Golf Club
Craig Loughry	Director of Handicap & Course Rating	Golf Association of Ontario
Blair Rennie	Superintendent	Whitevale Golf Club
Daniel Beauregard	Clubhouse Manager	Scarborough Golf and Country Club
Mary Evelyn	Managing Director	Bushwood Golf Club
Walter Cheung	GM & Chief Operating Officer	Granite Golf Club
Ryan Starr	VP - Marketing and Customer Relations	Buz Software
Geoff Tait	Co-Owner, Creative Director	Quagmire Golf
Ken Cousineau	Executive Director	Canadian Golf Superintendents Association
Rob Black	C.P.G.A. Head Golf Professional/ Head Golf Coach	Cutten Fields Golf Club
Scott Reid	Managing Director	Callaway Golf Canada
Philip Brown	Owner	Kedron Dells Golf Club
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Dale Valade	1, Golf Facilities Operations Mgmt.	
Dan Perras	3, Golf Facilities Operations Mgmt.	
Andrew Morris	Alumni	
Elected Faculty/Staff Representatives		
Nadine Kirk	Program Coordinator/Professor	School of Business, IT & Management
Ryan Tracy	Professor	School of Business, IT & Management
Jay Fisher	Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Amy Serrano	Office Assistant	School of Business, IT & Management

Attendees November 19, 2012:

*External Members

Present: *S. Paterson (Chair), *C. Loughry, *B. Rennie, *D. Beauregard, *M. Evelyn, *W. Cheung, *R. Starr, *R. Black, *S. Reid, R. Tracy, N. Kirk, J. Fisher, D. Valade (Year 1 student), D. Perras (Year 3 student), Associate Dean – J. Bathe, and Program Officer – V. Gilham

Regret(s): *P. Brown, *S. Reid, *G. Tait, *K. Cousineau, A. Maggiacomo, A. Morris

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. The minutes from June 4, 2012 were approved – R. Tracy/D. Perras
2. **Trends indicate:** Golf courses (private and public) had a good year. The early nice weather generated a strong start for courses. Golfers are more culturally diverse.
3. Intermediate players make a big impact on food and beverage – they are eating and drinking more. Intermediate players live on cash-flow; they can afford to golf as long as it fits with their cash flow. A common goal is to attract players while they are young and unmarried so that when they eventually have families, they bring them to the golf course to play.
4. Tournaments: lower number of participants than in the past. It is a challenge to fill events.
5. There is a difference in the way people are looking at proper course conditioning. Golf courses are spending resources on aesthetics rather than playability of a course. Course etiquette is not being applied. There is an education challenge with daily play and members. It is the golfers' responsibility to take onus on taking care of the greens as they golf.
6. **College/School Update:** Golf program moving to Centre for Food for fall 2013; good synergy with Hospitality Management, Culinary Management, and Special Events Management programs.
7. **Student Voice:** HR course is informative and discussion-based. Instructor is excellent at applying theory to real-life examples. Hands-on work at Angus Glen tournament was a fantastic opportunity. Guest speakers in class have given students a lot of great information. Students are not just interested in becoming golf professionals. COMP 1209 is the course that students have the biggest issue with – very general and not focused enough on the industry. Professional communication is lacking which is a challenge with the current generation (social media).
8. **Field placement:** Where can students look for placement in different areas of golf? Students should look locally. Employers have more respect for those who apply for a position in person.
9. **Recruiting:** Golf is now in high schools. Durham College does not currently have a golf club.
10. **Program features:** How can DC draw students to the program that is fun/creative? Share an event – George Brown gives familiarity tours of big private clubs which is very popular for parents and students. Guest speakers works well.

RECOMMENDED ACTIONS

1. Investigate hosting a job fair organized by DC golf students – where they will brand and sell themselves to employers
2. Investigate implementing a mentorship program
3. Investigate organizing a Durham Golf Club
4. Investigate sending clubs brochures/postcards that can be posted to advertise the DC Golf program
5. Reinforce workplace behavior – make sure it is included in career planning and customer service

STATUS OF RECOMMENDATIONS FROM JUNE 4, 2012 MEETING

1. Review articulation agreements and market appropriately – Ongoing
2. Investigate marketing through industry-appropriate website – AGM, NCGOA, CSCM, CPGA, NGSA, See "GOLF 1000"- Ongoing
3. Update PAC on fall enrolment – completed
4. Review marketing-specific content in POS – Semester 2, "Introduction to Golf Facilities" - Ongoing

REPORT PREPARED BY: Amy Serrano

DATE: November 30, 2012

DRAFT REVIEWED BY DEAN: Dec. 11, 2012

SIGNATURE:



APPROVED BY CHAIR: Scott Paterson

SIGNATURE:



Graphic Design Membership List

Name	Title	Organization
Committee Chair		
Greg Berube	Brand Strategist	
External Committee Members		
Katie Brown	Graphic Designer	Freelancer
Grant Cleland	Senior Art Director	Blammo Worldwide
Lionel Gadoury	Director of Creative Services	Context Creative
Jennifer Real	Graphic Designer/Web Developer	
Tyler King	Graphic Designer	Zebra Studios
Stephen Stanley	Creative Director	Brunico Communications
Andy Strote	Director of Strategic Services	Context Creative
Marcel Tualla	Creative Director	Konstruk Media
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Cody Lafond	Year Three, Graphic Design	Durham College
Heather Lee	Year Three, Graphic Design	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Reid Anderson	Professor, Graphic Design	Durham College
Stuart Ellis	Coordinator, Graphic Design	Durham College
Greg Murphy	Dean	Durham College
Charlotte Hale	Associate Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Tracey Hanson-Parry	Professor, Graphic Design	Durham College
Sandra Meader	Continuing Education Officer	Durham College
Barb Suen	Profess, Graphic Design	Durham College

Attendees November 13, 2012:

*External Members

Present: Reid Anderson, *Katie Brown, *Grant Cleland, Stuart Ellis, Charlotte Hale, *Tyler King, Cody Lafond, Heather Lee, *Jennifer Real,

Regret(s): *Greg Berube, *Lionel Gadoury, Greg Murphy, *Stephen Stanley, *Andy Strote, Barb Suen, *Marcel Tualla

Guest(s): Tracey Hanson-Parry, Sandra Meader

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. **Acting Chair:** C. Hale noted that the Chair was absent and she would be acting chair.
2. **Additions to the agenda:** Chair Nomination and student supply fee additions. J. Real approved. K. Brown seconded. Carried.
3. Minutes of May 31, 2012 were approved by S. Ellis, seconded by G. Cleland. Carried.
4. **Industry Trends indicate:** more employers asking for more HTML experience than Flash, Social media is still on the rise within industry, Responsive design and functionality for mobile applications is becoming more popular
5. **Student Voice:** Some students have to work at two placements to make up the 14 weeks of placement, teaching of portfolio layout needs to be emphasized more; in the Business of Graphic Design course, students would like more opportunity to visit studios or bring in more guest speakers or industry professionals to review their portfolios.
6. **Field Placement:** The change of having the student placements in place before January 2013 has been received well from the students.
7. **Promotion and marketing of program:** Graphic Design attended the Applied Arts event and helped to promote the program successfully. The Design show will take place in April 2013; students will need to mount their own work for the show; Portfolio review night has been organized for potential applicants on November 27th and 29th, 2012.
8. **Program of Studies:** On-going discussion around the relevance of having 3 drawing classes in the program was discussed. Incorporating elements of drawing into design was stressed as important with external members; teaching web assets in first year, more emphasis on Photoshop.
9. **Continuing Education:** need to look at reviewing and revamping the graphic design certificate
10. **Election of Chair:** Grant Cleland was nominated as the new chair. G. Cleland will let the membership know with a few days if he will accept this position.

RECOMMENDED ACTIONS

1. A meeting with the program team and the Continuing Education officer to review the Graphic Design Certificate will be arranged by S. Ellis.
2. Recommend removing the majority of markers or keeping the set of greys from the student art kit and add in the Applied Art subscription to be explored by C. Hale and S. Ellis.
3. Review the Program of Study to make room for new technology courses to be undertaken by the Program Team.
4. Recommend adding social media to specific courses in the curriculum to be undertaken by the Program Team.
5. Recommend that the membership be reviewed and updated by S. Ellis.
6. Next Meeting - Tuesday, May 7, 2013 at 7:00 p.m. Room TBA
7. Adjournment 8:30 p.m.

STATUS OF RECOMMENDATIONS FROM May 31, 2012 MEETING

1. The reversing of flash and Dreamweaver hours is still under review as there is ongoing discussion about the relevance of Flash in the program curriculum.
2. Cost saving measures for the 3D & materials course have been completed Semester.
3. Marketing of the Design show is underway and should be completed by mid-February.
4. The installation of a tabloid printer, lockable storage and scanner in L115 has been submitted on the 2013 capital requests and remains ongoing.

REPORT PREPARED BY: A. Desaillier

DATE: November 13, 2013

DRAFT REVIEWED BY ASSOC. DEAN:

SIGNATURE: 

APPROVED BY COORDINATOR: S. Ellis

SIGNATURE: via email

Human Resources Membership List

Name	Title	Organization
Committee Chair		
John Shaw	Human Resources Director	General Motors of Canada Ltd.
External Committee Members		
Aranka Mason	Manager	Ministry of Government Services
Doug Campbell	HR Manager	McNairn Packaging
Jaime Sheepwash	Senior Employee Relations Officer	Durham Catholic District School Board
Jan Herington	Manager: Learning & Performance	Workplace Safety & Insurance Board
Kevin Chhangte	Human Resources Generalist	Paramed Home Health Care
Melissa Beckett-Batchellor	Human Resources Business Partner	The Scarborough Hospital
Peter Spratt	Vice President	ROCG Consulting
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Krista Ireland	Year 1, Human Resources	
Kristal Leavitt	Year 3, Human Resources	
Elected Faculty/Staff Representatives		
Gary Gannon	Program Coordinator/Professor	School of Business, IT & Management
David Morrison	Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Amy Serrano	Office Assistant	School of Business, IT & Management

Attendees November 6, 2012

*External Members

Present: *J. Shaw (Chair), *P. Spratt, *M. Beckett-Batchellor, *J. Herington, *K. Chhange, G. Gannon, Associate Dean – J. Bathe, and Program Officer – V. Gilham

Regret(s): *A. Mason, *D. Campbell, *J. Sheepwash, K. Ireland (year 2 student) , K. Leavitt (year 3 student)

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. **Trends indicate:** Project management is being taken on by HR departments. In the public sector, business is changing dramatically. Process management and efficiencies knowledge is extremely important. Career development is also a large piece. Employees need to understand the performance/consulting model. It is important to understand how employees are feeling about certain issues. Employee engagement – how do you engage a new employee right up front and retain them? Career coaching is available one-on-one or in a group. Focus on the link to the business rather than a career path in order to succeed.
2. Process improvement in the public sector is a hot topic. The broader public sector is undergoing cuts; rollbacks in funding are having significant impact on current operations; the challenge is to serve the client population in a specified amount of time despite economic decline.
3. Healthcare is becoming creative in billing procedures, specifically for nursing – nurse treats a wound and if the wound is not healed by a certain date, funding disappears and the nurse does not get paid for performing the treatment.
4. Casual sector: everything must be documented. Employees are on a 20-week rotation period. Customer service initiative – bring staff together to share stories about excellent customer service between each other.
5. Private sector – there is an uptake in succession planning. In the not-for-profit area, there is a decrease in volunteerism, especially by young people. There are fewer donors; government agencies are cutting back.
6. PSWs are appearing in hospital to help stable patients waiting for long-term care facility to have vacancies. The government is looking to push care into the community (i.e. eye care) so that hospitals can become the area of acute care.
7. HR graduates need to understand initiative and they need to take it. They need to do what they can in order to stay employed.
8. **KPI update:** working to make sure to introduce a stronger HRIS into the curriculum. Full-time HRM faculty will be taking an intro to SAP course next spring so that by next fall they will have experience in SAP. Faculty will continue to introduce real-life examples in classes (case studies). Local HR chapter gave \$1250 for career development – a one-day student conference with a series of HRM professionals to talk to students. The conference title was “College to Careers” and focused attention on resume preparation and job interview techniques along with discussions on networking and HRM consulting as a career option.
9. **Field placement growth:** Targets have been met but the challenge is for the diploma students – prolonged, unpaid placements discourage many from taking advantage of opportunities outside the Durham Region. Those interested in looking for opportunities with – interested in looking at opportunities with employers in the Durham Region.

RECOMMENDED ACTIONS

1. Raise the issue of confidentiality of PAC discussions at next PAC Chair Meeting – J. Shaw
2. Student Voice to be sent to A. Serrano & J. Bathe – G. Gannon
3. Ask PAC members if they would be interested in doing a guest-speaker spot or if they know of anyone who would be interested – PAC membership
4. Ask PAC members to advise G. Gannon of any colleagues who may be interested in hiring field-placement students – PAC membership
5. Ask PAC membership to review the Law course outline and provide input – A. Serrano
6. Next meeting: March 26, 2013 at 6 p.m. Room: TBA
7. Adjournment 8 p.m.

STATUS OF RECOMMENDATIONS FROM MAY 16, 2012 MEETING

1. KPI report card emailed to members prior to meeting, and outlined in Discussion Item #8.
2. Feedback from members regarding description of industry advisory role discussed this evening.
3. HURM certificate located at Pickering Learning site. Enrolment is solid – more than 40 applicants. There is a January-start. The President and Vice President have spoken with student group about concerns with amenities.
4. G. Gannon is still working to have someone from C.A.F.E to speak with the PAC.
5. Vocational items have been reviewed.

REPORT PREPARED BY: Amy Serrano

DATE: December 5, 2012

DRAFT REVIEWED BY DEAN: Dec. 11, 2012

SIGNATURE:



APPROVED BY CHAIR: John Shaw

SIGNATURE: Through email on December 28, 2012

International Business Management Membership List

Name	Title	Organization
Committee Chair		
TBA		
External Committee Members		
Ash Bisaria	VP Financial Accounting	Credit Suisse
John McIntyre	Chief Financial Officer	EHC Global
Kathy Weiss	Manager, Economic Development	Advanced Manufacturing and Real Estate Investment
Paul Church	President	Cleeve Technology Inc.
Bob Malcolmson	CEO & General Manager	Greater Oshawa Chamber of Commerce
David Thebeau	Global SCM	Celestica
Darcey Ste. Marie		General Motors
Lora Rigutto-Vigliatore	CITP, International Business Development Manager	Intellimeter Canada Inc.
Paul Mikolich	Trade Marketing and Government Relations Manager	Gerdau
Andrew Ratcliff	Customer Development Finance Director	Nestle's
Ransleigh Baird	Account Manager, Small Business	Bank of Nova Scotia
David Charbonneau	President	Kroeger Inc.
Raymond Merz	President	Nitta Gelatin Canada
Dan Borowec	Director, Economic Development and Tourism	Northumberland County
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Ben Harrison	1, International Business Management	
Suzan Silveira	1, International Business Management	
Elected Faculty/Staff Representatives		
Ingrid Brand	Program Coordinator/Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Amy Serrano	Office Assistant	School of Business, IT & Management
Judy Spring	Dean	School of Business, IT & Management

Attendees December 3, 2012:

*External Members

Present: *A. Ratcliff, *A. Basaria (via teleconferencing), *D. Borowec, *D. Thebeau, *J. McIntyre, *P. Mikolich, *R. Merz, S. Silveira (student), B. Harrison (student), I. Brand, Dean – J. Spring, and Associate Dean - J. Bathe

Regret(s): *B. Malcolmson, *D. Ste. Marie, *D. Charbonneau, *K. Weiss, *L. Rigutto-Vigliatore, *P. Church, *R. Baird, V. Gilham

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. **Trends indicate:** Free trade is expanding; challenges are with regulations despite free-trade agreements; food regulations have become trade barriers.
2. It is important to understand transfer pricing and optimizing tax strategies.
3. IFRS is making Canada more aligned to global accounting standards.
4. Transfer-pricing specialists will be in growing demand as transport regulations become more complex and one person is responsible for taking on more work.
5. Focus on where efficiencies can be made and distributed; focus on enhancing what is currently going on. Social responsibility is important in business.
6. Sustainability is important. It is not all about charity. Companies are trying to get into the community. Recruiting volunteers can be challenging.
7. **Student Voice:** The learning environment is great – students have the opportunity to engage in open-discussion in class. International student came to Durham after searching the web and also because of recommendations by friends who graduated from Durham.
8. Field placement opportunity was attractive when trying to choose a program. The fact that the program helps students work toward their CITP designation is also an attractive sell for the program.
9. **FITT Certification:** Accredited/approved this week. There is a possibility where students would pay an incidental fee which allows access to the eight e-books. Also investigating offering the program in a hybrid model – two hours in-class, one hour online.
10. **Capstone project:** students will use a global simulation that is used in MBA programs: Students work in groups over a simulated 10-year time span. They have a product and must go global with the product (marketing/global supply chains/operations/HR aspects/financials are key). Students must make decisions based on their research. Each week represents one year. The team that wins has either made the most profit or return on investment. The goal – teaches students how to make decisions and learn from the consequences.
11. **Job opportunities, future placement:** further investigation is needed. Possibly look at a two-week job shadowing position for current students. Some companies need at least three to four months minimum for valuable field placement time. It is difficult in the manufacturing sector. Someone needs to be watching over the student at all times. Health and safety is a concern – they will need to be trained, thus needing extra time to gain valuable experience.
12. **Chair:** Please email J. Bathe for those interested in the vacant position

RECOMMENDED ACTIONS

1. Send course outlines and program of study to PAC members and ask for input and suggestions for Sept. 2013 – A. Serrano
2. Update on Business Simulation – I. Brand
3. Investigate classroom sit-ins with faculty (based on PAC membership requests)
4. Investigate field placement further – I. Brand/J. Spring
5. IBM Chair – PAC members interested, please email J. Bathe
6. Next meeting: April 2, 2013 at 4 p.m. Room TBA
7. Adjournment: 6 p.m.

STATUS OF RECOMMENDATIONS FROM (N/A) MEETING

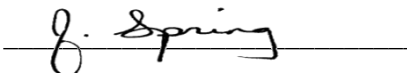
1. N/A: New program that began Sept. 2012; first PAC meeting.

REPORT PREPARED BY: Amy Serrano

DATE: December 6, 2012

DRAFT REVIEWED BY DEAN: Dec. 11, 2012

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:



(PAC name) Membership List

Name	Title	Organization
Committee Chair		
TBA		
External Committee Members		
Connie Crosby		Crosby Group Consulting
Marilyn Elkin	Roving Law Librarian	Law Society of Upper Canac
Martha Foote	General Manager	Library Co.
Deborah Hastings	Executive Director	Durham Community Legal Clinic
Amy Kaufman	Head	William R. Lederman Law Library
John Olver	Lawyer	Scott and Olver LLP
Michael Reansbury		Ontario Assoc. of Library Technicians
Vicki Whitmell	Executive Director	Legislative Assembly of ON.
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Jade Noble	Student	Durham College
Elected Faculty/Staff Representatives		
	Title	Organization
Name		
Stephanie Ball	Dean	Durham College
Dalton Burger	Professor	Durham College
Nicole Doyle	Professor/Coordinator	Durham College
Guests/Unelected Faculty/Staff		
	Title	Organization
Name		
None		

Attendees (*inaugural meeting as PAC*):

*External Members

Present: S. Ball, D. Burger, *C. Crosby, N. Doyle, *M. Elkin, *M. Foote, *D. Hastings, J. Noble, *V. Whitmell

Regret(s): *A. Kaufman, *J. Olver, *M. Reansbury

Guest(s): None

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. This is the first meeting of the advisory committee.
2. **Program:** The new program builds resourceful legal knowledge/legal research workers such as library professionals/technicians, law clerks, paralegals, as well as in the corporate and business environments. A call for projects was sent out so that the students could work through it to completion.
3. **Enrolment:** There are 14 students registered in the new graduate certificate program with more than half coming from university seeking advanced legal research skills.
4. **Program of Studies:** The program is delivered in a hybrid condensed delivery format with classes held onsite only two days per week.
5. **Student Debrief:** A debrief was held to attain feedback which was overall positive, on the courses currently being delivered
6. **Student Voice:** The students are enjoying the courses and selected the program not only for the research focus but were also attracted to the 2 day class delivery. They particularly like the practical/hands-on approach in the project management process.
7. **Marketing:** Various marketing strategies were used to promote the new program: the Nicholas Hoare Bookstore event in February; a full page ad in ILCO newsletter and on back cover of OALT-ABO membership directory; speaking engagements and conference visits. The program was also marketed to classes in various programs within the college and UOIT. A Facebook page has also been created with articles and information as well as the students' resumes posted.
8. **Hired Career Services:** Students have access to their services for resume writing as well as job postings. Employers are encouraged to post company positions on the portal for our graduates to view.
9. **Election of Chair:** D. Hastings was nominated and accepted the position as Chair.

RECOMMENDED ACTIONS

1. A program video is currently being created and will be forwarded to the committee members by N. Doyle.
2. The feedback provided by the students will be discussed with the faculty for any changes to the courses or curriculum by N. Doyle.
3. Seeking projects from the industry or corporate businesses will continue to be pursued by N. Doyle for students to partner with for research or record-type projects.

STATUS OF RECOMMENDATIONS FROM (*no previous meeting*) MEETING

1. This is the first meeting of the new program advisory committee.

REPORT PREPARED BY: M. Bartosik

DATE: December 7, 2012

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE: _____



APPROVED BY ACTING CHAIR :N. Doyle

SIGNATURE: _____



Marketing Membership List

Name	Title	Organization
Committee Chair		
Rob Mattacott	Market Analyst	The Nielson Company
External Committee Members		
Jim Masterson	Vice-President, Marketing	Glaxo Smith Kline
Ashley Richardson	Officer, Communications, Public & Media Relations	Toronto Catholic District School Board
Dave LaPenta	Global Program Delivery Manager & Leadership Facilitator	IBM Canada Ltd.
Jonathan Tice	Senior Vice President	Destiny Solutions Inc.
Marissa Potts		
Richard Gauder	President	CMS Web Solutions Inc.
Elected Student/Alumni Representatives		
Marie Barber	1, Marketing	
Lyndsay Milburn	2, Marketing	
Shawn Hawley	2, Marketing	
Kyle Gunton	3, Marketing	
Cheryl Andrews	3, Marketing	
Elected Faculty/Staff Representatives		
Ingrid Brand	Professor	School of Business, IT & Management
Peter Stasiuk	Professor	School of Business, IT & Management
Jeff Schissler	Program Coordinator/Professor	
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Amy Serrano	Office Assistant	School of Business, IT & Management

Attendees November 5, 2012:

*External Members

Present: *R. Mattacott (Chair), *R. Gauder, M. Barber (year 1 student), C. Andrews (year 3 student), K. Gunton (year 3 student), I. Brand, Associate Dean – J. Bathe, and Program Officer – V. Gilham

Regret(s): *A. Richardson, *D. LaPenta, *J. Masterson, *J. Tice, *M. Potts

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. **Trends indicate:** There is a battle between open Web (Google) versus closed Web (Facebook). Businesses are engaging with Facebook more. Facebook has become a public corporation, and are charging businesses to show posts on Facebook which may drive them back to the open Web.
2. Companies are outsourcing social media activity – it changes too quickly. It is a marketing vehicle – one must find out what the target audience is.
3. There is a move to try to bridge offline marketing with online. It is still in a period of upheaval; there is no solidarity. Mobile devices keep changing. Students should know the basics – analyze the flow of the customer.
4. Facebook is part of the grocery platform. Panel of 12,000 Canadians are being tracked by what they purchase and their “Likes” on Facebook. This will show the “basket” size and preferred brands.
5. Traditional marketing is making a come-back; basic demographics and trends are researched. Ethnic and aging customer populations are spreading and growing. As marketers we need to find out what their needs are.
6. **College/school update and program update:** Fall 2013 – Centre for Food – Culinary & Hospitality; Culinary Management; Golf; Special Events Planning. Project Management and Information Security Systems will begin in fall 2013. Students choose their option when registering into year one. They have the opportunity to switch if desired.
7. **Student Voice:** Semester 1 – students struggled, especially in accounting. The large project students complete in year two was beneficial in learning how to schedule group meetings and time management. Third year students feel Sales and Market Research courses need revamping.
8. **Review PAC membership:** key areas needed for representation: Digital marketing – Shawn Barrans, sbarrans@trewknowledge.com (UOIT grad); Sales (OWASCO); Brand manager; Marketing coordinator – Lorielei Hepburn; Communications – Danielle Harder, danielleharder@rogers.com (writer and producer); ask T. Blackburn about a list of potential members.

RECOMMENDED ACTIONS

1. Investigate teleconferencing option for PAC members – A. Serrano.
2. Next meeting: March 5, 2013, 5 p.m. Room, TBA
3. Adjournment: 8 p.m.

STATUS OF RECOMMENDATIONS FROM JUNE 11, 2012 MEETING

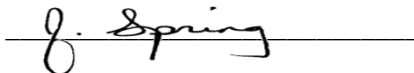
1. Ask for ethical issues to be included in the program (either as a section, case study, or discussed within the context of the whole course) – Completed. Additional case studies on ethics were added.
2. Email PAC members COMP 3201 course outline and ask for suggestions/input – Ongoing – currently looking at all computer outlines. Computer faculty will be asked to join the next PAC meeting. Possibly look at inviting a member of Career Services to the next meeting (maybe T. Blackburn).
3. Review the learning outcomes of Advanced Sales Techniques course and increase the complexity level; look at the first five weeks of content – Ongoing.
4. Email KPI report cards along with today's meeting minutes – Completed.

REPORT PREPARED BY: Amy Serrano

DATE: December 5, 2012

DRAFT REVIEWED BY DEAN: Dec. 11, 2012

SIGNATURE:



APPROVED BY CHAIR: Rob Mattacott

SIGNATURE:



Mediation-Alternative Dispute Resolution Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Lorraine Joynt	Mediator	FSCO
External Committee Members		
Debbie Hastings	Executive Director	Durham Community Legal C
Valerie Hazlett Parker	Lawyer, Mediation	McGibbon, Bastedo, Armstr
Karen Le Blanc		Family Mediation Services
Audrey Lea	Family Mediation Internship	Ontario Court of Justice
Louise Lloyd	Manager	Finance, Legal Services
Kam Lovel		Ontario Family Mediation
Susan Parsons	Mediator	Crossroads Family Solutions
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Eileen Hum	Alumni	Durham College
Deena Misale	Alumni	Durham College
Catherine Chan	First Year Student	Durham College
Elected Faculty/Staff Representatives		
	Title	Organization
Name		
Stephanie Ball	Dean	Durham College
Virginia Harwood	Coordinator/Professor	Durham College
Laurie Priske	Professor	Durham College
Bernd Weller	Professor	Durham College
Guests/Unelected Faculty/Staff		
	Title	Organization
Name		
Helen Lightstone	Professor	Durham College

Attendees (October 17, 2012):

*External Members

Present: S, Ball, C. Chan, V. Harwood, *D. Hastings, *A. Lea, K. Lovel, *D. Misale, V. Hazlett Parker, S. Parsons

Regret(s): *E. Hum, *L. Joynt, *K. Le Blanc, L. Priske, *C. Salmers, B. Weller

Guest(s): H. Lightstone

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. Minutes of June 6, 2012 were approved by V. Harwood and seconded by D. Misale. Carried.
2. **Industry Trends:** There is a strong need for bilingual (French) mediators in the area of Child Protection. There is also a potential need for more Child Protection mediators. They may be an opportunity for CIJS – train-the-trainer.
3. **OAFM:** Additional hours were added to the Family Mediation course to meet the standard hours of domestic violence training required by OAFM. The program cannot be submitted for approval by OAFM as the organization is currently reviewing their course approval process. Students can pass course but not receive a certificate in domestic violence if one week is missed.
4. **CIJS Workshops:** The Communications department agreed to provide assistance in branding CIJS and market the workshops being offered.
5. **Program of Studies:** Many of the pre-requisites and co-requisites were removed from the program of studies so that courses can be taken on a part time basis and still maintain OAFM standards. Enrolment for this program is strong for this year.
6. **Enrolment:** The Communications/Marketing department's initiative is to market all graduate certificate programs including the Mediation program which is also posted on the ADRO website.
7. **PQAPA Visit: 2013** A group of auditors will arrive this spring to perform a comprehensive review of 5-6 selected programs including contact with PAC members, students and faculty.
8. **CCRS Services:** The students dressed in CCRS t-shirts made presentations to various departments/services as well as to residence staff on the services of CCRS. Arrangements are being made for students to go on a live talk radio show for 15 minutes every two weeks.
9. **Student Voice:** Students want to continue to do presentations for practice. A resource binder will be created this year of processes, procedures, and statistics relating to their mediation services which will then be passed on each year and expanded upon.
10. **ADRIO:** Their website lists a large number of workshops/sessions being offered to all members of ARIO including Ethics which is mandatory for all practitioners.

RECOMMENDED ACTIONS

1. A write-up about the CCRS services and CCRS t-shirts will be included in the next student newsletter by H. Lightstone.
2. S. Ball will contact MAG with a proposal of offering the Mediation program in French.
3. The Aboriginal Centre will be contacted to discuss an opportunity in providing our students with a demonstration by their elders; process of mediations by H. Lightstone.

STATUS OF RECOMMENDATIONS FROM (June 6, 2012) MEETING

1. Arrangements are being made for the students to attend a mandatory information program at Family Court in the winter semester.
2. Proposals for workshops on introductory law areas can be submitted to CIJS for review and approval by S. Ball with L. Blundon administering the workshops.
3. Domestic violence training (14 hours) has been included in the Family Mediation course taught by S. Parsons.
4. The Conflict Management course taught by B. Weller uses the college's various departments/service areas as a living lab for the student's workplace assignments.

REPORT PREPARED BY:

DATE: October 18, 2012

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE:



APPROVED BY ACTING CHAIR: V. Hazlett-Parker

SIGNATURE:



Music Business Management Committee Membership List

Name	Title	Organization
Committee Chair		
Jennifer Beavis	Music Publishing & Copyright Consultant	Librascor Copyright
External Committee Members		
Michelle Baily	Director HR	Re:Sound
Linda Bush		
Brian Chick	Director National Promotions	Universal Music Canada
Evelyn Cream	President	Athena Music International
Sari Delmar	President	Audio Blood Inc.
Andrea England	Songwriter/Business Analyst	Lemonade Factory/CMRRA
Ron Morse	Co-Owner, CFO.C.O.O	Wax Records
Rodney Murphy	Education & Outreach Manager	SOCAN
Cameron Wright	Festival Director	Canadian Music Fest
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Kyle Merkley	Music Business Alumni	
Braeden Mitchell	Year 3 Music Business Management	
Hilary Shaw	Year 2 Music Business Management	
Elected Faculty/Staff Representatives		
Name	Title	Organization
Charlotte Hale	Associate Dean	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Tony Sutherland	Professor	School of Media, Art & Design
Marni Thornton	Coordinator	School of Media, Art & Design
Greg Jarvis	Professor	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Sandra Meader	Continuing Ed. Officer	Durham College

Attendees (November 6, 2012):

*External Members

Present: *Michelle Baily, *Jennifer Beavis, *Linda Bush, *Evelyn Cream, *Sari Delmar, *Andrea England, Greg Jarvis, Braeden Mitchell, *Ron Morse, Greg Murphy, *Rodney Murphy, Tony Sutherland, Marni Thornton

Regret(s): *Brian Chick, Charlotte Hale, Sandra Meader, *Kyle Merkley

Guest(s): N/A

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. The minutes of May 2, 2012 were approved by E. Cream and seconded by S. Delmar. Carried.
2. **Field Placement/Employment:** more information from the students on their resumes.
3. Re: Sound argument for royalties was turned down in the Supreme Court of Canada due to the wording in the copyright law surrounding motion pictures and TV rights.
4. **Industry trends indicate:** House concerts are on the rise, audio streaming is on the upswing. Google is opening their first location in Toronto; SOCAN applications were up from 500 to 800 for June and July.
5. **College Update:** DC is the most successful school in the province recruiting new students. School of MAD has added 5 new programs; seven new studios have been built. A suite of graduate certificates is being explored. A DYI Musician program is being explored for 2014/2015.
6. **Enrollment:** MBM applicants for September 2012 were 285 for 75 seats. Currently 36 students in third year; disadvantage to having larger classes, less interaction and projects, worked better with smaller classes.
7. **Graduation:** Record numbers of graduates from spring 2012 are working in the field. Any opportunities from members should be sent to M. Thornton.
8. **Student Festival:** Reel Music Festival will be in April 2013.
9. **Curriculum:** A. England noted that the course "Image Design" should be called Graphic Design or Art Design for Music or Image Editing. Suggested name Image Layout and Editing.
10. **Student voice:** finding a balance between field placement and the course load is a concern.

RECOMMENDED ACTIONS

1. Recommend having the Spring Advisory meeting on campus during the Reel Music Festival.
Action By: Dean and Chair
2. Recommend a new name for Image Design and production. **Action By:** Program Team
3. Recommend increasing the applications for the program but keep the program class size the same.
Action By: Dean
4. Recommend having a "Copyright" day on campus for the students to discuss bill C11 during the music festival. **Action By:** Program Team
5. Next meeting – The week of April 1 - 5, 2013, Date and Location TBA
6. Adjournment 8:30 p.m.

STATUS OF RECOMMENDATIONS FROM May 2, 2012 MEETING

1. A social media course was not added to the program of studies. Social media was incorporated into other courses and students also have the option to choose a social media general elective.
2. Broadcast Mechanical License was discussed in the Copyright Law course, M. Thornton also noted that there is an option to bring out a guest speaker to speak directly to the students about licensing and issues.

REPORT PREPARED BY: A. Desaillier

DATE: November 6, 2012

DRAFT REVIEWED BY DEAN: G. Murphy

SIGNATURE:



APPROVED BY CHAIR: J. Beavis

AGENDA PAGE 121
STATUS: via email

Nursing & PSW Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Cheryl Owen	Clinical Practice Leader	Rouge Valley Health System
External Committee Members		
Maureen Awalt		Hillsdale Terraces
Katherine Rautenberg	Personal Support Worker	Partners in Community Nursing
Theresa Henderson	Enterostomal Therapist	Partners in Community Nursing
Linda Calhoun	Senior Director, Clinical Services	Lakeridge Health
Pamela Rowe	Manager of Nursing Practice	Region of Durham – Hillsdale Estates
Sanaz Riahi	Director, Professional Practice	Ontario Shores Centre for Mental Health Sciences
Brenda Robichaud	Team Leader CTO Nurse Case Manager	Canadian Mental Health Assoc.
Julie Clarke	Director Medicine Program, Interprofessional and Ethical Practice	Northumberland Hills Hospital
Kim Rutschmann	Manager of Nursing	Hillsdale Estates
Susan Grant	Professional Practice Leader	Ross Memorial Hospital
Elected Student/Alumni Representatives		
Year/Program/Alumni		
Parsia Hassannia	Year 2 Student	Practical Nursing
Jennifer Cowan	Alumni	Practical Nursing
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Debbie Morrison	Faculty/Coordinator	Practical Nursing Program
Deborah Schuh	Faculty/Coordinator	Personal Support Worker Program
Donna Boyd	Program Officer	Continuing Education

Guests/Unelected Faculty/Staff	Employment Advisor/ Internship Coordinator	Durham College
Mary Noble		
Mary Sich	Practicum Officer	Durham College

Attendees (October 18, 2012):

*External Members

Present: *J. Clarke, C. Burke, D. Morrison, P. Hassannia, D. Schuh, D. Boyd, *T. Henderson, *C. Owen

Regret(s): *M. Awalt, K. Rautenberg, *L. Calhoun, *P. Rowe, *S. Riahi, *B. Robichaud, *K. Rutschmann, *S. Grant

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of May 23, 2012, were approved by C. Owen and seconded by D. Schuh. Carried.
2. D. Boyd advised Committee that post grad programs are being phased out – last one will be in January. The Mental Health Nursing Certificate is going extremely well.
3. K. Sutton – new full-time faculty in January 2013.
4. The SMA (Strategic Mandate Agreement) involved discussions with more than 200 stakeholders – including approximately 80 students and leadership from UOIT and Trent University – gathering excellent feedback, thoughts and ideas about what should be in the Durham College SMA. From this feedback, a proposed eight-page submission for consideration and review by the minister and the Higher Education Quality Council of Ontario (HEQCO).
5. Opening of new Pickering Learning Site in collaboration with Centennial College. The ADMH program is currently being offered at this location.
6. New programs being offered in September 2013 – OTA/PTA and Activation Coordination (Gerontology).
7. Positive growth in student enrolment at Durham College. Currently 9,200 students with a goal of 10,000 by 2014. The School of Health & Community Services has 1, 235 students enrolled across all of our programs.
8. C. Owen, Rouge Valley Health System accreditation is done with exemplary status.
9. T. Henderson, Partners in Community Living, significant changes in new contract are now able to bring on PSW's.
10. J. Clarke, The Change Foundation awarded Northumberland Community Partnership a \$3 million research grant for a new project aimed at improving people's health care experience as they move in, out and across Ontario's health system.
11. There are currently 320 Nursing students enrolled in all five semesters of the program.
12. Under the leadership of Jean Jackson the Nursing team will submit a complete program review by November 1, 2012.
13. Simulation has been integrated across the curriculum and continues to be a positive teaching and learning strategy.
14. A new course, Health & Healing III combines Mental Health and Community theory with a 7 week practicum of both.

RECOMMENDED ACTIONS

1. Next meeting – April 18, 2013, 2:00 – 4:00 pm.
2. Adjournment 3:40 pm.

STATUS OF RECOMMENDATIONS FROM MAY 23, 2012 MEETING

1. S. Sproul, D. Morrison, D. Schuh and C. Owen had a teleconference to discuss Membership.

REPORT PREPARED BY: Sandra Thomson

DATE: November 30, 2012

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR: Cheryl Owen SIGNATURE:



Operations Management Membership List

Name	Title	Organization
Committee Chair		
Neil Harris	Director of Operations	McGraw-Hill
External Committee Members		
Brent Coros	Material Specialist	Creation Technologies
Colin Deans	Materials Handling Coordinator	Cameco Corporation
Tim Hogenbirk	Production Coordinator	Ironstone Media
Christina Munro	Quality Care Supervisor	General Motors
Chris Schnitzler	Manager, Procurement	Bombardier Aerospace
Meaghan Snow	Material Specialist	Ontario Power Generation
Amy Wilkins	Value Creation & Process Improvement	Messier-Dowty Incorporated-Sofen Group
John Wilson	Owner	Northern Technology Inc
Troy Woudwyk	Senior Supply Chain Strategist	Ontario Power Generation
Elected Student/Alumni Representatives	Year/Program/Alumni	
Adrienne Gulyas	1, Operations	
Jared Cory	2, Operations	
Hubert Chan	3, Operations	
Rashmi Maharaj	Alumni	
Michelle Shurland-Jadoo	Alumni	
Elected Faculty/Staff Representatives		
Jackie Shemko	Program Coordinator/Professor	School of Business, IT & Management
Dave Fletcher	Professor	School of Business, IT & Management
Paul Gallagher	Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Amy Serrano	Office Assistant	School of Business, IT & Management

Attendees November 8, 2012:

*External Members

Present: *N. Harris (Chair), *J. Wilson, *Amy Wilkins, *T. Woudwyk, *C. Schnitzler, *C. Munro, *T. Hogenbirk, J. Shemko, J. Cory (year 2 student), A. Gulyas (year 1 student), H. Chan (year 3 student), D. Fletcher, and Associate Dean, J. Bathe

Regret(s): *M. Snow, *M. Shurland-Jadoo, *B. Coros, V. Gilham

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. **Trends indicate:** Cost is everything. Companies need to save in all areas including scheduling, maintenance, shipping costs, etc. Companies are learning how to do more with less. Companies are looking at what is being tied up – inventory, money, etc. Ten percent interest rates would cause work to come back to North America; China is facing higher labour costs and military presence. Operations management jobs outweigh any other type of jobs; employers struggle to gain properly trained people. SAP addition gives students an advantage. The workforce is aging. Skilled jobs are in demand and will be in demand as more people retire from the industry.
2. Economic downturn means companies are globalizing more; government funding. Countries want to be a part of this; offshore projects to provide manufacturing to different parts of the world.
3. **College/school update and program update:** offering Global Business Operations course (OPER 3201) in year two, semester two. OM Society is active. SAP - full rollout in implementing SAP exposure in the program. Students are getting an early understanding of business processes.
4. **Student voice:** Transition from first year was smooth; enjoying SAP since it brings together material learned in other courses. Excel is extremely helpful. Third-year Project Management project is underway.
5. **Internships:** OM is the only program with a solid internships offering.
6. **Program learning outcomes:** will be sent out with the minutes; PAC members will be asked to review and provide input to J. Shemko.
7. **Green Belt:** Should DC be following up with investigating Green Belt certification? Yes, this would be an instant resume booster; managers in the operations sector have either Green or Black belt certification.

RECOMMENDED ACTIONS

1. Outreach to Chamber of Commerce to establish contacts with SME sector in Durham Regions – “Made in Durham” – J. Shemko
2. Provide course outline with minutes to PAC members – A. Serrano
3. J. Bathe will send further college/school updates – A. Serrano/J. Bathe
4. Target other current year one students who are ideal for OM program – J. Shemko
5. Alumni outreach group – alumni profile package – McGraw-Hill
6. Canadian Supply Chain sector counsel – apply for accreditation – J. Shemko
7. Investigate internship positions – ideal 6-12 month period – PAC membership
8. Email program learning outcomes to PAC members – please provide input to J. Shemko – A. Serrano
9. Investigate further Green Belt certification – D. Fletcher
10. Continue liaising with Gayle McKenzie – J. Bathe
11. Next meeting date: March 28, 2013, 6 p.m. Room TBA
12. Adjournment 8:15 p.m.

STATUS OF RECOMMENDATIONS FROM MAY 2, 2012 MEETING

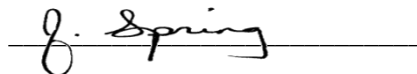
1. Contacts with Gerda have been established.
2. Draft topics from Global Business Operations course sent out.
3. Enrollment numbers: just over 60 students in second year; about 32 students in third year; 25 students enrolled in first year
4. Surveying second year OM grads regarding their interest in an offering of year three courses through Con Ed-ongoing.
5. Investigate WSIB criteria funding the third year of study – ongoing.

REPORT PREPARED BY: Amy Serrano

DATE: December 8, 2012


DRAFT REVIEWED BY DEAN: Dec. 14, 2012

SIGNATURE:



APPROVED BY CHAIR: Neil Harris

SIGNATURE:



Paralegal Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Lori Prentice	Paralegal	Kowyn Paralegal
External Committee Members		
Kevin Anderson		Cogir Management
Bob Banik	Lawyer	CAW Legal Services Plan
Sarah Cooling		Northumberland Legal Clinic
Cathy Duignan	Community Legal Worker	Durham Community Legal
Grant Kelly	Manager, Prosecution Services	Region of Durham
Katherine Sperti		Don Menzies Consulting
Harold St. Croix	Assistant Business Manager	LiUNA Local 83
Rhonda Vanderlinde	Municipal Prosecutor	City of Oshawa
Jack Wiley	Justice of the Peace	Durham Region
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Clara Suh	1st Year Student	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Mark Frayne	Coordinator/Professor	Durham College
Laurie Priske	Faculty	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
None		

Attendees (November 19, 2012):

*External Members

Present: *K. Anderson, S. Ball, *R. Banik, *S. Cooling, *C. Duignan, M. Frayne, *G. Kelly, *H. St. Croix, *J. Wiley

Regret(s): *L. Priske, *K. Sperti, *C. Suh, *R. Vanderlinde

Guest(s): None

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. An amendment was made to the minutes: 6.2.2, last sentence should read '....as a justice of the peace in the courts' rather than 'judge on the bench'. The minutes of June 11, 2012 were approved by H. St. Croix and seconded by J. Wiley as amended. Carried
2. **Industry Trends:** The Law Society is also proposing licensing changes to include increased monitoring of substantive law. The licensing exams focus on ethics and practice management but will also expand to include knowledge of substantive law. Students who **are not** able to find jobs are articling at no cost.
3. **Field Placement:** The traditional hosts are not able to take our students and finding quality placements with licensee supervisors is of major concern. Trustee Offices, Mental Health agencies, Children's Aid Society, Toronto Bail Program were proposed as potential host agencies. The Law Society of Upper Canada is contemplating an increase in placement hours from 120 that is currently required by the students
4. **Paralegal Student Association:** The current students are members of the association and their goal is to have fundraising and social events next year. The association also forges links with the Paralegal alumni.
5. **Workshops:** Immigration and Commercial Vehicle workshops will be offered through CIJS in the spring for those students who are interested in these specialized areas.
6. **Specialized Certificate:** The program is currently investigating an additional year (2 semesters) of programming in specialized areas such as immigration law, administrative law, employment law and small claims court including field placement.
7. **Election of Chair:** H. St. Croix was nominated and accepted the position as Chair of the committee.

RECOMMENDED ACTIONS

1. Guest speakers such as lawyers and members of the bench will be invited to speak to the students on the expectations of lawyers and the courts by our faculty.
2. Our Field Placement Coordinator will be advised by M. Frayne about placement opportunities as suggested by several committee members.
3. The Field Placement Coordinator will be asked to follow up on placement opportunities with Cogir and Northumberland Legal Clinic by S. Ball.
4. A proposal to send a letter to our neighbouring law associations in Northumberland and Peterborough about our program, and placement opportunities will be discussed with the Field Placement Coordinator by S. Ball with a list of law associations provided by B. Banik.
5. The Durham Law Association will be contacted by S. Ball requesting she be added to the agenda at the next executive meeting regarding our program and the skills our students have working as paralegals in a placement setting.

STATUS OF RECOMMENDATIONS FROM June 11, 2012 MEETING

1. Concerns expressed by the committee members regarding the placement of students in the best suited host agency were forwarded to the Field Placement Coordinator, L. Blundon, by M. Frayne.
2. The newsletter, DurLaw, is for lawyers only and will not accept articles about our program as reported by M. Frayne.
3. The comments by the members regarding the importance of research in all law firms were forwarded to the professor, N. Doyle, by M. Frayne.
4. The faculty had agreed to incorporate research in student assignments this year.
5. Lawyers and members of the bench will be invited to speak to the students by the faculty for next semester.

REPORT PREPARED BY: M. Bartosik

DATE: November 20, 2012

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE:



APPROVED BY ACTING CHAIR: M. Frayne

SIGNATURE:



Paramedic Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Dr. Rudy Vandersluis, MD, CCFP(EM), FRCPC	Chair, Medical Advisory Board	Central East Prehospital Ca

External Committee Members

Andrew Benson	Education Manager	Central East Prehospital
Carl Bowker	Superintendent, Quality & Dev.	Hastings-Quinte Emergency
Dr. Pansy Goodman	Academic Liaison & Interim Director	Lakeridge Health
Jim Harris	CQI Manager	Central East Prehospital
Bradley Hickman	Superintendent, Professional Stand.	York Region Emergency
Keith Kirkpatrick	Chief	City of Kawartha Lakes Emergency Medical
David Mokedanz	Superintendent, Operations	Durham Region Emerg.
Susan Wood	Deputy Chief/Manager PD Division	Regional Mun. of York

**Elected Student/Alumni
Representatives**

	Year/Program/Alumni	
Andrew Bright	Alumni	Durham College
Robert Morra	Alumni	Durham College
Seong Park	Year 1 Student	Durham College
Samantha Snell	Year 1 Student	Durham College

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
Stephanie Ball	Dean	Durham College
Steve Bazak	Professor	Durham College
Kevin Griffin	Professor	Durham College
Ralph Hofmann	Coordinator/Professor	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
None		

Attendees (November 21 2012):

*External Members

Present: S. Ball, *A. Benson, V. Chiriac, *J. Harris, R. Hofmann, *D. Mokadanz, R. Morra, S. Park, S. Snell, *R. Vandersluis

Regret(s): S. Bazak, *C. Bowker, *A. Bright, *L. Calhoun, K. Griffin, *K. Kirkpatrick, *J. Moir, *S. Wood

Recording Secretary: T. Kennington

KEY POINTS OF DISCUSSION

1. Minutes of the May 23, 2012 were approved by J. Harris and seconded by D. Mokadanz. Carried
2. **Industry Trends:** CEPCP: External contracts are being revisited due to the change in leadership at Base Hospital. A program review was completed by the Ministry of Health with only minor recommendations to the program. DREMS: 18 second year students riding with them in Durham Region. There were 12 full time positions filled in Durham Region which demonstrated the growth in the region. Paramedic staff are fleet drivers that require training on an annual basis to be certified driving instructors. IMS training, a 100 level certificate for emergency response awareness, is rapidly becoming a requirement of the job and strongly recommended to the program. The Paramedic program has already implemented IMS 100 as a requirement of graduation for the current academic year.
3. **PQAPA Audit:** It will take place at Durham College next spring and PAC members may be chosen to provide feedback on the program.
4. **Enrolment:** Due to a numerical problem, there were three more student offers than normally available. This has been accommodated for. ACP applications are down across the province.
5. **Certification Results:** All students in the Paramedic and Advanced Care Paramedic programs were successful in the provincial certification exams. The Ministry of Health database has been repaired and three years of results were returned at the same time
6. **Student Voice:** Instructors are helpful and patient with International Students where English is their Second Language. An At Risk program is available 24-7 to ensure that students are successful. Students are working together and moving forward together with the new mentoring program.
7. **Accreditation:** The program is going through the process for accreditation with an onsite visit scheduled for October 2013.

RECOMMENDED ACTIONS

1. The required documentation for accreditation will be completed by spring by R. Hofmann.
2. The recommendations for changes as outlined in the Program Review and Renewal Report will be followed through by the Paramedic faculty and leadership team.

STATUS OF RECOMMENDATIONS FROM May 23, 2012 MEETING

1. Continue with research discussions as it aligns with everything the Paramedic Program wants to do.

REPORT PREPARED BY: T. Kennington/M. Bartosik

DATE: November 26, 2012

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE: _____



APPROVED BY CHAIR: Dr. R. Vandersluis

SIGNATURE: _____





**Pharmaceutical & Food Science Advisory Committee
School of Science & Engineering Technology
Minutes of November 29, 2012**

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Wendy Smith	Consultant/ Professor	Wendy Smith Executive Search/ Durham College
External Committee Members		
Eric Davidson	Senior Mng. R&D	Pepsi Canada Snack Foods
Dave Jagdeo	VP of Operations	Griffith Laboratories
Diana Kirkaldy	Quality Assurance Manager	Belmont Meats Ltd.
Norbert Koehl	VP of Operations	Stonemill Bake House
Robert Kowal	President	Kriscor and Associates
Jamie McKee	Production Manager	Purdue Pharma
Reza Mecklai	President	Sultan of Samosas
Angela Miller	Food Technologist	Nestle Canada
Lisa Nicholas-Ash	Sales Associate	Quadra Chemicals
Simone Porter	QC Manager	Maple Leaf Foods
Tamas Szederkenyl	Sr. Director, QC Labs	Teva Canada
Margaret VanDeGevel	Sensory Manager	Griffith Laboratories
Jeanette Vanerheyden	Mass Resource Planner	Estee Lauder
Brenda Watson	Consultant	Watson & Associates
Celia Williamson		Patheon Whitby Inc.
Elected Student/Alumni Representatives		
Mayelyn Molina	2 nd year student	Durham College
Dave Siddhant	2 nd year student	Durham College
Stephanie Sopik	3 rd year student	Durham College
Kelly Ware	2 nd year student	Durham College
Elected Faculty/Staff Representatives		
Maureen Calhoun	Associate Dean	School of Science & Engineering Technology
Kevin Kelly	Professor	School of Science & Engineering Technology
Joy Lavergne	Program Officer	Durham College
Iraj Mehrnia	Professor	School of Science & Engineering Technology
Joyce Myers	Program Coordinator	School of Science & Engineering Technology
Jacob Robinson	Professor	School of Science & Engineering Technology
Sue Todd	Dean	School of Science & Engineering Technology

REPORT PREPARED BY: Amy Derald
MINUTES REVIEWED BY: Wendy Smith

DATE: December 4, 2012
DATE: December 14, 2012

Attendees – November 29, 2012

*External Members

Present: K. Kelly, J. Lavergne, I. Mehrnia, M. Molina, J. Myers, W. Smith, S. Sopik, S. Todd, *B. Watson,

Regret(s): E. Davidson, D. Jagdeo, D. Kirkaldy, N. Koehl, R. Kowal, J. McKee, R. Mecklai, A. Miller, L. Nicholas-Ash, S. Porter, J. Robinson, D. Siddhant, T. Szederkenyl, M. VanDeGevel, J. Vanerheyden, K. Ware, C. Williamson

Recording Secretary: A. Derald

KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** W. Smith welcomed members and asked them to introduce themselves.
2. **Advisory Bylaws Reviewed:** S. Todd reviewed the program advisory committee bylaws with the members. Details included having quorum for each meeting, meeting twice a year, and the chair's role. Conference calling for future meetings was recommended for those who cannot attend. A. Derald to send out bylaw document with minutes
3. **Additions to the Agenda:** No additions to the agenda.
4. **Acceptance of the Agenda:** The agenda was accepted.
5. **Approval of Previous Minutes:** Approved by J. Myers with the addition of K. Kelly's name. Seconded by S. Todd.
6. **External Membership Sharing:** Natural health products are becoming a large industry and should be introduced to students. New legislation for allergen labeling came in to play in August. The detection limit in food products is critical. Food companies are doing their own testing instead of paying a third party. Pre and Probiotics are becoming increasingly popular as well as fortification. The U.S. is selling more fortified food products which are driving industries in Canada to fortify their products. Many companies are focusing on reducing sodium in their products. General knowledge of nutrition is important in this industry as health and wellness is becoming more important. Introduction to Pharmaceutical and Food Science course contains a unit on Functional Foods and Nutraceuticals as well as a unit on Nutrition. Students are also required to develop a menu plan for different dietary needs in one of their courses.
7. **College Update:** Current enrolment is as follows:
 - First year: 22 students
 - Second year: 21 students
 - Third year: 18 students
 - Fast Track: 29 students

The program is doing well in attracting university graduates to the fast track program in order to get the hands on skills they need in the industry. Spring marketing will be important in attracting potential applicants. The Horticulture program ran this year at full capacity. The Centre for Food in Whitby will be completed in September 2013 and will contain a 10,000 square foot facility with farm land and a greenhouse.

There is a strong push provincially for college and university pathways. Pharmaceutical and Food Science program is working with the University of Guelph to provide a 2+2 pathway. I. Mehrnia to follow up with the dean at Guelph and provide details at the next meeting. I. Mehrnia and K. Kelly are in the process of scheduling a career night in January or February. Members who would like to participate will provide a brief introduction of their career, how they got there, and what they are looking for in potential applicants.

8. **Program of Studies & New Course Descriptions:** The program of studies now allows students to focus on Pharmacology or Food Safety Quality Assurance/Quality Control in semester 5. Students will continue taking processing in semester 6.
9. **Pharmaceutical QA/QC Outcomes & Equipment:** K. Kelly is in the process of developing this course. K. Kelly will liaise with B. Watson on content and discuss the course learning outcomes at the fall 2013 program advisory meeting.
10. **New Food Courses & Equipment:** I. Mehrnia is in the process of developing two new food courses; Food Safety and Food Commodities. The course description, rationale, learning outcomes, resources required, and labs will be summarized and discussed at the fall 2013 program advisory meeting.
11. **Student Voice:** The second year instrumentation lab has only one instructor which results in students waiting long periods of time for assistance and low productivity. Students would like to see another instructor or a third year placement student to assist. The third years are working with a lot of fast track students and noticed their lab techniques suffer because of their lack of experience. They should be required to take the Analytical Techniques course as they often rely on third year students for help.
Second and third year students are competing with fast tracks for field placement. The fast track students' degree often makes them more eligible for placement. It was recommended fast track students complete placement in second semester or following their study period. Students feel there is a learning curve for labs with every new instructor. They would like to see the first lab report evaluated at a lower weight to allow students to use the instructors' feedback as a learning tool. J. Myers to discuss repairing the Instrumentation course with L. Benninger, K. Kelly, and G. Taylor.
12. **Continuing Education Update:**
Anyone with ideas of courses that could be run during the evening is asked to contact J. Lavergne. It was mentioned the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) might be interested in purchasing the Food Processing & Safety Techniques courses for training their employees.
13. **Future Meeting Date:** Thursday, May 2, 2013
14. **Adjournment:** 7:30 P.M.

RECOMMENDED ACTIONS

1. Update the program video and program cards to include a better understanding of what the program has to offer. **ACTION BY: J. Myers**
2. Review member attendance and look into new potential members. **ACTION BY: A. Derdall, J. Myers, I. Mehrnia, K. Kelly, and W. Smith**
3. Send out Bylaw documents with minutes. **ACTION BY: A. Derdall**
4. Look at introducing aspects of the natural health product industry in the program. **ACTION BY: Program Team**
5. Follow up with the University of Guelph dean for pathway updates. **ACTION BY: I. Mehrnia**
6. Plan and schedule for a career night in January or February 2013. **ACTION BY: I. Mehrnia, K. Kelly, and W. Smith**
7. Liaise with B. Watson on content for Pharmaceutical Quality Control/Quality Assurance course. **ACTION BY: K. Kelly**
8. Look into scheduling field placement for fast track students in semester two and adding Analytical Techniques to their Program of Study. **ACTION BY: Program Team**
9. Discuss repairing the Instrumentation course with L. Benninger, K. Kelly, and G. Taylor. **ACTION BY: J. Myers**

STATUS OF RECOMMENDATIONS FROM JUNE 14, 2012 MEETING

1. A video for the program was already created and posted on the website however it comes across as too chemical. J. Myers to contact Communications & Marketing to see if it can be updated and include scripting to capture a better understanding of what the program has to offer.
2. J. Myers distributed the new program cards. It was recommended the photos show more of a food science aspect as they come across as looking very clinical.
3. Adding the graphing component to the math course was completed. It is also applied in the Analytical Chemistry course.
4. Two streams were created within the program. Students are able to take another food or pharmaceutical course.
5. Offering more online courses continues to be investigated.
6. Program of study recommendations continue to be reviewed and implemented.
8. S. Todd spoke with V. Lapp regarding important communication skills students should be learning.
10. Members who have been absent for the last 3 advisory meetings will be removed from the advisory list. J. Myers, K. Kelly, and I Mehrnia to audit the list and recommend new members.

REPORT PREPARED BY: Amy Derald

DATE: December 4, 2012

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:  _____

APPROVED BY CHAIR: Wendy Smith

SIGNATURE: __Wendy Smith_____

Pre-Media Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
External Committee Members		
Lydia Keen	Comm. Tech Teacher	Eastdale Secondary
Dave Williams	Comm. Tech Teacher	Pine Ridge Secondary
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Matisse Hamel-Nelis	Year 1 – Pre-Media	Durham College
Jennifer Lavery	Pre-Media Alumni	Durham College
Amelia Nardo	Year 1 – Pre-Media	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Linda Cheng	Coordinator, Multimedia	Durham College
Wade Clarke	Coordinator, Multimedia	Durham College
Donna Crome	Professor	Durham College
Charlotte Hale	Associate Dean	Durham College
Lydia Keen	Comm. Tech Teacher	Durham College
Brian Legree	Coordinator, Journalism	Durham College
Greg Murphy	Dean	Durham College
Dawn Salter	Coordinator, Advertising	Durham College
John Starling	Coordinator, Pre-Media	Durham College
Marni Thornton	Coordinator, Music Business Mgmt.	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Sandra Meader	Continuing Education Officer	Durham College

Attendees November 26, 2012:

*External Members

Present: Linda Cheng, Donna Crome, Charlotte Hale, Matisse Hamel-Nelis, Colleen Horner, Jennifer Lavery, Brian Legree, Amelia Nardo, John Starling, Marni Thornton,

Regret(s): Wade Clarke, *Lydia Keen, Greg Murphy, Dawn Salter, *Dave Williams

Guest(s): Sandra Meader

Recording Secretary: S. Leaming-Conroy, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of June 6, 2012 were approved by J. Starling and seconded B. Legree. Carried.
2. **Nomination of Chair:** No external members present. Decision was not made. Program coordinator to consult with Dean regarding new Chair.
3. **Program Review:** D. Crome noted that the review was complete and included a student focus group that received a collection of data and is in process of putting together recommendations that will move to Academic Counsel for approval. A discussion was held around a recommendation out of the program review that the Pre-Media program pursue a new Ministry of Training College and Universities (MTCU) code, Media Fundamentals.
4. **Additional Items:** C. Hale mentioned a review of the committee member list, and the request to have the Board of Governors approve an exception for this committee membership be brought forward for consideration as this program prepares students to go into other programs in the School of Media, Art & Design and as such, program coordinators from these programs provide the Advisory Committee with the best input for curriculum and pathways. The suggestion of having a guidance counselor be included in the Committee membership was discussed and received positive response.
5. **Program Update:** Coordinators in attendance from Journalism, Multimedia, and Music Business Management, provided updates about their new developments in their respective programs.
6. A decision was discussed around the recommendation from the members to receive more collaborative kinds of projects whereby there were expert panels from the industry and incorporate some type of audit assignment where students can sit in on classes from other programs in Media, Art & Design as their path forward after graduating from Pre-Media.
7. **Student Voice:** Concerns included lack of lab space for student projects, program was a great way to integrate into another program in that the students have a better sense of where they want to go after graduating from Pre-Media and have learned how each program interacts with this program. Students have found that this program has been very helpful and the skills they have learned have been transferrable into other programs.
8. C. Hale discussed the college enrollment had increased by 13% overall. Donna Crome provided the fact that 57% of students in the Pre-media program are more mature and the demographic does not fit the standard high school recruitment strategy.

RECOMMENDED ACTIONS

1. Explore possibility of having Adobe Master Collection Software provided to the Pre-Media students as an option. **ACTION BY: PROGRAM TEAM**
2. A request to utilize a guidance counselor from a High School be selected as a committee member or invite to one of the advisory meetings was brought forward. **ACTION BY: PROGRAM TEAM**
3. A work time schedule should be posted in room L127 for non-laptop programs that utilize the room. **ACTION BY: PROGRAM TEAM**
4. Next meeting – Thursday May 30, 2013, 5:00 p.m. Room TBA
5. Adjournment 7:15 p.m.

STATUS OF RECOMMENDATIONS FROM June 6, 2012 MEETING

1. Discussion regarding MAD spring workshops has resulted in continuing to be a part of the scheduled events in Media Art & Design.
2. Discussion of Portfolio days have been changed to portfolio workshops for programs that

- require a portfolio as part of their acceptance completed.
3. Discussion regarding dual credits in photography arose stating that a new dual credit will be available in Uxbridge for the winter and a new one for Multimedia in the fall remains ongoing.
 4. Investigation to invite a High School Guidance Counselor to meet with Pre-Media faculty about what the Pre-Media program offers, remains ongoing.

REPORT PREPARED BY: S. Leaming-Conroy

DATE: Wednesday November 28, 2012

DRAFT REVIEWED BY ASSOCIATE DEAN:

SIGNATURE: 

APPROVED BY CHAIR: N/A

SIGNATURE: _____

Pre-Service Firefighter Education & Training Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Gord Weir	Director of Emerg. Serv./Fire Chief	Clarington Fire Service
External Committee Members		
Mark Berney	Deputy Chief	Clarington Fire Service
Scott Boyd	Deputy Chief Operations	Oshawa Fire Services
Richard Craibbe	Fire Chief	Oakville Fire
Gord Ferguson	Deputy Chief	City of Pickering Fire
Mike Figiola	Fire Chief	GTAA Fire & Emerg. Serv
Michael Gamba	Deputy Chief	Town of Ajax Fire
Rick Harrison	Fire Chief	Brock Township
Bill Hesson	Deputy Chief	Clarington Emergency
Dwayne MacIntosh	Deputy Chief	GTAA Fire & Emergency
Steve Meringer	Fire Chief/Emergency Services	Oshawa Fire Service
Richard Miller	Fire Chief	Scugog Township
Ted Morrison	Chief Training Officer	Ajax Fire & Emergency
Scott Richardson	Fire Chief	Uxbridge
Jim Sales	Fire Chief	Toronto Fire Service
Don Trylinski		Ontario Power Generation
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Chelsea Dempsey	Student	Durham College
Pierce Warwick	Student	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Tim Calhoun	Professor	Durham College
Margot Murray	Co-Coordinator/Professor	Durham College
John Webster	Co-Coordinator/Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
None		

Attendees (November 20, 2012):

*External Members

Present: S. Ball, *T. Calhoun, *R. Craibbe, C. Dempsey, *S. Meringer, *D. Silver, P. Warwick, J. Webster, *G. Weir

Regret(s): *M. Berney, *S. Boyd, *G. Ferguson, *M. Figliola, *M. Gamba, *M. Gerrard, *R. Harrison, *B. Hesson, *D. MacIntosh, *R. Miller, *T. Morrison, M. Murray *J. Sales, *D. Trylinski

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. The minutes of October 27, 2011 were approved by S. Meringer and seconded by R Craibbe.
Carried.
2. **Industry Trends:** Firefighters at the various Fire Services are struggling, at times, with the basic skills and found they need a refresher course on those skills. There are more graduates than there are jobs in the system and they need to maintain their basic skills until opportunities arise in the field. Bridging opportunities should be made available to the students in other programs or universities while seeking jobs. The members work closely with the faculty and are aware of our students who are also viewed as potential employees.
3. **Endorsement Review:** The documentation has already been submitted to OFM in preparation for the site visit and audit next year.
4. **Post Admission Requirements:** The Fire Services agencies require their recruits to submit all documentation prior to their date of employment and the same expectation should apply to the students accepted into our program.
5. **Selection Process:** The program is oversubscribed for 75 seats. However, concern was expressed on selecting those who are committed to working in the field.
6. **Student Voice:** The main concern is the inconsistency with delivering the same skill sets to each group during their practical days. The student groups want to stay together in the next semester but the membership reinforced the need to be flexible and work with diverse groups as expected in the field
7. **Program of Studies:** Next year, the course, Fire Ground Practical III, will be renamed Pre-Graduate Experience. The curriculum will address those weaknesses identified in the OFM results in order to better prepare the students for their OFM exams.
8. **Offsite Training:** Due to weather and scheduling demands, Wesleyville will not be used for training this fall.
9. **DriveWise:** There are opportunities for fire services to take the training on a train-the-trainer basis for the region.

RECOMMENDED ACTIONS

1. A copy of the newsletter will be attached to the minutes.
2. The members are asked to review the membership list and forward the names of any of proposed new members to S. Ball who will contact them and invite them to join the committee.
3. A proposal was made to offer a refresher course through night school for those graduates who need to maintain their skill levels while searching for a position which will be investigated by the faculty team.
4. The selection process for entrance into the program will be discussed with our Admissions and faculty team by S. Ball and J. Webster.
5. A proposal for DriveWise training will be forwarded by T. Calhoun to S. Meringer to take to the Fire Service Board.


STATUS OF RECOMMENDATIONS FROM October 27, 2011 MEETING

1. R. Craibbe is the new committee member representing Oakville Fire Department.
2. A program student newsletter that included articles on volunteer opportunities and some faculty profiles was created by one of our faculty, D. Rizzi.
3. J. Webster is in contact with the colleges that offer the same program and all are sharing best practices and information regarding assessment tools and pre-testing evaluations
4. We now have two student representatives who are currently registered in the program.

REPORT PREPARED BY: M. Bartosik

DATE: November 21, 2012

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE: 

APPROVED BY CHAIR: G. Weir

SIGNATURE: 